

# **WAYLAND BOARD OF PUBLIC WORKS**

DPW Facility  
66 River Road  
Wayland, MA 01778  
January 22, 2019

## **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)

In Attendance: 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.

Lowery asked for public comment – there was none.

Lowery referenced an article in the Metrowest Daily News regarding mailboxes knocked down during the recent storm.

Holder noted that the Town policy allows for the replacement of mailboxes that are physically struck by a plow, but does not allow compensation for mailboxes knocked over by snow being pushed by the plow.

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

Lowery noted that he and Holder had attended the Finance Committee meeting where the Automatic Water Meter Reading (AMR) article was discussed.

The Board discussed strategy relative to presenting the article at Annual Town Meeting.

Holder noted that the video link to the AMR presentation given last year can be published on the DPW website and Facebook page.

Wegerbauer discussed the formulation of a list of bullet points.

Finance Committee member George Uveges suggested that informational handouts be made available at Town Meeting.

Uveges suggested that the Board consider mentioning the savings in abatements as a result of the adoption of an AMR system.

Abdella suggested that a table be utilized at Town Meeting to display the proposed AMR equipment.

Abdella suggested that details of the financial benefits of an AMR system be placed in the proposer's comments.

Wegerbauer suggested edits to the text of the warrant article.

Lowery asked Wegerbauer to send him his proposed edits, which he will offer to the Board of Selectmen for inclusion in the article language.

Abdella noted that proposer's comments are limited to 150 words.

Holder noted that the auditors again cited the DPW's issuance of water bills in FY2019 for water used in FY2018.

Lowery requested that the auditor's note be included in the next meeting's packet.

Abdella asked it is was permissible for a message in support of the AMR article to be placed on the next water bills if there was no cost incurred to do so.

Mishara responded that, in his opinion, this may not be considered a permissible use of Town resources.

Uveges suggested that a link to the DPW Water Division website could be placed on the next bill.

Holder discussed the potential modifications of tier rates following the adoption of AMR, and the combination of water and sewer billing in the future.

***Items Included in the Packet for Discussion:***

*- Automatic Water Meter Reading Town Meeting Article Submission*

**Discussion and Potential Board Vote on Cemetery Regulations, Rates, and Fees**

Highway and Park Superintendent Joe Doucette reviewed a PowerPoint presentation describing proposed changes to the cemetery rate structure and regulations.

Mishara suggested and edit to the language in the proposed regulations.

Wegerbauer made a motion to approve the addition as amended, to add the word 'town' to paragraph one between 'Wayland' and 'resident'.

Lowery offered a friendly amendment to the motion to modify the last sentence in paragraph one to read that ‘The Cemetery Commission has the authority to waive this provision.’”

Lowered suggested that the word ‘ensure’ in paragraph one be changed to ‘preserve.’

Lowery suggested that the second paragraph begins with, “For the purposes of this provision.”

Mishara 2<sup>nd</sup> the amended motion, all in favor.

Lowery suggested the exploration of establishing an area designated for the sale of smaller cremains burial lots.

Lewis noted that he feels the proposed increases in lot prices are not high enough.

Wegerbauer made a motion to accept the fee increases as purposed by the Cemetery Superintendent.

Mishara 2<sup>nd</sup>.

Lewis proposed an amendment the proposed fee increases to also include an additional 20% increase in the lot purchase fees.

Lowery 2<sup>nd</sup> Lewis’s amendment.

Lewis, Abdella, and Lowery in favor of amendment, Wegerbauer and Mishara opposed [amendment passed].

Lewis, Abdella, and Lowery in favor of amended motion, Wegerbauer and Mishara opposed [amended motion passed].

[Wegerbauer departed at 8:30pm]

***Items Included in the Packet for Discussion:***

- Cemetery burial and lot sales data
- Cemetery fee comparison with surrounding towns
- Current cemetery fees and charges
- Draft of proposed cemetery regulation limiting of lots sold
- Sample lot diagram

**Review and Board Vote to Close Out Selected Unexpended DPW Capital Accounts**

Holder distributed a revised list of capital projects for close-out or reduction.

Lowery asked that the funds to be returned to the Water Enterprise Fund be added to the Water Enterprise Fund Financial Model.

Lowery expressed his hesitation to return any of the fund associated with the construction of the DPW Facility has the trees that had been proposed to screen the facility have not yet been

Holder noted that six trees were recently planted along the road on the inside of the fence.

Lowery noted that he would prefer the trees be placed on the outside of the fence to screen the building.

The Board discussed the planting of trees outside the fence, noting space limitations and potential safety issues by limiting the line-of-sight.

Holder noted that the funding proposed to be retained would be sufficient to install a natural screen as Lowery suggested.

Mishara made a motion to close out the selected unexpended accounts as listed in the amended handout, consistent with Town fiscal policy.

Abdella 2<sup>nd</sup>, all in favor.

***Items Included in the Packet for Discussion:***

- DPW Capital Close-Out list

***Items Distributed for Review:***

- Updated DPW Capital Close-Out list

**Discussion of Potential Sources of Stormwater Management Funding and Possible Recommendation to the Board of Selectmen**

Lowery requested that Board members review the WayCam recording of the League of Women Voters Stormwater Forum and examine the MAPC Stormwater Financing Utility Starter Kit available online.

Lowery offered to enquire with the Board of Selectmen to determine if they would like to Board of Public Works to study this issue further.

**DPW Director's Operational Report**

Holder reviewed the DPW Operational Report.

Holder noted that the Concord Road culvert project will likely cost significantly less than what was anticipated.

Lowery asked about the status of the development of policy for access to the Town GIS layers.

Lowery expressed his concern for the culverts that pass under the access roads to the Town Building, noting a blockage in one of the culverts restricting flow.

Holder noted that one culvert is currently running freely, but the water level is currently too high to effectively clean out the other at this time.

***Items Included in the Packet for Discussion:***

- 1/22/2019 DPW Operational Report

**Discussion of Memo Received from the Board of Health re: Protocol for Shutting Off Domestic Water Supply**

Lowery suggested that this be discussed in further detail in conjunction with a broader discussion on Water Division regulation changes.

Holder noted that he is awaiting the response of Town Council before presenting the proposed Water Division regulation changes to the Board for approval, absent the provision for terminating water service.

Holder suggested that a collective agreement with the Board of Health and Fire Department be sought to determine how to best address this issue.

Lowery requested that Town Council be asked for insight how other towns approach the issue and advice on possible alternatives.

Abdella asked if a meter pit could be installed at the expense of a homeowner who is denying access to the Water Division.

***Items Included in the Packet for Discussion:***

- 1/16/2019 Memo from Board of Health re: Protocol for shutting off domestic water supply

**Board Members' Reports, Concerns, and Updates**

Lewis noted he has discussed issues pertaining to snow plowing with Selectmen Doug Levine.

Lewis volunteered to write an article discussing concerns about snow plowing for review by Holder and eventual publication in the Town Crier.

Lewis discussed the issue of private snow plow operators pushing snow into the right-of-way, and asked if they could be informed of the law prohibiting them from doing so.

Lowery asked Holder to explain the Municipal Vulnerability Preparedness Committee.

Holder noted that the committee explores grant opportunities to address issues related to climate change.

Lowery asked Holder to update the Board following the committee's first meeting.

***Items Included in the Packet for Discussion:***

- 2017 Water Fluoridation Quality Award

### **Review and Approve the Minutes of the 1/9/2019 Meeting**

Lowery noted a typographical correction to page 1.

Mishara made a motion to accept the minutes of the 1/9/2019 meeting as amended.

Lowery 2<sup>nd</sup>, all in favor.

#### ***Items Included in the Packet for Discussion***

*- 1/9/2019 BOPW Meeting Minutes Draft*

### **Set or Confirm Future Meeting Dates & Topics / To-Do List**

The Board noted that February meetings will be 2/5/2019 and 2/26/2019.

#### ***Items Included in the Packet for Discussion***

*- 1/22/2019 BOPW Action Item List*

Mishara made a motion to adjourn.

Lewis 2<sup>nd</sup>, all in favor.

Meeting adjourned at 9:13 PM.

Respectfully submitted,  
Daniel Cabral  
Business Manager