

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

www.mass.gov/ago/openmeeting

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Board of Public Works

FILED BY: Chris Brown

DATE OF MEETING: March 22, 2016

TIME OF MEETING: 7:00 PM

PLACE OF MEETING: DPW Facility – 66 River Rd

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

Board of Public Works - MEETING AGENDA

- 7:00 Announcements and Agenda Review
- 7:02 Public Comment
- 7:05 Joint Meeting with Historical Commission to Discuss Stone's Bridge
- 7:15 Meeting with representative(s) of Recreation Commission to discuss ATM items
- 7:30 Discussion of ATM Articles
- 7:40 Discussion to answer questions received from WRAP Committee
- 7:55 Discussion of possible sale of 47 & 48 Sycamore Rd.
- 8:00 DPW Director's Financial Report
- 8:10 Board Members' Reports, Concerns, and Updates
- 8:30 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 8:35 Review and Approve Minutes (Delivered in Advance of the Meeting)
- 8:40 Executive Session to Discuss Strategy with Respect to Recent Actions Regarding Bernstein et al v. Wayland Planning Board et al.
- 8:50 Adjourn

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda

NOTE: Times are approximate and the Agenda items may not be discussed in the exact order listed

BoPW Meeting 3/22/2016

**Joint Meeting with Historical Commission to Discuss Stone's
Bridge**

MEMO

**TO: Board of Public Works
Stephen Kadlik, Director of Public Works**

**FROM: Elisa Scola, Historical Commission Chair,
Gretchen Schuler, Community Preservation Committee Chair**

DATE: March 3, 2016

RE: Stone's Bridge

As perhaps you recall, last year after allocating \$480,000 to stabilize and preserve two arches of Stone's Bridge, the Historical Commission on behalf of the town applied for Massachusetts Preservation Projects Fund (MPPF) administered by the Massachusetts Historical Commission (MHC). It was a rushed process and there were certain parts of the application that remained unfinished. However we are into a new year and hope to be more ready. We begin by asking that you send a letter to the MHC supporting the National Register nomination for the bridge. The nomination application was submitted in early February. A draft letter is attached.

In order to apply for this same grant program this year, there are a few signatures and authorizations required for the application. This memo outlines the information and requests votes of your Board.

- 1) Vote to sign application as owner of Stone's Bridge attesting to ownership.
- 2) Vote to agree to apply a preservation restriction on the bridge that will run with the deed should we be awarded the grant. The Board of Selectmen will have to sign Statement of Intent after you have agreed to a preservation restriction;
- 3) Designate by way of vote that Stephen Kadlik as Public Works Director is authorized to:
 - a) oversee and report on procurement
 - b) enter into contracts for project work
 - c) prepare progress and completion reports
 - d) arrange for grant funding acknowledgment including project sign
 - e) administer and disburse funds for project

MPPF is a matching grant program for construction projects that preserve historic resources listed in the State Register of Historic Places. (This qualification is being pursued through National Register listing.) Grant requests can be up to \$100,000 as long as there are matching funds. CPA Funds qualify as a match.

Last year Town Counsel Mark Lanza found the deed transferring the old road, now Old Stonebridge Road, and the bridge up to the town line in the middle of the river to the Board of Road Commissioners in 1955, thus solving the "ownership" issue.

The Town must agree to enter into a Preservation Restriction in perpetuity on the resource that is being preserved with MPPF dollars. The Preservation Restriction is recorded in accordance with MGL Chapter 184, Sections 30-33 (the same law governing Conservation Restrictions). In this instance the MHC would hold the restriction and the purpose is to protect the public investment in the resource. Upon guidance from Town Attorney Lanza, the Board of Selectmen must sign a "Statement of Intent" to apply a preservation restriction to the Bridge, but it is also essential that the Board of Public Works, as Bridge owner, agrees to apply the restriction.

In addition the application requires names and signatures of:

- 1) Project Contact – Local Project Coordinator – (Stephen Kadlik)
- 2) Authorization name – a person who will complete tasks listed under #3 in above paragraph. (Stephen Kadlik)
- 3) Legal Opinion prepared by attorney about ownership of property and that a deed restriction can be recorded at the Registry of Deeds. (Mark Lanza)

The applications are due Wednesday March 23, 2015. Awards are named June 8th. Work must be completed by June 30, 2017. Design and engineering fees are not included and all work is reimbursed after completed.

Thank you for your attention to this project.

Attachments:

- Draft Letter of Support of National Register nomination
- MPPF Application Form – <http://www.sec.state.ma.us/mhc/mhcpdf/MPPF/MPPF-Round-22-Application.pdf>
- MPPF Application Instructions (Information about Preservation Restrictions on p. 15-16 and Appendix C) <http://www.sec.state.ma.us/mhc/mhcpdf/MPPF/MPPF-Round-22-Instructions.pdf>
- Link to Secretary of Interior Standards: <http://www.nps.gov/tps/standards/four-treatments/treatment-preservation.htm> and <http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>

DATE:

Betsy Friedberg, Director of National Register Program
Massachusetts Historical Commission
220 Morrissey Blvd.
Boston, MA 02125

RE: Stone's Bridge, Wayland/Framingham National Register Nomination

Dear Ms. Friedberg,

The Wayland Board of Public Works, as part owner of Stone's Bridge, would like to express its support for the National Register nomination application for Stone's Bridge that was submitted to your office by Gretchen Schuler on behalf of the Wayland Historical Commission. We are part owners of the bridge along with the Town of Framingham and approve listing of Stone's Bridge in the National Register of Historic Places.

Thank you for your attention to this matter.

Sincerely yours,

Cherry Karlson, Chair
Wayland Board of Selectmen

cc: Elisa Scola, Chair, Wayland Historical Commission
Cherry Karlson, Chair, Wayland Board of Selectmen
Charles Sisitsky, Chair, Framingham Board of Selectmen
Fred Wallace, Chair, Framingham Historical Commission

**MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS PRESERVATION PROJECTS FUND**

APPLICATION – ROUND 22

Due Date: **March 23, 2016**

Postmark is accepted. Please respond to all items and refer to the Instructions. Live signatures are required and must be in blue pen.

SECTION I – PROJECT OVERVIEW

A. Property Information

- I. PROPERTY NAME: Full correct name as listed in the *State Register of Historic Places*.
Insert common name in parentheses, if applicable.

Property Name: Stone's Bridge was known as "New Bridge"

Address: Stonebridge Road

City/Town: Wayland Zip: 01778

Is this property individually listed in the
National Register of Historic Places? ☐ Yes ☒ No

Is this property located in an historic district? ☐ Yes ☒ No

Name of District n/a

Type: ☐ Local ☐ NR

Date of construction c.1858 Original Architect William Simmonds, builder

Congressional District: 5th District

State Senate District: 13th Middlesex

State Representative District: Middlesex

On a separate attachment, please provide a location map and directions.

2. PROPERTY USE

a. Check all that apply in both columns:	Present	Proposed
Religious	<input type="checkbox"/>	<input type="checkbox"/>
Institution	<input type="checkbox"/>	<input type="checkbox"/>
Museum	<input type="checkbox"/>	<input type="checkbox"/>
Public: Non-Government	<input type="checkbox"/>	<input type="checkbox"/>
Public: Government	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Park: Monument or Historic Landscape	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Archaeological Site	<input type="checkbox"/>	<input type="checkbox"/>
Other: (Explain) <u>Passive Recreation - fishing -</u>		<u>x</u>

b. Describe current use and how it may change as part of this project by providing a separate attachment marked "Property Use."

c. The property is currently barrier-free (accessible). ☐ Yes ☒ No

Explain: The bridge is closed for safety reasons. The wooden guard rails are unsafe.

B. Applicant Information

☐ Nonprofit Organization* ☒ Municipality

***Nonprofit organizations ONLY: 501(c)(3) IRS determination letter is required. Attach a copy of your current operating budget, attach a separate sheet with your organization's existing endowment information (if applicable), and fill out/attach the state's W-9 Request for Taxpayer Identification and Certification form (see Appendix G).**

1. APPLICANT: (Entity which will receive grant funds and/or manage the project.)

Organization: Town of Wayland

Street: 41 Cochituate Rd

City/Town: Wayland Zip: 01778

Tel. No. 508-358-7755 Fax. No. 508-358-3627

E-mail Address: nbalmer@wayland.ma.us

(in blue pen) BY – Authorized Signature: _____

Name: Nan Balmer

Title: Town Administrator

Date: _____

2. OWNER(S): (If applicant is not owner, applicant **MUST** obtain owner's signature signifying owner's authorization of proposed grant project.)

Name: Town of Wayland

Street: 41 Cochituate Road

City/Town: Wayland Zip: 01778

Tel. No. 508-358-7755 Fax. No. 508-358-3627

E-mail Address: nbalmer@wayland.ma.us

(in blue pen) BY – Authorized Signature: _____

Name: Cherry Karlson

Title: Chair, Wayland Board of Selectmen

Date: _____

3. PROJECT PARTICIPANTS: name ALL who will be involved, if grant is awarded.

a. Local Project Coordinator

Name & Title: Stephen Kadlik, DPW Director

Organization: Wayland Department of Public Works

Tel. No. 508-358-3678 Cell No. _____ Fax No. _____

E-mail Address: skadlik@wayland.ma.us

Address: 66 River Road

Wayland, MA 01778

For Development Projects ONLY: is the lead Architect/Engineer named below currently (or will be) under contract to provide professional design services starting July 2016, if grant is awarded?

☒ YES ☐ NO If NO, must explain: _____

b. Architect or Landscape Architect (for historic landscapes) - primary Architect

Name: _____ Tel. No. _____

Firm: _____ Cell No. _____

Address: _____

c. Engineer

Name: Kevin Dandrade Tel. No. 978-794-1792

Firm: The Engineering Corp. Inc. Cell No. _____

Address: 65 Glenn St

Lawrence, MA 01483

d. Other (e.g., Preservation Consultant or secondary Architect)

Name: _____ Tel. No. _____

Firm: _____ Cell No. _____

Address: _____

SECTION II – PROJECT AUTHORIZATION

A. Project Contact – if different from p.3, is this your preferred mailing address? ☐ YES ☐ NO

LOCAL PROJECT COORDINATOR (Name & Title) Stephen Kadlik, DPW Director

Address 66 River Road

City/Town Wayland Zip 01778

Telephone No. 508-358-3678 Fax No. _____ Cell No. _____

E-mail address: skadlik@wayland.ma.us

B. Authorization

Indicate on a SEPARATE SHEET the name, title and address of who is authorized to:

- | | |
|--|--|
| 1) execute a contract with the MHC | 5) arrange for grant funding acknowledgment |
| 2) oversee and report on procurement | including the project sign |
| 3) enter into contracts for project work | 6) administer and disburse funds for project |
| 4) prepare progress and completion reports | 7) sign the preservation restriction |

C. Certificate of Authorization

The Directors of the Wayland Board of Selectmen on March 21, 2016 at which a quorum
Name of Organization/Municipality Date of vote or election
was present, the following resolution was adopted:

VOTED: That

Nan Balmer

Name of Contract Signer (i.e., Authorized Signatory)

Town Administrator

His/Her Title

of this corporation be and he/she is hereby authorized to execute a contract, enter into contracts for project work, sign preservation restrictions, and disburse funds or designate appropriate persons to do so.

A true copy. ATTEST:

(in blue pen)

Signature of Clerk/Secretary of Corporation

41 Cochituate Road, Wayland, MA 01778

Address of Organization/Municipality

Signing Date

I hereby certify that I am the Clerk of

the Town of Wayland, that Nan Balmer is the
Name of Organization/Municipality Name of Contract Signer/Authorized Signatory

duly elected Town Administrator of said corporation, and that the above vote has not
His/Her Title

been amended or rescinded and remains in full force and effect as of the date of this Application.

