

**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](http://www.mass.gov/ago/openmeeting)

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: \_\_\_\_\_ Board of Public Works

FILED BY: \_\_\_\_\_ Dan Cabral

DATE OF MEETING: \_\_\_\_\_ May 17, 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 Irrigation application Review – 16 Pleasant Street
- 7:10 Irrigation Application Review – 35 Covered Bridge Lane
- 7:15 Board Review and Finalization of Letter from DPW to the Church of the Holy Spirit Regarding the Potential Transfer of Cremains to Lakeview Cemetery
- 7:30 Meeting with Representative from Finance Committee to Discuss Road Paving Strategy
- 7:45 Discussion and Possible Board Vote on Transfer Station FY17 Sticker Fees
- 8:00 DPW Director's Financial Report
- 8:10 Board Members' Reports, Concerns, and Updates
- 8:25 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 8:30 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 and to Review and Approve the Executive Session Minutes of the 4/26/2016 Meeting
- 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



**TOWN OF WAYLAND  
DEPARTMENT OF PUBLIC WORKS**

41 Cochituate Road  
Wayland, MA 01778

Permit# \_\_\_\_\_

TEL: 508-358-3672

EMAIL: water@wayland.ma.us

FAX: 508-358-3679

**Application & Agreement for the Installation of an Underground Irrigation System**

As governed by Town Bylaw Chapter 191

*Please complete all applicable sections of this application and review the attached bylaws concerning irrigation systems.  
Systems which cover more than 15,000 square feet are prohibited from being installed or expanded.*

Location: 16 Pleasant St

Lot Area & Description (limited to 15,000 square feet): Lawn Area front, Back, Left Side 9,396 sqft

Owner: Daniel McKinnon

Address: 16 Pleasant St

Phone: (508) 728-7300

Contractor: Lynch Landscape & Tree Service Inc. Irrigation Div.

Address: 80 Union Ave Sudbury

Phone: 978 443-2626

**Please attach a proposed plan of the installation & calculation of the square footage.**

**The Plan MUST include:**

- ☒ Area covered by the irrigation system
- ☒ The location of the entire septic system (within 20 ft of a septic system prohibited)
- ☒ Backflow device (manufacturer and model)
- ☒ Rain Gauge / Moisture Detector (manufacturer and model)
- ☒ Programmable Timer
- ☒ Shutoff Valve

I/we understand and agree that the Town of Wayland does not guarantee to furnish constant water pressure nor uninterrupted service, and that the Board of Public Works reserves the right to restrict the use of water during dry seasons or under any emergency condition.

Owner Signature: Dan McKinnon

Date: 4/20/16

Contractor Signature: Joseph B. Egan III

Date: 4/20/16

**The Board of Public Works and the Department of Public Works urge conservation and the prevention of water waste. Please conserve by watering at appropriate time of the day.**

DPW Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$50.00

Check # 1427

Daniel & Izzy McKinnon

16 Pleasant St.

Wayland.

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Lawn Square footage: 9,396 Front lawn, left side lawn, Back lawn only.

