

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
March 29, 2017

MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, M. Wegerbauer, T. Holder (DPW Director)

Absent: J. Mishara.

Meeting opened at 7:00 PM

Brown announced that the meeting is not being recorded.

Brown asked for Public Comment – there was none.

Brown recognized DPW Park and Highway Superintendent Michael Lindeman, who will be retiring on March 30 after 29 years of service to the Town.

Water Abatement Request – 49 Highland Circle

Kathleen Steinberg of 49 Highland Circle appeared before the Board to discuss her request for abatement.

Brown discussed the proposed new meter reading system, noting its role in the early detection of water leaks.

Lowery made a motion to abate the 11/30/2016 reading from 27,600 units down to 13,900 units, waiving all interest and fees.

Brown advised Steinberg of the Board's policy to grant only one abatement per household.

Baston 2nd, all in favor.

Items Included in the Packet for Discussion

- 49 Highland Circle Abatement Request

Items Distributed for Discussion

- 49 Highland Circle Usage History

Discussion of Cemetery Fees

DPW Park and Highway Superintendent Michael Lindeman appeared before the Board to discuss the status of cemetery rates and the available land within the Town's cemeteries.

Lindeman noted that, in his opinion, the rates should not be raised unless there is a specific objective behind it.

Lindeman estimated that Lakeview cemetery has enough lots to allow sales to continue for 30 years, while North has enough available lots to allow for 50 years of sales.

Lindeman suggested that the existing land development account be used to save funds to facilitate future cemetery growth and development.

Lowery asked if the old landfill on the south side of Rout 20 were developed as a laydown area, could the spoils currently kept at Lakeview Cemetery be moved there.

Lindeman recommended that the spoils be left at Lakeview Cemetery as long as possible, as it is more efficient to use in its current location.

Lindeman discussed the potential creation of a cremation area in Lakeview Cemetery.

The Board discussed the potential legal restrictions placed on the use of revenue generated from the sale of cemetery lots.

Lowery noted that he feels the rates should be increased substantially to reflect the increased costs incurred by the Town since rates were last raised in 2003.

Cindy Bryant of 56 Pemberton Road and owner of Bryant Funeral Home discussed the current status of the cemetery and offered historical perspective on the sales of lots.

Bryant noted that there are numerous cemetery lots that have been sold in the past that may never be utilized.

Baston asked if a provision to buy back unused lots could be developed.

Lindeman noted that locating owners of unused lots is often difficult, and the Town can only compensate the funds for the actual sale of the lot, and not the perpetual care.

Lowery noted that expenses have risen by approximately 25% since cemetery rates were last adjusted in 2003, and he is in favor of raising rates by 25% now, with an annual 2% increase in the future.

Lowery added that lot sale costs are currently about 25% below the average of comparable towns, and suggested the lot sale prices increase 25%, with funds to be deposited in the land development account.

Brown urged the Board to conduct further discussion prior to setting rates.

Lowery requested that a discussion and vote on cemetery rates and fees be placed on a future agenda.

Wegerbauer noted that in his opinion, examining how available cemetery space is managed is a higher priority than increasing rates and fees.

Lowery added that both fees and space should be further discussed and considered by the Board.

Holder noted that he will conduct further research to determine how cemetery rates and fees are deposited and allotted.

Wegerbauer suggested the use of available funds be used to hire for cemetery consultants for additional insight.

Items Included in the Packet for Discussion

- Cemetery Fee Comparison
- Average Cemetery Fee Comparison
- Cemetery Lots Sold Data
- Cemetery Fee Increase Frequency Comparison
- Cremation Research

Items Distributed for Discussion

- Town of Wayland Cemetery Fees and Charges Schedule

Discussion and Possible Votes on DPW and DPW-Related ATM Articles

The Board discussed the process for Town Meeting Articles to be brought forth under abbreviated procedure.

Baston noted that he is unsure if the article to authorize the acquisition of an easement at 89 Stonebridge will be conducted under abbreviated procedure.

Lowery discussed the article for Transfer Station Access Road improvements, noting that the article appears uncontroversial.

