

# WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

January 26, 2016

7:00 PM

## MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, M. Wegerbauer, S. Kadlik (Director)

Absent: J. Mishara

Meeting opened at 7:00 PM

Brown announced that the meeting is being recorded.

Brown opened the meeting with a review of the agenda.

Brown asked for public comment – there was none.

### **Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting**

Brown discussed the status of FY17 Water Capital Requests pertaining to radio read meters.

Brown noted that the Finance Committee will review the wireless meter capital request at their next meeting on Thursday, 1/28/2016.

Lowery noted that the Finance Committee had proposed changes to the capital requests that were not discussed by the Board of Public Works.

Brown clarified that the \$200,000 capital request to fund water meter replacements would be needed even if funding for remote-read meter systems is not ultimately sought.

Water Superintendent Don Millette suggested delaying a capital article seeking funding for new billing software if it would not be in conjunction with funding for radio read meters.

Millette discussed remote-read meter technology currently available for consideration.

Brown added that in his opinion, it would be prudent to delay seeking capital funding for remote meters and software, but still proceed with the \$200,000 sought for meter replacement.

Wegerbauer asked Millette what, in his opinion, would be optimal method of meter reading.

Millette responded that a drive-by system capable of migrating to a radio-read system in the future would be optimal.

Wegerbauer expressed his concern that a drive-by system would limit the ability to quickly detect leaks based on sudden increases in consumption.

Lowery noted that, in his opinion, the best permanent meter-reading system should be implemented rather than conducting a pilot study.

Brown added that, in his opinion, it would be premature to identify a preferable system prior to receiving the results of Tata & Howard's analysis of the systems under consideration.

Kadlik noted that the Finance Committee had also sought to remove the capital request for water tank cleaning, but added that the cleaning is critical to ensure the Town will pass future DEP Sanitary Surveys.

Wegerbauer expressed his concern over decisions made by the Finance Committee to eliminate items from the Capital Budget funded by the Water Enterprise Fund.

Lowery clarified that it is the sole authority of the Board of Public Works to bring to Town Meeting proposed expenditures from the Water Enterprise Fund.

Wegerbauer asked if the capital request for meter replacement would fund the installation of meters that would be compatible with a remote-read meter system.

Brown discussed potential criticism a remote read meter system may receive at Town Meeting, and expressed his concern that not enough data has been gathered to support a pilot study at this time.

Brown made a motion that representatives from the Board of Public Works attend the upcoming Finance Committee meeting on Thursday, 1/28/2016 to discuss the necessity of the \$200,000 capital request for water meter replacements, but forgo funding for a remote-read pilot study and billing software.

Lowery 2<sup>nd</sup>

Lowery asked if a meter could be purchased now that could be adapted later to another reading system.

Millette responded that the meters installed could be adapted to alternative meter reading systems.

Lowery asked if it would be feasible to first implement remote read metering on commercial properties.

Millette responded that they could be installed on commercial accounts first if desired.

Wegerbauer made an amendment to increase the capital funding for meter replacement by \$15,000 to fund the purchase of meters that are capable of being read remotely.

Lowery 2<sup>nd</sup>.

Lowery asked if spending of the \$200,000 for meter replacements could be delayed until the authorization for the implementation of a radio read system is gained at Town Meeting.

Brown noted that capital funding does not need to be spent within a particular fiscal year.

Baston offered a friendly amendment to Wegerbauer's amendment that remote read meters purchased with the additional \$15,000 would be installed only on commercial accounts and the accounts of residents who choose to opt in.

Lowery 2<sup>nd</sup> the amendment.

Brown asked Millette if standard water meters could be converted to remote-read meters.

Millette responded that they can be, and the wireless reader could be added later.

Amendment Vote: Wegerbauer in favor; Baston, Brown, and Lowery opposed. (amendment failed)

Original Motion Vote: Baston, Brown, Lowery in favor; Wegerbauer opposed. (original motion passed)

### **Meeting with Energy Committee re: The Potential Installation and Maintenance of LED Street Lights**

Bill Huss and Anne Harris from the Energy Initiative Advisory Committee appeared before the Board to discuss the potential installation of LED street lighting.

