

# **WAYLAND BOARD OF PUBLIC WORKS**

DPW Facility  
66 River Road  
Wayland, MA 01778  
April 24, 2018

## **MEETING MINUTES**

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

Absent: T. Abdella

DPW Staff in Attendance: Daniel Cabral (DPW Business Manager), Joe Doucette (DPW Superintendent), Mariann Maloney (Transfer Station Senior Foreman), Don Millette (Water Superintendent)

Meeting opened at 7:00 PM

Lowery announced that the meeting is being recorded.

Lowery asked for public comment – there was none.

### **Water Abatement Request – 102 Woodridge Road**

Scott Olshewitz of 102 Woodbridge Road appeared before the board to discuss his request for abatement.

Mishara made a motion to abate the 3/21/2018 bill down to 2566 units, waiving all interest and fees.

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

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

- 102 Woodridge Road Abatement Request

### **Discussion and Potential Vote on FY2019 Transfer Station Fees**

Holder discussed the current status of the Transfer Station as well as the recurring costs associated with the services offered.

Wegerbauer suggested that for funding future capital expenditures, borrowing should be considered.

Lowery discussed the possibility of increasing the cost for Pay As You Throw (PAYT) bags.

The Board discussed the income and expenses associated with television and electronics recycling.

Mishara noted that, in his opinion, a target revolving fund balance of \$75,000 would be ideal.

Lewis suggested that Holder develop a recommended rate and fee structure to provide to the Board for consideration.

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

*- Item Disposal Cost Comparison*

***Items Distributed for Review:***

*- Transfer Station Budget Analysis*

*- Photos of Bulky Waste*

*- Transfer Station Financial Talking Points*

**Discussion on the Status of Private Ways**

The Board discussed the current status of the Board of Selectmen's draft Residential Private Road Snow and Ice Policy.

Lowery noted that the selectmen will be addressing the issue at a meeting on 5/16/2018.

Lewis expressed his desire to establish a quantifiable cost associated with the plowing of private ways.

Lowery noted that the status of private streets within the Town's GIS program features errors which should be corrected to avoid confusion.

Mishara noted that cost of maintenance is cannot legally be considered a factor in whether a road is plowed or not.

Wegerbauer noted that the information contained within the packet should be a sufficient refresher for the Board of Selectmen.

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

*- Private Road List*

*- Draft Residential Private Road Snow & Ice Policy*

*- Draft Private Roads Policy: Snow & Ice Removal PowerPoint presentation*

**Discussion on the Potential Presentation of an Article to Fund AMI Meter System at Fall Town Meeting**

Lowery discussed his recollection of the opposition to the AMI system that was heard at Annual Town Meeting.

Lewis urged the Board to identify and discuss the financial benefits of an AMI system.

Mishara suggested the Board gained the support of other board and commissions, such as Conservation, Health, and Finance, to speak on behalf of the article.

Lowery noted that a portion of the financial justification is the cost savings of implementing the AMI system in conjunction with the meter replacement program.

The Board discussed the impact an AMI system would have in helping the Water Division meet the standards in the pending DEP Water Withdrawal permit.

Lewis offered his assistance in developing a cost benefit analysis to justify the AMI system.

Lowery noted that the Board's abatement process effectively allows residents to not worry about wasting water, and would like abatements for issues outside the house be limited to 20%, and those inside the house limited to 50%.

### **DPW Director's Financial Report**

The Board reviewed the DPW Director's Financial Report.

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

- 4/13/2018 DPW Financial Report

### **Discussion the Utility of Follow-Up Process on Public Comments**

Lewis discussed the process of responding to public comment, noting that he feels public comments made recently warrant a Board response.

Lewis reviewed a draft procedure to allow the Board to respond to public comment.

Mishara noted that Boards typically don't respond to public comment to avoid the Board's time being consumed addressing one resident's comments

Mishara cautioned the Board on the subjective nature of choosing which public comments warrant a Board response.

Wegerbauer felt that a formal response is generally not necessary for public comment.

Lowery noted that any Board member may speak on their own behalf in response to public comment.

#### ***Items Distributed for Review:***

- Draft Board of Public Works Procedure to Respond to Public Comment

- Draft responses to public comment from Sally Cartwright, Margo Melnicove, and Duane Galbi

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

Wegerbauer suggested that the Town's annual road construction plan be placed on Facebook. Lowery noted that the Town's GIS information as well as information pertaining to the Town Engineer should be added to the DPW website.

Lowery discussed a maintenance schedule drafted by Tighe & Bond concerning the library drainage system.

Lowery distributed a copy of the Collins Report that discusses the status of the Board of Public Works, noting that he feels the comments warrant a response.

Lowery offered to draft a response for the Board to consider.

Lowery expressed his desire for the public to have access to stormwater, outfalls, and drainage GIS layers, and provided a memo to Tom Holder on the subject.

Holder noted that at the 5/30/2018 Board of Selectmen meeting they will be discussing the status of the Glezen Lane traffic calming litigation appeal.

Holder noted that recent MassDOT bridge inspection reports have identified deficiencies in both the Stonebridge Road Bridge as well as the Route 27 Bridge.

Holder added that the Stonebridge Bridge is co-owned with Framingham, and an intermunicipal agreement is being drafted to address the necessary repairs.

Holder noted that the issue with the Route 27 Bridge involves the condition of the decking.

***Items Distributed for Review:***

*- Email from Mike Lowery to Tom Holder re: Public Access to GIS layers depicting storm water*

**Review and Approve the Minutes of the 4/11/2018 Meeting**

Lowery offered two additions to the discussion of strategies regarding the repurposing of the Route 20 South Landfill.

Mishara made a motion to approve the minutes of the 4/11/2018 meeting as amended.

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

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

*- 4/11/18 Meeting Minutes*

**Confirm Standard Schedule for BoPW Meetings**

The sense of the Board is to continue the pattern of meeting on 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month.

Lowery noted the next meeting will occur on 5/8/2018.

**Executive Session to Discuss and Potentially Vote in Response to Recent Action re: Crown Path Land Court Case, as Received on 4/23/2018**

Lowery made a motion that the Board of Public Works enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss and potentially vote in response to recent action regarding the Crown Path Land Court Case, as received on 4/23/2018.

Mishara 2<sup>nd</sup>.

Roll Call Vote: Wegerbauer – aye, Mishara – aye, Lowery – aye, Lewis – abstain.

Lowery invited the attendance by DPW employees Daniel Cabral, Joe Doucette, Tom Holder, and Don Millette.

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

The Board entered into executive session at 9:11 PM

The Board reconvened in open session at 9:26 PM.

Mishara made a motion to adjourn.

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

Meeting adjourned at 9:27 PM.

Respectfully submitted,  
Daniel Cabral  
Business Manager