

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: _____ August 8, 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 Irrigation Application Review: 23 Country Corners

7:15 Discussion and Potential Board Vote on Fall Town Meeting Article to Fund the Demolition of the Structure at 107 Old Sudbury Road

7:25 Discussion of Irrigation Application & Abatement Policies & Procedures

7:40 Discussion of Status of Castle Gate Pillars

7:55 DPW Director's Financial Report

8:10 Board Members' Reports, Concerns, and Updates

8:25 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any

8:30 Review and Approve Minutes of the 7/25/17 Meeting

8:40 Adjourn

REVISED

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 8/8/2017

Irrigation Application Review: 23 Country Corners

BoPW Meeting 8/8/2017

**Discussion and Potential Board Vote on Fall Town Meeting
Article to Fund the Demolition of the Structure at 107 Old
Sudbury Road**



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778
CAPITAL APPROPRIATION REQUEST
FY18 - FY22 (FIVE YEARS)

PROJECT INFO:

107 Old Sudbury Road Demolition	No
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Tom Holder - DPW Director / Board of Public Works	T. Holder - 508-358-3672
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Woody Baston, Chair - Board of Public Works	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Demolition of the structure on the property of 107 Old Sudbury Road

PROJECT JUSTIFICATION:

The Water Division is seeking funding for the demolition of the structure and appurtenances at 107 Old Sudbury Road, which was acquired through vote at 2016 Fall Town meeting for the purpose of water resource protection and potential upgrade of the Town's water treatment system. Demolition of the existing structure is the first step in preparing the property for future Water Division use.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2022):

ELEMENT	Prior to Date	2018	2019	2020	2021	2023	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		100,000					\$ 100,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Water Enterprise Fund
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS

Request Number	FALL TM
Dept.	Department of Public Works, Water
Schedule:	FY2019
Relationship to General Plan:	Added this year.
History:	

Updated

8/2/2017

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR: Board of Public Works DATE RECEIVED: _____
CONTACT PERSON: Tom Holder TELEPHONE/Day: 508-358-3672
TELEPHONE/Evening: _____
BOARD VOTE: _____ DATE OF VOTE: _____
TITLE: 107 Old Sudbury Road Demolition

COST: X NO COST: _____ COST ESTIMATE: \$100,000

TEXT:

The Water Division is seeking funding for the demolition of the structure and appurtenances at 107 Old Sudbury Road, which was acquired through vote at 2016 Fall Town meeting for the purpose of water resource protection and potential upgrade of the Town's water treatment system. Demolition of the existing structure is the first step in preparing the property for future Water Division use.

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR _____ DATE _____
TOWN COUNSEL REVIEW _____ DATE _____

BoPW Meeting 8/8/2017

**Discussion of Irrigation Application & Abatement Policies &
Procedures**

DRAFT
Town of Wayland
Department of Public Works
Water Division
66 River Road Wayland, MA 01778

Irrigation System Information Sheet

Before you invest in an irrigation system there is some background information with which you should be familiar:

1. The Town of Wayland draws its water from a number of wells situated through out the Town.
2. The water from the wells is processed through a water treatment plant before it is distributed to the Town's residents, schools businesses and Town buildings. The Town's wells draw their water from the Concord River Basin.
3. The Department of Environmental Protection (DEP) monitors the level of water in the Basin.
4. Currently the Basin is considered stressed by DEP.
5. As part of the Town's new application to draw water from the Basin, DEP has reserved the right to require all the towns that draw water from the Basin to conserve their consumption of water by the implementation of water bans.
6. The water bans can take different forms depending on the severity of the drought. Examples of the different types of water bans are:
 - a. Odd/even days. Should the street address of your residence be an even number then you would be allowed to water on even days. Should the street address be an odd number then watering would be allowed on odd numbered days.
 - b. Restrict watering to two days per week.
 - c. Restrict watering to one day per week.
 - d. A complete ban on watering.
 - e. Watering during the above mentioned bans, except the total ban, would be limited to the hours between 7:00 pm to 7:00 am.
 - f. Handheld hose watering is not restricted and is allowed at all times on all days.
7. Those found to be in violation of the ban are subject to a written warning and monitory fines.
8. DEP defines the irrigation season to be May through October and reserves the right to call for water bans for any or all of the irrigation season depending on the severity of the drought.
9. All residents are expected to strictly follow all water bans that have been put in place.
10. the implementation of water bans will be announced in the local media as wall as on the Town web site, and the DPW web site

