

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

www.mass.gov/ago/openmeeting

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: _____ Board of Public Works

FILED BY: _____ Dan Cabral

DATE OF MEETING: _____ July 25, 2017

TIME OF MEETING: _____ 7:00 PM

PLACE OF MEETING: _____ DPW Facility – 66 River Road

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

Board of Public Works - MEETING AGENDA

- 7:00 Announcements
- 7:01 Public Comment
- 7:05 Discussion of Remote-Read Meter Features
- 7:35 Discussion of Board Policy Concerning the Maintenance of Private Roads
- 7:50 Board Vote on the Effective Date of the New Water Rates
- 8:00 DPW Director's Operational Report
- 8:20 Board Members' Reports, Concerns, and Updates
- 8:40 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 8:45 Review and Approve Minutes of the 7/12/17 Meeting
- 8:50 Adjourn

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda

NOTE: Times are approximate and the Agenda Items may not be discussed in the exact order listed

BoPW Meeting 7/25/2017

Discussion of Remote-Read Meter Features

**Advanced Meter Read System
Comprehensive Summary
Board of Public Works Comments**

BOPW Member	Category
Project Goals	
	Ability to allow reduction in water meter reading staff / billing staff by at least 1.0 FTE and elimination of one vehicle from Water Dept.
Abdella	
Lowery	Reduce Operational Costs - Meter Reading
Lowery	Enable Quarterly and/or Monthly Billing
Lowery	Enable timely leak detection, reduce lost water
Lowery	Reduce & Simplify Abatements
Lowery	Improve Resident Service, Information Visibility
Billing and Billing Interface	
Note: Please noted that water rate structure will need to be modified based on billing frequency	
Abdella	Option for billing system management by third party.
Baston	Invoice frequency – Invoice at least quarterly.
Baston	Consider monthly or bi-monthly billing during the irrigation season.
Baston	Billing for individual customers. (Use gallons instead of cubic feet of water)
	a. Track water pumped.
	b. Track water billed.
	c. Track water lost.
Wegerbauer	Easy integration to billing s/w (allow for more frequent invoicing)
Wegerbauer	Online payment capability
Lowery	Enable Quarterly and/or Monthly Billing
Lowery	Reduce & Simplify Abatements
Lowery	Web based service
Lowery	How is data moved to billing?
Lowery	Custom flags in meter data?
	a. Irrigation Meter
	b. Meter Serves XX households
	c. Bill usage together with meter XXXXX
Lowery	Simple way to process abatements
Lowery	PDF bills delivered by email
Lowery	Automatic Payment methods
Lowery	Analysis Data Flexibility
Lowery	Usage Revenue Forecasting
Lowery	Ease of data extraction for analysis
Cost Analysis	
Abdella	Demonstrate Return on Investment to FinCom and Town Meeting.
Baston	Integration – Would there be a cost savings to have the new system integrate with the existing system?
Lowery	Reduce Operational Costs - Meter Reading
Lowery	Capital Cost - Transmission
Lowery	Capital Cost - Meters (per meter)
Lowery	Capital Cost - Software License
Lowery	System Service Cost/Month
Lowery	Per Meter Service Cost/Meter
Customer Accessibility	
Abdella	Customer on-line access to water usage (including automated exception reporting), accumulated statistics, and billing
Baston	Customer access – Is this necessary? What is the benefit of customer access?
Lowery	Cellphone and Web access
	a. Daily/weekly thresholds for alerting?

**Advanced Meter Read System
Comprehensive Summary
Board of Public Works Comments**

b. Projected usage/cost, and per-gallon cost?
c. Historical usage trending?
 Lowery Warning notices possible water bad violation
 Lowery Detect slowly increasing usage (leak)
 Lowery Selectable Email or text alerts
 Lowery Vacation

Reporting Capability

Baston Collect water usage daily
 Baston The report should show the water usage hour by hour.
 i. The hourly read will allow leak detection at night and identify unauthorized usage during water bans.
 Baston The report should show the account number.
 Baston Address would be helpful but might take up too much space.
 Wegerbauer Reporting (easy to configure reports - individual meters and summary reports)
 Lowery Enable timely leak detection, reduce lost water

Communications

Abdella Capability of using host location Wi-Fi to transmit meter usage data back to Water Dept.
 95+% percent of metered locations in Wayland most likely have Wi-Fi. Could we utilize this as our communications
 This would avoid the battle over (and cost of) additional RF transmitters / towers.
 Assumes data from meter would be encrypted and not subject to tampering. Also assumes that data transmission
 from the meter reading device would not materially impact the customers Wi-Fi bandwidth / performance.
 Participating users would be granted a discount on their bill.
 Non-participating users would incur a surcharge for alternative data collection.

Baston Network – Must cover or accommodate the whole town.
 Baston Address dead areas and determine the cost to cover the whole town.
 Baston Determine the equipment need to accomplish the town wide coverage.
 Baston Radio power – Enough to do the job but not excessive.
 Baston Remote connect/disconnect – Is this something that would be helpful? Why?
 Baston Migratable - Yes.
 Baston Would a tower on Reeves Hill be a solution to ensure town wide coverage?
 Baston Transmission frequency – Not less than once per day.
 Baston Fixed network – Two way
 Baston Data storage – In a cloud.

Wegerbauer Read frequency (ability to set the read frequency - ideally by meter as some were concerned about privacy)
 Wegerbauer Transmit frequency (ability to set the transmit frequency)
 Wegerbauer Fixed network (ideal in order to save on personnel and other meter reading costs)
 Wegerbauer Lower power transmissions, less frequent transmissions to address health concerns

Lowery RF power for sending (milliwatts)
 Lowery How often sends
 Lowery # of readings/day
 Lowery Days storage in meter (backup)
 Lowery Encryption - end to end
 Lowery Cellular Technology used?
 Lowery Cloud Storage
 a. Whose cloud service?
 b. Redundancy Plan?
 c. Encryption?
 d. Allows regular backup to ToW server?

Lowery SQL-based access for queries

**Advanced Meter Read System
Comprehensive Summary
Board of Public Works Comments**

Operational Features/Options	
Baston	Alarm warning – Needed to detect abnormal water usage or a problem with the system.
Baston	Battery life – 20 years.
Baston	Outage detection – Yes.
Baston	Tamper identification – Yes.
Baston	On demand read – Yes.
Baston	Leak detection and warning - Yes.
Baston	Backflow notification – Do we need this? Do we not have valves to stop back flow?
Baston	Option to opt out – The system needs to have an option for concerned residents to opt out.
Wegerbauer	Alerts (easily configurable to send alerts for possible leaks)
Lowery	Allows for a resident OPT-out
Lowery	Leak detection thresholds daily/weekly/billing
Lowery	Scanning for Water Ban possible violations
Lowery	Backflow, no-flow sensing
Software	
Baston	Analytic software – Yes.
Baston	Encryption - Yes.
Baston	The programs need to be upgradeable in the future.
Water Meter Infrastructure	
Baston	Meter type – TBD; brass vs. plastic.
Baston	Touchpad capabilities – preferable for those who opt out. Would our old system meet the need?
Lowery	Brass housing
Request for Proposal	
Abdella	Best value selection – minimize labor associated with service calls by specifying data collection / transmitting equipment life to match that of the longest service element (the meter).
Abdella	Establish pre-qualification process for system vendors through demonstrated performance with other towns, technical features, use of high quality materials, financial stability of firm, etc.
Wegerbauer	Total system cost comparisons would be ideal.
Lowery	Capital Cost - Transmission
Lowery	Capital Cost - Meters (per meter)
Lowery	Capital Cost - Software License
Lowery	System Service Cost/Month
Lowery	Per Meter Service Cost/Meter
Lowery	Single vendor: meter, transmission, data storage, billing service
Lowery	References for similar system
Lowery	Metering method
Lowery	Battery Life
Lowery	Warranty Period
Deployment	
Lowery	Can be rolled out over time?
Lowery	Allows for a resident OPT-out
Lowery	Can be installed by Water Dept Staff

BoPW Meeting 7/25/2017

**Discussion of Board Policy Concerning the Maintenance of
Private Roads**

BoPW Meeting 7/25/2017

Board Vote on the Effective Date of the New Water Rates

BoPW Meeting 7/25/2017

DPW Director's Operational Report

DPW Director's Report

July 25, 2017

Water Division

- **Habitat for Humanity Easement:** Grant of Easement to be signed by Selectmen 7-24-17
- **Water Tank Siting Study Status:** Contract to be executed- Work to begin early September – Schedule to be discussed
- **Reeves Hill Tank Cleaning** – Contract signed – Preconstruction meeting scheduled for 7-25-17

Highway & Park Division

- **Permitting and Preparation of Triangular Laydown Area:** Flagging and survey is complete. Meeting with Conservation Agent scheduled to review findings.
- **Roadway Paving** – Roads to be paved (Alpine, Apple Tree, Bow, Kelly, Lincoln, Waltham, Williams)
- **Weston & Sampson Route 20 South Landfill Study:** Weston and Sampson has received the information and is beginning a review. Will be meeting with DPW after they have developed initial thoughts.