Holder added that the DPW is continuing to struggle to establish a usable laydown area.

The Board discussed the process of raising the Transfer Station Revolving Fund spending cap.

Wegerbauer questioned whether costs associated with the maintenance on the Transfer Station garage should be borne exclusively by the users of the Transfer Station.

Lowery noted that the Board intends to offer an amendment to the Plastic Bag Reduction bylaw article on Town Meeting floor to remove the Board of Public Works as the enforcement authority.

Lowery noted that the amendment could transfer authority to the Board of Selectmen of eliminate the enforcement provision entirely.

The Board determined that Brown would offer an amendment to name the Board of Selectmen as the enforcement agent.

Lowery noted that he would inform Board of Selectmen Chair Cherry Karlson and Town Administrator Nan Balmer of the Board's position.

DPW Director's Operational Report

Holder discussed the DPW Director's Operational Report.

Lowery requested that the Board received a copy of the Annual State Report submitted to the DEP.

Lowery asked what extra funding would be needed for increased water testing for UCMR 4 testing.

Lowery asked about the status of the withdrawal permit.

Holder noted that the permits are being reviewed by region, Wayland's has not been reviewed yet, and will continue to operate under the current permit.

Lowery noted that he would like more information concerning the repairs conducted to the filter membrane cartridges.

Lowery asked if sidewalk sweeping still occurs.

Lindeman noted that sidewalks in main sections of Town are typically swept, but they are not done town-wide.

Baston inquired about the recent repairs made to dirt roads.

Lindeman noted that repairs were made to private roads open for public use.

Lowery noted that repair work, including the grading of private dirt roads for public use, must be approved by the Board of Public Works.

Holder noted that since the repairs were made in the interest of public safety, the Director had the authority to institute the repairs.

Brown asked that the policy for the grading of dirt roads be placed on the next agenda.

*Items Included in the Packet for Discussion
- 3/29/2017 DPW Director's Report*

Board Members' Reports, Concerns, and Updates

Wegerbauer asked Holder if he had spoken to Health Department Director Julia Junghanns about the distribution of mosquito pellets in the catch basins.

Holder noted that he had informed Junghanns that the DPW would be unable to assist in the pellet distribution this season due to time and staffing constraints.

Lowery asked about the status of gaining access agreements for the library drainage system.

Holder noted that he has a draft of the agreements and anticipates distributing them shortly.

Lowery asked about the status of permitting for the triangle laydown area.

Holder noted that he is continuing to pursue permitting.

Lowery added that he would discuss the status with Conservation Administrator Linda Hansen.

Lowery asked about the status of an evaluation of the old landfill on the south side of Route 20.

Holder replied that Weston & Sampson has submitted a proposal to evaluate the land.

Lowery asked for staffing updates on filling the positions of Park & Highway Superintendent as well as Town Engineer.

Holder noted that one application for the Park & Highway Superintendent position was received, with an interview scheduled for next week.

Holder noted that there are 4 finalists for the Town Engineer position, with interviews scheduled for next week.

Baston provided a spreadsheet of historical water pumping data for discussion.

Baston discussed the work conducted by IW Harding for the library drainage project and issues observed with the paving that has been done.

Holder noted that he has offered the services of the DPW to conduct loaming and seeding for the area only.

Brown discussed issues he observed concerning the new signals at the Five Paths intersection, noting that at some angles both directions of lights are visible.

Wegerbauer noted that the lights previously in place had louvers on them.

The Board determined that April's meeting would occur on 4/11/2017 and 4/25/2017.

Review and Approve the Minutes of the 3/21/2017 Meeting

Lowery requested that on page 4 it be noted that 'Baston felt that access to the Verizon property was necessary and would work with Holder'.

Baston noted typographical corrections on pages 2, 3, and 4.

Brown made a motion to accept the minutes of the 3/21/2017 meeting as amended.

Wegerbauer 2nd.

Baston, Lowery, Wegerbauer in favor. Brown abstain.

Items Included in the Packet for Discussion
- 3/21/2017 BOPW Meeting minutes Draft

Baston made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:21 PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator