

BoPW Meeting 9/12/2017

**Review of Proposed DPW Job Description / Staffing
Modifications**

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DPW Director's Operational Report

DPW Director's Report

September 12, 2017

Engineering Division

- Reviewed Happy Hollow Access Road and Water Main project; provided comments; attended pre-bid meeting; assisting in the project implementation.
- Assisting Conservation Commission in the development of a parking plan for Mainstone Trail Access.
- Assisting Recreation Department in the bidding and contracting of the Town Building Field Refurbishment and Oxbow Field Projects.
- Assisting in the oversight of Town wastewater treatment facilities O&M Contractor.
- Coordinating with GIS to develop and publish GIS layers for the water, wastewater and storm drain system.
- Assisting in the development of an emergency water Inter-municipal agreement with Sudbury Water District.
- Coordination with MassDOT for Route 20 resurfacing.
- Reviewed and commented on Planning Board subdivisions and 40B applications; 24 School Street, Cascade
- Coordination of Rivers Edge due diligence activities.

Water Division

Treatment:

- Rebuilt and replaced 3 leaking bray valves on filter skids
- Rebuilt and calibrated all 3 of the plants ozone concentration IN USA analyzers
- Rebuilt and calibrated all 6 of the plants ozone and oxygen ambient sensors
- Installed new chlorine day tanks, new chemical lines, valves, backpressure valves, and gauges at both Chamberlain and Campbell chlorine system.

Distribution:

- Repaired 4 Water Main Breaks:
 - o 26 Sedgemoor
 - o 48 Sedgemoor
 - o Alpine Road at Field
 - o 35 White Road
- Removed 12" system check valve located at the intersection of Cochituate Road and School Street. Check valve was a part of the original system installed in the early 1940's. The check valve is no longer needed and posed a significant flow restriction.
- Crews replaced a main to curb water service at 8 Glover Road. The leak was discovered during our Annual Water System Leak Detection.
- Crews inspected 3 Homeowner leak repairs:
 - o 6 Astra
 - o 338 Old Conn. Path
 - o 59 Clubhouse Lane
- Crews replaced an out of service Fire Hydrant at 73 Plain Road

Highway & Park Division

- **Roadway Paving Update:** Waltham Rd, Kelly Lane, Alpine Rd, Apple Tree Lane, Williams Rd, Bow Rd, and a Portion of Lincoln Rd, Have been reclaimed, graded and binder coat installed Currently re-setting and adjusting structures.
- **Parkland Traffic Island:** Installation, signage, and center complete. Awaiting pavement markings.
- **Rt 27/30 Intersection:** According to the State DOT project engineer there is a delay stemming from coordination of utility companies, regarding, movement of all public and private utilities from the current poles.
- **Athletic Fields:** Fall field maintenance underway, Slice Seeding, Aeration and fertilization of all athletic fields
- **Tree Warden:** The DPW has hired a contractual licensed arborist to work in conjunction with the DPW and Town as an official Tree Warden.
- **Touch-a-Truck:** Preparation has begun to again assist the Recreation department with the 12th annual Touch a truck event Scheduled for September 23, 2017.

Transfer Station Division

- As of 8/29/17, 1716 Full Stickers have been sold. Of those, 944 were paid by check (55%), 708 were paid by credit card on-site (41%), and 64 were purchased online (4%). In FY17, 1691 stickers were sold as of 8/29/16.
- As of 8/29/17, 143 Recycle-Only Stickers have been sold. Of those, 99 were paid by check (69%) and 44 were paid by credit card on-site (31%). In FY17, 150 stickers were sold as of 8/29/2016.

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Board Members' Reports, Concerns, and Updates

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

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Review & Approve the Minutes of the 8/8/2017 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
August 8, 2017

MEETING MINUTES DRAFT

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

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 – there was none.

Irrigation Application Review – 23 Country Corners

Baston noted that this item will be passed over for discussion at a future meeting.

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

Baston noted the original article to purchase the property did not include funding for the demolition.

Wegerbauer asked if there is grant money available.

Holder noted that any available grants exclude the costs of demolition alone.

Lowery asked Holder to confirm that there are no surplus funds left over from the purchase of the property.

Lowery made a motion that the article be brought forward for Fall Town Meeting based on the cost estimate provided.

