

# WAYLAND BOARD OF PUBLIC WORKS

DPW Facility  
66 River Road  
Wayland, MA 01778  
July 12, 2017

## MEETING MINUTES

Present: W. Baston (Chair), T. Abdella, M. Lowery, J. Mishara, M. Wegerbauer, T. Holder (DPW Director)

DPW Staff in Attendance: Paul Brinkman (Town Engineer), Daniel Cabral (Office Coordinator-Administrator), Joe Doucette (DPW Superintendent)

Meeting opened at 7:00 PM

Baston announced that the meeting is being recorded.

Baston reviewed the agenda.

Baston asked for public comment.

### **Public Comment**

Richard Turner of 7 Nob Hill Road thanked the DPW for their efforts in installing Purple Heart signs throughout Town.

*Items Submitted for Board Review*  
*- Wayland Purple Heart Town sign photo*

### **Irrigation Application Review – 241 Main Street**

A representative of Twin Pines Irrigation appeared before the Board to discuss the irrigation application for 241 Main Street.

Lowery suggested that the Board's expectations of what should be included on an irrigation application and plan be more clearly described to applicants.

Abdella made a motion to approve the irrigation application of 241 Main.

Mishara 2<sup>nd</sup>.

Lowery noted that he would like to see the irrigation system design be placed on a plot plan.

Lowery offered an amendment to the motion that the application be approved contingent upon the installation of a separate irrigation meter.

[Amendment failed for lack of 2<sup>nd</sup>.]

Abdella, Baston, Mishara in favor of original motion; Lowery opposed.

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

*- 241 Main Street Irrigation Application*

[Wegerbauer arrived at 7:14 PM]

**Irrigation Application Review – 51 Maiden Lane**

Gregory Burke of 51 Maiden Lane appeared before the Board to discuss the irrigation application for 51 Maiden Lane.

Lowery asked how far the heads are from the road.

Burke noted they are 6 feet from the road, having been moved back at the request of the DPW.

Mishara made a motion to approve the irrigation application of 51 Maiden Lane.

Abdella 2<sup>nd</sup>.

Lowery noted that the system would not be able to be used in the event of a water ban, and encouraged the homeowner to consider the installation of a drip irrigation system in the future.

Abdella, Baston, Mishara, Wegerbauer in favor; Lowery opposed.

Baston suggested that a sign-off of the DPW Director be added to the irrigation application.

Holder noted that he will request Health Director Julia Junghanns to draft a position statement concerning the installation of irrigation systems in the vicinity of septic systems.

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

*- 51 Maiden Lane Irrigation Application*

**Water Abatement Review – 121 Boston Post Road**

Baston discussed the nature of the abatement, noting that the high usage read was the result of an operational and clerical error.

Holder added that the meter was replaced, but was never recorded in the administrative system, which resulted in an artificially high reading.

Mishara made a motion to approve the credit of \$97,470.96, waiving any interest and fees.

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

*Items Included in the Packet for Discussion  
- 121 Boston Post Road Water Abatement*

**Water Rate Discussion & Potential Board Vote to Set Water Rates**

Town Engineer Paul Brinkman presented a PowerPoint presentation regarding water rate setting.

Wegerbauer asked if David Fox could be contacted to determine his recommendation for a retained earnings balance.

Brinkman noted that his calculations for retained earnings are roughly the same as Fox’s.

Carol Martin, Finance Committee Member, suggested that the Board consider establishing a stabilization fund to finance the cost of the membrane replacement.