Acknowledgement that you have read and understand the above information is required below:

Name-printed: _____

Signature: _____

Date: _____

July 25, 2017

DRAFT
July 24, 2017
Requesting an Abatement

If you have found the source of the problem, and it has been corrected write a letter to the Department of Public Works. The letter should state:

1. What you believe to be the source of problem.
2. Explain how the problem was fixed.
3. Include all receipts for completed work or inspections (by a licensed plumber or irrigation installer) made as a result of the problem.
4. Include all receipts for parts you may have purchased to fix the problem yourself.

The Department of Public Works will not accept a statement that no problem was found, unless accompanied by an invoice from a licensed plumber stating that everything was fine with the system.

The Department of Public Works will stand by the reading shown on the water meter.

A water meter failure generally will under report water flow not over report.

Should the abatement applicant wish to have the accuracy of the water meter checked, the applicant may do so at their expense. Should the water meter be found to be over reporting water usage, the Department of Public Works will pay for the test. If the water meter is found to be accurate the applicant will be billed for the cost of the test.

The Department of Public Works, and only the Department of Public Works, will be responsible for the testing of a water meter.

Abatement Hearing

Someone from the Department of Public Works office will contact you with the date and the time of your hearing.

The material which you have submitted as well as recent invoices and water usage records covering past years will be included in the packet that is sent to the Board of Public Works prior to each meeting.

Your abatement request will be heard by the Board of Public Works. The Board will consider your request, whether the problem has existed in the past, how long before you began to address the problem, whether you have made a good faith effort to correct the problem, and your payment history.

Abatements are normally considered only for the most recent water bill. Abatements may be granted by re-calculating some portion of your water use at a lower tier, or by forgiving a quantity of water used based on your historical usage from the same season in prior years.

The Board may grant your abatement as requested, deny your request, partially grant your request, or delay action until the next billing cycle, in the same season, shows the problem to have been corrected.

Abatements for water loss in an irrigation system will be limited to 20% of the flow above the three (3) year average for the same season.

The Board of Public Works will issue only one abatement per homeowner.

The Board actions may be conditional on the homeowner taking additional steps to correct the problem.
The Board does not grant abatements for recurring, unresolved issues.



Town of Wayland Massachusetts

Board of Public Works & Department of Public Works High Water Bills & Water Abatement Guidelines

Please note: If you qualify for abatement based on existing income or hardship programs, the abatement will be handled administratively – please call us at the number below.

<p>Situation:</p>	<p>You have received a high water bill and you don't understand why.</p> <ul style="list-style-type: none"> - Did you use that much water? - Do you have a leak? - Could there be something wrong with the meter or the reading? - Was there a change in the number of people in your household? <p><i>Don't wait to take action!</i></p>
<p>Initial Checks:</p>	<p><i>Is your usage significantly higher than for the same season last year?</i> Check your bill against a previous bill in the same time period – or call us and ask what your prior bills were.</p> <p><i>What changed?</i></p> <ul style="list-style-type: none"> - Did you install an irrigation system? - Did you water your lawn or garden more than in years past? - Are there new persons in the household? - Have you added or changed appliances? - Are you washing your automobiles or boats outside? <p><i>Strategies for identifying leaks:</i></p> <ul style="list-style-type: none"> • Check for leaking toilets – the #1 cause of excess water usage – drop dye tablets (available from the DPW) in the toilet tank. Let stand for a few hours. If the dark color reaches the bowl before flushing – call the plumber, your toilet is leaking. • Does your meter run with all water off? Turn off all taps, irrigation systems, and sources of water use. If the triangle or dials are still moving on your water meter or you hear water running through the meter, you have a leak. Call a plumber. • A below-ground irrigation system can leak silently. Check for damp spots in irrigated areas. Read your meter each morning for a few days then shut off the irrigation system; see if usage goes down in the next couple days.

