

# **WAYLAND BOARD OF PUBLIC WORKS**

DPW Facility  
66 River Road  
Wayland, MA 01778  
May 22, 2018

## **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 (DPW Superintendent)

Meeting opened at 7:00 PM

Lowery announced that the meeting is being recorded.

Lowery asked for public comment – there was none.

### **Public Comment**

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

- 5/17/18 Email from Linda Segal re: Glyphosate redux

### **Irrigation Application: 156 Pelham Island Road**

Lowery noted that the review of this irrigation application will take place at the next meeting.

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

- 131 Commonwealth Irrigation Application

### **Discussion on FY2019 Water Rate Setting (Paul Brinkman in attendance)**

Brinkman reviewed a PowerPoint presentation “Water Rate Discussion – Meeting 1”.

Wegerbauer noted that the decline in the retained earnings was previously planned by the Board to lower the balance.

The Board discussed funding mechanisms for capital projects.

The Board discussed the establishment of a municipal rate for water usage.

Holder recommended that the establishment of a municipal water rate not be imposed until FY2020 to allow departments adjust their budgets accordingly.

Wegerbauer suggested that a memo be sent to departments that would be affected by the implementation of a municipal water rate.

Mishara suggested that the Board consider an increase in the administrative fee.

Holder noted that a model showing the effect a \$5 increase in the administrative fee could be prepared for the next water rate discussion.

Lowery requested that the data for municipal water usage be developed into a workable model for the next water rate discussion.

Lewis asked Holder to draft a letter to department heads to notify them of the pending discussion on municipal water rates.

***Items Distributed for Review:***

*- Water Rate Discussion – Meeting 1 PowerPoint Presentation*

**Review and Board Vote on Response to Collins Center Report**

Lowery discussed the Collins Report and its potential impact on the budgeting process.

Holder noted that he feels the role of the DPW and the Board would not significantly change, just transfer much of the budgeting process from the Finance Committee to the Town Administrator and Finance Director.

Lowery expressed his concern that the proposed changes would result in the Board presenting budget requests multiple times.

Lewis noted that he feels the Town Administrator should have input in departmental operating budgets.

Lowery expressed his concern that the proposed changes could potentially result in the Select Board having final authority over departmental budgets.

The Board discussed potential edits to the draft memo presented.

Mishara made a motion to allow Lowery the authority to prepare the final draft of the Collins Report response letter, which Mishara would review prior to its submission.

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

***Items Distributed for Review:***

*- 5/22/18 Draft Memo to Wayland Select Board re: Draft Financial Management Structure Review – October 2017*

**DPW Director's Financial Report**

The Board reviewed the 5/18/18 Financial Report.

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

*- 5/18/2018 DPW Financial Report*

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

Holder noted that he will be the guest speaker at the Thursday meeting of the League of Women Voters to provide an overview of the Department of Public Works.

Holder noted that the Town received notice of a small claims court claim relating to an abatement that was denied by the Director and the Board in March, which could be discussed further in executive session at a future meeting.

Lewis noted that a quantifiable cost savings is difficult to use in justifying an advanced metering infrastructure (AMI) system.

Lewis suggested that a device used in conjunction with an AMI system could potentially minimize the risk water leaks in homes, potentially resulting in a reduction in homeowner insurance rates.

Lowery suggested that a discussion concerning the potential installation of a positive valve in conjunction with meter replacements be discussed at a future meeting.

Lowery noted that the Board received an email from a resident regarding the discontinuation of the plowing of River Terrace.

Lowery noted that the Historical Commission has received public comment regarding the location of the Castle Gate Pillars.

Lowery discussed ways in which cash transactions at the Transfer Station could be streamlined.

Lowery requested that the DPW put aside pieces of fallen stones at North Cemetery for safe keeping as soon as possible.

Lowery noted that he has drafted the Board's response letter to Eversource and would be mailing it tomorrow.

Wegerbauer discussed the budget shortfall involving the Transfer Station revolving fund and asked about the variance in the shortfall among reports.

***Items Distributed for Review:***

*- 5/18/18 Email from Mike Lowery re: Possible scheme for selling 'tickets' for bulky waste disposal"*

**Review and Approve the Minutes of the 5/8/2018 and 5/16/2018 Meetings**

Wegerbauer noted a typographical correction to page 2.

Lowery noted that during the Transfer Station rate discussion, he had offered to investigate a fee collection solution for bulky waste items.

Wegerbauer made a motion to approve the minutes from the 5/8/2018 meeting as amended.

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

Wegerbauer made motion to approve 5/16/2018 minutes as presented.

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

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

- 5/5/18 Meeting Minutes Draft
- 5/22/18 meeting Minutes Draft

Wegerbauer made motion to adjourn.

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

Meeting adjourned at 9:12PM.

Respectfully submitted,  
Daniel Cabral  
Business Manager