


# A TRUE COPY ATTEST

  
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## WAYLAND BOARD OF PUBLIC WORKS

DPW Facility  
October 19, 2016  
7:00 PM  
MEETING MINUTES

Present: C. Brown, (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara, M. Wegerbauer, M. Lindeman (Interim DPW Director)

Meeting opened at 7:00PM

Brown noted that the meeting is being recorded.

Brown opened the meeting with a review of the agenda.

### Public Comment

Aida Gennis of the Board of Library Trustees noted that a public meeting will be held on November 2, 2016 to review the proposed plans for a new library.

### Irrigation Application Permit – 21 Clubhouse Lane

Kevin Ruday of Lembo Corporation appeared before the Board to discuss the application for the installation of an irrigation system at 21 Clubhouse Lane.

Lowery noted that the application is not complete, and the application should not be considered until all necessary information is obtained.

Brown noted that the Board is not in a position to approve the application at this meeting, and will review the completed application at a future meeting.

*Items Included as Part of Agenda Packet for Discussion*  
*- 21 Clubhouse Lane Irrigation Application*

*Items Distributed for Discussion*  
*- 21 Clubhouse Lane Irrigation Plan*

### Consideration and Possible Vote to Transfer Land at 195 Main Street

Brown noted that the Board has been requested to declare 195 Main as surplus.

Brown described the process by which the DPW would relocate the material lay-down area.

Aida Gennis appeared before the Board to discuss the timeline for the construction of a new library at 195 Main Street.

The Board discussed potential sites for a new DPW laydown area.

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The Board reviewed the language of the proposed motion to transfer 195 Main Street.

Lindeman suggested that a side letter of agreement allowing the DPW to use the land as a laydown area until construction begins would sufficiently protect the interests of the Board of Public Works and the DPW.

Wegerbauer suggested that the Board's concerns be addressed with Town Counsel.

Brown noted that he is comfortable with the motion, provided that there is an understanding that an MOU is drafted allowing the use of 195 Main Street as a temporary lay-down area.

Brown made a motion to authorize the transfer of 195 Main Street as written.

Mishara 2<sup>nd</sup>.

Lowery noted that, in his opinion, a vote on the agreement should be delayed until the motion can be more thoroughly analyzed.

Lowery noted the document should also specifically convey the buildings on the land.

Gennis noted that she would convey the Board of Public Works' desire for an MOU to the Board of Library Trustees, and it is her sense that there would be no issue with drafting an MOU.

Mishara offered a friendly amendment to section 2, line 2 to add "...including any buildings and structures situated thereon..."

Brown, Mishara, Wegerbauer, and Baston in favor of amended motion. Lowery abstain.

[Motion as passed attached]

*Items Distributed for Discussion*  
*- Motion re: 195 Main Street*

### **Library Drainage Project Update**

[Baston recused himself at 8:21 PM]

Lindeman noted that the contract has been awarded and a pre-construction meeting is scheduled for the morning of October 20.

[Baston returned to the Board at 8:24 PM]

*Items Distributed for Discussion*  
*- 10/19/2016 email from John Moynihan re: Library Drainage/Rail Trail Project Update*

### **Roles and Responsibilities for Determining Water Ban Violation Fines**

Brown noted that discussion of this item will be delayed until the next meeting.

Lowery suggested that irrigation contractors require to be licensed by the Town and that regulations be provided to contractors by the Building Department when applying for a permit.

### **36 York Road – Water Ban Fine Appeal**

Brown noted that discussion of this item will be delayed until the next meeting.

### **Discussion of Water Department Debt – Information to be provided by Finance Department**

Lowery discussed the current status of the Water Reserves, and described an accounting error concerning Water Enterprise Fund debt that has been corrected.

Mishara asked if the analysis includes the potential acquisition of two properties.

Lowery noted that the analysis does not.

*Items Distributed for Discussion*  
*- Water Outstanding Debt June 30, 2016*

### **Discussion of Town Policy Regarding Restrictions on Use of Water Distribution GIS Layer to Staff Only**

Lowery discussed the status of a Town policy concerning access to data layers within the GIS system.

### **Update on Status of Potential DPW Lay-Down Area**

Brown discussed an October 13, 2016 letter to the Board from Town Administrator Nan Balmer, requesting the Board of Public Works to furnish a plan to vacate the current DPW lay-down area.

The Board reviewed an October 19, 2016 email from John Moynihan regarding the status of the River's Edge Water Loop and construction of the Transfer Station Access Road.

The Board discussed the language of a letter to be sent to the Board of Selectmen in response to their request.

Brown summarized the proposed changes to the letter to be sent by the Board of Public Works to the Board of Selectmen.

Mishara made a motion to authorize Brown to make the changes discussed to the letter to the Town Administrator and Board of Selectmen.

Baston 2<sup>nd</sup>.

Baston, Brown, Lowery, Mishara in favor. Wegerbauer abstain.

*Items Distributed for Discussion*

- 10/13/2016 letter from Town Administrator re: DPW lay-down area\*\*
- 10/19/2016 email from John Moynihan re: River Edge Water Loop and Transfer Station Road Work

**Review & Update on Status of FY18 DPW Capital Items**

Lindeman described proposed changes to the DPW CIP Forms.

