

WAYLAND BOARD OF PUBLIC WORKS

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Town Building
41 Cochituate Road
Wayland, MA 01778
February 27, 2024

Present: C. Lewis (Chair), S. Greenbaum, E. Chiang, M. Wegerbauer, G. Uveges. Also present: C. Martin (Select Board Liaison), Dave Bernstein (Article OO Advocate), Matthew Abrahams (Abrahams Group Representative)

DPW Staff in Attendance: Tom Holder (Director), Joe Doucette (Superintendent), Don Milette (Water Superintendent)

Meeting was conducted remotely via Zoom. Meeting opened at 6:00 PM.

Announcements

C. Lewis commented on DPW beginning work on the South 20 Landfill which Holder confirmed. Holder estimated that the project won't be completed for another six to eight weeks.

Public Comment

None.

Water Operations and Model

Tom Holder offered opening remarks highlighting the various ongoing efforts that needed to be resolved as of last fall, including the development of the model's table of contents in order for it to be used to set FY25 rates.

Matt Abrahams called the Board's attention to the Water Model established last spring and the improvements made to it since then. C. Lewis highlighted the importance of understanding the model's structure and a number of its tabs were discussed.

Abrahams said that Retained Earnings was certified recently for \$809,574 which decreased from last year and clarified that many of the tabs are debt related. Specific discussion involved the Rate Model Tab, where Abrahams highlights weather impacts on water consumption. He also

spoke about water produced vs. water billed. Holder reported discrepancies discovered between data in the Annual Statistical Reports and what was actually experienced in operating the water system; The water billed figures were not compiled in the same time frame as those for water produced. Holder stated that the department would engage a consultant to perform a water audit.

Uveges questioned consumption figures from some Water Division accounts which prompted further discussion and clarification between Abrahams and the rest of the Board and DPW Staff. When members made a number of suggestions to improve the model's usability, Abrahams replied that he would implement them.

A discussion was had regarding retained earnings and how they're reflected in the model. Greenbaum asked whether water liens were posted to the Enterprise Fund to which Holder replied that he was awaiting a confirmation from the Finance Department.

C. Lewis recommended that staff and two Board members meet with Abrahams to refine the water model to which Holder replied that he would facilitate such a meeting.

Town Meeting Article OO - Establish Athletic Fields Planning Committee

D. Bernstein read a prepared statement promoting Article OO, for the formation of a Field Improvement Committee. Bernstein made comments on chronological and historical information relevant to field maintenance.

On behalf of DPW and the Recreation Department, Holder spoke about the option of creating a Working Group of staff which would work collectively to advance field improvements, as Bernstein suggested in his own proposal. He also outlined the expectations of Working Group goals, milestones, and deadlines integral to the Working Group's effectiveness.

Holder referenced a 2018 Field Strategic Plan which he thought could be the basis for evaluating current field needs. C. Lewis questioned why the recommendations of that report haven't been implemented and further questioned how the report could be used practically to assist in current planning efforts.

G. Uveges commented that without funding, no field improvements could be realized. S. Greenbaum voiced her support for a Committee over a Working Group as it would be more transparent and involve public input. Wegebauer stated his support of a Working Group as having been a member of the PFAS Working Group, he felt that arrangement was effective. Holder reiterated the effectiveness of the PFAS Working Group and their success in overseeing a complicated community issue. There was member discussion of Select Board vs. Town Meeting jurisdiction over this proposed Field Improvement Committee.

Dave Bernstein offered closing remarks. Board members refrained from making a formal vote on Article OO until the next meeting.

Transfer Station Budget

G. Uveges presented a financial overview regarding Transfer Station finances and reviewed the many aspects of revenue and expenses within the Transfer Station budget. He said that increases in expenses can only be met by increasing revenue such as increasing sticker, bag, and bulky fees. Uveges introduced the possibility of a recycling charge and/or credit card fee and other various means by which to increase revenue. He also referenced discussion of the Transfer Station's cash balance as well as the percentage of townspeople actually using the Transfer Station. When asked, Holder acknowledged the possibility of joint services with the town of Sudbury and stated he would contact his counterpart in Sudbury to gauge their thoughts on combining efforts.

G. Uveges called the Board's attention to the various uses of the Transfer Station and clarified that there is no legal obligation for the Town to either have a Transfer Station or provide trash/recycling collection service.

T. Holder remarked that DPW issues an invoice associated with bulky item disposal from various organizations in Town and further conversation was had to clarify Town use of the Transfer Station and possible impacts on customer service.

C. Lewis asked if this topic could be added to the next meeting agenda and if T. Holder could make any recommendations. Holder and members of the Board continued to discuss the merits of various options to increase revenue, with specific attention devoted to the possibilities of charging for recycling and/or implementing credit card fees.

Included in the packet for discussion: Transfer Station Draft Correct the Misunderstanding

Transfer Station Town Meeting Handout

C. Lewis inquired about getting approval for a Transfer Station promotional handout for Town Meeting to which Holder replied that he had not yet reached out to the Moderator with jurisdiction over Town Meeting Materials. Holder committed to reaching out to the Moderator.

Cemetery Finances and Rate

J. Doucette presented a spreadsheet which showed a comparison between Wayland and neighboring communities and their respective cemetery fees. He made a recommendation to increase Wayland's fees amounting to approximately a 3% increase overall. Uveges remarked that it should be confirmed that the Cemetery Trust contributes an adequate amount annually to fund perpetual care.

S. Greenbaum made a motion to accept the Cemetery Fee Rate Structure as proposed by J. Doucette. Uveges seconded. Uveges facilitated discussion regarding cremains areas and the need to anticipate additional areas for them. Wegerbauer questioned the rates for residential vs. non-residential burials.

