

Advisory Board of DPW  
Monday, September 17<sup>th</sup>, 2018

Members in attendance: Vice Chairman Christopher Tarr, Board Member Maria Palomino  
Also in attendance: Director of DPW Richard Stinson, Assistant Director of DPW Joseph Conway, Town Engineer William Renault and Adam Pinkney.

Meeting called to order at 5:41 pm.

- 1) Approval of minutes from previous meeting
  - August 20<sup>th</sup> 2018
  - Ms. Palomino motioned to approve the minutes of August 20<sup>th</sup>, 2018 as presented, Vice Chairman Tarr seconded, no discussion give, all approved, motion carries for minutes to approved as presented
  
- 2) Participation
  - William Conley of the Wakefield Tennis Association, William Healey, and Jim Scott
  - Mr. Conley explained committee placed together for safety of four balls to tennis court near High School and wanted to see the updates for development on Walsh Field backstop
  - Mr. Scott agreed with Mr. Conley and reiterated safety concerns
  - Mr. Conway said the Town Engineer would be attending after his meeting with the Charter Review Committee with updates on this project
  - Vice Chairman Tarr stated that we would review this once the Town Engineer was available and offered for the participants to wait until then
  - Mr. Conley, Mr. Healey, and Mr. Scott agreed
  
- 3) Water/Sewer Water Hearing
  - **A. 6 Orchard Circle**
  - Mr. Conway presented additional detail from previous meeting which was tabled to this meeting
  - Ms. Palomino inquired the age of the Water Meter, Mr. Conway stated the Water Meter was installed in May of 2015
  - Ms. Palomino asked how to proceed with bill
  - Mr. Conway explained it's up to the board
  - Ms. Palomino and Vice Chair Tarr voiced concern making a decision without a little more historical direction on how to proceed
  - Vice Chair Tarr asked if an experience with similar accounts had issues, Mr. Conway explained the Water Billing Staff look into accounts all the time
  - Mr. Stinson suggested two different solutions
    1. To calculate the average bill
    2. Come to a determination with percentage off bill
  - Vice Chair Tarr motioned for a percentage off the bill, Ms. Palomino seconded, no discussion given, all approved, motion carries for a percentage off the bill
  
- 4) Participation – Continued
  - Mr. Stinson stated Walsh Field Backstop going to Town Meeting for preliminary \$150,000.00 to assist alleviate issues



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- Mr. Renault explained adding a netting system, moving the backstop closer, upgrading fencing, adjusting pavement, and extending the fence to obtain more balls from creating issues
  - Mr. Conley explained that MIAA allowed further distance
  - Mr. Renault explained the safety would allow foul line to adjust
  - Mr. Conley explained how the committee is looking to eliminate as many balls as possible, expressed appreciation for work done to this point
- 5) Roadway Correspondence
- Mr. Stinson stated no response to letter given, Town Council has not addressed it to this point
- 6) Roads Lifecycle Maintenance
- Mr. Stinson said in letter looking to move forward with concept
  - Mr. Renault explained that a cut reduces life of road, idea is fee generated for impact of roadways or utilities being done, older roads cost less to have improved, allows the department to do patch repairs or repaving, estimated \$150,000.00 to \$200,000.00 generated in this manner
  - Mr. Renault further explained he met with the By-Law Committee to move forward, committee asked for a fee schedule to start drafting by-law
  - Ms. Palomino asked about pulling a permit to initiate fee
  - Mr. Renault stated this would be the case along with various other standards applied
  - Vice Chairman Tarr said it would be a great benefit to assist in roadway improvements
- 7) Complete Streets
- Vice Chairman Tarr provided updates from the most recent Complete Streets Committee meeting
  - Vice Chairman Tarr explained committee submitted 30 locations to be improved, placed in order of various ranking criteria
  - Mr. Renault added 30 projects would be funded for 5 years, then projects could be revisited at that time
  - Mr. Stinson explained he received email confirming as such
- 8) Town Meeting Articles
- A) Inflow/Infiltration**
- Mr. Conway explained this is to fix various sewer service leaned, all part of being MWRA community
  - Mr. Stinson explained budget, 75/25% split with Town and MWRA, in reality paid through sewer rate
  - Mr. Stinson further explained roads paved are being having a camera prior to fix these issues
  - Mr. Conway said a vote is needed from the board
  - Vice Chairman Tarr entertained a motion to approve the Inflow/Infiltration article, Ms. Palomino made a motion to accept the Inflow/Infiltration article, Vice Chairman Tarr seconded the motion, all agreed, no discussion given, motion carries to approve Inflow/Infiltration article
- B) Walsh Field Backstop**
- Mr. Stinson explained a vote needed with the total to be determined



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- Vice Chairman Tarr entertained a motion to approve the Walsh Field Backstop article, Ms. Palomino made a motion to accept the Walsh Field Backstop article, Vice Chairman Tarr seconded the motion, all agreed, no discussion given, motion carries to approve Walsh Field Backstop article