Brown made a motion to remove the CIP for the snow melter, authorize the CIP for the Transfer Station Wetland Mitigation and Access Road, reduce the requested funding for the Road Renovation CIP from \$1,610,000 to \$700,000, and draft a CIP for \$250,000 for the establishment of an interim lay-down area.

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

*Items Included as Part of Agenda Packet for Discussion*

- DPW 5-Year Capital Plan
- Road Renovations Projects CIP Form
- Snow Melter CIP
- Transfer Station Wetland Mitigation & Access Rd CIP

**Discuss Special Town Meeting DPW/BOPW Articles and Articles Affecting the DPW/BOPW**

Brown noted that Recreation is not currently being charged for water used for field irrigation.

Lindeman noted that his recollection was that all water usage was to be charged to Facilities upon the formation of the DPW.

Lowery noted that every water meter should be read and billed.

Brown discussed the status of appraisals received for the property at 107 Old Sudbury Road.

Wegerbauer discussed the potential installation of innovative and alternative (I&A) solutions to the issues of septic systems located within a Zone 1.

The Board discussed the various potential requirements for septic systems located on properties within the Zone 1 that could serve as an alternative to pursuing the purchase of these properties.

Lowery discussed limitations associated with I&A septic systems.

Lowery noted that the septic system at 8 Glezen Lane has not failed title 5 as previously believed, but is in need of repair.

Lowery discussed the potential relocation of the leaching field to a less-sensitive area of the property of 8 Glezen Lane outside the zone 1.

Brown asked if the relocation of the leaching field would preclude the Board's desire to pursue the purchase of the property.

Lowery acknowledged that it would likely be difficult to gather the necessary support at Town meeting to purchase the property.

Brown discussed a public records request that was submitted to the Board by the petitioner who has brought forth a Town Meeting article to defund the construction of the Happy Hollow Well Access Road.

Lowery noted that his recollection is that no study or request for a study was done to examine the possibility of making upgrades to the existing Happy Hollow Well Access Road that runs through Wayland High School property.

Mishara suggested that Brown search his Board of Public Works email records to determine if any relevant discussion has taken place.

#### **Discussion of Temporary Sign Policy**

Brown noted this item will be passed over for a future agenda.

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

The Board reviewed the DPW Financial Report.

*Items Included as Part of Agenda Packet for Discussion  
- 10/14/2016 DPW Financial Report*

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

Wegerbauer requested that the potential to lease or purchase nearby space for use as a lay-down area be explored.

Wegerbauer requested that it be explored if anything can be done to improve the radius of the right-hand turn from Old Connecticut Path onto Cochituate Road during the construction currently under way.

Lowery discussed the status of the put and take area.

Lindeman noted that an enclosed structure has been order and is scheduled for delivery on Monday, October 24.

Baston noted that he was part of an interview for a new perspective DPW Director.

Brown noted that a Traffic Calming request for Bow Road was received today.

The Board determined that meetings for November will be set for November 1 at the Town Building, November 15 and 16 prior to Town Meeting, and November 22.

**Review and Approve the Minutes of the 9/27/2016 Meeting**

Lowery noted a correction to the Finance Committee vote taken referenced on page 7.

Brown made a motion to approve the minutes of the September 27, 2016 meeting as amended.

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

*Items Included as Part of Agenda Packet for Discussion  
- 9/27/2016 Meeting Minutes Draft*

Mishara made a motion to adjourn.

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

Meeting adjourned at 10:00 PM.

**MOTION RE: 195 MAIN STREET**  
**BOARD OF PUBLIC WORKS MEETING - OCTOBER 19, 2016**

I move that the Board of Public Works:

- (1) Determine, pursuant to Massachusetts General Laws Chapter 40, Section 15A, that the parcel of Town-owned land on Main Street (Route 27), Wayland, Massachusetts known and numbered as 195 Main Street, Wayland, Massachusetts, containing 3.2 acres, more or less, as described in a deed dated July 23, 1928 and recorded with the Middlesex South Registry of Deeds in Book 5291, Page 148, is no longer needed for municipal public works purposes; and
- (2) transfer the care, custody, management and control of: a.) the portion of said parcel of land including any buildings and structures thereon under the Board of Public Works' jurisdiction shown as "Area to be Transferred to Care and Custody of the Library Trustees 2.3 Acres  $\pm$ " on the unrecorded plan entitled "Plan of Land in Wayland, Massachusetts Showing Jurisdictional Boundaries At The Highway Garage", dated October 12, 2016, prepared by the Town of Wayland Massachusetts Town Surveyor's Office to the Board of Library Trustees for library purposes, effective upon the receipt of grant award from the Commonwealth of Massachusetts and a town meeting appropriation for the construction of a new town library on said land so transferred for library purposes; b.) the portion of said parcel of land under the Board of Public Works' jurisdiction shown as "Area to be Transferred to Care and Custody of the Recreation Commission 1.9 Acres  $\pm$ " on said plan to the Recreation Commission for

recreation purposes, effective upon the receipt the approval of a plan and a town meeting appropriation for the construction of a recreational facility on said land so transferred for recreation purposes; and c.) the portion of said parcel of land shown as “Area to be Transferred to Care and Custody of the School Department 0.6 Acres  $\pm$ ” on said plan to the School Committee for school purposes, effective upon the commencement of construction of a new town library on said land so transferred to the Board of Library Trustees for library purposes or the commencement of construction of a recreational facility on the land so transferred to the Recreation Commission for recreation purposes.