**Irrigation System components**

Rain Bird 5004 Rotary Heads

Rain Bird 100 -DV Valves

1 Hunter Rain-Click Rain sensor

1 Hunter Pro-C controller

2 Dura Valve boxes

Dura manifolds

Oil Creak poly pipe

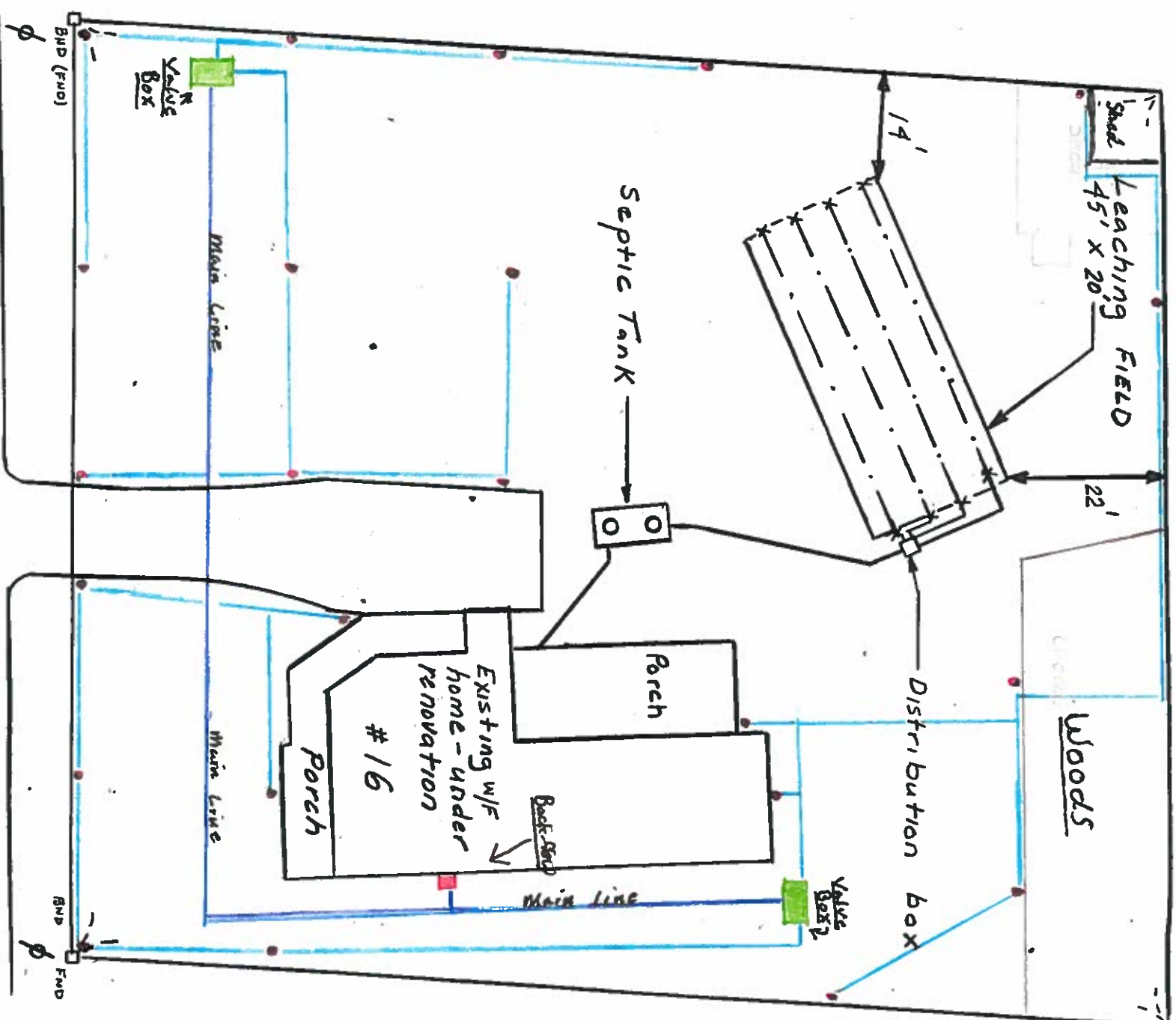
Rain Bird Flex pipe

1 Fabco 765 backflow preventer

**Estimated water usage**

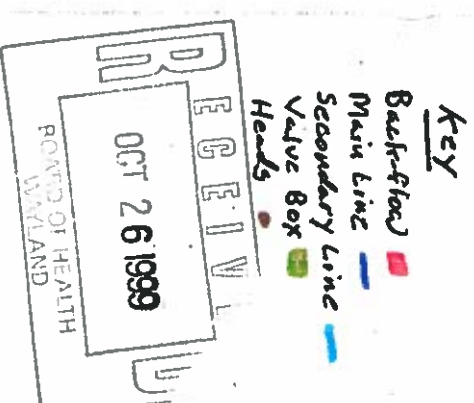
All four lawn zones irrigating three times a week for (20 min) per a zone would use 2,125.20 gallons per a week

All four lawn zones watering for a (20 min) cycle will use 708.40 gallons per a 4 zone cycle



PLEASANT

STREET



I HEREBY CERTIFY THAT THE COMPONENTS OF THE SEPTIC SYSTEM SHOWN CONFORM TO THE STATE ENVIRONMENTAL CODE TITLE V AND THE TOWN OF WAYLAND BOARD OF HEALTH REGULATIONS.