Wegerbauer made a recommendation to amend the motion to keep the past or non-resident fees the same as they are currently. Chiang seconded and a vote was taken.

Wegerbauer aye, Uveges no, Chiang aye, Greenbaum no, Lewis aye. Motion passed (3-2-0).

A vote was taken on the main motion.

Wegerbauer aye, Uveges no, Greenbaum no, Chiang aye, Lewis aye. Motion passed (3-2-0).

Included in the packet for discussion: Cemetery Fee Comparison

Town Pool Water Bill

T. Holder provided an update on recent activity of the pool account. He remarked on a meeting he had with the Pool Manager which included discussion of charging the pool the municipal rate. Holder mentioned that the Water Division made a site visit to provide guidance on water consumption patterns and the determination of whether or not leaks were present.

Holder remarked that the current meter reading/consumption remains high and the current outstanding balance is approximately \$8,000. There was a discussion as to whether a ten month bill would inappropriately cause the consumption to be in higher tiers which would therefore cause a higher bill. Holder said that there was reasonableness to this theory and he would calculate what the bill would be if billed quarterly. A discussion was had on the merits of implementing the municipal rate to the pool account with no final determination made.

Proposed Water Department Regulation Revisions for Shut-off of Water for Nonpayment of Non-residential Accounts

S. Greenbaum initiated a discussion relative to exercising Town bylaw 72-4 which prohibits the Town from issuing permits if the applicant has delinquent utility bills. Greenbaum used an anticipated permit-reissuance by the Health Department to the Community Pool as an example of exercising this subject bylaw.

Holder remarked that the Town's Land Use Group periodically speaks about using this approach to encourage the payment of outstanding account balances. Greenbaum asked if this bylaw has ever been used to which Holder replied that the Wastewater Division used it successfully.

Holder stated that he would introduce this topic at the following morning's Department Head meeting and committed to reporting back to the Board on the results of his conversation. The timing of this topic is appropriate because the Town is establishing an electronic permitting system which would better enable this bylaw to be followed.

PFAS Update Including Possibility of Lease Extension

Holder remarked that with the lease expiring in June, he's currently working towards renewing the lease for two years with ECT2. He added that staff are currently working with ECT2 to resolve some backpressure issues being experienced currently. Chiang asked if the filter media had been replaced. Holder replied that replacement wasn't needed yet.

Route 20 South Landfill Visioning Committee Update

Lewis stated that the next Vision Committee meeting was scheduled for March 6 and is anticipating a presentation by The Collaborative at that meeting.

Solar Update

Lewis remarked that he sent a note to the Energy Committee letting them know that Town zoning doesn't allow for ground-mounted solar panels.

Update on Memo Regarding Unauthorized Materials Stored at 195 Main Street

Lewis remarked that he sent a memo which was responded to by the Recreation Department saying that the unauthorized materials didn't belong to them. The School Department responded saying that many of the materials are obsolete school items including old furniture.

Lewis said that he reached out to the Assistant Town Manager but hasn't heard anything back.

C. Martin stated she had introduced this topic at the recent Select Board Meeting and that the Town Manager would follow up with it.

Resident Request to Paint Murals on MWRA Emergency Connection Building

Holder remarked that he hadn't reached out to the MWRA but felt that they wouldn't be agreeable to a mural due to site issues. He further stated this is not the right time to consider murals on this yet-to-be operational building.

Crosswalk Website Status

Holder remarked that they were preparing to load presentation graphics onto the website which demonstrated recent improvements to crosswalks townwide. He said that they are expected to have the graphics placed within the next month.

Later in the meeting, Wegerbauer inquired about the status of other crosswalks being looked at. J. Doucette replied that he would work with the Project Manager and Police Chief but had no current update.

Update on Old Conn Path Crosswalk Resident Request

Lewis inquired on the status of the crosswalk located at Old Connecticut Path to which Holder replied that they have looked at the intersection and replaced the signage and poles to be more reflective. He said that they have additional plans to repaint pavement markings and install centerline pedestal awareness signs.

Uveges asked whether CPC funds could be used to pay for actuated crosswalk signals. Other members of the Board remarked that they couldn't be used.

Holder said that he would talk with the Police Chief about further considering this location for crosswalk signals.

Retain Website Domain Name "Wayland-MWRA.com"

C. Lewis asked if the Board wanted to retain an MWRA domain name that he had established. After a discussion, it was determined that the domain name was no longer needed.

Board Member Concerns

Wegerbauer inquired about Article E regarding the Enterprise Budget. Holder stated that he sent out information on Article E for informational purposes and that he would update the Finance Committee on the results of this BoPW meeting.

A discussion continued about the language which is included in the Enterprise article pertaining to retained earnings. Wegerbauer remarked that there would be no harm in listing the use of retained earnings in the Article narrative. C. Martin stated that if there was no intended use of retained earnings, it may not be prudent to have it listed.

It was noted that the inclusion of retained earnings in the article language impacted the development of the water financial model. Holder stated he would communicate the Board's desire to have the retained earnings listed in the Article to the Finance Committee, Finance Department, and Select Board Liaison.

S. Greenbaum asked about the status of Lakeshore Drive. Holder replied that both the Town and the property owner are communicating and completing their respective tasks with the intent of meeting within the next month.

Set Dates for Upcoming Meetings

The next regular BoPW meetings were set for 3/19/2024, 4/16/2024, 5/13/2024, 5/21/2024

Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any

None.

Adjourn

Uveges made a motion to adjourn. Greenbaum seconded and a vote was taken.

Lewis aye, Uveges aye, Chiang aye, Greenbaum aye, Wegerbauer aye. Motion passed (5-0-0).

BoPW meeting adjourned at approximately 9:57PM.

Respectfully Submitted,

Kay Champagne

Minutes Taker