Brinkman manipulated the rate setting tool by placing a graduated rate increase of 4, 5, 6, and 7 percent per tier, which would increase projected revenue by \$183,898. [See Rate Setting FY 2018 spreadsheet below]

**Rate Tool**

**Rate Setting FY 2018**

		Usage (Ccf)	Existing Rates	Existing Revenue	Rate Increase	New Rate	New Revenue	
<b>Residential</b>								
Tier 1	0 to 15 Ccf	149,360	\$ 5.15	\$ 769,204	4.00%	\$ 5.36	\$ 799,972	
Tier 2	15 to 30 Ccf	92,332	\$ 6.67	\$ 615,856	5.00%	\$ 7.00	\$ 646,649	
Tier 3	30 to 80 Ccf	90,228	\$ 7.63	\$ 688,441	6.00%	\$ 8.09	\$ 729,747	
Tier 4	> 80 Ccf	49,303	\$ 12.63	\$ 622,694	7.00%	\$ 13.51	\$ 666,283	
<b>Commercial</b>								
Tier 1	0 to 7.5 Ccf	4,680	\$ 5.15	\$ 24,100	4.00%	\$ 5.36	\$ 25,063	
Tier 2	7.5 to 30 Ccf	3,298	\$ 6.67	\$ 21,997	5.00%	\$ 7.00	\$ 23,097	
Tier 3	30 to 100 Ccf	7,379	\$ 7.63	\$ 56,303	6.00%	\$ 8.09	\$ 59,681	
Tier 4	> 100 Ccf	36,195	\$ 12.63	\$ 457,142	7.00%	\$ 13.51	\$ 489,142	
				<b>Total</b>	<b>\$ 3,255,737</b>		<b>\$ 3,439,635</b>	
							<b>Revenue Increase</b>	<b>\$183,898</b>
							<b>O&amp;M Gap</b>	<b>\$25,586</b>
							<b>Total Gap</b>	<b>(\$219,414)</b>

Wegerbauer noted that he is not in favor of a rate increase, as the reserve fund balance has grown over the last several years.

Abdella added that a defensible answer needs to be why water costs in Wayland are higher than comparable towns.

Lowery asked what the value of unbilled municipal irrigation use is.

Brinkman noted that more data needs to be gathered prior to establishing its value.

Lowery made a motion to adopt residential and commercial water usage rate increases of 4, 5, 6, and 7 percent per tier, resulting in a projected revenue increase of \$183,898.

Brinkman noted that the average user's bill would increase \$16 to \$20.

Mishara 2<sup>nd</sup>.

Wegerbauer expressed his opinion that he feels the existing usage rates are sufficient, and that the reserve fund balance is at an adequate level as-is.

Baston, Lowery, Mishara in favor. Abdella and Wegerbauer opposed.

Lowery urged the Board to carefully examine future capital spending in an effort to reduce rates in the future.

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

- 7/12/2017 Water Rate Discussion PowerPoint Presentation

***Items Presented to the Board for Review***

- 7/12/2017 Water Rate Setting FY2018 Rate Tool

**Board Discussion of Desired Remote-Read Meter Features**

Holder distributed a summary of the Board Members' desired remote-read meter features to the Board.

Baston suggested that the Board review the list to discuss in further detail at the next meeting.

Lowery distributed material from Verizon's remote-read meter service, and asked staff to contact Verizon for further information.

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

- 7/6/2017 Meter Features List from Woody Baston

***Items Distributed to the Board for Discussion***

- Summary of Advanced Meter Reading System desired features

- Verizon Grid Wide Intelligent Water meter reading system information

**Board Review of DPW FY19 Capital Plan**

Holder discussed the proposed DPW FY19 Capital Plan.

Wegerbauer asked if the meter replacements and reading system could be split into two separate capital items.

Lowery noted he would like the Town to do a better job in maintaining the islands and heater pieces throughout Town.

Martin asked what the proposed funding source would be for the demolition of the structure at 107 Old Sudbury Road.

Holder noted that the proposed funding source would be the Water Enterprise Fund.

Martin urged the Board to consider its impact to the enterprise fund.

The Board discussed the potential availability of grant money for the demolition of the structure.

Lowery asked for more information regarding the proposed capital request for PLC upgrades.

Brinkman noted that the request was drafted due to the desire to upgrade to more modern technology.

Lowery requested that a timeline for the completion of the water tank siting study be provided at the next meeting.