Transfer Station Division

- **Landfill Access Road:** With a new Town Counsel, we have been working through setting up standard engineering contract forms. We have finalized the scope of services and fee with the designer and have prepared a contract to begin the work. Due to Conservation Commission requirements, we anticipate finalizing the design later this year with bidding occurring over the winter.
- Compactor #1 has been replaced and is now up and running.
- As of 7/20/17, 1141 Full Stickers have been sold. Of those, 1345 were paid by check (69%), 415 were paid by credit card on-site (31%), and 38 were purchased online (3%). In FY17, 813 stickers were sold as of 7/20/16 (29% increase).
- As of 7/20/17, 107 Recycle-Only Stickers have been sold. Of those, 67 were paid by check (62%) and 40 were paid by credit card on-site (37%). In FY17, 85 stickers were sold as of 7/20/2016 (20% increase).

Engineering

- **24 School Street Stormwater Memo:** The Comprehensive Permit application was received by the office and a meeting with the BoH and Conservation Commission was held to go over our reviews. Town Engineer produced a memo that reviewed the proposed project with regards to the connection to the water system, the impacts to the Town rights-of-way and the stormwater system. A request was made for further information as the on-site stormwater management system design lacked sufficient information to inform the reviewer to ensure that run-off from the project would not impact the Town's street drainage.
- **MassWorks Grant** – Being presented and discussed at 7-31-17 Selectmen Meeting
- **Rivers Edge** – Land Disposition Agreement being discussed at 7-24-17 Selectmen Meeting
- **CastleGate Pillars** – ROW Plan to be discussed at next BoPW Meeting.
- **WHS Wastewater System Status:** Town Engineer attended a MassDEP inspection of the HS system on June 27th. A report identifying three deficiencies with the system was issued by MassDEP. The Town Engineer is drafting the formal response due August 1. Additionally the Town Engineer is looking at ways to optimize the process to reduce costs and extend the operational life of the new equipment recently replaced at the plant.
- **WWMD:** Town Engineer is supporting the Commission in several areas. The Town Engineer is looking at ways to increase volumes treated to allow for more revenue generation without increasing Commission costs. Also working at closing out the construction project punch list and Con Comm order of conditions. Assisting with cost management of the O&M contractor and enabling DigSafe as well as hiring a contractor to provide pipeline maintenance activities.
- **GIS:** Town Engineer is working with the GIS coordinator to improve the usefulness and coverage of the DPW infrastructure. An updated stormwater data set and water system with valves, hydrants and other assets is being developed. This is a long term project that will be constantly improving as our understanding of the systems improves. Future improvements will include the inclusion of other data such as bridges, dams, wastewater and possibly trees, signs and guardrails.
- **Sudbury/Wayland Water IMA:** Town Engineer has drafted an "issues" memo that identifies the major consideration for discussion relative to an IMA. With Director working to set up a meeting to start to come up with a framework for the development of an IMA.

BoPW Meeting 7/25/2017

Board Members' Reports, Concerns, and Updates

July 17, 2017

Amy E. Kwesell
akwesell@k-plaw.comPaul F. Alphen, Esq.
Alphen & Santos, P.C.
2000 Littleton Road
Westford, MA 01886Re: Town of Wayland - 8 Glezen Lane – Zone I Wellhead Protection Zone

Dear Mr. Alphen:

This firm serves as Town Counsel to the Town of Wayland (the “Town”). I am in receipt of your March 9, 2017 letter to Town of Wayland Board of Health, Board of Public Works and Water Department and your June 14, 2017 letter to the Town of Wayland Board of Public Works and Water Department (both attached) seeking compensation for purported additional costs incurred by your clients, the owners of 8 Glezen Lane (the “Property”). You have asserted that additional costs were incurred due to the Property being located within a Massachusetts Department of Environmental Protection (“MassDEP”) Zone I Wellhead Protection Area (“Zone I”). Please note that the Town of Wayland has no intention of compensating your clients for any alleged additional costs related to the location of the Zone I.