<p>Next Steps:</p>	<p><i>If you've not found the source of the extra water usage:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Read your meter daily and try to relate usage to some activity. <input type="checkbox"/> Check outside hoses. <input type="checkbox"/> Have your irrigation company check a below-ground irrigation system. <input type="checkbox"/> Have a plumber check your system and fix the leak or document that no leak was found. <input type="checkbox"/> Ask DPW to change the meter if it reads over 200,000 cubic feet (no charge). <input type="checkbox"/> If you believe you've ruled out toilets and irrigation systems, call the DPW at the number below to: <ul style="list-style-type: none"> o see if we have any other suggestions for your situation, or o schedule a water worker to check your system. <p>Please advise us if you are not able to pay the bill in full when it is due.</p>
<p>Requesting Abatement:</p>	<p>If you've found the source of the problem, and it's been corrected (or for seasonal reasons will be corrected later), please write a letter to the Department of Public Works. Please:</p> <ul style="list-style-type: none"> <input type="checkbox"/> explain what you believe was wrong, and what you did to correct it, <input type="checkbox"/> explain how it was fixed, or when it will be fixed if it cannot be fixed immediately, <input type="checkbox"/> include receipts for the completed work or inspections, and <input type="checkbox"/> request the abatement you believe is fair and explain why. <p>An abatement hearing will be scheduled for you before the Board of Public Works. Please attend this 10-15 minute hearing in person. If you are unable to attend a hearing due to physical impairments, please advise us.</p>
<p>Abatement Hearing:</p>	<p>Someone from our office will contact you with the date and time of your hearing. Please come a few minutes early and bring:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a copy of your letter to the DPW, <input type="checkbox"/> your recent water bills, <input type="checkbox"/> receipts from your irrigation company or plumber for repairs, and <input type="checkbox"/> any inspection reports from your irrigation company or plumber. <p>Your abatement request will be heard by the Board of Public Works. The Board will consider your request, whether the problem has existed in the past, how long before you began to address the problem, whether you've made good faith efforts to correct it, and your payment history.</p> <p>Abatements are normally considered only for the most recent water bill. Abatements may be granted by re-calculating some portion of your water use at a lower rate tier, or by forgiving a quantity of water used based on your historical usage from the same season in prior years.</p> <p>The board may grant your abatement as requested, deny your request, partially grant your request, or delay action until the next billing cycle in the same season shows the problem has been corrected.</p> <p>The board's actions may be conditional on your taking additional steps to correct the problem. The board does not grant abatements for recurring, unresolved issues.</p>

For Your Information:

High water usage is the result of water running through your meter.

We read your water meter only twice a year. If you develop a leak in your system, you may not be aware of it until up to six months later when you receive your water bill

A good way to track your water usage is to jot down your water reading weekly or monthly and compare to previous readings. If you see an unexplained spike in your usage finding and fixing the problem early can prevent a very large water bill.

When your irrigation is turned on for the season it is a very good idea to jot down the meter reading along with the date. Check and compare readings over the next couple of weeks. If you notice an unexplained spike in usage, check your irrigation system.

The number one cause of water leaks is a leaky toilet. Even a small amount of water running 24 hours per day can cause water usage to be 3 to 4 times the normal amount.

We will make every effort to help you identify the source of your water usage and treat you fairly.

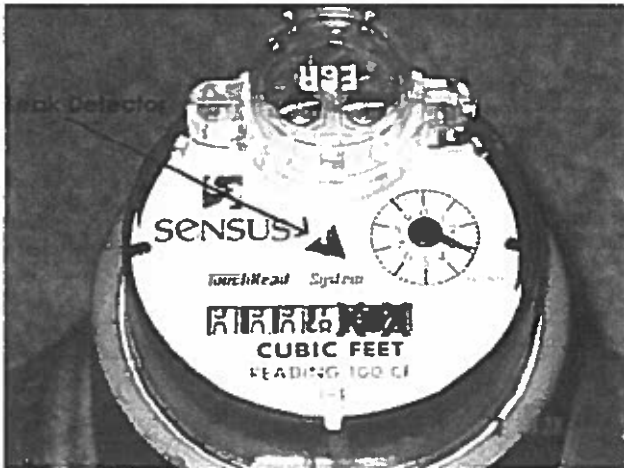
In future years we hope to use new metering technology to advise you of significant water use changes in a few days – so you'll find out before it becomes a billing issue, and we can conserve water and avoid abatements.