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

- 7/6/2017 DPW 5-Year Capital Plan

- 7/12/17 Updated DPW 5-Year Capital Plan

**DPW Director's Financial Report**

The Board reviewed the final FY17 Budget Summary.

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

- 7/6/17 DPW Financial Report

**Board Review of MassWorks Grant Applied for by Town Planner Regarding River's Edge**

Town Planner Sarkis Sarkisian appeared before the Board to discuss the potential application for a MassWorks grant pertaining to the installation of a water main on Route 20.

Sarkisian provided background on the nature and criteria of MassWorks grants.

Brinkman reviewed the potential water main design.

Holder noted that applying for a State Revolving Fund loan is also an option for funding the work.

Mishara made a motion for the Board to support Sarkisian's MassWorks grant application and any supporting documentation that may be needed.

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

Lowery asked what the DPW would need to provide for support.

Sarkisian replied that he is seeking a letter of support from the Board.

*Items Included in the Packet for Discussion*

*- MassWorks Grant Description*

### **Board Member's Reports, Concerns, and Updates**

Mishara requested that future agendas note what minutes are slated for review.

Lowery asked about the status of the Stonebridge Road Habitat for Humanity easement.

Holder replied that they are awaiting the signature of one more occupant on the easement application.

Lowery asked about the status of the issuance of an RFP for the Happy Hollow Access Road.

Holder replied that the RFP cannot be issued until the easement is recorded.

Lowery asked about the status of the contract for the Landfill Access Road project.

Holder replied that the contract specifications are currently being drafted.

Lowery asked about the status of permitting the triangular lay-down area.

Holder replied that the area has been delineated, and anticipates preparations to begin shortly.

Lowery asked about the status of the Castle Gate pillars.

Holder replied that there appears to be sufficient right-of-way to relocate the pillars back from the roadway.

Lowery asked if a schedule to connect the catch basin in the rear of the Library parking lot to the Library drainage system.

Holder replied that he anticipates work to occur within the next four to six weeks.

Lowery expressed his concern for the proliferation of large plastic signs placed illegally within the Town's right-of-way.

Lowery discussed the condition of the sidewalk on Route 27 between Hannah Williams Park and Plain Street; and asked Holder to consider replacing that section of sidewalk in the future.

Lowery asked the Board to explore a plan to use reclaimed water for field irrigation from the town's wastewater treatment plant.

Baston noted that further treatment of the discharge would be needed prior to its use for irrigation.

Brinkman added that the discharge from the High School wastewater treatment plant would be suitable for such purposes as-is.

Lowery noted that the Surface Water Quality Commission has completed the hydro-raking at Mill Pond.

Lowery described residents' concerns regarding the planned Oxbow Meadows recreation field.

Wegerbauer asked about the status of the Parkland and Charles intersection.

DPW Superintendent Joe Doucette noted that construction is underway, with the first phase of the project scheduled for completion in approximately three weeks.

Baston asked about the status of material storage at 195 Main Street.

Doucette noted that materials from the resurfacing of Plain Road have been temporarily placed there.

Baston discussed a 40B informational meeting that occurred the previous night.

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

Lowery discussed a letter drafted by Town Counsel to the attorney for 8 Glezen Lane.

The Board noted that if Holder approves of the content of the letter, no further Board action is necessary.

*Items Distributed to the Board for Review*  
*- 7/7/17 Letter from Town Counsel to Attorney Alphen re: 8 Glezen Lane*

**Review and Approve the Minutes of the 6/27/2017 Meeting**

Baston noted typographical corrections to page six.

Lowery made a motion to approve the minutes of the 6/27/2017 meeting as amended.

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

*Items Included in the Packet for Discussion*  
*- 6/27/2017 BOPW Meeting Minutes Draft*

Abdella made a motion to adjourn.

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

Meeting adjourned at 9:26 PM.

Respectfully submitted,  
Daniel Cabral  
DPW Office Coordinator-Administrator