As stated in the Massachusetts Drinking Water Regulations, 310 CMR 22.02, Zone I is a protective radius required around a public water supply well or wellfield. For public water system wells, with approved yields of 100,000 gpd or greater, as is the case here, the protective radius is 400 feet. This protective radius is established by the Commonwealth of Massachusetts pursuant to M.G.L. c. 111, §§159 and 160 and 310 CMR 22.00 and was not, as your letter erroneously states, established “as a consequence of the Water Department’s decision....” Additionally, I note that the Baldwin Pond Wells have been in existence since at least the early 1960s.

It is my understanding from a review of the Board of Health file that on October 19, 2016, your clients filed an application for an upgrade/repair to the existing septic system which was required so they could sell the Property. The application also requested a variance pursuant to Title 5, 310 CMR 15.211(2) to construct a portion of the septic system within a Zone I. While most of the system is outside of the Zone I, a variance was required as the approved plan depicts the tanks and piping within the Zone I. On November 28, 2016, the variance request was approved by the Board of Health and was not appealed. In short, your clients were granted the relief and permits they requested. Their allegations that their costs were increased due to the Property being located within a MassDEP Zone I Wellhead Protection Area is of no consequence. Kane v. Town of Hudson, 7 Mass.App.Ct. 556, 561 (1979). (A person may suffer grievous loss by restrictions imposed on his use of his land to protect the purity of a public water supply, but he is entitled to no compensation therefor.) See also, Sprague v. Dorr, 185 Mass. 10, 12-13 (1904). Commonwealth v. Sisson, 189



Paul F. Alphen, Esq.

July 17, 2017

Page 2

Mass. 247, 253, 254 (1905). Accordingly, the Town is not required to reimburse your clients for any costs associated with the installation of their replacement septic system.

Thank you for your attention to this matter.

Very truly yours,

A handwritten signature in cursive script, appearing to read "AKwesell".

Amy E. Kwesell

AEK/smm

Enc.

cc: Board of Selectmen
Department of Public Works

586671/WAYL/0001

ALPHEN & SANTOS, P.C.

Attorneys and Counselors at Law
200 Littleton Road, Westford, Massachusetts 01886
(978) 692-3107 palphen@alphensantos.com

March 9, 2017

Health Department
Town of Wayland
dmaccaughey@wayland.ma.us

Board of Public Works
Town of Wayland
mlindeman@wayland.ma.us

Water Department
Town of Wayland
dmillette@wayland.ma.us

RE: 8 Glezen Lane

Ladies and Gentlemen:

This office represents Karen and Frank Chase regarding the decision of the Board of Public Works not to proceed with the purchase of 8 Glezen Lane. If the subsurface septic disposal system is replaced pursuant to the most recent design (relocated outside of Well Zone 1), my clients have been advised that the additional cost of design and construction of the system would be \$32,000.00; which sum is over and above the costs that would be incurred to repair or replace the existing system.

It is my understand that Mr. Chase discussed with the Board the fundamental unfairness of the imposition of additional regulations, limitations and costs applicable to his property as a consequence of the action by the Town to establish a new well zone. The purpose of this letter is to follow up on the discussions with Mr. Chase regarding the Board's willingness to consider reimbursement to Mr. Chase of the additional expenses he will incur as a result of your actions.

We look forward to hearing from you. Thank you for your attention to this matter.

Very truly yours,
Alphen & Santos, P.C.



Paul F. Alphen, Esquire

ALPHEN & SANTOS, P.C.

Attorneys and Counselors at Law
200 Littleton Road, Westford, Massachusetts 01886
(978) 692-3107 palphen@alphensantos.com

June 14, 2017

Board of Public Works
Town of Wayland
mlindeman@wayland.ma.us

Water Department
Town of Wayland
dmillette@wayland.ma.us

RE: 8 Glezen Lane

Ladies and Gentlemen:

This office represents Karen and Frank Chase. Having received no response to our letter dated March 9, 2017, please accept this as a request for reimbursement of the additional costs incurred by our clients as a consequence of the Water Department's decision to cause our client's home to be located inside a Well Zone 1. As reported previously, our clients had been advised that the additional cost of design and construction of the system would be \$32,000.00; which sum is over and above the costs that would be incurred to repair or replace the existing system. Enclosed, please find invoices from Wayland Excavating LLC and Drake Engineering showing total expenses in the amount of \$70,955.00.