Leaching Field Criteria  
 45' x 20' = 900 SF  
 12" EFFECTIVE DEPTH  
 4 Laterals @ 5' on center  
 2.5' to edge of field

SCHEDULE OF ELEVATIONS			
TOP OF FOUNDATION (7-24-99)			104.40
INVERT AT BUILDING			101.50
INVERT AT SEPTIC TANK (IN)			98.48
INVERT AT SEPTIC TANK (OUT)			98.18
INVERT AT DISTRIBUTION BOX (IN)			97.60
INVERT AT DISTRIBUTION BOX (OUT)			97.40
Lateral	BEGINNING INV.		END INV.
1	97.25		96.97
2	97.25		96.99
3	97.23		97.04
4	97.23		96.96
BOTTOM OF FIELD			96.00
DESIGN GROUNDWATER ELEVATION			90.90

# REPLACEMENT SEPTIC SYSTEM ASBUILT

16 PLEASANT STREET

WAYLAND MA.

PREPARED FOR:

JEFFREY & JENNIFER  
DIEFENBACH

16 PLEASANT STREET  
WAYLAND MA.

PREPARED BY:

BRUCE SALUK & ASSOC., INC.  
CIVIL ENGINEERS & SURVEYORS  
576 BOSTON POST ROAD  
MARLBOROUGH, MA 01752  
TEL: (508) 485-1662 FAX: (508) 481-9929

DATE: July 26, 1999

SCALE: 1" = 20' FILE # 1902

**BoPW Meeting 5/17/2016**

**Irrigation Application Review – 35 Covered Bridge Lane**



**TOWN OF WAYLAND  
DEPARTMENT OF PUBLIC WORKS**

66 River Road  
Wayland, MA 01778

TEL: 508-358-3672

EMAIL: water@wayland.ma.us

Permit# \_\_\_\_\_

FAX: 508-358-4082

**Application & Agreement for the Installation of an Underground Irrigation System**

As governed by Town Bylaw Chapter 191

Please complete all applicable sections of this application and review the attached bylaws concerning irrigation systems.

Systems which cover more than 15,000 square feet are prohibited from being installed or expanded.

Location: 35 Covered Bridge Lane

Lot Area & Description (limited to 15,000 square feet): 9,500 SF

Owner: TRASK Inc (Ben STEVENS)

Address: 30 Turnpike Rd, UNIT 8 Southboro MA 01772

Phone: 508 485-0077

Contractor: Same

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please attach a proposed plan of the installation & calculation of the square footage.

**The Plan MUST include:**

- ☒ Area covered by the irrigation system
- ☒ The location of the entire septic system (within 20 ft of a septic system prohibited)
- ☒ Backflow device (manufacturer and model)
- ☒ Rain Gauge / Moisture Detector (manufacturer and model)
- ☒ Programmable Timer
- ☒ Shutoff Valve
- ☐ **WELL WATER (Irrigation Only)**

I/we understand and agree that the Town of Wayland does not guarantee to furnish constant water pressure nor uninterrupted service, and that the Board of Public Works reserves the right to restrict the use of water during dry seasons or under any emergency condition.

Owner Signature: [Signature]

Date: 4/24/16

Contractor Signature: [Signature]

Date: 4/24/16

**The Board of Public Works and the Department of Public Works urge conservation and the prevention of water waste. Please conserve by watering at appropriate time of the day.**

DPW Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$50.00

Check # 1235

TRASK INC.  
30 TURNPIKE RD, STE 8  
SOUTHBOROUGH, MA 01772

MIDDLESEX SAVINGS BANK  
SOUTHBORO, MA 01772

1235

53-7122/113

DEPOSIT SLIP

PAY TO THE  
ORDER OF

*Turn of WYLAND*

\$100

DOLLARS

*One hundred & 00/100*

MEMO

*34/35 Cover Bldg Jm*

AUTHORIZED SIGNATURE

⑈001235⑈ ⑆211371227⑆ 165267032⑈

Security Features Included

Details on Back.



