

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
November 20, 2018

MEETING MINUTES

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

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

In Attendance: Louise Miller (Town Administrator), Lea Anderson (Chair, Board of Selectmen), Doug Levine (Board of Selectmen), George Uveges (Finance Committee)

Meeting opened at 7:00 PM

Lewis announced the meeting will be recorded by WayCam for later broadcast.

Lewis reviewed the agenda.

Lewis asked for public comment – there was none.

Discussion of AMI Article at Spring Town Meeting (Town Administrator Louise Miller in attendance)

Town Administrator Louise Miller appeared before the Board to discuss the status of the proposed Advanced Metering Infrastructure (AMI) article.

Miller described the Request for Proposal (RFP) process for selecting an AMI system.

Lewis asked if there if a timeline for the RFP process has been established.

Miller replied that she anticipates the process will be completed and a vendor selected by early April.

Miller discussed the proposed composition of the selection committee, including a representative of the IT Department, DPW Director, Water Superintendent, Assistant Town Administrator, and one or two Board of Public Works members.

Wegerbauer compared the RFP process to what was done with River's Edge, and asked why it is being conducted differently.

Lea Anderson, Chairperson of the Board of Selectmen, noted that this project differs from River's Edge in that it is for the purchase of a technical product.

[Lowery arrived at 7:13PM]

Lewis ceded the Chair to Lowery.

Miller discussed the implementation of Munis as the Water Division's financial package, noting that the change is part of a town-wide initiative.

Lowery asked for references of communities utilizing AMI systems with Munis.

Lowery noted he felt it would be best to have two Board members on the selection committee, and understands the role of the other selection committee members.

Abdella noted that the Board would need to produce a general philosophy of the requirements of the system, which will be turned into specifications to be included in the RFP.

Lowery asked about the status of developing a financial model for the Water Enterprise Fund.

Miller noted that they have not created the model yet, but a forecasting spreadsheet has been drafted.

The Board discussed revenue shortfalls experienced in recent years.

Miller discussed the desired level of the Water Enterprise Fund retained earnings balance, noting that she was concerned about a retained earnings balance of only \$800,000.

Lowery noted that in his research of peer towns, the majority only retain 10% of their operating budget.

Lewis noted that he feels guidance from Town officials for determining the desired retained earnings balance would be beneficial.

Miller noted that interest has not been credited to the Enterprise Fund since its inception, and discussed methods for calculating what portion of the Town's interest is owed.

Lowery noted that he has requested information concerning this issue from the Treasurer.

Holder described a capital account for which funds were borrowed, the project was never executed, and remaining funds were then placed in retained earnings in error. This error was subsequently corrected and the funds were removed from retained earnings.

Lewis noted that the Board needs to put together a philosophy for the RFP and reach an agreement on who will sit on the review committee.

Wegerbauer made a motion to endorse the composition of the selection committee, composing of the DPW Director, Water Superintendent, Assistant Town Administrator, an IT representative, and two Board of Public Works members.

Lewis 2nd, all in favor.

Lowery requested Abdella and Wegerbauer serve on the selection committee.

Miller added that arrangements can be made for remote participation if necessary.

Abdella and Wegerbauer agreed to participate in the AMI selection committee.

Finance Committee member George Uveges suggested that the Board send a note to the Audit Committee to ask why the auditors did not note that the interest was not applied to the Water Enterprise Fund.

Miller added that she and Keveny are scheduled to meet with the Audit Committee in December and will discuss the issue with them.

Items Included in the Packet for Discussion:

- 11/9/18 Emails from Louise Miller and Mike Lowery re: Discussion re AMI

Review and Board Vote on Water Accounts to be Liened

Holder discussed the letter to be sent to the Board of Assessors concerning properties to be liened for outstanding water accounts.

Lowery asked what the outstanding lien balance is.

Wegerbauer made a motion to allow Lowery and Holder to sign the lien letter as presented.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion:

- 11/20/18 Letter from BOPW/DPW to Assessor's Office re: Water Accounts – Lien Recommendation

Discussion on Process for the Potential Discontinuance of Water Service

Holder noted that some properties have been inaccessible to Water Division personnel, and described a particular residence that has not allowed access to repair a malfunctioning meter.