(in blue pen)

Signature of Clerk/Secretary of Corporation

D. Preservation Restriction and Statement of Intent

If an MHC Preservation Restriction (PR) in Perpetuity currently EXISTS, please include this attachment. Applicant, in this instance, does NOT need to provide a legal opinion or letter of intent.

- ☐ Attach a photocopy of the currently existing Preservation Restriction as well as a current Assessor's map and any legally recorded plot plans or surveys that may exist.

If an MHC Preservation Restriction in Perpetuity DOESN'T EXIST, see instructions for important information concerning these three mandatory attachments.

- ☒ Attach the legal opinion prepared by Applicant's attorney that includes deed of record.
- ☒ Attach a letter of intent to execute & record the required PR (interior and exterior of building/resource & associated land) signed by the owners and others with interest in the property such as mortgage holders. **If applicant is not the owner of the resource and/or land that the resource sits on, applicant MUST include letter of intent from property owner(s) signifying acceptance of the terms of the Preservation Restriction agreement.**
- ☒ Attach a current Assessor's map **and** any legally recorded plot plans or surveys that may exist.

E. Assurance of Compliance

In consideration of and for the purpose of obtaining matching funds from the Massachusetts Historical Commission, Nan Balmer, Town Administrator (hereinafter called "Applicant-Recipient") hereby agrees that it will comply with the following:

1. Equal Employment: In compliance with the provisions of the Governor's Code of Fair Practices, Executive Order 227, and Chapter 151B of the Massachusetts General Laws as amended, the applicant shall not discriminate in employment because of race, color, religion, national origin, ancestry, age, sex, or handicap.
2. Audit/Access to Records: In compliance with Executive Order 195, the MHC, the Governor, or his designee, the Secretary of Administration and Finance, the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records, and other compilations of data of (contractors) which pertain to the performance of the provisions and requirements of this contract.
3. Financial Management: Adequate financial management and record-keeping systems (meeting generally accepted accounting principles) will be maintained which provide efficient and effective accountability and control of all property, funds, and assets, including a comparison of actual outlays with budget estimates. Accounting records will be supported by source documentation. Documentation provided to the Massachusetts Historical Commission will adequately demonstrate project expenditures.
4. Administration: Matching funds will be administered in conformance with all applicable state and local laws, regulations, policies, requirements, and guidelines, including those related to civil rights, equal employment opportunity, and universal access, and policies and procedures of the Massachusetts Preservation Projects Fund Program administered by the Massachusetts Historical Commission.
5. Matching Share: Adequate financial resources will be available for performance (including necessary experience, organization, technical qualifications, and facilities) to complete the proposed project or a firm and binding commitment, arrangement, or ability to obtain such will be made.
6. Conflict of Interest: The applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Commission during the term of this agreement, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.
7. Preservation Restriction: The applicant will record an interior & exterior preservation restriction and maintenance agreement in perpetuity under the provisions of M.G.L. Chapter 184, sections 31-33, except that Pre-Development grant recipient organizations shall agree to a specific duration based on the amount of funds provided. If applicant is not the sole owner, written consent must be obtained from all owners/mortgagees and included with the Application.
8. Contracts: The applicant will enter into a standard written contract with the MHC which sets forth mutual obligation, the scope of work, and state administration requirements. Also, the applicant will execute appropriate contracts with its contractor(s).
9. Project Work Standards: The applicant agrees the project work will meet the Secretary of the Interior's "Standards for the Treatment of Historic Properties" and, if applicable, "with Guidelines for the Treatment of Cultural Landscapes."
10. Project Period/Project Sign: The applicant will comply with the required completion schedule for the project and display a project sign at work site. The Project Sign will be in accordance with MHC specifications.

11. Monitoring/Site Visits/Progress Reporting: The applicant will comply with all monitoring site visits and reporting requirements of the program.
12. Completion Report: The applicant will submit the required completion report within 30 days after the contract deadline.
13. Certification of Authorization: Applicants have attached a copy of resolution or vote granting authorization to act in connection with this Application and any subsequent acceptance of a grant allocation by the Commission.
14. Local Housing Policies [for municipal applicants only]: Executive Order 215 directs all state agencies which administer development-related assistance programs to consider the applicant community's housing policies and practices. No assistance will be provided to municipalities which have been determined by the Secretary of Communities and Development to be unreasonably restrictive of new housing growth.
15. Procurement [for municipal applicants only]: For designer services as part of a pre-development project, procurement will be in compliance with M.G.L. Chapter 7C, §§44-57 and for construction or as part of a development project, contractor procurement will be in compliance with M.G.L. Chapter 149, M.G.L. Chapter 30B, and M.G.L. Chapter 30, §39M.
16. Procurement [for nonprofit applicants only]: All procurement transactions will be conducted in a manner that provides best value and quality and maximum open and free competition regardless of dollar value and follows the requirements of 950 CMR 73.00.
17. State Filing Requirements [for nonprofit applicants only]: The applicant gives assurance to the MHC that it is now and will remain current with all filing requirements of the Commonwealth of Massachusetts during the terms of this contract, including filing its Annual Report with the Secretary of the Commonwealth in compliance with Chapter 180, section 26A, and its form P.C. with the Attorney General's office in compliance with Chapters 12 and 68 (as amended).
18. Statement of No Financial Interest [for nonprofit applicants only]: In compliance with M.G.L. Chapters 7 and 14A, the applicant is a nonprofit organization and will submit a 501(c)(3) determination letter from the I.R.S. upon request.
19. Notification of Local Commission: The applicant must notify their local historical commission and local historic district commission (if applicable) to obtain written support before Application is submitted. Attach letter(s) of support with Application. If your community does not have a local historical commission, check here.
20. Professional Design Services: The applicant must retain the services of a preservation architect or landscape architect to prepare outline plans and specifications for Application, and to provide professional design services throughout the duration of the project.

Nan Balmer, Town Administrator

Applicant-Recipient

Date

by

Authorized Signature

(in blue pen)

SECTION III – GRANT REQUEST

A. Proposed Scope of Work

1. TYPE OF PROJECT (check only one)

☐ Pre-Development ☒ Development ☐ Acquisition

2. PROJECT DESCRIPTION

Briefly describe the proposed grant-assisted work.

Preserve and stabilize the first two arches of a dry-laid stone bridge,
over the Sudbury River, located at the eastern end of the bridge
accessed from Old Stonebridge Road in Wayland.

Has a feasibility study, preservation plan or historic structure report been prepared for this property? If yes, include copy with Application.

☒ Yes ☐ No

3. GRANT PROJECT COST ESTIMATE

a. Pre-development Projects:

Consultant \$ _____

Other (list)

• \$ _____
• \$ _____
• \$ _____

Note: Preservation consultants/architects cannot be pre-selected. MHC requires an open selection process in the selection of preservation consultants/architects paid with state grant funds.

b. Development Projects:

Photography \$ 500

Project Sign \$ 500

Construction

Indicate CSI division & trade category. Use separate attachment if necessary.

• Div. 1 - Gen'l Reqs. \$ _____
• Div. 2 Sitework \$ _____
• Div 4 Masonry- \$ _____
• \$ _____
• \$ _____
• \$ _____

TOTAL* \$ 420,000

Who prepared cost estimates? Name John Wathne, Structures North
Occupation Engineer

**Contingency costs are not eligible. Total should equal Total Project Cost on the previous page.*

Note: Development project contractors cannot be pre-selected. MHC requires an open selection process in the selection of preservation contractors/conservators paid with state grant funds.

c. Acquisition Projects:

Acquis. Cost \$ _____

For Acquisition Projects, see Instructions.

☐ Attach current professional appraisal.

☐ In cases where funds are requested to acquire the property in order to prevent demolition or destruction, the applicant must demonstrate that they are the developer of last resort. Attach your statement.

4. PROJECT PERIOD

See Project Schedule for allowed project duration.

Beginning Date (not before July 1, 2016) July 15, 2016

End Date (not after June 30, 2017) June 30, 2017

B. Grant Request

1. If applying for a 50% Match:

Funding Requested	\$ <u>100,000</u>	(50%)
Applicant Share	\$ _____	(50%+)
Total Project Cost (TPC)	\$ <u>420,000</u>	(100%)

If grant amount requested is for a component of a larger project, please indicate overall project cost. \$ _____

2. If establishing an Endowment:

Funding Requested	\$ _____	(75%)
Applicant Share	\$ _____	(25%)
Total Project Cost (TPC)	\$ _____	(100%)
Endowment Commitment	\$ _____	(25% of TPC)

The endowment fund must be created with new funds.

PLEASE NOTE: Due to current limited funding, the endowment option is unlikely to be offered. Make certain to complete the 50% option above.

C. Matching Share Source(s)

Source: Community Preservation Fund Amount: \$480,000

Kind: _____ Date available: July 1, 2015

Attached is a commitment letter from Brian Keveny, Finance Director

Source: _____ Amount: _____

Kind: _____ Date available: _____

Attached is a commitment letter from _____

Source: _____ Amount: _____

Kind: _____ Date available: _____

Attached is a commitment letter from _____

NOTE: Applicants must be prepared to have funds available greater than their share in order to have an adequate cash flow for the needs of the project during research or construction. Matching funds equal to or greater than 75% of the estimated total project cost for the grant-assisted portion of the project MUST be in place at the time the Application is submitted.

Applicants applying for Endowment Fund option must provide a letter of commitment and vote. Please see Appendix, "Endowment Fund" for further information.

SECTION IV – PROJECT EVALUATION

As a separate attachment, address the following selection criteria individually for all types of applications: Pre-Development, Development, and Acquisition. Your responses to each lettered item should be no more than half a page each. See selection criteria and guidance statements listed in Instructions, Section IV.

THIS SECTION IS THE BASIS OF MHC REVIEW AND IS CRITICAL TO A SUCCESSFUL APPLICATION.

- A. Level of Significance**
- B. Potential for Loss or Destruction**
- C. Administrative and Financial Management Capabilities**
- D. Appropriateness of Proposed Work**
- E. Statement of Financial Need**
- F. Extent and Nature of Public Support**
- G. Consistency with Preservation and Revitalization Plans***
- H. Use of Traditional Materials**
- I. Compliance with relevant state laws and executive orders***
- J. Geographic Distribution***
- K. First Time Grants***

*MHC determines these criteria. You may address if you wish. Responses are not mandatory.

SECTION V – TECHNICAL PLANNING/SURVEY

A. Technical Planning:

This section should be organized as an attachment, according to the following outline:

- | | |
|----------|---|
| Part I | Brief overview statement |
| Part II | Research and conditions summary (include current photos) |
| Part III | Planning |
| Part IV | Draft RFP (pre-development projects) or outline plans and specifications
(development projects) for proposed grant-assisted work (include supporting photos) |

See Instructions, Section V, for guidance

B. Ground Disturbance: (Submit statements per Instructions)

C. Procurement Requirements (see Appendix)

Method of Procurement: (check only one; municipalities must use municipal bidding)

- ☒ Municipal Bidding
- ☐ Small Purchase
- ☐ Competitive Bids

MPPF Round 22 APPLICATION CHECKLIST

In order for your Application to be considered complete, ALL of the following items must be included with your request. This completed checklist must also be submitted as part of the Application.

