

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

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PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Board of Public Works

FILED BY: Dan Cabral

DATE OF MEETING: October 23, 2018

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 Assess Current Issues Relevant to Oversight; Potential Jurisdiction Transition Alternatives
(with Possible Participation by Members of other Town Boards)
- 8:05 Discussion of Selectman's decision not to include AMI article in the warrant
 - Discussion of whether to proceed with meter RFP and installation this fall
 - Discussion of schedule for adoption of quarterly billing per DEP WCS
 - Discussion of the disparity between Finance and BoPW water retained earnings projections
 - Preliminary discussion of AMI article or capital item at spring town meeting.
- 8:25 DPW Director's Operational Report
- 8:40 Board Members' Reports, Concerns, and Updates
- 9:00 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 9:05 Review and Approve the Minutes of the 10/9/2018 Meeting
- 9:10 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 10/23/2018

**Assess Current Issues Relevant to Oversight; Potential
Jurisdiction Transition Alternatives (with Possible
Participation by Members of other Town Boards)**

BoPW Meeting 10/23/2018

Discussion of Selectman's decision not to include AMI article in the warrant

- Discussion of whether to proceed with meter RFP and installation this fall
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BoPW Meeting 10/23/2018

DPW Director's Operational Report

DPW Director's Report

October 23, 2018

Director's Project Update

(Director to Provide Update)

- Status of Triangular Area and Transfer Station Access Road
- Status of 27/30 Intersection
- Route 20 Water Main
- South 20 Landfill

Engineering Division

Town Engineer:

- Route 20 Water Main Replacement Project Kickoff Meeting and procurement (Phase I MWG).
- Conservation and Transfer Station Access Road Improvements Project (Phase II MWG) Kickoff Meeting and procurement.
- Phase III MWG design assistance.
- Wastewater Operations Manager onboarding and technical assistance.
- Planning/Conservation – Review Projects, Cascade, Windsor Place, etc. for issues relating to road, drainage, & water.
- Recreation – Oxbow Field Construction Project Management.
- South Landfill Repurposing Project coordination for field activities.
- Assisted Town Administrator/Board of Selectmen with Rivers Edge coordination/cleanup & Wayland 20 closeout.

GIS Coordinator:

- Parcel numbering project with Fire Department
- Coordination with Assessors Department on annual parcels splits/modifications.
- Data coordination and development for the ConnectGIS web hosting of Town public GIS access.

Town Surveyor:

- Survey data collection of features (bounds, stormwater infrastructure) throughout Town for GIS improvements.
- Assistance with tree hearing locations.
- Improvements to Town Survey documents management.

Water Division

- **Abatement Update** – As of 10/18/2018, \$2307.88 has been abated for lost water in FY2019

Treatment:

- Performed monthly calibrations on all chemical pumps (stations and plant)
- Monthly testing of all chemical alarm and eye wash test
- CL & KOH bulk delivery at Happy & Baldwin pond treatment plant
- Cleaned and calibrated probes in treatment plant
- Flushed all chemical feed lines at Baldwin pond treatment plant and wells
- Replaced leaking gasket on KOH bulk tank at chamberlain
- Cleaned sand beds

Distribution:

- Repaired Water Main Break at 33 Winter Street
- Replaced Out of Service Fire Hydrant at end of Herd Road
- Relocated street side of water service at 100 West Plain Street from 6" main to 10" main (low flow issue)
- DigSafe Markouts on all of Draper, Old Weston, and Audubon for Comcast
- Finished Landscaping work at Happy Hollow Pump Station
- Assisted Treatment Plant Staff with Sand Bed cleaning

Highway & Park Division

- Update on Road Construction: Main Street is complete with the exception on backfilling berm and final clean up. Claypit Hill Road top coat has been completed, matching driveway aprons and backfilling will begin this week.
- Long lines Town wide have been painted.
- Cochituate ball field #1 Renovations in approximately half done we expect to install sod Wednesday 10/24

- Called in by Police for 3 events: 1) Set up detour for accident on Old Conn West. 2) Set up detour for tree down on Old Sudbury Rd for tree in utilities and in roadway. 3) Large tree down across roadway Catherine's Farm Road
- Assisted Water division with large water break on Winter Street
- Tree removal will be starting week of 10/22 for the list of trees that were approved at the tree hearing.
- 9 Burial interments were completed
- Electronic speed limit signs have been installed on Claypit Hill Road
- Assisted Transfer Station with removal of equipment to close old leave dump. In preparation for landfill roadway project.