Mr. Chase discussed with the Board the fundamental unfairness of the imposition of additional regulations, limitations and costs applicable to his property as a consequence of the action by the Town to establish a new well zone. The purpose of this letter is to follow up on the discussions with Mr. Chase regarding the Board's willingness to consider reimbursement to Mr. Chase of the additional expenses he will incur as a result of your actions. Please accept this as request for copies of the policies established by the Board of Public Works and/or the Water Department for compensating the property owners now located in Zone 1 for the additional costs they have incurred or may incur in the future as a consequence of the placement of the new well.

We look forward to hearing from you. Thank you for your attention to this matter.

Very truly yours,
Alphen & Santos, P.C.



Paul F. Alphen, Esquire

Drake Associates Inc.
25 Wellesley Avenue
Wellesley Ma 02482
Civil Engineers Land Surveyors
508 877-0848 Fax 781 416 1865

Clay Chase
& Glezen In
Wayland Ma 01778

May 16, 2107

Invoice for Engineering Services
Replacement Septic System Design
Backhoe Charges
Layout & As built

\$ 3,000
\$ 800
\$ 900

TOTAL

\$ 4,700

Wayland Excavating LLC
PO Box 5222
19 Winter Street
Wayland MA 01778
Waylandexcavating2@gmail.com
508 653 2621

March 31, 2017

Submitted to:
Frank & Karen Chase
8 Glezen Lane
Wayland MA 01778

Site location:
same

We shall:

- Installation of septic system according to plan
- Top soils saved and replaced to machine grade
- Excess fill materials hauled from site
- Electric for pump installation providing the existing panel can accommodate the new service and there is easy access to the existing panel
- Rake and seed with onsite materials to disturbed area only

We shall not:

- Excavation and disposal of rock and/or ledge larger than ½ cubic yards
- Permits, inspection fees, bonds and police details
- Engineering
- Transplanting and additional top soils
- Pump out and disposal of any sewer – billed direct (John Regan Ent., Inc.)
- Conservation Issues
- Changes to inside plumbing
- Abandonment of any underground structures not indicated on plan
- Relocation of gas and/or water services
- Repairs nor replacement of underground nor overhead utilities not clearly marked by Dig Safe and its affiliates to include those considered on private property; such as but not limited to: cable, telephone, gas, water, sewer, electric, wiring to lamp posts, wiring to sheds and pools, gas lines to outside grills, etc.
- Repairs nor replacement of property improvements such as but not limited to: lawns, trees, bushes, walkways, driveways, patios, sheds, play sets, fences of any kind, walls of any kind, fixtures, beds (mulch, plantings, ground covers, etc.), stoops, irrigation systems, drainage systems, etc.
- Remove and dispose of trees and/or stumps
- Settlement
- De watering
- Erosion control removal

Chase
8 Glezen
Wayland

Total: \$66,255.00 (sixty six thousand two hundred fifty five dollars)

Terms of payment: \$22,085.00 (twenty two thousand eighty five dollars) the day work begins.
\$22,085.00 (twenty two thousand eighty five dollars) 2nd Installment
The balance is due upon completion. Final paperwork submitted to local agents upon payment of balance.

Signed:
Daniel J. Regan
Daniel J Regan

Acceptance:

Frank and/or Karen Chase

BoPW Meeting 7/25/2017

**Topics Not Reasonably Anticipated by the Chair 48 Hours Prior
to Posting**

BoPW Meeting 7/25/2017

Review and Approve Minutes of the 7/12/17 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
July 12, 2017

MEETING MINUTES DRAFT

Present: W. Baston (Chair), T. Abdella, M. Lowery, J. Mishara, M. Wegerbauer, T. Holder
(DPW Director)

Meeting opened at 7:00 PM

Baston announced that the meeting is being recorded.

Baston reviewed the agenda.

Baston asked for public comment.

Public Comment

Richard Turner of 148 Nob Hill Road thanked the DPW for their efforts in installing Purple Heart signs throughout Town.

Items Submitted for Board Review
- Wayland Purple Heart Town sign photo

Irrigation Application Review – 241 Main Street

A representative of Twin Pines Irrigation appeared before the Board to discuss the irrigation application for 241 Main Street.