SECTION I – PROJECT OVERVIEW

- ☐ A. Property Info
 - ☒ A. (1) Property Name
 - ☐ Location Map and Directions
 - ☐ A. (2) Property Use—including “Property Use” statement (separate attachment)
- ☐ B. Applicant Info
 - ☐ B. (1) (2) Applicant & Owner Information & for Nonprofits ONLY:
 - ☐ 501(C)(3) IRS Determination Letter
 - ☐ Current Operating Budget
 - ☐ Existing Endowment Disclosure
 - ☐ W-9 “Request for Taxpayer Identification Number and Certification” Form
 - ☐ B. (3) Project Participants

SECTION II – PROJECT AUTHORIZATION

- ☐ A. Project Contact – Local Project Coordinator
- ☐ B. Authorization (separate attachment)
- ☐ C. Certificate of Authorization
- ☐ D. Preservation Restriction (PR) & Statement of Intent
 - If perpetual MHC Preservation Restriction exists:*
 - ☐ Legally recorded copy of currently existing PR
 - ☐ Current Assessor’s Map & any legally recorded plot plans or surveys that may exist
 - If perpetual MHC Preservation Restriction does NOT exist:*
 - ☐ Legal opinion prepared by Applicant’s attorney
 - ☐ Deed of record
 - ☐ Letter(s) of Intent to execute & record required PR signed by owner(s) & mortgage holder (if applicable)
 - ☐ Current Assessor’s map & any legally recorded plot plans or surveys that may exist
 - & for Municipalities:*
 - ☐ Certified copy of vote to enter into PR
- ☐ E. Assurances of Compliance
 - ☐ E. (19) Letter(s) of Support from local historical commission & local historical district commission (if applicable)

SECTION III – GRANT REQUEST

- ☐ A. Proposed Scope of Work
 - ☐ A. (1) (2) Type & Project Description
 - ☐ A. (3) Cost Estimate and Preparer
 - ☐ A. (4) Project Period
- ☐ B. Grant Request
- ☐ C. Matching Share Source(s)
 - ☐ Letter(s) of Commitment

SECTION IV – PROJECT EVALUATION (separate attachment)

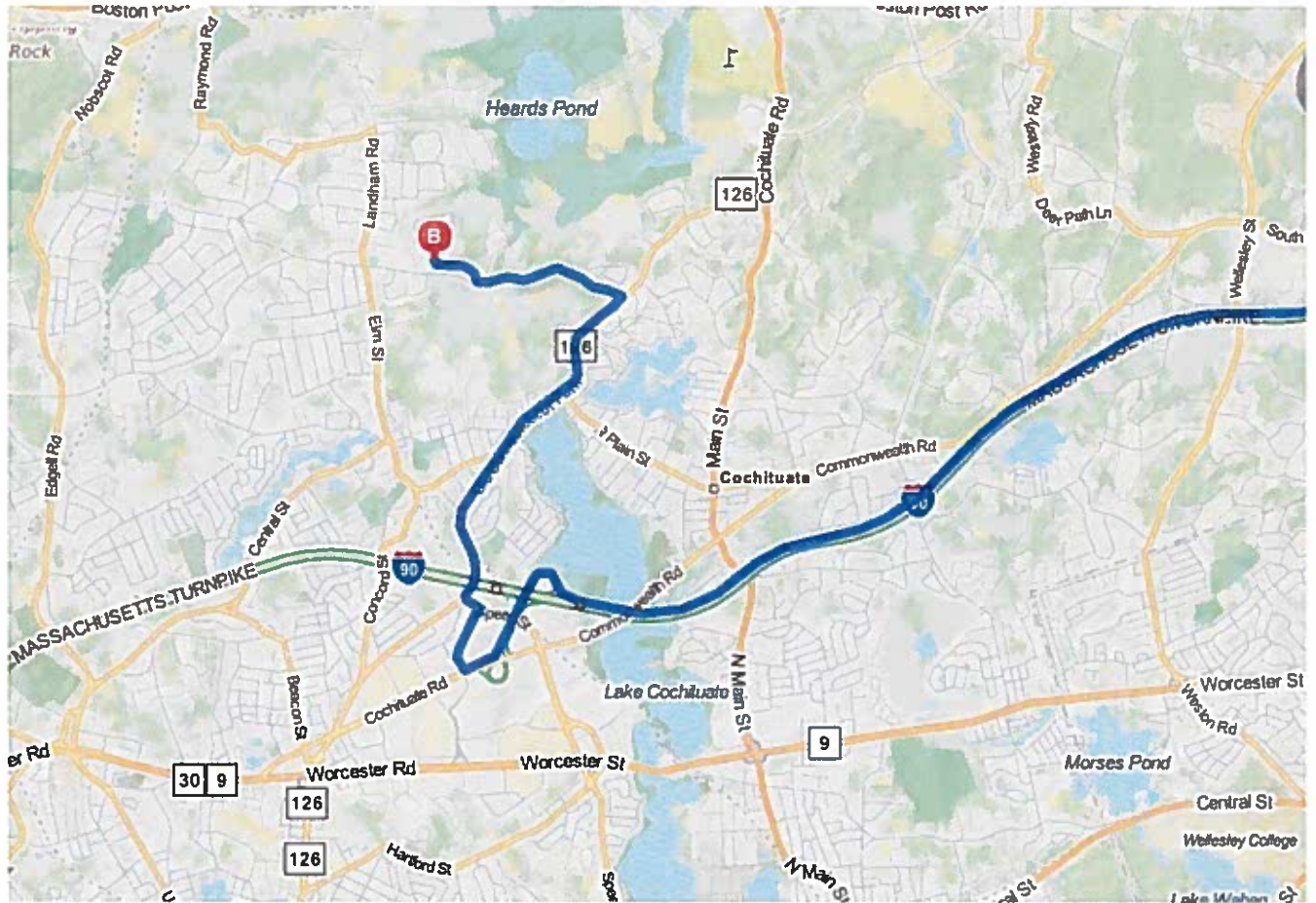
- | | |
|--|--|
| <input type="checkbox"/> A. Level of Significance | <input type="checkbox"/> E. Statement of Financial Need |
| <input type="checkbox"/> B. Potential for Loss or Destruction | <input type="checkbox"/> F. Extent and Nature of Public Support |
| <input type="checkbox"/> C. Administrative and Financial Management Capabilities | <input type="checkbox"/> H. Use of Traditional Materials (dev. projects) |
| <input type="checkbox"/> D. Appropriateness of Proposed Work | |

SECTION V – TECHNICAL PLANNING/SURVEY

- ☐ A. Technical Planning
 - ☐ A. (Part I) Technical Planning – Brief Overview Statement
 - ☐ A. (Part II) Technical Planning – Research and conditions summary, includes conditions survey (includes current photos)
 - ☐ A. (Part III) Technical Planning – Planning
 - ☐ A. (Part IV) Technical Planning – Draft RFP (pre-development) or outline plans and specifications (development)
- ☐ B. Ground Disturbance (separate attachment)
- ☐ C. Procurement Requirements
 - ☐ Currently existing MHC inventory form
 - ☐ Color digital image (on CD) & ☐ 8 x 10 Photo displaying the front façade of resource
 - ☐ Photos of both the exterior AND interior to support the request for MPPF funds and overall conditions survey

SECTION I – PROJECT OVERVIEW

A. Property Information: Location.



Go north on I-93 N/US-1 N/MA-3 N/Southeast Expy N. 1.0 mi

Merge onto I-90 W/Massachusetts Tpke W via EXIT 20 toward Worcester (Portions toll). 18.7 mi

Merge onto Cochituate Rd/MA-30 W via EXIT 13 toward Framingham. 1.0 mi

Turn right onto Leggatt McCall Connector Rd. at next light

Turn left onto Speen St.

Turn right onto Old Connecticut Path (Rt. 126). Cross from Framingham into Wayland.

Turn left onto Stonebridge Rd.

Bear right to stay on Old Stonebridge Rd. (Stonebridge Rd continues to the left over new bridge into Framingham).

Follow down to River and Stone's Bridge is in front of you at river.

2. Property Use. b. Presently the bridge is closed to pedestrians as it is unsafe to walk out on to it. After it is stabilized and the side rails are restored, it will be open for passive recreation, particularly viewing the Sudbury River and fishing. Stone's Bridge no longer extends to the embankment on the Framingham side of the river. It ends in the river and will not be rebuilt to cross the river.

SECTION II-PROJECT AUTHORIZATION

B. Authorization

Nan Balmer, Town Administrator located at 41 Cochituate Road, Wayland, MA is authorized to:

- 1) execute a contract with the MHC
- 2) sign the preservation restriction

Stephen Kadlick, DPW Director, also located at 41 Cochituate Road,, Wayland MA is authoroized to:

- 1) oversee and report on procurement
- 2) enter into contracts for project work
- 3) prepare progress and completion reports
- 4) arrange for grant funding acknowledgment including project sign
- 5) administer and disburse funds for project

SECTION IV - PROJECT EVALUATION

A. Level of Significance

Stone's Bridge is historically significant as a rare dry-laid stone bridge still standing after more than 150 years despite being constructed without the use of mortar. Built in 1857- 1858 to replace wooden structures dating back to the mid-1600's, Stone's Bridge is located at a river crossing that has accommodated horses, carts, cars, Revolutionary War soldiers and Henry David Thoreau. In March 1775, British spies crossed a wooden bridge at this site when on a tour of observation in preparation to march British regulars into the country. In addition, this bridge is part of the General Knox Trail with a plaque at the entrance to the bridge memorializing the passage of General Knox in the winter of 1775 to deliver a train of artillery from Fort Ticonderoga to General George Washington to use to force the British Army to evacuate Boston. The current stone bridge was built ca. 1858 and mentioned by Henry David Thoreau in his journal when he visited it in 1859. In 1955, the bridge was damaged by Hurricane Diane. However, the bridge was preserved due to the efforts of the Wayland Historical Society and community support, and a new bridge for car traffic was built farther upstream. At that time, the washed-out portions of Stone's Bridge were repaired and the Framingham approach was removed and replaced by an end support that now dead-ends in the river. The Sudbury River was re-routed to flow under the new bridge and to the west of the repaired Stone's Bridge. Since that time, the bridge has been used for passive recreation such as sightseeing and fishing. The Town of Wayland recently purchased an abutting property to create a conservation area, which includes the bridge, along the Sudbury River.

B. Potential for Loss or Destruction

In 2012 engineers from Structure's North Consulting Engineers Inc. examined Stone's Bridge and determined that the bridge's parapet walls and edges of arches lean and will continue to do so until they reach a point of instability. This has already started to occur at the south face of the bridge, where stones are buckling outward from the parapet and edges of the arches. According to the engineers the vertical sides of the bridge are irregular and have undergone out-of-plane deviations as the parapet walls are bulging and the sides of the bridge are

spreading apart. In some places, these movements, which include the vertical edges of the arches themselves, are more than 6- to 8-inches. On the underside of each arch one can see oriented widenings of head joints that follow lineal orientations that run circumferentially to the arch. These are in essence longitudinal structural “cracks” in the unmortared structure that directly correspond to above-noted out-of-plane deviations of the side walls. Some of the widenings total more than 8”, which again correspond to the summed widths external deviations. Where the widenings occur, there is a loss of chinking and an eventual loss of soil. In addition to the overall spreading movements, there are localized bulges in the sidewalls where the stonework has become unstable and has moved out. In addition, the vegetation growing on the bridge is contributing to the loosening of stones. However, it is recommended that the vegetation not be removed unless done in conjunction with restoration efforts because the roots of the vegetation are filling in spaces between the stones of the bridge and the death and decomposition of the root systems could further destabilize the stones.

C. Administrative and Financial Management Capabilities

The Local Project Coordinator is Stephen Kadlik, DPW Director and he will attend the July 13, 2016 Workshop meeting. At the Wayland Town Meeting on April 13, 2015 the town voted in favor of committing \$480,000 in Community Preservation Act Funds to restore the first two arches of Stone's Bridge. Attached are the legal opinion, statement of intent letter, a copy of the order of taking for the property and the Compliance and Authorization forms. An RFP will be completed by April ?, 2016 for a design professional to produce draft and final approved construction documents as well as permitting by the August 31, 2016 deadline in the MPPF Round 22 Schedule.