Contact us at: 508-358-3672

Email us at: kpeters@wayland.ma.us

Reading your water meter:

Different meters will appear slightly different, but the method of reading them is the same.



- One (1) cubic foot of water equals 7.48 gallons
- When reading your meter, ignore the numbers in black as they are not used for billing purposes. Billing is done in units of 100 cubic feet. Thus, if your bill indicates usage of “8” units. This equates to “800 cubic feet”.
- There is usually some sort of “leak detector” on your meter. Typically a small triangle or “gear” that spins when even the smallest amount of water passes through the meter. If you have turned off all water but still see this leak detector spinning, you should check your home for leaks (the most common culprit is a leaking toilet).

To check your average water consumption, simply get an initial read and then an ending read. **For example**, on Monday you check your meter and it reads “84” (remember – don’t count the numbers in black). Next Monday you check your meter and it reads “87”. Here is how to calculate your water usage:

$$\text{Ending Read} - \text{Beginning Read} * 100 = \text{Cubic Feet Used}$$

$$\text{Cubic Feet Used} * 7.48 = \text{Gallons Used}$$

$$\text{Gallons Used} / \# \text{ days between reads} = \text{gallons per day}$$

Example:

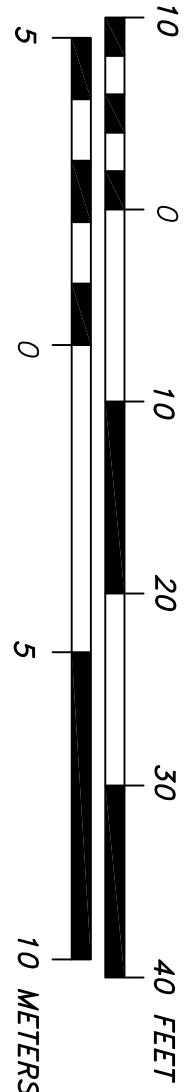
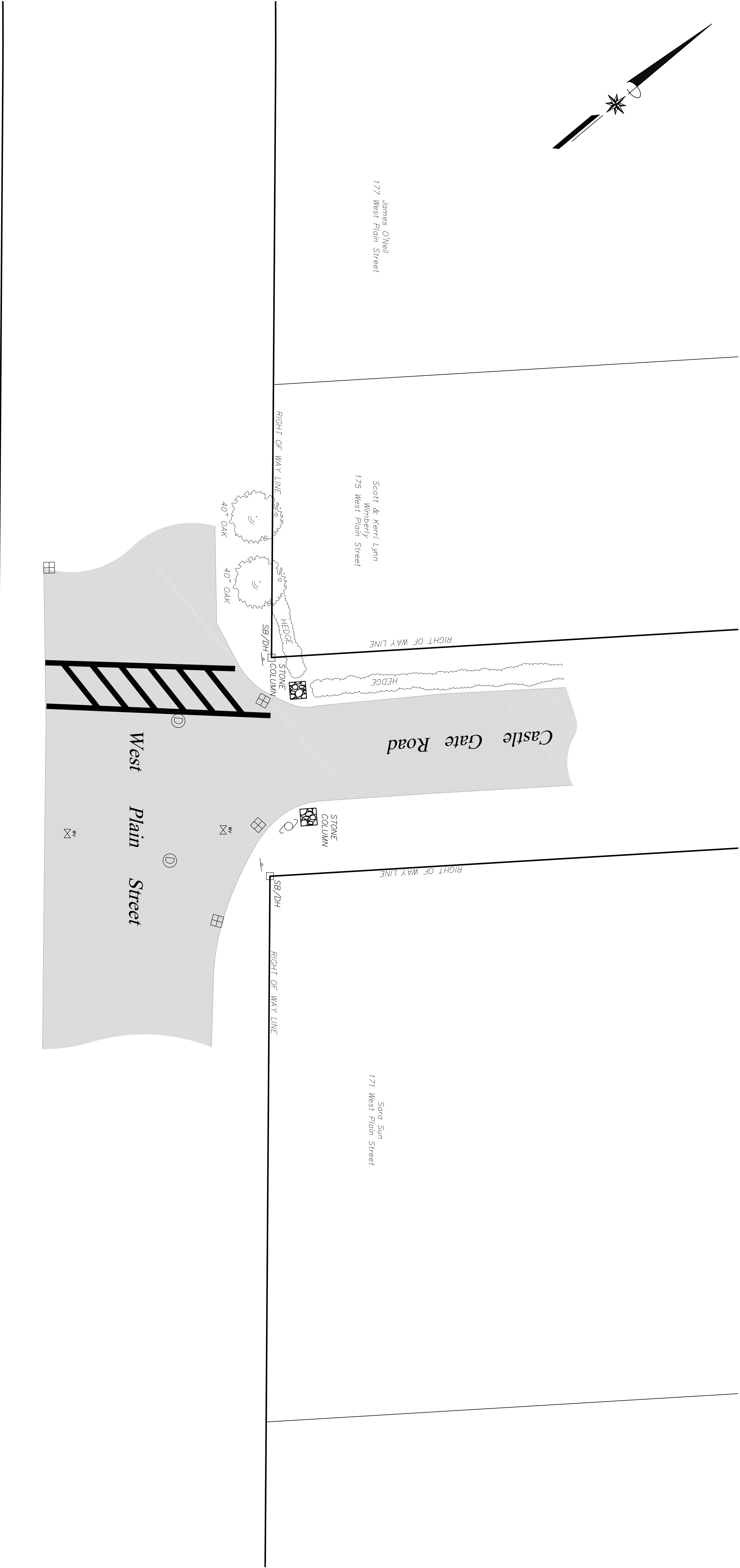
$$87 - 84 * 100 = 300 \text{ cubic feet used}$$