**C) Roadway Life Cycle**

- Mr. Stinson explained the By-Law Committee may want to handle this article
- Mr. Renault stated they did want to handle this article as a new By-Law, however Mr. Stinson explained how this would fall to the Department of Public Works so a vote would be needed
- Vice Chairman Tarr entertained a motion to approve the Roadward Life Cycle article, Ms. Palomino made a motion to accept the Inflow/Infiltration article, Vice Chairman Tarr seconded the motion, all agreed, no discussion given, motion carries to approve Inflow/Infiltration article

**D) Town Wide Infrastructure**

- Mr. Renault explained overdue for Town fly over, not done since 2002, updates data files
- Vice Chairman Tarr entertained a motion to approve the Town Wide Infrastructure article, Ms. Palomino made a motion to accept the Town Wide Infrastructure article, Vice Chairman Tarr seconded the motion, all agreed, no discussion given, motion carries to approve Town Wide Infrastructure article

**E) Recommended By-Law Changes**

- Mr. Stinson explained changes made to current By-Law, adds changes with Roadway Maintenance
- Mr. Renault explained changes adds or subtracts words to by-law

9) Greenwood Pay Station Fee

- Mr. Stinson explained MBTA recently increased fees, the current Town fee is set at \$2.00, looking to move up to \$3.00 or \$4.00
- Mr. Conway explained charge original set in 2005-2010 range, \$80.00 to \$130.00 generated daily, Monday through Friday, Weekends and Holidays no charge
- Vice Chairman Tarr suggested moving to \$3.00
- Mr. Stinson explained once voted on by the board this would be presented to Town Council
- Vice Chairman Tarr entertained a motion to raise Greenwood Pay Station fee from \$2.00 to \$3.00, Ms. Palomino made a motion to raise Greenwood Pay Station fee from \$2.00 to \$3.00, Vice Chairman Tarr seconded the motion, all agreed, no discussion given, motion carries to raise Greenwood Pay Station Fee from \$2.00 to \$3.00

10) Correspondence Regarding Advisory Board of Public Works

- Mr. Stinson explained Charter Review Committee decided to move away from abolishing Advisory Board, Town Council agreed with finding

11) Project Updates

- **A. Paving**
- Mr. Conway stated current paving projects are about 75% done, road castings installed prior to cold weather
- Depending on schedule may have a little more work
- **B. Water Main – Juniper Avenue**
- Mr. Conway explained MWRA has money to improve Water Main
- Mr. Renault added Juniper Avenue eyed for fix, looking to have it worked on currently



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- Vice Chairman Tarr asked if bridge by Vernon Street/128 being worked on
- Mr. Renault explained this may be the case in the future
- **C. Boilers/HVAC**
- Mr. Conway explained the Town Hall and Doyle School boilers, Greenwood School abated trying to have one installed, High School chiller units being eyed for work
- Ms. Palomino asked when Greenwood School boiler would be worked on, Mr. Conway said there are 2 currently working and this unit would be a replacement for a third non-working unit
- **D. Hopkins Street Bridge**
- Mr. Conway explained MASS DOT approached Town Administrator to move forward, working with them to continue Water & Sewer services across to hill side of bridge
- Mr. Stinson added there's approximately 10 feet of concrete to maneuver through, working with developer that ties into this project

12) Upcoming Meetings

- Parking Forum – Thursday, September 20<sup>th</sup> 2018, 7:00 pm at the Civic Center
- Mr. Stinson explained related to downtown parking
- MWRA Tour – Friday, September 21<sup>st</sup> 2018 at 9:30 am
- Mr. Stinson explained the tour would encompass three locations
- Mr. Conway, Stormwater Manager Ms. Claire Moss, Mr. Renault, and Ms. Palomino to go on tour
- Branding Committee – Wednesday, September 26<sup>th</sup> 2018, 7:00 pm at The Savings Bank
- Mr. Stinson explained how this is to create signage to assist downtown
- Ms. Palomino asked how this would work, Mr. Stinson said Town Council would review the process and signage recommendations
- Town Meeting – Monday, November 5<sup>th</sup> 2018, 7:00 pm at the Galvin Middle School

13) Other Business

- Mr. Stinson explained Stoneham has Ecoli bacteria issue late Thursday, September 13<sup>th</sup> evening, Wakefield not notified until early Friday, September 14<sup>th</sup> morning, delivered flyers to effected residents, boil order taken off, residents of Wakefield very satisfied with notifications and quick actions
- Mr. Conway explained the City of Melrose recently had a Public Works employee pass away, Wakefield has employees filling in, convoy of local area Public Works trucks showing solidarity and driving from head of Lake Quannapowitt to Wake location for employee
- Mr. Stinson explained in relation to this, Wakefield has recently developed a Safety Manual review process, Supervisors have daily morning meeting to review Safety procedures with staff

Next meeting discussed as Monday, October 22<sup>nd</sup>, 2018 at 5:30 pm

Ms. Palomino made a motion to adjourn, Vice Chairman Tarr seconded motion, no discussion, all approved, motion carries to adjourn

Meeting adjourned at 7:32 pm.