D. Appropriateness of Proposed Work and

H. Use of Traditional Materials

The proposed project meets the Department of the Interior's Standards for the treatment of historic properties in that Stone's Bridge will be preserved by taking the necessary steps to sustain the existing form, integrity, and materials of the bridge. The structure no longer serves

as a bridge because the west approach was removed after Hurricane Diane in 1955. Since that time, the bridge has been and will continue to be used for passive recreation and there are no plans to use it as a bridge. This is the first step of a two stage project where only the first two of the four arches will be restored in this first stage. The plan is to remove all vegetation from the sides and top of the bridge and remove the existing soil mass down to the top of the bridge and pier structures. At the dry-laid arch sections, the dry-laid masonry arches and lower walls will be restored. The plan is to fully document and dismantle the bulged and leaning parapet walls and ends of arches, wet-chink and partially underpin the ends of the piers to restore solid bearing, and replace stones that are missing and reconstruct the dismantled masonry elements to match their original configurations. The structure will then be covered with filter fabric that turns up against the side parapet walls to create containment for fill. The concrete core will be inspected and repaired, cleaning and coating or removing rusted reinforcing and grout. Throughout the bridge, the soil mass will be reinforced to counter the spreading effects, provide proper drainage, and restore parapet walls, top grade and railings. A biaxial geogrid will be laid over the top of the fill and a transversely oriented uniaxial geogrid atop that. Finally the wooden guard rails will be removed and replaced with aesthetically appropriate but properly structured wooden guards designed to meet code.

E. Statement of Financial Need

Both Framingham and Wayland are committed to the preservation of Stone's Bridge. The Town of Wayland has demonstrated its commitment by the Town Meeting vote to commit nearly half a million dollars to the first half of restoring Stone's Bridge. This grant will greatly improve the likelihood of the two communities working successfully together and bolster future attempts to fund the restoration of the second half of the bridge. The two communities worked together in 2012 to apply for a small grant from the Sudbury, Assabet and Concord Wild and Scenic River Stewardship Council and the Wayland Historical Commission was awarded \$2,500 to fund the removal of river borne debris under the bridge.

The engineer's report hypothesizes that most of the lateral spreading causing much of the destabilization of the stones was a result of the car traffic that passed over the bridge until the

1950s. Once restored, the lateral spreading will be unlikely to recur since the bridge is no longer used for car traffic. In addition, vegetation has contributed to the destabilization of individual stones but vegetation will be less likely to find a foothold on the bridge once the gaps between the stones are eliminated through restoration and re-chinking and a filter fabric is installed.

F. Extent and Nature of Public Support

Attached please find letters of support from the following community leaders:

Wayland Historical Commission

Wayland Board of Selectmen

Wayland Conservation Commission

Framingham Historical Commission

Sudbury, Assabet and Concord Wild and Scenic River Stewardship Council

SECTION V – TECHNICAL PLANNING/SURVEY

A. Technical Planning

Part I Brief Overview. Stone's Bridge was constructed as an east-west crossing of the Sudbury River on the former alignment of what is now Old Stonebridge Road, which continued west into what is now Potter Road in Framingham. The bridge straddles the town line between Wayland and Framingham which is in the river, leaving more than half of the remaining bridge within the boundary of Wayland and the rest in Framingham. Due to reconfiguration of Stonebridge Road after the 1955 Hurricane Diane and the 1957 re-routing of the Sudbury River, the end of the bridge that was attached to the Framingham embankment is now in the river with no west bank attachment.

For the second half of the 20th century, Stone's Bridge was open to pedestrians and fishermen; however due to its poor condition and broken railings it has been closed by the Wayland Department of Public Works. The goal of this project is to stabilize the arches in order to preserve one of the few remaining dry-laid stone arch bridges for its historical and scenic value and as a place for passive recreation – fishing.

Part II Research and Conditions. Stone's Bridge, a four-arch, stone dry-laid structure, has been researched extensively to determine when it was constructed (1857-1859), which towns paid for the construction, and how it was maintained. The inventory file (WAY.901, FRM.911) at the MHC is lengthy and has been added to since the initial documentation in the 1970s. A new form, consolidating some of that information as well as the 2012 conditions assessment, was prepared as part of this project and is attached.

In 2012 the Wayland Historical Commission worked with John Wathne of Structures North to assess Stone's Bridge and propose methodology for preservation of the bridge. The main task is to stabilize the arches. The Structures North report is based on visual observation, test pits and probes. The components of the structure include the stones forming the vaulted arches, the earthen deck or top, and the wood railing along both sides of the top surface.

The stone arches are made of the large granite blocks laid in the 1850s when the bridge was constructed. They are destabilized so that the condition of the construction is poor.



Stone's Bridge – underside of two arches

The structural engineers report states that the bridge was constructed as follows:

1. A combination of buried rubble and solid cap stones were dry laid as footings within the riverbed, and then 3-feet wide by 15-foot long vertical piers were dry-stacked atop the footings from which the arches would immediately spring up from each side. The riverbed was of variable depth, with exposed bedrock under the east end of the bridge, and a muddy bottom at the center. One still to this day detects a decrease in depth as one approaches the bridge's west end, as this was the original west embankment before the main flow was re-directed further west.
2. Arched wooden forms were then constructed between the piers to support the construction of single wythe rough cut stone arches that were chinked and dry laid on top of them.
3. The wedge-shaped "valleys" between the arches were partially filled in with angular stone rubble to help stabilize the arches, and wedge shaped trust blocks would have been created at the ends to help prevent the line of arches from spreading. After some initial filling, the wooden arch forms could have been removed.
4. Using the completed arch spans as a base, the parapet walls were constructed along the sides and splayed wing walls were constructed to create approach ramps at the ends.

5. Earth was then placed over the arch structure up to the tops of the parapet walls in order to create the level surface for a roadway. According to our test pits, little or no attempt other than chinking (wedging of small, usually angled stones into joints) seems to have been made to seal the stone construction against pass-through water flow and sifting of soil. This being said, the original builders seem to have been at least marginally successful in containing the soil as there are few detectable sink holes on the surface.

6. The modern-era pier at the west end appears to have been constructed by building a three-sided "box" of semi wet laid stone walls within dunnage or containment forms, with the fourth side of the box being the far abutment of the westernmost arch. This box was then filled with bar reinforced concrete. The stone masons were clever to hold back the mortar from the outer faces of the stone walls [s]o that they ... would not [be] easily detected ... when viewing the partially mortared pier and the unmortared bridge together as a whole.

7. Dimensional, sawn wooden fence railings presently bound the grassed-in top surface of the bridge which now serves as a small park. These are probably a several-generations-later replacement to the original railing system.

And the conditions are as follows:

According to the structural engineer's report the following conditions were noted during investigation:

- The vertical sides of the bridge are irregular and have undergone out-of-plane deviations as the parapet walls are bulging and the sides of the bridge are spreading apart. In some places, these movements, which include the vertical edges of the arches themselves, are more than 6- to 8-inches.
- On the intrados (underside) of each arch one can see oriented widenings of head joints that follow lineal orientations that run circumferentially to the arch. These are in essence longitudinal structural "cracks" in the unmortared structure that directly correspond to above-noted out-of-plane deviations of the side walls. Some of the widenings total more than 8", which again correspond to the summed widths external deviations.
- Where the widenings occur, there is a loss of chinking and an eventual loss of soil. We experienced such soil loss first hand when we excavated one of our test pits near but not directly over one of these widenings and encountered a cavity within the soil at the side of the test pit that quickly turned into a sink hole.
- In addition to the overall spreading movements, there are localized bulges in the sidewalls where the stonework has become unstable and has moved out. The worst of this is along the south side of the bridge where there is massive vegetation growth.
- There are also places where stones are missing or chinkers have fallen out, revealing cavities within the arch and sidewall construction.

- At the west end's concrete pier, stones are becoming detached from the north face and, to a greater extent, south face (the far west face seems basically intact). Behind the fallen stones, one can see concrete and a few rusted rebars. At the south face, a significant patch of stones has moved out by as much 12" creating an earth filled pocket that is supporting the base of a tree.
- In addition to the structural masonry issues, the residential grade split rail wooden fencing the circles the top of the bridge is insufficient, rotting and in places falling over. This does not meet code and is a potential hazard to anyone who might lean on it.

Part III Planning. The Structures North report estimated that stabilization of the bridge will cost between \$750,000 and \$950,000. The Wayland Historical Commission requested Historic Preservation funds from the Community Preservation Fund to begin with stabilization of two arches. 2015 Annual Town Meeting allocated \$480,000 for this work. These funds will be used to hire an engineering firm to develop the design and specifications for bid documents, manage the permitting and administer the construction. It is anticipated that these costs (not eligible for the grant) will be around \$50,000. Although this phase will only address the first two eastern most arches, the design will be for the entirety of the bridge, including all four arches. The Wayland Historical Commission anticipates requesting funds to preserve the second two arches (partially in Framingham) after this phase has been completed.

The funds have been available since July 1, 2015. At this time the Permanent Municipal Building Committee is preparing an RFP from engineering firms for design, specs, and permitting based on the methodology outlined in the Structures North report and the Secretary of Interior's Standards for Preservation. Permits from both Framingham and Wayland Conservation Commissions will be required.

Part IV Development Projects. Outline plans are itemized in the Structures North Report and state the following:

"Considering the existing construction and its present condition, we recommend that repairs be done in a way that is sympathetic to the original construction while providing the needed improvements in longevity and repair while allowing the bridge to structurally function in the same manner that it traditionally has. This can be done in the following manner:

Throughout-

Remove vegetation and soil fill.

1. Remove all vegetation biological matter from the sides and top of the bridge, especially at the south, upstream face. This will inevitably result in the partial collapse of some of the facing stones in the parapet walls and end pier.

2. Remove the existing soil mass down to the top of the stone and concrete bridge and pier structures.

At the Dry-Laid Arch Sections-

Restore dry-laid masonry arches and lower walls.

3. Fully document and dismantle the bulged and leaning parapet walls and ends of arches.
4. Wet-chink and partially underpin the ends of the piers to restore solid bearing.
5. Re-chink the remaining piers from the outside, the remaining walls from both sides, and the arches from above, and replace stones that are missing.
6. Reconstruct the dismantled masonry elements to match their original configurations, up to the top of the lower top course of the parapet walls.
7. Cover the structure with filter fabric that turns up against the side parapet walls to create containment for fill.

At the West Pier Section-

Restore west-end pier.

8. Document and remove all loose and shifted stones.
9. Inspect and repair exposed portions of the concrete core, cleaning and coating or removing rusted reinforcing and grout injecting cracks.
10. Reinstall all removed and missing stones, wet bonding and pinning them back into place.
11. Additionally pin any other potentially loose stones and grout any voided collar joints encountered.
12. Create a surface bonded mortar topping layer over the concrete to positively pitch the top of the pier into unmortared westernmost arch construction, and cover the parging with a pre-formed drainage composite.

Throughout-

Reinforce the soil mass to counter the spreading effects on the bridge, provide proper drainage, and restore parapet walls, top grade and railings.

13. Place 6" to 12" of compacted structural drainage fill over the entire structure with the top to roughly align with the bottom parapet course and lay a biaxial geogrid over the top of the fill and allow extra grid length to fold up over the top of the lower parapet course.
14. Place additional compacted structural fill up to the top of the lower parapet course and flop the biaxial geogrids up over the top of the fill and add a transversely oriented uniaxial geogrid atop the flopped uniaxial grid ends, extending out to onto the lower parapet course.
15. Wet-lay the top parapet course over the lower course and the uniaxial geogrid with grids and mortar recessed by 4".
16. Compact 6" of structural fill over uniaxial geogrid and then add up to 6" loam.

17. Replace removed wooden guard rails with aesthetically appropriate but properly structured wooden guards designed that meet code."

Elevation and section drawings to assist in laying out the scope of work are attached.