Mishara 2nd, all in favor.

Wegerbauer discussed potential sources of funding for the article, noting that he is against the use of retained earnings for capital projects.

Items Included in the Packet for Discussion

- 107 Old Sudbury Road Demolition CIP
- 107 Old Sudbury Road Demolition Article for Special Town Meeting

Items Distributed for Review

- 8/7/17 Engineer's Estimate for Probable Construction Costs – 107 Old Sudbury Road Demolition

Discussion of Irrigation Application & Abatement Policies & Procedures

The Board reviewed the Irrigation System Information Sheet draft.

Lowery suggested several additions to the Irrigation System Information Sheet, including a reference to the applicable bylaws.

Mishara suggested the development of a public relations campaign describing best practices for irrigation systems.

Holder noted that he and Water Superintendent Don Millette have been developing a revised irrigation application for use in conjunction with the guidance documentation being discussed.

The Board reviewed Baston's suggested changes to the Board's policy concerning water abatements.

The Board discussed the nature of granting abatements for financial hardship and sought clarification for how they are administered.

Items Included in the Packet for Discussion

- Irrigation System Information Sheet Draft
- Abatement Request Draft

Discussion of Status of Castle Gate Pillars

[Abdella arrived at 7:49 PM]

Lowery noted that the Historical Commission would prefer the pillars remain in their current location.

Holder noted that he feels that the pillars should be relocated 2 to 3 feet diagonally back to remove them from the travel path of vehicles while maintaining their character.

Lowery noted he is in support of presenting Holder's plan to the Historical Commission as a potential compromise.

Items Included in the Packet for Discussion

- 7/27/17 Castle Gate Stone Pillar Detail Survey

DPW Director's Financial Report

The Board reviewed the current DPW Financial Report.

The Board discussed the status of the Transfer Station revolving fund.

Abdella noted that he would like to explore the potential for offering document shredding at the Transfer Station.

Items Included in the Packet for Discussion
- 7/28/17 DPW Financial Report

Board Members' Reports, Concerns, and Updates

Wegerbauer discussed the status of seeking funding an MWRA Connection Study at a future Town Meeting.

Wegerbauer urged the Board to mention the MWRA Connection Study when presenting articles to the Finance Committee.

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

DPW Superintendent Joe Doucette noted the project is nearly complete.

Wegerbauer asked about the status of the Habitat for Humanity easement.

Holder noted that the easement has been recorded.

The Board discussed the process of removing an easement on Michael Road.

Mishara noted that the removal of the easement appears to be a routine matter.

Lowery discussed the drainage issue at the rear of the Library parking lot, noting that the DPW plans to address the issue within the coming week.

Lowery requested that the DPW remove tree limbs that were removed from Mill Pond and left on the shore.

Baston noted that the Board of Public Works' Finance Committee contacts would like to be included in future meetings where budgetary issues are discussed.

Baston asked if the amount of water pumped this year has decreased due to the increased rainfall.

Baston asked about the status of the triangular lay-down area.

Holder responded that material is currently being removed from the area.

Baston asked about the status of the Happy Hollow access road.

Holder responded that he anticipates construction to begin by November 1.

Baston asked about updates to the status of private roads.

Holder responded that he is awaiting legal opinion on the definition of a road 'open for public use.'

The Board determined that the next Board meetings would occur on 9/12 and 9/26.

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

Lowery noted typographical corrections to pages 1 and

Mishara made a motion to approve the minutes of the 7/25/2017 meeting as amended.

Abdella 2nd, all in favor.

Items Included in the Packet for Discussion
- 7/25/2017 BOPW Meeting Minutes Draft

Mishara made a motion to adjourn.

Mishara 2nd, all in favor.

Meeting adjourned at 8:40 PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator

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Action Items

FOR FUTURE DISCUSSION

Clarification of authority to enact / modify water ban (Next Mtg)

AMR Discussion (Next Mtg)

TS Budget Discussion (Next Mtg)

Michael Road Easement Removal (TBD)

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

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

Policy concerning GIS access

Research status of cemetery fee deposits / allotment

Consider / research cemetery consultants

MWRA Connection Study

Research Hardship Water Abatement Standards

Get photo & description of digital meter & how to read