

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
January 8, 2019

MEETING MINUTES

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

Absent: T. Abdella

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

In Attendance: George Uveges (Finance Committee Member)

Meeting opened at 7:00 PM

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

Lowery reviewed the agenda.

Lowery asked for public comment – there was none.

Discussion and Potential Board Vote on Water Enterprise Fund Financial Model

Town Engineer Paul Brinkman discussed the Water Enterprise Fund Financial Model spreadsheet presentation with the Board.

Brinkman discussed the historical retained earnings balance with the Board as well as the desired fund balance for future years.

The Board discussed the necessity of budgeting \$800,000 to cover the failure of the water tank – the largest potential infrastructure failure.

Lewis asked if insurance would cover the loss of the water tank.

Finance Committee Member George Uveges asked if the AMI project would be completed in one year, and if the funding could be spread over two fiscal years.

Brinkman reviewed the potential impact a future connection to the MWRA would have on the Water Enterprise Fund.

Wegerbauer noted that the Board is in agreement that the desired target for the Water Enterprise Fund balance is between \$800,000 and \$1,000,000, with a projected annual revenue increase of 2%.

Mishara made a motion to support the Water Enterprise Fund Model as presented in principle, to evolve as necessary and be used in further financial discussion.

Lewis offered a friendly amendment to the motion to coordinate future financial discussions with the Finance Director and Town Administrator.

Lowery 2nd amended motion, all in favor.

Items Included in the Packet for Discussion:

- DPW Water Enterprise Fund Water Enterprise Fund Spreadsheets: Scenario 1 – Standard Capital Spending Scenario and Scenario 2 – MWRA Capital Spending Scenario.

Items Distributed for Review:

- DPW Water Enterprise Fund Water Enterprise Fund Spreadsheet: Scenario 1 – Standard Capital Spending Scenario (updated following meeting discussion)

Discussion and Potential Board Vote on 2019 Annual Town Meeting Article(s)

Uveges suggested that a cover letter should be drafted to accompany the submission of the proposed AMI article discussing the financial details of the article.

Holder asked if the financial details should be included in the warrant book with the article.

Lowery noted that a paragraph explaining how the article impacts the Water Enterprise Fund balance should be included in the article.

Mishara made a motion that he and Lowery work with Brinkman, Uveges, and Holder to develop a narrative of the financial impact of the AMI article for inclusion with the warrant article.

Lowery 2nd.

Lowery, Mishara, and Wegerbauer in favor. Lewis opposed.

Lewis noted in his opposition that he feels there will be a better solution to meet the needs of an AMI system for the town.

Items Included in the Packet for Discussion:

- Request for Town Meeting Warrant Article – Advanced Water Meter Reading Infrastructure

DPW Director's Financial Report

Holder reviewed the financial report with the Board, noting that spending is currently on target.

Items Included in the Packet for Discussion:

- 12/28/2018 DPW Director's Financial Report

Board Members' Reports, Concerns, and Updates

Lewis asked about the status of the Route 20 South Landfill.

Holder noted that the Finance Committee has voted in a not to support the construction portion of the project for FY2020.

Holder described a notice of intent that needs to be filed with the Conservation Commission in relation to the project.

Lewis asked if a playing field could be placed on the site.

Holder noted that, in his estimation, the DEP would likely not oppose the installation of an athletic field on the site.

Holder described the process by which the Town obtained the Route 20 South Landfill site, noting that it has been suggested that the site is under the jurisdiction of the Board of Selectmen.

Lowery asked in any action regarding the Wastewater Management District Commission needs to be taken prior to Town Meeting.

Lewis replied that Board of Selectmen Vice Chairperson Cherry Carlson is to provide a synopsis of how to proceed, and no action is needed prior to Town Meeting.

Lowery asked about the status of the Route 20 water main project.

Holder replied that the project has been halted for the winter.

Wegerbauer asked about the status of the Request for Proposals for the AMI project.

Holder replied that he anticipates the process to begin soon.

Lowery noted that it was recently brought to his attention that the drainage outfalls going into Lake Cochituate are in poor condition, and a member of the Surface Water Quality Commission has expressed their concern that they may be in danger of collapsing.

Lowery questioned whether they are the responsibility of the Town or DCR.

Brinkman replied that, in his opinion, they are the responsibility of the Town.

Lowery suggested that the DPW create an area of the website listing the pertinent details of major ongoing projects, such as their start date, anticipated completion date, projected budget, and responsible party.

Lowery asked if the new beaver gates have been installed.

Holder described issues with clearing the culvert that have delayed the installation of the new gates.

Review and Approve the Minutes of the 12/4/2018 Meeting

Lowery noted a spelling error on page 2.

Wegerbauer noted a spelling error page 4.

Mishara made a motion to approve the minutes of the 12/4/2018 meeting as amended.

Lewis 2nd, all in favor.

Items Included in the Packet for Discussion
- 12/4/2018 BOPW Meeting Minutes Draft

Set or Confirm Future Meeting Dates

Lowery confirmed the next meetings will occur on 1/22/19, 2/5/19, 2/26/19, 3/12/19, and 3/26/19.

Mishara made a motion to adjourn.

Lewis 2nd, all in favor.

Meeting adjourned at 9:03 PM.

Respectfully submitted,
Daniel Cabral
Business Manager