Huss discussed the current street lights used and potential cost savings when converting street lights to LED.

Huss referenced a handout provided to the Board, "Wayland Street Lighting: Preliminary Discussion of LED Retrofit Opportunity."

Lowery noted that the street lighting falls under the jurisdiction of the Board of Selectmen.

Huss noted that she had spoken with the Board of Selectmen, who indicated that the DPW should also be informed.

Lowery asked what the difference in color temperature between the currently used incandescent light and LED light, and requested technical information about the fixture and potential light pollution.

Harris noted that there are currently 16 LED street lights that were installed as a test in Town, and no complaints have been received date.

Harris clarified that the LED street lights had been installed in the area of the intersection of Routes 27 and 30, in front of the Library, and in a residential section of Plain Road.

Harris noted that it is her impression that the Energy Initiative Advisory Committee is seeking a department willing to take ownership of the lighting.

***Items Included as Part of Agenda Packet for Discussion***

*- Wayland Street Lighting: Preliminary Discussion of LED Retrofit Opportunity*

**Review of Board of Selectmen Draft Sign Policy**

Lowery noted that the Board of Selectmen is reviewing their existing sign policy, and wished to coordinate their policy with the Board of Public Works.

Baston expressed his concern that the placement of too many ‘a-frame’ signs may impact traffic line-of-sight.

Lowery suggested that the period of display be noted in the permission email, and the email be distributed to the DPW and Police.

Lowery recommended that the illumination of the signs be prohibited.

Brown expressed his concern about out-of-town organizations being allowed to post signs within Wayland.

Wegerbauer recommended that sign requests from Wayland organizations take precedence over request from out-of-town organizations.

Wegerbauer suggested that the Board of Public Works recommend to the Board of Selectmen that no more than 3 or 4 signs be allowed at a time in any one location, with preference given to Wayland-based organizations.

Lowery suggested that the penalty for non-compliance should be their removal without notice.

Brown summarized the requests the Board of Public Works will make to the Board of Selectmen: The DPW and Police would be notified of signs’ periods of display, the Board’s opposition to illuminated signs, limited the number of signs in any one area to 3 or 4, give preference to in Wayland-based organizations, and ensure the signs are properly secured.

***Items Included as Part of Agenda Packet for Discussion***

*- 01-12-2016 Email from Selectman Mary Antes re: BoS Draft Sign Policy*

**Discuss and Potentially Set Transfer Station Revolving Fund Target Balance**

Wegerbauer noted that the target balance would not need to be set immediately, and suggested the topic be delayed until April.

Kadlik noted that he plans to inventory and assess the condition of the equipment at the Transfer Station.

*Items Included as Part of Agenda Packet for Discussion*  
*- 1/21/2016 Transfer Station Budget Line –Item Comparison*

### **Discussion of ATM Articles**

The Board discussed the recently-held Town Warrant Article Hearing.

Brown described questions concerning the Town Meeting Article regarding signs in the right-of-way.

Lowery noted that Selectman Cherry Karlson that the word ‘pavement’ be expanded to include ‘or road surface.’

Brown noted that the discussion of ATM Articles will be kept on the agenda through Town Meeting.

### **Discussion of Library Drainage Project**

Baston noted that representatives from Tighe & Bond will be meeting with him on Thursday, 1/28/2016 at 8:00AM to discuss drainage options.

Lowery asked if a project timeline has been given, the status of the MEMA extension, and whether a contractor had been retained to locate drainage.

Lowery expressed his concern that the timeline for the project to be identified soon.

*Items Distributed for Information and Use by the Board of Public Works*  
*- 1/21/2016 Email from Janet Moonan of Tighe & Bond re: Wayland Library MEMA Grant Project Update*  
*- 9/29/2014 Tighe & Bond Library Drainage Improvements – Conceptual Plans*  
*- 01/2016 Tighe & Bond Topography Site Plan*  
*- 04/2011 Tighe & Bond Historic USGS Figure*

### **Discussion of the Potential Installation of Birch Road Wells in Framingham**

Millette noted that Framingham’s timeline for the potential installation is still unclear.