Appendices – Stone’s Bridge MPPF Application

1. MHC Survey Form F – Stone’s Bridge
2. Color Photos – 8” x 10”
3. Color Photos – 4” x 6”
4. Structures North Assessment Report
5. Mass DOT Structures Investigation Field Report completed May 2015
6. Letters of Support

WAYLAND – STONE’S BRIDGE – MPPF APPLICATION - 2016

BoPW Meeting 3/22/2016

**Meeting with Representative(s) of Recreation Commission to
discuss ATM items**

BoPW Meeting 3/22/2016

Discussion of ATM Articles

Chris,

I'm writing to all the chairs of committee's sponsoring articles in order to do some ATM prep.

First, two reminders. The Moderator's Forum is on Wednesday, March 23 at 7:30pm and there is an expectation of a brief presentation/discussion on the BoPW articles. The BoS' Warrant Hearing is on Monday, March 28 at 7:00pm. This is an overview of the printed warrant with an opportunity to identify errata and raise questions. No presentation is expected/required.

Second, for the BoPW articles, can you please let me know who will be making the main motion on each?

- 15 Reconfigure Intersection - Rt 30/School St
- 16 Reconfigure Five Paths Intersection
- 23 Accept 27/30 Intersection as Town Way
- 33 Lakeview Cemetery

Third, I've attached the "script" for those articles planned under the Moderator's Abbreviated Presentation Procedure. This has been OK'd by Dennis and, if they are willing, all sponsor's will use the same text. I'm hoping you will use the Abbreviated Presentation Procedure for

- 23 Accept 27/30 Intersection as Town Way
- 33 Lakeview Cemetery

Can you please confirm that?

Finally, if you want to put any info on the Town's website, we are listing info by article #
here: [http://www.wayland.ma.us/Pages/WaylandMA Selectmen/ATM2016](http://www.wayland.ma.us/Pages/WaylandMA%20Selectmen/ATM2016). Please contact MaryAnn DiNapoli to have material posted.

Thanks for your help - and here's to a smooth ATM!

Cherry

The Secretary of State's office has determined that most emails to and from municipal officials are public records. Consequently, confidentiality should not be expected.

ATM 2016

Proposed Script for Abbreviated Presentation Procedure:

Moderator: Article X

Do we have a motion under Article X?

I recognize Mr./Ms. Name, a member of the [Committee].

Sponsor: Mr. Moderator, Name, Address, member of the [Committee]

I move you, sir, that Article X be adopted under the Abbreviated Presentation Procedure.

Moderator: Is the Motion under Article X word for word the same as the Article text printed in the Warrant?

Sponsor: Yes it is.

OR – if not word for word the same as the Article text in the Warrant, then

The motion is substantially consistent with the Warrant text, but revised to read as follows:

[read the text of the new motion, display on the screen and describe any differences]

Moderator: The motion is brought under the Abbreviated Presentation Procedure. Under that Procedure the moving party initially waives the right to speak to the motion, but does reserve that right should there be opposition or a question.

Moderator: Does anyone wish to speak in opposition to the motion or does anyone have a question regarding the motion?

If no discussion, we will move to a vote on the Motion as presented by Mr./Ms. Name.

OR

I recognize Mr./Ms. Name.....

If the individual recognized has a question, it may be asked and answered. However, if the Moderator determines that the question(s) are of significant depth or importance, the Moderator will revert back to the initial presenter to make a full presentation and debate will continue in the normal course.

If the individual recognized states that he/she is opposed to the motion, the Moderator will revert back to the initial presenter to make a full presentation and debate will continue in the normal course.

ATM 2016 Articles Proposed for Abbreviated Presentation Procedure:

3	Current Year Transfer	Selectmen
4	OPEB Funding	Finance Committee
10	Confirmatory Taking	Selectmen
13	Town Clerk	Selectmen
14	Hydrants	Selectmen
23	Modified 30/27	BoPW
24	CPA Set Aside	CPC
25	MAHT transfer	CPC
32	Rescind Debt	Selectmen
33	Lakeview Cemetery	BoPW
34	RE Tax Exemption	Selectmen
35	Hear Reports	Selectmen
36	Town Officers	Selectmen
37	Vehicles	Selectmen

BoPW Meeting 3/22/2016

**Discussion to answer questions received from WRAP
Committee**

From: "Anette Lewis" <aslewis33@verizon.net>

To: "Dan Cabral" <DCabral@wayland.ma.us>

Cc: "Chris Brown" <cbrown93@comcast.net>, "Stephen Kadlik" <skadlik@wayland.ma.us>, "Tom Abdella" <tjabdella@gmail.com>, "Gretchen Schuler" <ggschuler@verizon.net>, "Colleen Sheehan" <sheehansofwayland@gmail.com>, "Nan Balmer" <nbalmer@wayland.ma.us>, "Ben Keefe" <bkeefe@wayland.ma.us>, "Brian Keveny" <bkeveny@wayland.ma.us>, "Sarkis Sarkisian" <ssarkisian@wayland.ma.us>

Sent: Sunday, March 13, 2016 3:40:27 PM

Subject: WRAP -- Responses to Questions

Dan:

Thanks for this. I have read through everything and it is great information. I have several follow up questions/requests:

Highway — 1) Response says that the average road lasts 15 years but I have heard your management state a longer time frame more like 35 years. Is the 15 a type-o?

2) See next to last bullet — For clarity, please provide the map & lot number of the "land on River Road between our abutter and the next abutter" that you would like to use for laydown area.

3) See last bullet — The Road Paving schedule was not attached. Please provide a copy.

Parks & Cemeteries — 4) Point 12.a. — Appendix "A" was not attached. Please provide a copy. Also, please check to confirm that the map & lot numbers are correct.

Transfer Station — 5) A bullet on the second page states, in your response, "list what equipment is not being stored properly?" but there is nothing listed there. My recollection of the planning process for the new DPW facility is that those things were taken into account in the planning process. Is that not the case?

Water — 6) Please provide a copy of the "2016 Capital Efficiency Study" results when received.

7) When received, please provide information on the requirements imposed by the new 20-year water withdrawal permit.

8) p. 3, first bullet — With regard to the need for new facilities and infrastructure to accommodate new development, isn't the cost of that borne by the developer if a private enterprise? And, if for a municipal purpose, wouldn't the cost be borne by that specific project? That is, would overall rate payers be absorbing any of those costs?

9) p.4, first bullet — My recollection of the planning process for the new DPW facility is that spaces were reserved for the parking of water vehicles inside the DPW garage and the future needs of the water division were considered during that process. Are you really thinking that you will need a separate offsite storage building/garage just for the water division? And, if yes, how close to the Baldwin Pond facility would it need to be located?

10) p. 4, last bullet — FYI, there currently are no "municipal or school ... pools".

With much appreciation for your efforts,

Anette

Highway
Points for Discussion with Boards, Commissions & Departments

- Current condition of your facilities (look at each individually and consider on-going/major maintenance; need for new facility)
 - FinCom asked us last year to do a financial analysis of how much we should be investing each year in our road system. We did that analysis and presented to FinCom this year:
 - We have 95 miles of road in town
 - It costs \$300,000 to repair a mile of road
 - An average road will last about 15 years
 - We should be spending \$1.9M each year on roads
 - We are currently allocated \$300,000 each year for roads
 - This does not take into account the roughly \$300k we get each year in Chapter 90 funds, but the point is our road system is highly underfunded.
 - Where this is an annually recurring expense, one could argue it's operational and should not be considered in capital planning; however given the Dollar values we are talking about, we wanted to bring it to WRAP's attention.
- Are there specific regulatory requirements/consent agreements with governmental agencies that require major changes to existing facilities or construction of new facilities
- How much growth (i.e., population, geographic distribution) triggers need for additional new facilities/infrastructure
 - The road system in Wayland is mature and a few roads get added from time to time, but it will not significantly change over the next 20 years.
 - However, should Rivers Edge come to fruition, the land where it is proposed to be built is the DPW's current "lay down" area. When we do road construction, the millings (old road dug up) typically get stored here temporarily and recycled into the new road. Without a sufficient lay down area, we would need these millings to be hauled off. This would result in an approximately 10% increase in the cost of road construction.
- What constituency do you serve most directly (e.g., entire population of Town, seniors, school-age population)
 - All
- Is the facility required to be in a certain proximity to the end users
 - N/A
- Are there cost implications related to geographic distance between facility and end users
 - N/A
- Are there convenience implications related to geographic distance between facility and end users
 - N/A

- What are your current and projected needs for additional storage space for equipment, materials, records, etc. (do you require immediate access or can storage be off-site)
 - For a sufficient lay down area, we need a two-acre parcel (or two one-acre parcels, but one two-acre parcel is preferred), that does not have any conservation or water proximity issues and is not in a residential area. Ideally, this would be near the new DPW facility.
- What are you currently using for meeting space and what are the hours during which the space is available for use by others
 - The DPW facility is used by Board of Public Works in the evenings. During work hours there is a conference room that could be used by others. To use during evening hours would require staff to lock up.
- What are your current and projected needs for additional meeting space
 - N/A
- Are your current facilities meeting the needs of your constituents
 - Some would argue that roads in town are falling apart, and some would argue that they are acceptable. However, we believe general consensus is that the roads are acceptable, but could be better.
- Looking at the land parcels under your board's control:
 - Do you have an overall policy concerning potential future use for each parcel
 - No
 - Do you have specific plans for any of the parcels
 - We would like to use the land on River Road between our abutter and the next abutter as a lay down area; however whether we can is still TBD.
 - Thoughts on relinquishing control of any of the parcels
 - 195 Main St. (site of former DPW building) is under consideration. On the one hand, losing land at Rivers Edge will mean we need a new lay down area and 195 Main St. may prove to be useful for that. On the other hand, having a lay down area so visible next to a school may prove to be unacceptable to the Town. Additionally, the implication for the new DPW facility was that the old site would then become available for a new artificial turf field or similar. Where the Rivers Edge project is still up in the air and where we just moved into the new facility a few months ago, there has been no formal vote on 195 Main St. by the BoPW.
- Do you have any documents or reports that outline your process for addressing and planning for future needs
 - See attached Road Paving schedule (**attach road schedule**)

Board of Public Works
WRAP Draft Study
1/4/2016

On Monday January 4th I met with Michael Linderman to discuss future needs, in excess of \$500,000.00, that could be anticipated by the Parks, Trees and Cemeteries Division in the next 20 years. The following is a summary of the discussion:

1. It was felt that there would not be a need for an additional facility.
2. With regard to specific regulatory requirements/consent agreements with governmental agencies that require major changes to existing facilities or construction of new facilities we felt the road to the Transfer Station, although not exactly in the scope of our discussion, needed to be addressed. A figure of \$1,000,000.00 has been mentioned as an estimate for the cost of the road. While on the subject of the Transfer Station, It was felt that a replacement plan for the compactors, containers and other recycling equipment, phased over a number of years, could reach the threshold of \$500,000.00.
3. The population growth did not seem to be an area of concern to the focus of this study.
4. The constituency covered during our discussion is the whole town and we do not expect that to change significantly over the next 20 years.
5. The concern of the proximity the areas of the discussion, covered the whole town and should not change.
6. There are no cost implications related to the geographic distance between the facilities and the end users.
7. There are no convenience implications related to the geographic distance between the facilities and the end users.
8. Over the scope of the study it was felt that there could be additional storage needs in the future. Because of the size of the equipment that might need to be stored, the cost could well meet the \$500,000.00 threshold.
9. We are currently using the DPW facility at 66 River Road for meetings and do not expect to have a need for additional meeting space.
10. See above.
11. Our current facility is meeting the needs of our constituents. However, there is a need for additional playing fields. In the future there could be a need for additional turf fields, assuming that over the next 10 to 20 years the problems associated with the turf fields are addressed by those who manufacture and install them.
12. The land under the control of the Parks, Trees and Cemeteries Division is currently being used to the fullest. There is a need for additional playing fields. The turf fields mentioned above could be a solution as well as the transfer of suitability sized lots from other town departments could help to alleviate some of these issues.
 - a. Appendix "A" shows a piece of land #18 / # 048 that is currently owned by the School Department. This parcel is land locked and if an access to the parcel could be procured to connect (see the green dotted lines) # 18/# 048 to # 046 and #048 it would allow the North Cemetery to be enlarged. In addition # 18/# 048 would need to be transferred from the School Department to DPW.
 - b. Because the space allocated to cemeteries is limited, the WRAP commission might consider the construction of a structure to house cremated remains. This structure would certainly meet the \$500,000.00 threshold.
 - c. The roads at the town's cemeteries are in need of repaving.