Lowery suggested that the Board's expectations of what should be included on an irrigation application and plan be more clearly described to applicants.

Abdella made a motion to approve the irrigation application of 241 Main.

Mishara 2nd.

Lowery noted that he would like to see the irrigation system design be placed on a plot plan.

Lowery offered an amendment to the motion that the application be approved contingent upon the installation of a separate irrigation meter.

[Amendment failed for lack of 2nd.]

`Abdella, Baston, Mishara in favor of original motion; Lowery opposed.

Items Included in the Packet for Discussion
- 241 Main Street Irrigation Application

[Wegerbauer arrived at 7:14 PM]

Irrigation Application Review – 51 Maiden Lane

Gregory Burke of 51 Maiden Lane appeared before the Board to discuss the irrigation application for 51 Maiden Lane.

Lowery asked how far the heads are from the road.

Burke noted they are 6 feet from the road, having been moved back at the request of the DPW.

Mishara made a motion to approve the irrigation application of 51 Maiden Lane.

Abdella 2nd.

Lowery noted that the system would not be able to be used in the event of a water ban, and encouraged the homeowner to consider the installation of a drip irrigation system in the future.

Abdella, Baston, Mishara, Wegerbauer in favor; Lowery opposed.

Baston suggested that a sign-off of the DPW Director be added to the irrigation application.

Holder noted that he will request Health Director Julia Junghanns to draft a position statement concerning the installation of irrigation systems in the vicinity of septic systems.

Items Included in the Packet for Discussion
- 51 Maiden Lane Irrigation Application

Water Abatement Review – 121 Boston Post Road

Baston discussed the nature of the abatement, noting that the high usage read was the result of a clerical error.

Holder added that the meter was replaced, but was never recorded in the administrative system, which resulted in an artificially high reading.

Mishara made a motion to approve the credit of \$97,470.96, waiving any interest and fees.

Lowery 2nd, all in favor.

Items Included in the Packet for Discussion
- 121 Boston Post Road Water Abatement

Water Rate Discussion & Potential Board Vote to Set Water Rates

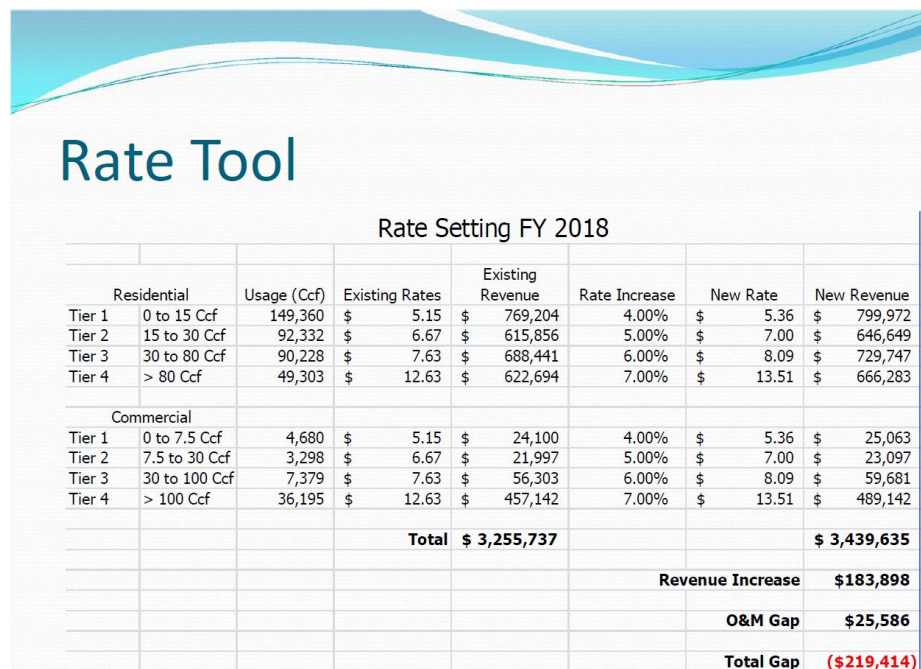
Town Engineer Paul Brinkman presented a PowerPoint presentation regarding water rate setting.

Wegerbauer asked if David Fox could be contacted to determine his recommendation for a retained earnings balance.