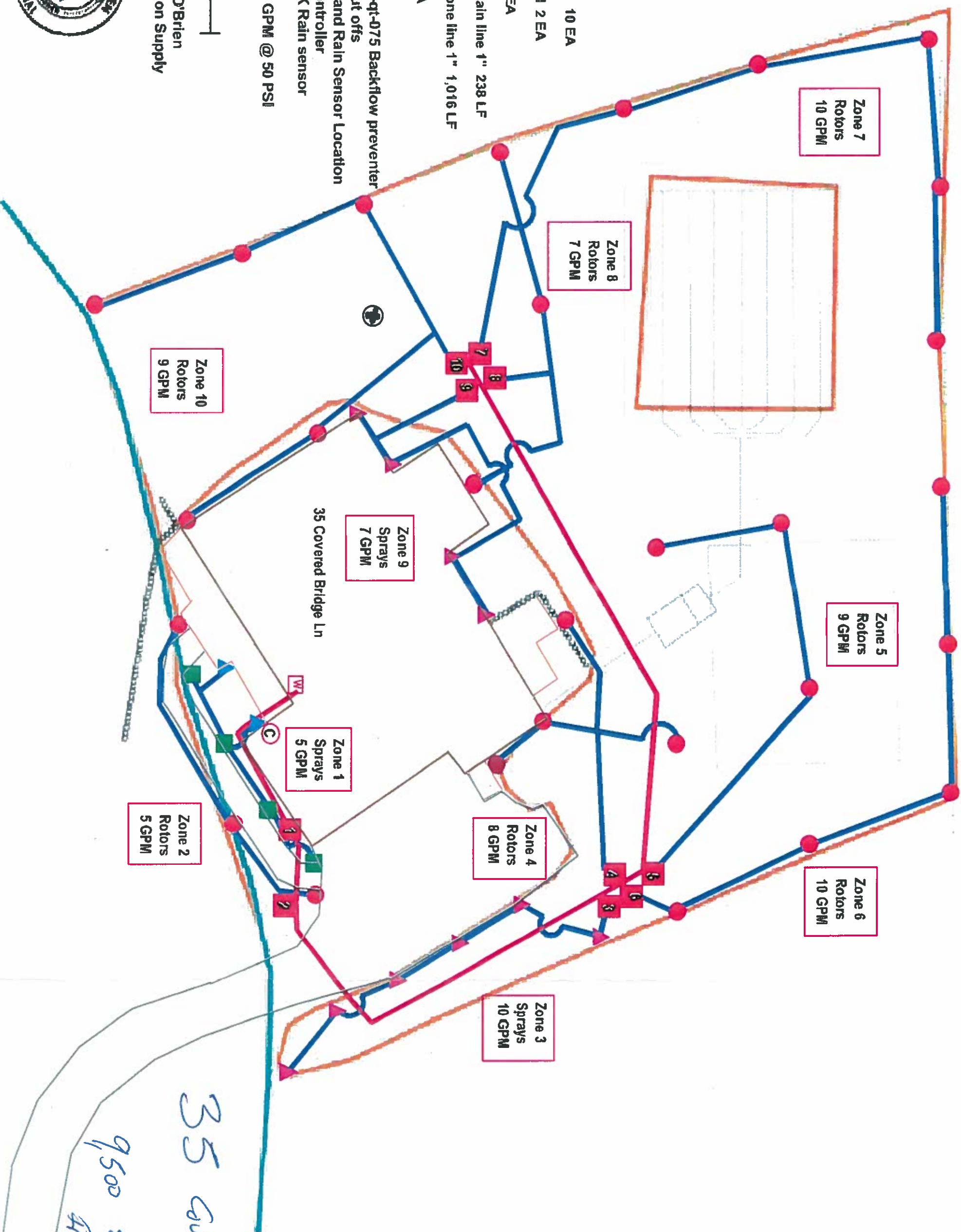
- Rotor 27 EA
- MP1000 1 EA
- ▲ 15' Spray head 10 EA
- ▲ 10' spray head 2 EA
- Strip Spray 4 EA
- 3408-100300 main line 1" 238 LF
- 3408-100300 zone line 1" 1,016 LF
- 1" Valve 10 EA

W = Watts 800-qt-075 Backflow preventer w/ ball valve shut offs  
 C = Controller and Rain Sensor Location  
 Hunter WR-CLIK Rain sensor

Designed for 10 GPM @ 50 PSI  
 1" = 25.5'