13. At present we do not have an overall policy concerning the potential future use for each of the Parks, Trees and Cemeteries Division's parcels of land.
14. Some of the parcels of land located around the town are being saved for possible use as small neighborhood septic treatment plants with the appropriate leaching fields to accept the treated effluent.
15. For the purpose of this review there are no recommendations for the relinquishment of any parcels of land. The relinquishment of any parcels of land should be discussed by the whole BoPW/DPW.
16. Within the scope of this study there are no documents or reports that outline the process for addressing and planning for future needs. However, it is possible that such a document may be in the possession of the DPW director.

Transfer Station Info for WRAP Report

Points for Discussion with Boards, Commissions & Departments

- **Current condition of your facilities (look at each individually and consider on-going/major maintenance; need for new facility)**

Main building is in poor condition: exterior doors/frames rotted, leaks in roof.

Building lacks insulation which increases heating costs and allows outside animals to enter.

The Transfer Station currently does not have a working land-line phone or Internet connection.

The future disposal of leaves, grass clippings, and brush is a concern: a new location will need to be determined, or storage bins and ways to haul off-site will need to be identified.

Consider expansion of services, such as designating a covered area year-round for give & take.

Recycling is increasing, and additional compactors may need to be installed in the future.

Another compactor for bulky waste may be needed in the future, or consider instituting additional charges for large items (mattresses, furniture, etc)

- **Are there specific regulatory requirements/consent agreements with governmental agencies that require major changes to existing facilities or construction of new facilities**

Commitment to Conservation to follow order of conditions if reconstructing roadway from Route 20 to the new DPW building.

Maintenance of the landfill on site will need to be continued according to DEP regulations.

- **How much growth (i.e., population, geographic distribution) triggers need for additional new facilities/infrastructure**

Population growth could affect the number of compactors required, but probably not the building requirements.

- **What constituency do you serve most directly (e.g., entire population of Town, seniors, school-age population)**

Entire town, or at least no specific targeted groups. All folks that do not desire curbside pickup of trash or want to take advantage of a less expensive alternative.

- **Is the facility required to be in a certain proximity to the end users**

No.

- Are there cost implications related to geographic distance between facility and end users

For the users? Not really, other than maybe gas required to get to the facility.

- Are there convenience implications related to geographic distance between facility and end users

Yes, having a central location convenient to all areas of town is ideal.

- What are your current and projected needs for additional storage space for equipment, materials, records, etc. (do you require immediate access or can storage be off-site)

Storage of records can be off site.

Building only has two truck bays, making it impossible to store all equipment out of the elements. – list what equipment is not being stored properly?

All equipment storage is currently less than ideal: The building is in need of repair and the equipment stored in the old salt shed will need to be relocated when that structure is removed.

- What are you currently using for meeting space and what are the hours during which the space is available for use by others

Any meetings occur at the DPW Facility

- What are your current and projected needs for additional meeting space

None anticipated.

- Are your current facilities meeting the needs of your constituents

Yes.

- Looking at the land parcels under your board's control:
 - Do you have an overall policy concerning potential future use for each parcel

No.

- Do you have specific plans for any of the parcels

The Transfer Station parcels are being fully utilized and current use is projected into the foreseeable future.

- Thoughts on relinquishing control of any of the parcels

None, unless the user base goes away, but the usage has been consistent now at 2000+ full stickers since before the BoPW was established.

- Do you have any documents or reports that outline your process for addressing and planning for future needs

Transfer Station equipment is included as part of the DPW's long-term capital plan.

Points for Discussion with Boards, Commissions & Departments

- Current condition of your facilities (look at each individually and consider on-going/major maintenance; need for new facility)

Baldwin Pond treatment plant – in good condition, however ten (?) expensive consumable membrane filters have a 10 year life(?) expectancy which is almost half over. If one fails its replacement cost would be \$100,000 (?).

The Plant contains 96 Filtration Cartridges; they have an expected life of 10 years. The replacement cost of 1 Filter Cartridge is roughly \$10k. Our engineers are expecting that we should be able to extend the life of the filters due to the fact that we have followed the manufacturers cleaning and maintenance process so closely since the plant was built. We have also experienced very few failures of the individual membrane strands, less than 30 since the plant was first brought online (each individual cartridge contains thousands of membrane strands). This means that we have not “pushed” the membranes to their maximum capacity on a daily basis.

Happy Hollow wells – we are just now bringing online three new wells near the old wellfield up up-gradient. After a close call during flooding, and after considering the age and condition of our two pump houses, we decided to drill three new wells (so that one could be taken off line without significant effect). These wells are the town’s prime sources of drinking water.

Meadowview, Chamberlin, and Campbell Road wells – older wells, less used, and a program of refurbishment is underway to bring the wells up to DEP standards.

Campbell Well will become an issue in the very near future. The well building itself will now meet DEP safety standards as of May 2016, but the upgrades did not address the Manganese issue with the ground water. In 2013 Water Suppliers were notified by Mass DEP (in conjunction with the EPA) that they were issuing a new outreach regarding a health advisory for Manganese concentrations in finished drinking water over .5 mg/L. Going back through our sampling records, we discovered that the Manganese levels have been slowly rising over the past 5-6 years. We are not required by DEP to sample monthly for Secondary Contaminants, but we do it to monitor Manganese levels at all of our well sites. Our most recent test results showed a Manganese level of .074 mg/L. We will be required to post language in our upcoming Consumer Confidence Report regarding Manganese. DEP recommends “blending” the source if possible. We do not have that option at Campbell (only 1 well there). Most likely we will have to treat to remove Manganese in the near future.

While the volume of water that Campbell provides is relatively low compared to our other sources (125 – 150 GPM), it is a vital source of water for the Town. This well site currently pumped every day.

Chamberlain Well is the newest “source” that we have. Unlike the other wells in Town, Chamberlain has a permitted volume of water that can be pumped per day (.11 MGD). Our other wells have combined registered volumes of 1.66 MGD. The water quality of the well is excellent, but we are limited by our permit for the volume of water that can be pumped at this location per day.

Meadowview Well has been offline since 2006 due to elevated levels of Manganese. This well is still sampled on a monthly basis to maintain its status of an active source, but cannot be used without significant treatment to remove the Manganese.

Meter Reading and Billing – DEP has recommended more frequent water billing. Replacing current reading methods with remote reading could save the town \$150,000+ per year. The DPW/BoPW are evaluating how best to transition to a reading system that would enable more frequent billing and enable us to warn customer about abnormal water use.

We are still waiting on life cycle costs of the individual metering systems that met with us in November.

Distribution System – the maintenance and refurbishment of the water distribution system is likely to be the most significant cost driver. Total costs: \$16,000,000+ in 2007 dollars. (See later discussion on the 2007 Tata & Howard Capital Efficiency study).

We are scheduled to receive our updated 2016 Capitol Efficiency Study results in March of this year.

- Are there specific regulatory requirements/consent agreements with governmental agencies that require major changes to existing facilities or construction of new facilities

Wayland has applied for its 20 year water withdrawal permit. This permit will be conditioned on Wayland adopting a water-conservation program. This and other regulatory mandates may part of new regulations which we expect to be promulgated soon.

We are currently in the 20 year permit renewal process. Our application has been submitted, the 30 day public comment period is almost over and we are now waiting for DEP to respond to those comments.

Mass DEP is also in the process of revising the Drinking Water Regulations 310 CMR 22. These changes may affect how our treatment processes are classified. If our Treatment grades are increased, additional staffing hours will be required. It may also affect how we physically treat our drinking water... More to come when everything is finalized.

- How much growth (i.e., population, geographic distribution) triggers need for additional new facilities/infrastructure.

New facilities can be avoided to the extent that water conservation keeps the town under its water withdrawal permit. New facilities and infrastructure may be needed where the current distribution system does not reach a development (such as River's Edge) or where the capacity required exceeds what can be delivered to that point through the existing distribution system. Changes in water rates or regulations can also encourage water conservation.

Traditionally Water Suppliers have not dictated water system demand, the customers did. Our mission was to provide a safe supply of drinking water to our customers while responsibly managing our watershed. As we go through our Water Withdrawal Permitting process, it is clear that this is changing. If our permits are renewed with all of the proposed changes and restrictions, growth in all non MWRA water systems will be reduced or restricted based on meeting our withdrawal permits.

- What constituency do you serve most directly (e.g., entire population of Town, seniors, school-age population).

Entire Town – businesses, residences, schools and landscape irrigation.

Mass DEP defines water supply categories as Municipal, Commercial, Industrial, Residential and Institutional.

- Is the facility required to be in a certain proximity to the end users

Yes, the 'facility' in this case consists of the entire distribution system and must bring water at range of allowed pressures to the street in front of each customer.

Normally developers are expected to pay costs for the water distribution when planning new developments.

- Are there cost implications related to geographic distance between facility and end users

Yes – the cost to provide new or significantly expanded water connections is a function of distance (usually along a roadway) to the nearest water main with remaining sufficient capacity.

- Are there convenience implications related to geographic distance between facility and end users

No.

- What are your current and projected needs for additional storage space for equipment, materials, records, etc. (do you require immediate access or can storage be off-site).

We have sufficient physical storage for our own documents. We are hampered by the lack of a shared document management system for access to other departments' plans, maps, and records. Increasingly our record keeping is electronic so the 'storage space' may be on town or public servers.

Our records are at time needed by other departments such as Planning or Conservation. Since we are now at a different physical location, moving these documents to a document management system would lessen our time and cost to provide them to other departments and to provide public access.

*** Please don't take these comments the wrong way, I would have advocated for a combined space if I was here during the planning / design of the new building***

The new DPW Facility was designed without the future needs of the Water Division in mind. At some point it will be mandated by DEP that we minimize storage of Town vehicles and motorized maintenance equipment on the Zone 1 of the Baldwin Pond Wellfield. This will mean that all motorized equipment will need a place to go. We will have storage space for water system maintenance supplies (pipes, fittings, meters...ect). An offsite storage building/garage will be needed for the Water Divisions equipment.

- What are you currently using for meeting space and what are the hours during which the space is available for use by others.

Water staff use both its smaller meeting areas at Baldwin Pond treatment plant, and the new DPW meeting spaces. In general, public meetings at a treatment facility are discouraged. The DPW meeting spaces could be shared with others, but only while DPW staff were present to control access.

- What are your current and projected needs for additional meeting space?

We have sufficient meeting space both at the new DPW facility and to a lesser extend at the Baldwin Pond water treatment plant.

- Are your current facilities meeting the needs of your constituents

Current constituents have a variety of needs which can be prioritized as: drinking and food preparation, domestic uses in residences, schools and businesses, landscape irrigation for municipal or school fields or pools, and landscape irrigation for other purposes.

Each summer we are constrained by geologically and mechanically limited capacities to pump, store, and distribute water. Shortly we may also be constrained

by seasonal limitations imposed by our water withdrawal permit. These constraints are in turn imposed on our customers by water use limitations by purpose.