Brinkman noted that his calculations for retained earnings are roughly the same as Fox's.

Carol Martin, Finance Committee Member, suggested that the Board consider establishing a stabilization fund to finance the cost of the membrane replacement.

Brinkman manipulated the rate setting tool by placing a graduated rate increase of 4, 5, 6, and 7 percent per tier, which would increase projected revenue by \$183,898. [See Rate Setting FY 2018 spreadsheet below]



The image shows a PowerPoint slide titled "Rate Tool" with a blue and white wavy header. Below the title is a spreadsheet titled "Rate Setting FY 2018". The spreadsheet is divided into two main sections: Residential and Commercial. Each section lists four tiers with their respective usage, existing rates, existing revenue, rate increase percentages, new rates, and new revenue. At the bottom, there are summary rows for Total, Revenue Increase, O&M Gap, and Total Gap.

Rate Setting FY 2018							
		Usage (Ccf)	Existing Rates	Existing Revenue	Rate Increase	New Rate	New Revenue
Residential							
Tier 1	0 to 15 Ccf	149,360	\$ 5.15	\$ 769,204	4.00%	\$ 5.36	\$ 799,972
Tier 2	15 to 30 Ccf	92,332	\$ 6.67	\$ 615,856	5.00%	\$ 7.00	\$ 646,649
Tier 3	30 to 80 Ccf	90,228	\$ 7.63	\$ 688,441	6.00%	\$ 8.09	\$ 729,747
Tier 4	> 80 Ccf	49,303	\$ 12.63	\$ 622,694	7.00%	\$ 13.51	\$ 666,283
Commercial							
Tier 1	0 to 7.5 Ccf	4,680	\$ 5.15	\$ 24,100	4.00%	\$ 5.36	\$ 25,063
Tier 2	7.5 to 30 Ccf	3,298	\$ 6.67	\$ 21,997	5.00%	\$ 7.00	\$ 23,097
Tier 3	30 to 100 Ccf	7,379	\$ 7.63	\$ 56,303	6.00%	\$ 8.09	\$ 59,681
Tier 4	> 100 Ccf	36,195	\$ 12.63	\$ 457,142	7.00%	\$ 13.51	\$ 489,142
Total				\$ 3,255,737			\$ 3,439,635
						Revenue Increase	\$183,898
						O&M Gap	\$25,586
						Total Gap	(\$219,414)

Wegerbauer noted that he is not in favor of a rate increase, as the reserve fund balance has grown over the last several years.

Abdella added that a defensible answer needs to be why water costs in Wayland are higher than comparable towns.

Lowery asked what the value of unbilled municipal irrigation use is.

Brinkman noted that more data needs to be gathered prior to establishing its value.

Lowery made a motion to adopt residential and commercial water usage rate increases of 4, 5, 6, and 7 percent per tier, resulting in a projected revenue increase of \$183,898.

Brinkman noted that the average user's bill would increase \$16 to \$20.

Mishara 2nd.

Wegerbauer expressed his opinion that he feels the existing usage rates are sufficient, and that the reserve fund balance is at an adequate level as-is.

Baston, Lowery, Mishara in favor. Abdella and Wegerbauer opposed.

Lowery urged the Board to carefully examine future capital spending in an effort to reduce rates in the future.

Items Included in the Packet for Discussion

- 7/12/2017 Water Rate Discussion PowerPoint Presentation

Items Presented to the Board for Review

- 7/12/2017 Water Rate Setting FY2018 Rate Tool

Board Discussion of Desired Remote-Read Meter Features

Holder distributed a summary of the Board Members' desired remote-read meter features to the Board.

Baston suggested that the Board review the list to discuss in further detail at the next meeting.

Lowery distributed material from Verizon's remote-read meter service, and asked staff to contact Verizon for further information.

Items Included in the Packet for Discussion

- 7/6/2017 Meter Features List from Woody Baston

Items Distributed to the Board for Discussion

- Summary of Advanced Meter Reading System desired features

- Verizon Grid Wide Intelligent Water meter reading system information

Board Review of DPW FY19 Capital Plan

Holder discussed the proposed DPW FY19 Capital Plan.

Wegerbauer asked if the meter replacements and reading system could be split into two separate capital items.

Lowery noted he would like the Town to do a better job in maintaining the islands and heater pieces throughout Town.

Martin asked what the proposed funding source would be for the demolition of the structure at 107 Old Sudbury Road.