Transfer Station Division

- As of 10/17/2018, 1781 Full Stickers have been sold. At this point in FY2018, 1801 Full Stickers were sold (1% decrease).
- As of 10/17/2018, 163 Recycle-Only Stickers were sold. At this point in FY2018, 156 Recycle-Only Stickers were sold (4% increase).

BoPW Meeting 10/23/2018

Board Members' Reports, Concerns, and Updates

BoPW Meeting 10/23/2018

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

BoPW Meeting 10/23/2018

Review and Approve the Minutes of the 10/9/2018 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
October 9, 2018

MEETING MINUTES DRAFT

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

Absent: J Mishara

DPW Staff in Attendance: Daniel Cabral (DPW Business Manager), Joe Doucette (Highway and Park Division Superintendent)

Meeting opened at 7:00 PM

Public Comment

Anette Lewis of 33 Claypit Hill Road thanked the DPW for the work they did resurfacing Claypit Hill Road, and discussed a berm at the intersection of Claypit Hill Road and Adams Lane that she feels needs to be marked.

Lewis discussed the Scenic Road Bylaw that dictates the size and configuration of curb cuts and driveway openings.

Lowery noted that the Board received a letter from Thomas and Tonya Largy of 59 Moore Road thanking the DPW for removing a tree limb that was hanging over Moore Road.

Public Hearing: Joint Meeting with BoPW and Planning Board for Tree Hearing – Scenic Trees

The Planning Board convened jointly with the Board of Public Works to conduct the Scenic Tree Hearing.

Lowery asked if there are any specific trees the Planning Board would like to discuss.

Sarkisian responded that they would like to discuss tree 1568 located at the corner Hidden Springs Lane and Plain Road.

Tree Warden Bill Joseph noted that tree 1568 has significant rot in higher regions where several large branches have fallen off.

Lowery asked if the tree could be saved if it was aggressively pruned.

Joseph replied that it he felt it could not be saved due to the extent of the rot.

Wegerbauer made a motion to support the removal of scenic trees on the list provided, with the exception of tree 1568, which is subject to further discussion, and tree 1644, which recently fell.

Lewis 2nd, all in favor.

[The Planning Board voted to support the removal of the trees as well.]

The Board of Public Works discussed the status of tree 1568 with the Planning Board.

Sarkisian noted that he believes that the Planning Board has funding available for the removal of the tree as well as the planting of replacements.

Lowery asked the Planning Board if they would support the removal of tree 1568 if three replacement trees were planted.

Lowery noted that the potential funding of the tree's removal by the Planning Board should be explored.

Anette Lewis of 33 Claypit Hill Road noted that, in her opinion, the Planning Board funds in reference could not be used for this purpose.

The Board recommended that the tree be replaced in consultation with the homeowner and the Planning Board.

Wegerbauer made a motion to remove tree 1568, to be replaced by the planting of three trees, the location of which to be determined by the homeowner and the DPW.

Lewis 2nd, all in favor.

[Planning Board voted in support of the removal of tree 1568]

Items Included in the Packet for Discussion:

- Scenic trees marked for potential removal

Public Hearing: Tree Hearing – Shade Trees

Michael Connors of 4 Highgate Road appeared before the Board to discuss the removal of trees 1558 and 1573.

Connors distributed photos of a tree that had recently fallen on his house and discussed his concerns about the trees 1558 and 1573 as well as his desire to see them removed.

Joseph described the trees and why they are considered healthy.

Wegerbauer suggested that the Board consider supporting their removal if the homeowner is willing to fund their removal and there is no objection from the neighbors.