Over a year period we are constrained by our water withdrawal permit.

We believe we are meeting the 'needs' of our constituents today, but perhaps not delivering all the water they might wish to consume at our current rates.

We expect to be more tightly controlled by state regulation in the future. We may adopt other water conservation measures such as applying seasonal water bans to both public and private sources of water. This action would have the potential of affecting both private and municipal recreational water users. The interplay of regulatory requirements, and other water conservation alternatives will provide an impetus for creative solutions.

Future Growth brings new constituents/customers. Our current facilities may need to be significantly expanded if/when the town adds new development such as River's Edge, or a new athletic field which is not now served by our current distribution system.

All of our current wells are located within 3 sub-basins in Town along the Sudbury River. Within the next 20 years, I can see the need to develop alternative sources of water that are geographically located to the western edge of Town away from the Sudbury River.

We are limited by the capacity of our single 1.5 million gallon large water storage tank on Reeves Hill. A secondary, older, and 200K gallon smaller tank was removed 2-3 years ago when the cost of maintaining it was thought to be too great. We would like to have another storage tank – best located at a high elevation.

A second Water Storage Tank is desperately needed in my opinion. MassDEP Recommends 24 hours of back-up storage, we have about 8 – 10 hours in the summer months. This issue will be addressed in the Capitol Efficiency Study.

- Looking at the land parcels under your board's control:
 - Do you have an overall policy concerning potential future use for each parcel.

No.

- Do you have specific plans for any of the parcels

(These parcels are in BoPW custody – not necessarily for water purposes.. This information may duplicate information provided by others).

1. **River's Edge** – The BoPW voted that it would transfer its land along Rt 20 to a project which met the town's goals for affordable housing expressed in its town meeting vote. This transfer would occur at such time as the Selectmen were ready to transfer the property or sign a lease for the property. This agreement is expressed in a written and signed document.

2. **Oxbow Meadows** – The BoPW has voted that its PARK land at Oxbow Meadows might be used by the Recreation Commission if it wishes for an athletic field.

3. **195 Main Street** – The BoPW anticipates that the land on which the old DPW garage was built could be declared surplus so that it could be assigned by the town meeting for other municipal uses.

- o Thoughts on relinquishing control of any of the parcels

River's Edge – Portions of this area are used today by DPW for material storage, transformation, and snow storage. When this area is surrendered, other areas must be identified or alternative costs or service reductions considered. BoPW/DPW has provided the BoS a document describing these one-time and ongoing costs. (Example: rock used when repairing water main breaks is stored in this area.)

- Do you have any documents or reports that outline your process for addressing and planning for future needs?

In 2007 the Water Department commissioned the 2007 Capital Efficiency study by Tata & Howard to analyze its water supply and distribution system and assign priorities for improvements. Since that time only the Phase I projects have been completed. Nevertheless, this is still our prioritization document.

copy at: https://www.sugarsync.com/pf/D76227_1731083_6737289

These projects have been historically underfunded and we have been asked by FinCom to present a plan to gradually work off the backlog of water projects.

Three-part evaluation of needs (see appendix for methodology)

- Hydraulic adequacy
- Asset preservation/management
- Criticality of distribution component

Phase II projects total \$8,220,000 (in 2007 dollars) – which show needs in all three areas of need.

Phase III projects total \$8,260,000 (in 2007 dollars) – which address two of the three criteria, completed as funds become available and considered when road

paving is planned.

We have requested that this document be updated by Tata & Howard.

We also are guided by the 2011 Wellhead Protection Plan.

copy at:

https://docs.google.com/viewer?url=http%3A%2F%2Fwww.wayland.ma.us%2FPages%2FWaylandMA_BComm%2FDPW%2F2012-01%2520Wellhead%2520Protection%2520Plan.pdf

Practically, we attempt to coordinate road maintenance with water distribution maintenance. Water projects often come about as the result of problems or near-problems which must be resolved for regulatory or water supply safety reasons.

Often too there are targets of opportunity – such as establishing a needed ‘loop’ from Happy Hollow wells to the Stonebridge Road/Oak Hill neighborhoods. Construction of a new road (privately or publically funded) is often a trigger that will change or capital priorities.

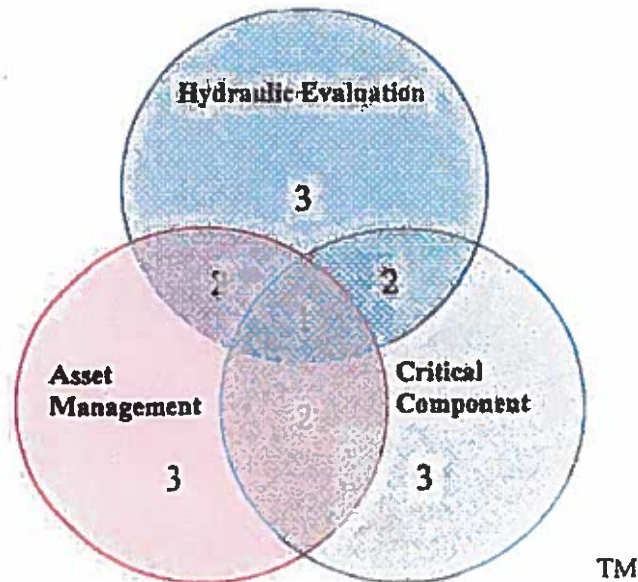
APPENDIX I

Tata & Howard ranking methodology:

The Three Circle Approach

The Capital Efficiency Plan™ evaluated the water distribution system using Tata & Howard's Three Circle approach. The Three Circle Approach consists of the following evaluation criteria:

- System hydraulic evaluation,
- Critical component assessment,
- Asset management considerations.



Based on the Three Circle Approach, a prioritized recommended improvements plan was compiled. Improvements were separated into three phases. Phase I represents the most needed improvements based on hydraulic needs, location in the distribution system and the operating and physical conditions of the water main. In general, these include water mains that fall into all three circles. These improvements will strengthen the transmission grid, eliminate potential asset management concerns, as well as provide redundancy.

Engineering judgment is used to determine if any improvement that falls in only one or two circles should be considered a Phase I Improvement. Phase II Improvements include areas that fall into at least two of the circles and also strengthen the transmission grid, eliminate potential asset management concerns, as well as provide redundancy. Phase III Improvements include areas that fall into one of the circles. These improvements generally will benefit a localized area, and include areas of hydraulic inadequacy, redundancy concerns or a water main that has a high asset management score.

BoPW Meeting 3/22/2016

Discussion of possible sale of 47 & 48 Sycamore Road

DATE: MARCH 14, 2016
TO: ALL BOARDS, COMMITTEES AND DEPARTMENT HEADS
CC: NAN BALMER
FROM: ELIZABETH DOUCETTE, FINANCIAL RESEARCH / ANALYST
RE: DISPOSITION OF TOWN-OWNED PARCELS, MAP 46B PARCELS 47 AND 48 SYCAMORE ROAD

There is a request to purchase Town-owned parcels on Sycamore Road, Map 46B Parcels 47 and 48 (see map attached). The Town's disposition of Town-owned land policy requires that all Boards, Committees and Department Heads are requested in writing to indicate their interest in, need of, or use for the parcels of land being considered for disposal, and to provide an opinion as to the impact of the sale of these parcels.

Please respond to this email by March 28, 2016 with any comments related to the above-mentioned parcels. Indicate any interest in, need of, or use for the parcels of land being considered for disposal and provide an opinion as to the impact of the sale of these parcels. Also, indicate any restrictions the Town should consider if the land is sold.



46B-047 and 46B-048 Sycamore Rc

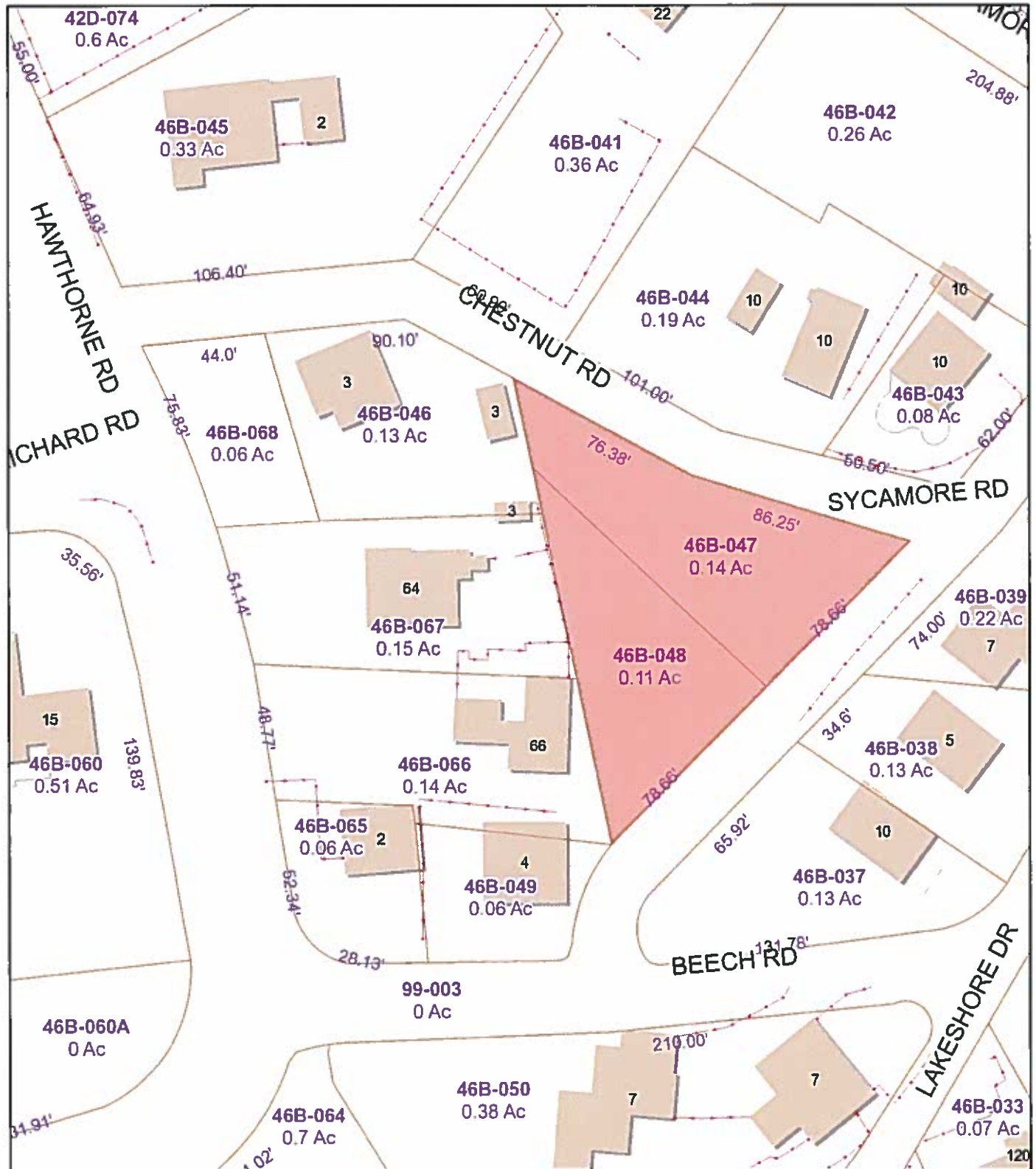
Wayland, MA



March 14, 2016

1 inch = 47 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

BoPW Meeting 3/22/2016

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY16-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 3/10/2016