Millette noted that the installation would have an impact on the Sudbury River as well as Wayland’s wells.

Lowery asked Millette if he has any recommendations to enable the risk to the Town’s wells to be quantified.

Lowery noted that the Board should express their concerns to the Town Administrator, and ask that she draft a letter to Town of Framingham requesting to be notified of meetings, the authority to comment, and copies of all reports pertaining to the Birch Road wells.

Lowery made a motion that the DPW Director to write a letter to be sent to Town of Framingham to be notified requesting to be notified of meetings, the authority to comment, and copies of all reports pertaining to the Birch Road wells.

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

Linda Segal, 9 Aqueduct Road, noted that Jim Persky of the DEP allows individuals the opportunity to do a file review of a particular project.

Lowery requested that the ‘Discussion of the Potential Installation of Birch Road Wells in Framingham’ be scheduled for 15 minutes on a future agenda when Tom Sciacca is available to provide comment to the Board.

Wegerbauer suggested that the future agenda item be scheduled after Millette conducts a file review of the project with Jim Persky of the DEP.

### **DPW Director’s Financial Report**

Kadlik discussed the 1/21/2016 DPW Year-to-Date Budget Summary distributed to the Board.

*Items Included as Part of Agenda Packet for Discussion  
- 1/21/2016 DPW Operating Budget Summary*

### **Board Members’ Reports, Concerns, & Updates**

Baston noted that he would like a procedural document drafted to address the process by which chemical deliveries are received by the Water Division.

Kadlik described updated procedures concerning chemical deliveries currently in use.

Baston asked the status of the Transfer Station access road.

Brown noted that it is currently on hold pending the River’s Edge Development.

Wegerbauer discussed recent meetings of the River’s Edge Advisory Committee and the current process to identify a contractor for the project.

Wegerbauer asked Kadlik if a determination could be made when the ice on Mill Pond is safe to skate on.

Kadlik noted that the determination of when it is safe to skate is made by the Recreation Department, and the DPW is only responsible for taking the measurement of the ice.

Lowery thanked the DPW for recently patching potholes on Lakeshore drive.

Lowery asked about the status of a recent water main break on West Plain Street.

Millette clarified that it was actually a service leak and has been repaired.

Brown noted that two seats on the Board are up for re-election, and asked the members in question if they intend to run again.

Wegerbauer and Lowery both acknowledged that they remain undecided if they will run for another term.

Brown distributed a memo from the Finance Committee concerning the preparation of warrant articles and delegated specific articles to Board members for preparation.

Kadlik noted that the agenda item, 'Discussion on the Potential Transfer of Cremains from the Church of the Holy Spirit to Lakeview Cemetery' needs to be placed on the next agenda.

The Board determined that the next meetings will occur on 2/9/2016 and 2/23/2016.

***Items Distributed for Information and Use by the Board of Public Works***

*- 1/23/2016 Memo from Finance Committee re: Warrant Article Preparation/Information for the Finance Committee*

**Review & Approve the Minutes of the 1/12/2016 and 1/15/2016 Meetings**

**1/12/2016 Meeting Minutes**

Lowery noted a correction on the last paragraph of page 1, changing 'further research' to 'a comparison.'

Lowery requested an addition to the Preliminary Discussion of WRAP Requirements to note that Lowery and Wegerbauer had not completed the review of their assigned divisions.

Wegerbauer noted a correction on page 1, indicating that the \$7000 deficit in the Transfer Station budget is due to timing.

Brown made a motion to approve the meetings of the 1/12/2016 Board of Public Works meeting as amended.

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

**1/15/2016 Meeting Minutes**

Brown noted that the meeting was not recorded.

Lowery made a motion to approve the meetings of the 1/15/2016 Board of Public Works meeting as amended.

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

***Items Included as Part of Agenda Packet for Discussion***  
*- 1-12-2016 Board of Public Works Meeting Minutes Draft*  
*- 1-15-2016 Board of Public Works Meeting Minutes Draft*

Wegerbauer made motion to adjourn.

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

Meeting adjourned at 9:18 PM