$$300 \text{ cubic feet} * 7.48 \text{ gallons/cubic foot} = 2244 \text{ gallons used}$$

$$2244 \text{ gallons} / 7 \text{ days} = 320 \text{ gallons used per day (gpd)}$$

BoPW Meeting 8/8/2017

Discussion of Status of Castle Gate Pillars



No.	Revision/Issue	Date



Wayland Department of Public Works
260 River Street, Wayland, MA 01775

Castle Gate Road Entrance
Stone Pillar
Detail Survey

Project	Sheet
Castle Gate Entrance	
Date	
July 27, 2017	
Scale	
1" = 10'	

BoPW Meeting 8/8/2017

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY18-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 7/28/2017

Week 4 of 52 Program percentage - 8%					ACTUAL EXPENSES		
	BUDGET	YEAR-TO-DATE	%		FY2017	FY2016	FY2015
<u>HIGHWAY</u>							
SALARIES	\$ 1,056,109.00	\$ 126,412.03	11.97%		\$939,665.56	\$851,281.48	\$869,973.50
SERVICE EXPENSES	\$ 459,000.00	\$ 28,162.94	6.14%		\$228,709.27	\$254,814.72	\$200,520.72
GOODS EXPENSES	\$ 65,500.00	\$ 8,249.87	12.60%		\$81,463.56	\$73,263.51	\$65,913.38
FY18 TOTAL	\$ 1,580,609.00	\$ 162,824.84	10.30%		\$1,249,838.39	\$1,179,359.71	\$1,136,407.60
<u>HIGHWAY-SNOW</u>							
OVERTIME	\$ 125,000.00	\$ -	0.00%		\$176,405.70	\$96,602.26	\$229,040.35
EXPENSES	\$ 325,000.00	\$ -	0.00%		\$585,000.00	\$331,104.92	\$721,887.27
FY18 TOTAL	\$ 450,000.00	\$ -	0.00%		\$761,405.70	\$427,707.18	\$950,927.62
<u>TRANSFER STATION</u>							
SALARIES		\$ 18,338.57			\$141,035.65	\$144,899.88	\$134,433.30
EXPENSES		\$ 6,200.68			\$406,701.63	\$361,603.29	\$267,179.29
FY18 TOTAL (SPENDING CAP)	\$ 625,000.00	\$ 24,539.25	3.93%		\$547,737.28	\$506,503.17	\$401,612.59
<i>Revenue</i>	\$ 66,396.25		36.96%		\$359,072.54	\$409,071.43	\$291,752.35
LANDFILL EXPENSES	\$ 65,000.00	\$ -	0.00%		\$42,231.64	\$23,316.56	\$32,916.40
<u>PARK</u>							
TOTAL SALARIES	\$ 596,437.00	\$ 69,601.43	11.67%		\$550,555.51	\$497,669.11	\$400,263.40
SERVICE EXPENSES	\$ 205,000.00	\$ 7,991.12	3.90%		\$187,726.09	\$216,729.22	\$97,502.83
GOODS EXPENSES	\$ 122,000.00	\$ 11,283.96	9.25%		\$114,327.03	\$107,032.63	\$122,435.11
FY18 TOTAL	\$ 923,437.00	\$ 88,876.51	9.62%		\$852,608.63	\$821,430.96	\$620,201.34
<u>WATER</u>							
SALARIES	\$ 719,600.00	\$ 67,173.63	9.33%		\$624,068.06	\$675,805.03	\$655,093.93
EXPENSES	\$ 3,282,627.87	\$ 279,526.33	8.52%		\$3,064,475.79	\$2,687,869.32	\$2,401,710.69
FY18 TOTAL	\$ 4,002,227.87	\$ 346,699.96	8.66%		\$3,688,543.85	\$3,363,674.35	\$3,056,804.62
<i>Revenue</i>	\$ 4,002,227.00	\$ 256,412.82	6.41%		\$3,825,827.51	\$3,684,596.80	\$3,855,079.35
TOTAL DPW FUNDING FOR FY18					\$7,142,365.49	\$6,321,991.93	\$6,198,870.17

BoPW Meeting 8/8/2017

Board Members' Reports, Concerns, and Updates

BoPW Meeting 8/8/2017

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

BoPW Meeting 8/8/2017