Holder noted that the proposed funding source would be the Water Enterprise Fund.

Martin urged the Board to consider its impact to the enterprise fund.

The Board discussed the potential availability of grant money for the demolition of the structure.

Lowery asked for more information regarding the proposed capital request for PLC upgrades.

Brinkman noted that the request was drafted due to the desire to upgrade to more modern technology.

Lowery requested that a timeline for the completion of the water tank siting study be provided at the next meeting.

Items Included in the Packet for Discussion

- 7/6/2017 DPW 5-Year Capital Plan

- 7/12/17 Updated DPW 5-Year Capital Plan

DPW Director's Financial Report

The Board reviewed the final FY17 Budget Summary.

Items Included in the Packet for Discussion

- 7/6/17 DPW Financial Report

Board Review of MassWorks Grant Applied for by Town Planner Regarding River's Edge

Town Planner Sarkis Sarkisian appeared before the Board to discuss the potential application for a MassWorks grant pertaining to the installation of a water main on Route 20.

Sarkisian provided background on the nature and criteria of MassWorks grants.

Brinkman reviewed the potential water main design.

Holder noted that applying for a State Revolving Fund loan is also an option for funding the work.

Mishara made a motion for the Board to support Sarkisian's MassWorks grant application and any supporting documentation that may be needed.

Abdella 2nd, all in favor.

Lowery asked what the DPW would need to provide for support.

Sarkisian replied that he is seeking a letter of support from the Board.

Board Member's Reports, Concerns, and Updates

Mishara requested that future agendas note what minutes are slated for review.

Lowery asked about the status of the Stonebridge Road Habitat for Humanity easement.

Holder replied that they are awaiting the signature of one more occupant on the easement application.

Lowery asked about the status of the issuance of an RFP for the Happy Hollow Access Road.

Holder replied that the RFP cannot be issued until the easement is recorded.

Lowery asked about the status of the contract for the Landfill Access Road project.

Holder replied that the contract specifications are currently being drafted.

Lowery asked about the status of permitting the triangular lay-down area.

Holder replied that the area has been delineated, and anticipates preparations to begin shortly.

Lowery asked about the status of the Castle Gate pillars.

Holder replied that there appears to be sufficient right-of-way to relocate the pillars back from the roadway.

Lowery asked if a schedule to connect the catch basin in the rear of the Library parking lot to the Library drainage system.

Holder replied that he anticipates work to occur within the next four to six weeks.

Lowery expressed his concern for the proliferation of large plastic signs placed illegally within the Town's right-of-way.

Lowery discussed the condition of the sidewalk on Route 27 between Hannah Williams Park and Plain Street; and asked Holder to consider replacing that section of sidewalk in the future.

Lowery asked the Board to explore a plan to use reclaimed water for field irrigation from the town's wastewater treatment plant.

Baston noted that further treatment of the discharge would be needed prior to its use for irrigation.

Brinkman added that the discharge from the High School wastewater treatment plant would be suitable for such purposes as-is.

Lowery noted that the Surface Water Quality Commission has completed the hydro-raking at Mill Pond.

Lowery described residents' concerns regarding the planned Oxbow Meadows recreation field.

Wegerbauer asked about the status of the Parkland and Charles intersection.

DPW Superintendent Joe Doucette noted that construction is underway, with the first phase of the project scheduled for completion in approximately three weeks.

Baston asked about the status of material storage at 195 Main Street.

Doucette noted that materials from the resurfacing of Plain Road have been temporarily placed there.

Baston discussed a 40B informational meeting that occurred the previous night.

Topics Note Reasonably Anticipated by the Chair 48 Hours Prior to Posting

Lowery discussed a letter drafted by Town Counsel to the attorney for 8 Glezen Lane.

The Board noted that if Holder approves of the content of the letter, no further Board action is necessary.

Items Distributed to the Board for Review

- 7/7/17 Letter from Town Counsel to Attorney Alphen re: 8 Glezen Lane

Review and Approve the Minutes of the 6/27/2017 Meeting

Baston noted typographical corrections to page six.

Lowery made a motion to approve the minutes of the 6/27/2017 meeting as amended.

Abdella 2nd, all in favor.

Items Included in the Packet for Discussion

- 6/27/2017 BOPW Meeting Minutes Draft

Abdella made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:26 PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator