

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
March 13, 2019

MEETING MINUTES

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

Members of other Boards in Attendance: George Uveges (Finance Committee)

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

Meeting opened at 7:00 PM

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

Lowery reviewed the agenda.

Holder described a presentation that Town Engineer Paul Brinkman made to the Happy Hollow 5th grade class about water resource management.

Holder discussed the Wayland Citizen's Academy, the DPW portion of which is scheduled for April 4th.

Holder noted that Clean Up Wayland Day is Saturday, April 13th, during which time pre-ordered rain barrels and compost bins will be distributed at the Transfer Station.

Public Comment

Donna Goddard of 14 Dunster Avenue appeared before the Board noting that the residents of the street would like to donate it to the Town, and asked how to begin the process.

Lowery replied that he will email documents detailing the street acceptance process to Goddard.

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

Spencer Circle Petitioner's Article

Lowery asked if Town Counsel has provided a draft of the easement language yet. Holder replied that the easement language has not yet been received.

Lowery asked Holder if he feels the language for the easement will be available before Town Meeting.

Holder replied that he was unsure of the current status of the easement.

Lowery added that the Board could offer an amendment to make the Town Meeting vote conditional upon the granting of an easement.

Mishara made a motion to authorize Lowery to write memo to the Town Administrator inquiring about the status of the easement language.

Wegerbauer 2nd, all in favor.

Automatic Meter Reading Article

Lowery noted that he and Lewis had attended a meeting of the Wastewater Management District Commission (WWMDC) to seek support for the Automatic Meter Reading (AMR) article.

Lowery noted that WWMDC Commissioner Rick Greene suggested that a comparison of operating costs with and without AMR be drafted for use as an exhibit at Town Meeting.

Lowery noted that he has tried twice to contact the Energy Committee via email without success.

Lowery offered to contact members of the Recreation Commission and School Committee for support on the AMR article.

The Board discussed the language of the AMR opt-out option in the article.

Lowery added that if the Board wished, a no cost opt-out option could be provided if a resident was to provide a physician's letter supporting it.

Abdella clarified that the opt-out provision would only apply to the current owner, not future property owners.

Holder proposed that an opt-out would preclude the granting of an abatement for an undetected water leak.

Holder discussed the RFP process, noting that he was notified this morning that the Town Administrator's office has advertised the RFP project.

Lowery expressed his displeasure that this has been advertised, noting that there had been an agreement previously made to include the Board in the process.

Holder noted that he has not yet seen the specifications, and that the advertisement states that the specifications will be available on Monday.

Holder noted that after receiving the specifications, he would send it to the two Board members on the selection committee, and that if it is determined that the specs were incorrect the RFP could be deferred.

Abdella expressed his desire to delay the issuance of the specifications until they can be reviewed in detail.

Lowery expressed his surprise that the Town Administrator's office would advertise the RFP before it is reviewed by the Board or staff.

Wegerbauer made a motion requesting Lowery to convey the Board's concerns about the process, timing, and communication regarding the advertising of the AMR RFP.

Lewis 2nd, all in favor.

Holder recommended Lowery call the Town Administrator's office to schedule a meeting with Town Administrator Louise Miller.

Mishara noted that there is a League of Women Voters meeting on April 3rd that he would attend to discuss AMR.

Discussion and Possible Board Vote on FY20 Transfer Station Rates, Fees, and Budget/Funding Review

Abdella made a motion to request the DPW Director to include the DPW fund balances in the monthly financial report.

Lowery 2nd, all in favor.

Holder described the status of the Transfer Station budget and the current budget shortfall.

Holder discussed the costs associated with municipal curbside pickup.

Holder discussed options for raising additional revenue, including raising permit fees, raising bag fees, and charging per item for bulky waste.

Holder discussed the Town entities that utilize the Transfer Station without providing revenue.

Lowery noted that given the disposal costs, the Recycle-Only permit is heavily subsidized.

Holder noted that the staff recommendation is for the Board to consider the elimination of the Recycle-Only permit.

Lewis suggested that the capital request for FY20 compactor replacement be delayed.