Review and Approve the Minutes of the 7/25/2017 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
July 25, 2017

MEETING MINUTES DRAFT

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

Absent: M. Wegerbauer

DPW Staff in Attendance: Daniel Cabral (Office Coordinator-Administrator), Joe Doucette (DPW Superintendent)

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

Stanley Robinson of 9 Wheelock Road expressed his concern for having a device installed in his house involving the use of cell phone frequency and expressed his concern for the potential invasion of his privacy.

Megan Warren noted that wireless meters are not currently evaluated for health risks by the FCC.

Discussion of Remote-Read Meter Features

The Board reviewed the summary of advanced meter read systems options, ranking the importance of criteria in categories of project goals, billing and billing interface, cost analysis, customer accessibility, reporting capability, communications, operational features, software, water meter infrastructure, request for proposal, and deployment.

The Board discussed the potential commission of an in-depth analysis of the meter replacement program.

Holder suggested that Tata & Howard be asked for a quote on preparing an in-depth analysis.

Lowery noted that he would be more comfortable with Weston & Sampson preparing the report.

Holder responded to Lowery's concerns, noting that Tata & Howard has been involved with the Town's pursuit of a remote-read meter system.

Items Included in the Packet for Discussion

- Summary of Advanced Meter Reading System desired features

Discussion of Board Policy Concerning the Maintenance of Private Roads

Lowery noted that the Town already has an existing bylaw on the maintenance of private roads.

Holder discussed the current bylaw, noting that the bylaw stipulates that the road must be open to the public.

Holder described private dead-end roads that he feels the Town should no longer plow.

Abdella asked if the Assessors give any tax adjustment for residences on private roads.

The Board discussed the status of various private roads within Town and the level of plowing and maintenance that the Town provides.

Holder noted that he was going to approach Town Counsel to gain their definition on what defines a road as open to public use.

Lowery noted that state regulations grant authority to the Board of Selectmen the authorize the plowing of private ways.

Items Distributed for Review

- Town Bylaw Chapter 158-13: Temporary repairs to private ways

- 7/25/17 Private Roads List

Board Vote on the Effective Date of the New Water Rates

Mishara made a motion to make the water rates voted on at the 7/12/2017 meeting effective 7/1/2017.