Wegerbauer suggested that a meter be installed in the right-of-way at the expense of the homeowner.

Lowery suggested that a policy be established that, if there is a presumption of fraud, it be addressed by the Police Department.

Abdella suggested that a fine structure be established.

Wegerbauer made a motion to send an estimated bill to the property in question for the period of time that was not invoiced, using an average of the prior three years' consumption.

Abdella 2nd, all in favor.

Wegerbauer made a motion that denial of access over a minimum of three attempts will be fineable in the amount of \$250, with the fine to be waived if the resident contacts the department within five business days.

Abdella 2nd, all in favor.

Items Distributed for Review:

- 11/16/18 Letter from Fire Chief David Houghton to Louise Miller re: potential policy change for shutting off domestic water service.

Discussion and Potential Board Vote on Dudley Pond Boat Launch CPC Proposal

Lowery ceded the Chair to Lewis.

Mike Lowery, 20 Lakeshore Drive, speaking on his own behalf, appeared before the Board to discuss the potential construction of a boat launch on Dudley Pond utilizing CPC funding.

Lowery discussed a proposed location for the construction of a ramp on town-owned parcel 269-271.

Lowery noted that the proposed access point would generally be restricted to official use only, with limited days being designated during the year to allow residents access to deposit and retrieve their boats from the pond.

Lewis made a motion to authorize Lowery to take the proposal for the construction of a boat ramp to the CPC as a Board request, and that the Board authorize the use of the land for this purpose.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion:

- Funded CPC projects for Board Ramps*
- 11/7/18 draft: Dudley Pond – Proposed Boat Ramp Project*
- Wayland Community Preservation Committee Project Application*

DPW Director's Operational Report

Lewis ceded the Chair to Lowery.

Holder noted that the construction on the Transfer Station access road is on schedule, and the contractor on site will also be conducting work on the triangular laydown area as a part of a change-order.

Holder noted that work continues on the Route 20 water main, but is likely to stop for the winter shortly.

Holder noted that the South 20 landfill project requires a formal NOI with Conservation Commission before work can continue.

Holder noted that Wayland Energize, formerly known as Transition Wayland, is interested in performing public outreach concerning recycling initiatives involving the Transfer Station.

Holder noted that he attended a meeting of the Charles River Watershed Stormwater Consortium and anticipates Wayland becoming a member of the group.

Items Included in the Packet for Discussion:

- 11/20/2018 DPW Director's Operational Report

Board Members' Reports, Concerns, and Updates

Wegerbauer asked if a crosswalk will be painted at the intersection of Claypit Hill and Route 126 and a stop line at Adams lane.

Highway and Park Superintendent Joe Doucette noted that a crosswalk and stopline will be painted at the locations in the spring.

Wegerbauer asked if Cochituate Field will be ready for the spring.

Doucette replied that it will be ready in the spring.

Lowery noted that he received an email from a resident on Glezen Lane concerning the status of a wet well.

Holder replied that the area in question was Vactored, and the DPW will seek a permanent solution to the issue.

Lowery noted that the Board received a letter commending the DPW in their cooperation with the Historical Commission.

Items Included in the Packet for Discussion:

- 11/8/18 Memo from Planning Department re: Site Approval Application – 264 Old Conn Wayland High School

- 11/8/18 Memo from Planning Department re: Site Approval Application – 412 Commonwealth Loker Conservation and Recreation Area

Review and Approve the Minutes of the 11/6/2018 Meeting

Mishara noted a clarification to a comment made on page three.

Mishara made a motion to approve the minutes of the 11/6/2018 meeting as amended.

Lewis 2nd, all in favor.

Items Included in the Packet for Discussion
- 11/6/2018 BOPW Meeting Minutes Draft

Set or Confirm Future Meeting Dates

Lowery confirmed the next meetings will occur on 12/4 and 12/18.

Mishara made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:12 PM.

Respectfully submitted,
Daniel Cabral
Business Manager