Mishara disagreed, citing the potential reduction of service as a concern.

Abdella suggested that the DPW inquire as to whether the Sudbury Transfer Station could receive bulky items for a fee.

Lewis made a motion to authorize the DPW to spend the approximately \$4k in infrastructure to begin charging for bulky waste items.

Motion failed for lack of 2nd.

Mishara asked if Holder has current recommendations for the Board.

Holder discussed revenue options for consideration.

Lowery noted that it is the sense of the Board that they would like the Director to provide a recommendation for changes that will yield sufficient revenue to begin restoring the Transfer Station revolving fund balance.

Items Included in the Packet for Discussion:

- 3/4/19 Memo from Town Administrator Louise Miller re: Transfer Station Revolving Fund Request for Reserve Fund Transfer, Status of Revolving Fund Finances and Next Steps
- 3/8/19 Transfer Station Budget Summary
- Transfer Station Fee Comparison

Items Distributed for Review:

- 1/10/19 article "The Era of Easy Recycling May Be Coming to an End" by Maggie Kerth-Baker

DPW Director's Financial Report

Holder reviewed the DPW Director's Financial Report.

Lowery asked Holder if the Town Administrator has told the Board when the interest owed will be returned to the Water Enterprise Fund.

Wegerbauer made a motion to authorize Lowery to write a memo on behalf of the Board to Town Administrator Louise Miller requesting information on the transfer of interest owed to the Water Enterprise Fund.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion:

- 3/8/2019 Financial Report

Board Members' Reports, Concerns, and Updates

Lowery suggested that the DPW review the condition of the sidewalks throughout town.

Lowery asked about the status of getting the Dude Solutions GIS operational.

Holder noted that its implementation has been delayed approximately 2 weeks.

Holder added that he hopes the policy addressing volunteer access to the GIS be introduced at the same time.

Lowery noted that the Historical Commission hopes to use the funds remaining from the Castle Gate Pillars be used to purchase and install a sign.

Lowery noted that he sent the letter to Eversource expressing the Board's position on the use of pesticides as previously requested.

Lowery asked when the Transfer Station access road will be repaired.

Holder responded that it will be repaired in April.

Topics Note Reasonably Anticipated by the Chair 48 Hours Prior to Posting

Holder noted that Verizon has expressed interest in locating a monopole cell tower at the Happy Hollow well site, and will have more information at the next meeting.

Review and Approve the Minutes of the 2/26/2019 Meeting

Lowery noted that during the discussion of Mill Pond, he had made the comment that 'the Board of Public Works is the custodian of the park land and, as skating is not an organized activity, the Board could choose to light it if they desire'.

Highway and park Superintendent Joe Doucette noted that he was in attendance.

Mishara made a motion to approve the minutes of the 2/26/19 meeting as amended.

Abdella 2nd, all in favor.

Items Included in the Packet for Discussion
- 2/26/2019 BOPW Meeting Minutes Draft

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

Lowery confirmed the upcoming meeting dates of 4/2/19, 4/23/19, and all nights of Town Meeting.

Items Included in the Packet for Discussion
- 3/13/2019 BOPW Action Item List

Executive Session to Consider the Release of the Executive Session Minutes of the 4/24/18, 5/8/18, 6/12/18, and 7/10/18 Meetings

Lowery made a motion for the Board of Public Works to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to consider the release of the executive session minutes of the 4/24/18, 5/8/18, 6/12/18, and 7/10/18 meetings.

Wegerbauer 2nd.

Roll Call Vote: Abdella - aye, Lewis - aye, Lowery - aye, Mishara - aye, Wegerbauer - aye.

Lowery invited the attendance of DPW Business Manager Daniel Cabral, DPW Highway and Park Superintendent Joe Doucette, and DPW Director Tom Holder.

Lowery noted that the Board will reconvene in open session in approximately ten minutes for the purpose of adjourning.

The Board entered into executive session at 9:23 PM

The Board reconvened in open session at 9:28PM

Abdella made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:28 PM.

Respectfully submitted,
Daniel Cabral
Business Manager