Wegerbauer made a motion that trees 1558 and 1573 may be removed at the homeowner's expense, providing they be replaced by the planting of two other hardwood trees in coordination with the DPW, and that abutting neighbors within 200 feet of the property are notified and do not object.

Lewis 2nd, all in favor.

Wegerbauer made a motion to remove the remaining shade trees in question, numbers 1544, 1673, 1690, 1577, 1557, 1684, 1672, 1569, 1692, 1679, 1572, 1682, 1685, 1545, 1651, 1691, 1542, 1686, and 1663.

Lewis 2nd, all in favor.

Items Included in the Packet for Discussion:

- Shade trees marked for potential removal

Items Distributed for Review:

- Photos of fallen tree at 4 Highgate Road

Discussions of 2018 Fall Town Meeting: Warrant Article(s)

[Abdella arrived at 8:01pm]

Lowery discussed the concerns of the Finance Department that the AMI article would deplete the reserves of the Water Enterprise Fund balance.

Lower discussed the policies of surrounding towns, noting the most had a policy of maintaining a reserve fund balance of 10%.

The Board discussed the discrepancy between the projected retained earnings of the Finance Director and the DPW.

The Board discussed the potential delay of the AMI article until Annual Town Meeting.

Lewis urged the Board to explore potential newer meter technologies prior to presenting the AMI article.

Lowery noted that the Board can choose to proceed with the AMI article, regardless of the endorsement of the Finance Committee and Board of Selectmen, or delay the article until Annual Town Meeting in the spring.

The sense of the Board is to discuss this issue further at the next meeting prior to determining whether or not to delay the AMI article.

Wegerbauer suggested that the Finance Director be invited to the next meeting.

Lowery asked that the next meeting agenda be limited to waste water and discussion relative to the 2018 Fall Town Meeting.

FY20 DPW Operational Budget Review and Potential Board Vote

The Board reviewed the FY20 operating budget.

Lowery requested a copy of the stormwater gap analysis.

Abdella made a motion to accept the Director's recommended FY20 operating budget.

Wegerbauer 2nd, all in favor.

Items Included in the Packet for Discussion:

- FY20 DPW Operational Budget Draft

DPW Director's Financial Report

The Board reviewed the Director's Financial Report.

Items Included in the Packet for Discussion:

- 9/28/2018 DPW Director's Financial Report

Board Members' Reports, Concerns, and Updates

Wegerbauer discussed the timing of the traffic lights at the 5 Paths Intersection.

Lewis asked if the concerns brought up during public comment last week regarding the dry well on Glezen Lane dry well have been addressed.

Highway and Park Superintendent Joe Doucette noted that he and Town Engineer Paul Brinkman are attempting to determine a repair.

Lowery noted the Board voted to authorize the mason who repaired the Castle Gate Pillars to also repair the broken granite fence post at the First Parish Church.

The Board discussed their expectations for the 10/23/18 meeting with the Wastewater Management District Commission (WWMDC).

[Wegerbauer departed at 9:18pm]

Items Included for Discussion:

- 9/18/2018 Eversource memos regarding planned vegetation management

Topics Not Reasonably Anticipated

Lowery advised Abdella and Lewis to refrain from jointly interviewing anyone while performing their work as part of the Wastewater Subcommittee to avoid any potential open meeting law violations.

Review and Approve the Minutes of the 9/25/2018 Meeting

Lowery clarified on page 3, that Abdella was reviewing Lewis's analysis of the WWMDC.

Lewis made motion to accept the minutes of the 9/25/2018 meeting as amended.

Abdella 2nd, all in favor.

Items Included in the Packet for Discussion ***- 9/25/2018 BOPW Meeting Minutes Draft***

Lowery noted that he had asked for a date when the GIS policy will be available for review.

Holder replied that he has raised this issue with Town Administrator Louise Miller, but he is unable to offer a date at this time.

Lowery expressed his frustration for the lack of policy for review and again requested a date when the policy would be available for review.

Abdella made a motion to adjourn.

Lewis 2nd, all in favor.

Meeting adjourned at 9:34 PM.

Respectfully submitted,
Daniel Cabral
Business Manager