Abdella 2nd, all in favor.

DPW Director's Operational Report

The Board reviewed the DPW Director's Operational Report.

Lowery asked that the Transfer Station Sticker data be expressed in a graphical format in the future.

Lowery asked if the wells were in any danger due to the issues of the High School wastewater treatment plant.

Holder replied that the wells were not in danger, as the tanks were pumped as-needed while the plant was off-line.

Lowery noted that in the past he had been denied access to certain layers in the Town GIS system accessible only by staff.

Lowery asked for clarification on access control to Town GIS layers.

Holder noted that due to security concerns, he prefers to not release the GIS layers for the water system, but would further investigate the issue.

Abdella suggested that as special municipal employees, board members could perhaps be granted access to the data.

Items Included in the Packet for Discussion
- 7/25/2017 DPW Director's Operational Report

Board Members' Reports, Concerns, and Updates

Mishara asked about the status of work on the intersection of Routes 27 and 30.

Holder replied that MassDOT is still facilitating moving the utilities over to the new poles.

Lowery noted that he recently had a conversation with Selectman Doug Levine regarding drafting an updated sign right-of-way policy.

Lowery asked about the status of clearing out the stream in the library drainage project.

Baston noted that it is scheduled to be cleaned out to control mosquitos in September.

Lowery asked about the status of connecting the drainage system in the library parking lot.

Holder noted that a design has been drafted and work will be scheduled shortly.

Lowery asked about the status of updating the irrigation system application.

Holder noted that he has discussed the application with Water Superintendent Don Millette and is working on a draft of an improved irrigation application.

Lowery asked about the status of the contract for the Transfer Station Access Road improvements.

Holder noted that the contract is about a week away from signature.

Lowery discussed meeting he will be attending in Natick regarding the mapping of the drainage system connected to Lake Cochituate.

Holder noted that the final draft of the letter sent to the attorney representing 8 Glezen Lane was included in the Board packet for reference.

Baston noted that the Board of Selectmen voted through the easement on the Habitat for Humanity property the previous evening.

Baston noted that an article needs to be drafted to fund the demolition of the structure at 107 Old Sudbury Road.

Baston distributed information pertaining to irrigation systems, to be reviewed and voted at the next meeting.

Mishara noted that the BOPW website needs to be updated to accurately reflect the location of the meetings.

Items Included in the Packet for Discussion

- 7/17/2017 Letter from KP Law to Paul Alphen re: Town of Wayland – 8 Glezen Lane – Zone I Wellhead Protection Zone

Items Distributed for Review

- 7/25/2017 Irrigation Information Sheet Draft

- 7/24/17 Abatement Request Process Draft

Review and Approve the Minutes of the 7/12/2017 Meeting

Baston noted a correction on page 1.

Abdella suggested that the DPW staff who are present for the meeting be identified in the header of the minutes.

Lowery noted a correction to page 2.

Lowery made a motion to approve the minutes of the 7/12/2017 meeting as amended.

Abdella 2nd, all in favor.

Items Included in the Packet for Discussion

- 6/27/2017 BOPW Meeting Minutes Draft

The Board determined that the next meeting will occur on 8/8/2017.

Mishara made a motion to adjourn.

Abdella 2nd, all in favor.

Meeting adjourned at 9:12 PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator

BoPW Meeting 8/8/2017

Action Items

FOR FUTURE DISCUSSION

Review and Discussion of DPW/BOPW Submission to Annual Town Report (Sep)

FY19 CIP Review & Vote (Sep)

Joint Meeting with Recreation Commission (TBD)

Discussion and Vote on Cemetery Rates and Fees (TBD)

Remote-Read Meters public hearing (TBD)

Discussion of Town Temporary Sign Policy (TBD)

Heard Road traffic calming public hearing (TBD following consultation with Town Counsel and Conservation Commission)

FOR STAFF

EWG Water Quality

Modify Irrigation Application

Get position statement from Health Dept re: the location of irrigation near septic

Contract Town Counsel – Road open to public use

Policy concerning GIS access

Status of Water Tank Siting Study

Research status of cemetery fee deposits / allotment

Consider / research cemetery consultants

MWRA Connection Study