Week 36 of 52

Program percentage - 70%

				ACTUAL EXPENSES		
	BUDGET	YEAR-TO-DATE	%	FY2015	FY2014	FY2013
HIGHWAY						
SALARIES	\$ 959,743.00	\$ 606,059.80	63.15%	\$869,973.50	\$925,976.01	\$929,176.78
SERVICE EXPENSES	\$ 227,700.00	\$ 187,147.33	82.19%	\$200,520.72	\$255,727.41	\$474,419.76
GOODS EXPENSES	\$ 74,800.00	\$ 37,200.09	49.73%	\$65,913.38	\$65,005.75	\$54,512.37
FY16 TOTAL	\$ 1,262,243.00	\$ 830,407.22	65.79%	\$1,136,407.60	\$1,181,703.42	\$1,403,596.54
HIGHWAY-SNOW						
OVERTIME	\$ 125,000.00	\$ 77,353.65	61.88%	\$229,040.35	\$154,947.64	\$188,254.04
EXPENSES	\$ 331,785.00	\$ 300,255.49	90.50%	\$721,887.27	\$479,879.04	\$423,406.34
FY16 TOTAL	\$ 456,785.00	\$ 377,609.14	82.67%	\$950,927.62	\$634,826.68	\$611,660.38
TRANSFER						
SALARIES		\$ 100,516.62		\$134,433.30	\$131,574.30	\$129,038.29
Sticker Revenue	\$ 243,647.50			\$291,752.35	\$259,100.00	\$312,199.00
Recycling Revenue	\$ 3,017.01			\$10,140.99	\$17,954.04	\$21,819.28
PAYT Revenue	\$ 82,597.00			\$92,076.00	\$126,729.00	\$132,650.00
Misc Revenue	\$ 4,770.00			\$4,995.00	\$4,649.00	\$6,555.00
TOTAL REVENUE	\$ 334,031.51			\$398,964.34	\$408,432.04	\$473,223.28
REVENUE-SUPPORTED EXPENSES		\$ 239,472.61		\$267,179.29	\$219,246.72	\$201,614.95
REVENUE-SUPPORTED SALARIES & EXPENSES		\$ 339,989.23	101.78%	\$401,612.59	\$350,821.02	\$330,653.24
REVOLVING ACCOUNT BALANCE		\$ 279,603.89		\$298,322.18	\$282,423.54	\$186,560.52
LANDFILL EXPENSES	\$ 65,000.00	\$ 14,592.94	22.45%	\$32,916.40	\$61,776.23	\$45,808.14
PARK						
Salary Budget	\$ 505,334.00					
Salary Transfers In	\$ -					
TOTAL SALARIES	\$ 505,334.00	\$ 377,578.11	74.72%	\$400,263.40	\$378,235.97	\$378,221.29
SERVICE EXPENSES	\$ 185,500.00	\$ 124,783.62	67.27%	\$97,502.83	\$101,809.80	\$112,011.11
GOODS EXPENSES	\$ 107,500.00	\$ 31,342.88	29.16%	\$122,435.11	\$128,289.42	\$117,243.36
FY16 TOTAL	\$ 798,334.00	\$ 533,704.61	66.85%	\$620,201.34	\$608,335.19	\$607,475.76
WATER						
SALARIES	\$ 731,834.00	\$ 463,871.35	63.38%	\$655,093.93	\$658,358.59	\$659,202.45
EXPENSES	\$ 1,573,132.27	\$ 1,002,406.15	63.72%	\$1,355,257.56	\$1,306,761.61	\$1,205,407.74
FY16 TOTAL	\$ 2,304,966.27	\$ 1,466,277.50	63.61%	\$2,010,351.49	\$1,965,120.20	\$1,864,610.19
WATER-BONDS	\$ 1,115,704.00	\$ 1,074,394.81	96.30%	\$1,046,453.13	\$1,167,749.37	\$1,215,021.25
TOTAL DPW FUNDING FOR FY15	\$ 5,156,359.78	\$ 3,447,471.08	66.86%	\$ 4,985,067.34	\$ 4,609,232.21	\$ 4,688,957.82

BoPW Meeting 3/22/2016

Board Members' Reports, Concerns, and Updates

BoPW Meeting 3/22/2016

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

BoPW Meeting 3/22/2016

Review and Approve the Minutes of the 3/8/2015 Meeting

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

March 8, 2016

7:00 PM

MEETING MINUTES

DRAFT

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

Meeting opened at 7:00 PM

Brown announced that the meeting is being recorded.

Brown opened the meeting with a review of the agenda.

Brown asked for public comment

Public Comment

Suzanne Woodruff, Library Trustee and Permanent Municipal Building Committee Member, introduced herself to the Board.

Lowery read an email received from George Harris of 8 Holiday Road, thanking the DPW for the recent work done cleaning up down tree limbs and branches.

*Items Distributed for Information and Use by the Board of Public Works
- 3/8/2016 Email from George Harris: "Thanks"*

Review and Approve the Minutes of the 2/23/2016 Meeting

Baston noted a typographical error on page 5.

Lowery noted a typographical error on page 2.

Mishara made a motion to approve the meeting minutes of 2/23/2016 as amended.

Lowery 2nd, all in favor.

*Items Included as Part of Agenda Packet for Discussion
- 2/23/2016 Meeting Minutes Draft*

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

Brown discussed the status of the DPW reports due to the Wayland Real Assets Planning Committee.

Brown requested that the DPW reports be compiled and sent to the WRAP Committee.

Joint Meeting with Recreation Commission to Discuss Field Maintenance

The Recreation Commission called their meeting to order at 7:08 PM

Brud Wright of the Recreation Commission noted that the Recreation Commission seeks to utilize user fees to rehabilitate the Town Building athletic field.

Wright discussed potential irrigation installation options for the Town Building field.

Lowery described the Town Bylaws dictating allowable size of irrigated areas as well as the implementation of water conservation restrictions.

Wright asked if the installation of a private well for irrigation would bypass the restrictions imposed by the bylaws.

Brown confirmed that the current bylaws do not apply to private well irrigation.

Lowery discussed water conservation case studies published by the DCR and provided to the Board of Public Works and Recreation Commission for review.

Brown discussed current DPW staffing levels, and the impact an increased workload would have on current staff.

DPW Park and Highway Superintendent Michael Lindeman noted that the two additional employees sought by the DPW would allow the current workload to be completed, but would not allow the DPW to significantly increase its workload.

Wegerbauer asked if the use of a temporary irrigation system would work to establish a field at the Town Building.

Lindeman noted that it would not help significantly, and he suggested that a well irrigation system would be the best approach.

DPW Water Superintendent Don Millette noted that current DEP restrictions limit the amount of water the Town is permitted to withdraw.

Brown encouraged the Recreation Commission to keep the DPW informed regarding the scope of the work to be done on Town Building field.

Brown noted that the DPW does not currently have use for 195 Main Street, and it is the sense of the Board that the Town is to decide the ultimate use of the land.

*Items Distributed for Information and Use by the Board of Public Works
- DCR Ipswich River Targeted Watershed Grant Fact Sheet*

Parmenter Road Traffic Calming Request – Initial Review

Sumita Dutta of 9 Parmenter Road appeared before the Board to discuss her request for traffic calming at the intersection of Plain and Parmenter Roads.

Dutta expressed her concern for the limited visibility when turning left onto Plain Road from Parmenter Road.

Lowery questioned whether a speed bump would be permitted at an intersection.

Lowery asked if the sight lines could be improved at the intersection.

Kadlik noted that traffic data still needs to be gathered.

Brown described the traffic calming process and the potential solutions available.

Brown noted that the DPW should examine sight lines, review regulations for traffic calming measure installations, and request the police department to gather speed data.

Brown made a motion to request that the DPW examine sight lines at the intersection, review the regulations for traffic calming measure installations, and request the Police Department to gather speed data in the area.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion
- 02-14-2016 Traffic Calming Request submitted by Sumita Dutta

Discussion of ATM Articles

The Board discussed the status of the articles to be presented by the Board of Public Works at Annual Town Meeting.

Library Drainage Project Update

The Board discussed the status of the library drainage project and the contents of the update provided in the packet from Tighe & Bond.

Lowery requested that the report recently received from Tighe & Bond be forwarded to the Library Commission.

Items Included as Part of Agenda Packet for Discussion
- 3/2/2016 Tighe & Bond Summary of Vacuum Excavation Work Completed on February 23, 2016 to Support the MEMA Library Drainage Grant Project

DPW Director's Operational Report

Kadlik discussed the contents of the DPW Director's Operational Report.

Brown asked about the status of the Happy Hollow Wells.

Millette responded that the majority of alarm testing was recently completed, bacteria tests have come back negative, training is underway, and the DEP is scheduled for inspection shortly.

Lowery noted that he would like the paving of the Chamberlain Well driveway to be considered in the future to prevent vehicles from getting stuck.

Lowery asked about the status of lead services.

Millette noted that he requested staff review records to determine if any lead services were still active, and identified 48 potential lead services for further investigation.

Lowery asked about the status of issuing a public report regarding lead in water.

Items Included as Part of Agenda Packet for Discussion

- 3/8/2016 DPW Director's Report

Items Distributed for Information and Use by the Board of Public Works

- 2/19/2016 Email from Janet Moonan of Tighe & Bond re: Vacuum Excavation to ID Utilities for Library Drainage Project

Board Members' Reports, Concerns, and Updates

Lowery discussed the condition of the wooden fencing along Lakeshore Drive.

Kadlik noted that a full bidding process was needed due to the labor involved in the project, and the Town is currently awaiting the bid results.

Brown noted that he attended the Board of Selectmen meeting the previous night, and that they have drafted a letter to the Department of Transportation requesting a review of the speed limits on Stonebridge Road.

Brown asked about the status of the financial analysis of municipal water rates.

Lowery noted that the Board needs a spreadsheet showing municipal water usage to allow for further analysis.

Brown noted that a discussion on articles at Town Meeting has been scheduled for 3/17/2016, and the attendance of a Board of Public Works member to field questions has been requested.

Mishara volunteered to attend on behalf of the Board.

Baston distributed talking points for the Wayland Weekly Buzz.

Items Distributed for Information and Use by the Board of Public Works

- 3/8/2016 Wayland Weekly Buzz Proposed Submission

Executive Session to Discuss Strategy with Respect to Pending Actions Regarding 150 Main Street LLC v. Zoning Board of Appeals and Review and Approve the Executive Session Minutes of the 2/9/2016 Meeting

Brown made a motion that the Board of Public Works enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to pending actions regarding 150 Main Street LLC v. Zoning Board of Appeals and review and approve the executive session minutes of the 2/9/2016 meeting.

Mishara 2nd.

Lowery asked for clarification as to why executive session was called.

Brown replied that he has information that he is unsure if it is suitable for public release to discuss with the Board, and would restate the comments in open session if the Board sees fit.

Roll Call Vote: Mishara – aye, Lowery – aye, Brown – aye, Wegerbauer – aye, Baston – aye

Brown invited attendance by DPW employees Daniel Cabral, Joseph Doucette, Stephen Kadlik, Don Millette, and Michael Lindeman.

Brown noted that the Board will reconvene in open session in approximately ten minutes for the purpose of adjourning.

The Board entered into executive session at 8:43 PM.

The Board reconvened in open session at 8:55 PM.

Brown noted that the Board determined in executive session that they will meet with the Planning Board in executive session on 3/22/2016 to discuss the status of 150 Main Street.

Mishara made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 8:57 PM

BoPW Meeting 3/22/2016

**Executive Session to Discuss Strategy with Respect to Recent
Actions Regarding Bernstein et al v. Wayland Planning Board
et al.**

Motion to Go into Executive Session

CHAIR: I move that the Board of Public Works enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to recent actions regarding Bernstein et al v. Wayland Planning Board et al.

<Second>

<Roll Call Vote>

CHAIR: The Chair invites attendance by <names of any attendees other than members of the Board of Public Works>.

CHAIR: The Board will reconvene in open session in approximately ten minutes for the purpose of adjourning.

BoPW Meeting 3/22/2016

Adjourn