25' 5" ———

Designed by B.O'Brien  
 Stateline Irrigation Supply



35 Covered Bridge Ln  
 9500 St  
 Angstrom



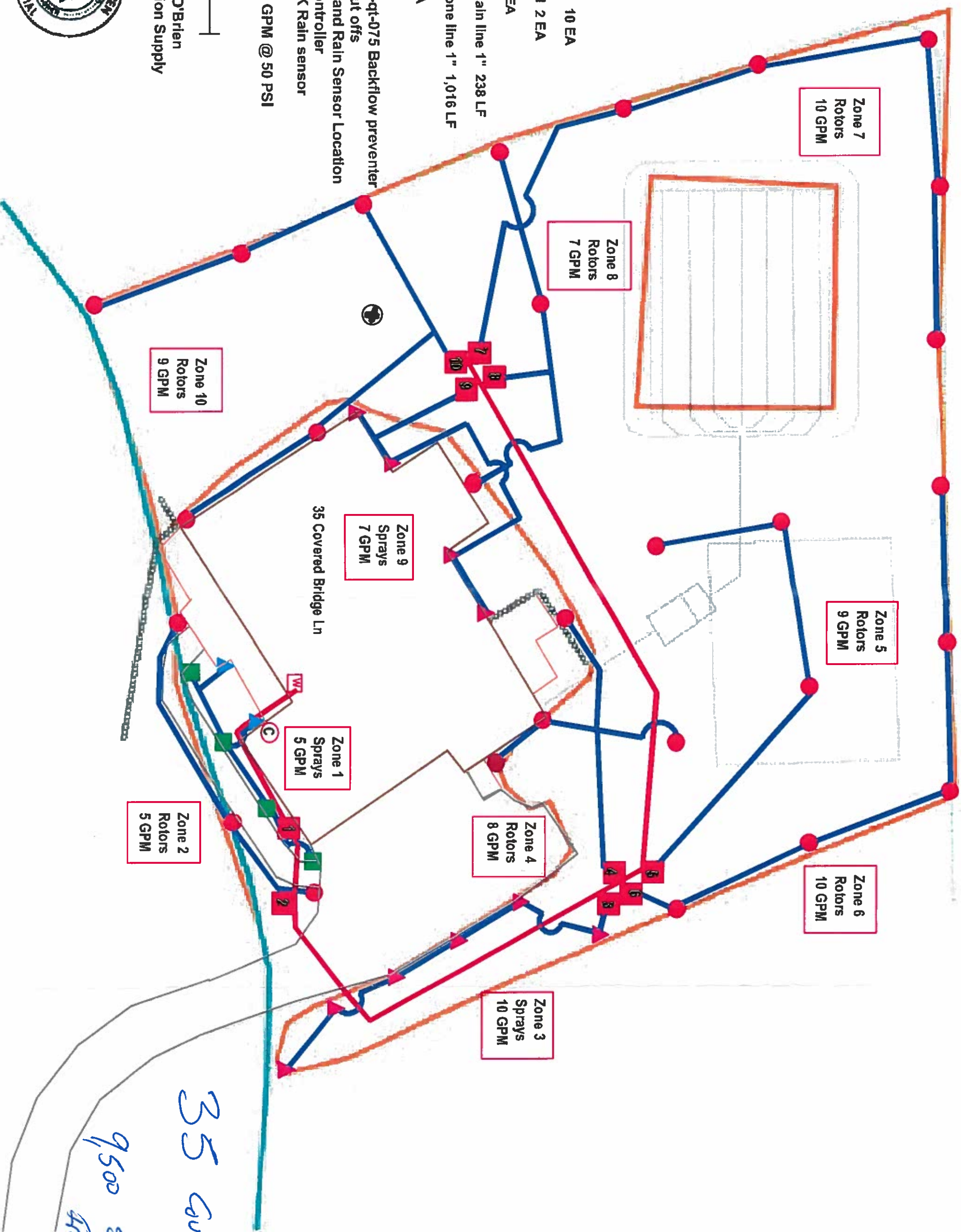
- Rotor 27 EA
- MP1000 1 EA
- ▲ 15' Spray head 10 EA
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- 3408-100300 zone line 1" 1,016 LF
- 1" Valve 10 EA

W = Watts 800-qt-075 Backflow preventer w/ ball valve shut offs  
 C = Controller and Rain Sensor Location  
 Hunter Pro C controller  
 Hunter WR-CLIK Rain sensor

Designed for 10 GPM @ 50 PSI  
 1" = 25.5'

25' 5"

Designed by B.O'Brien  
 Stateline Irrigation Supply



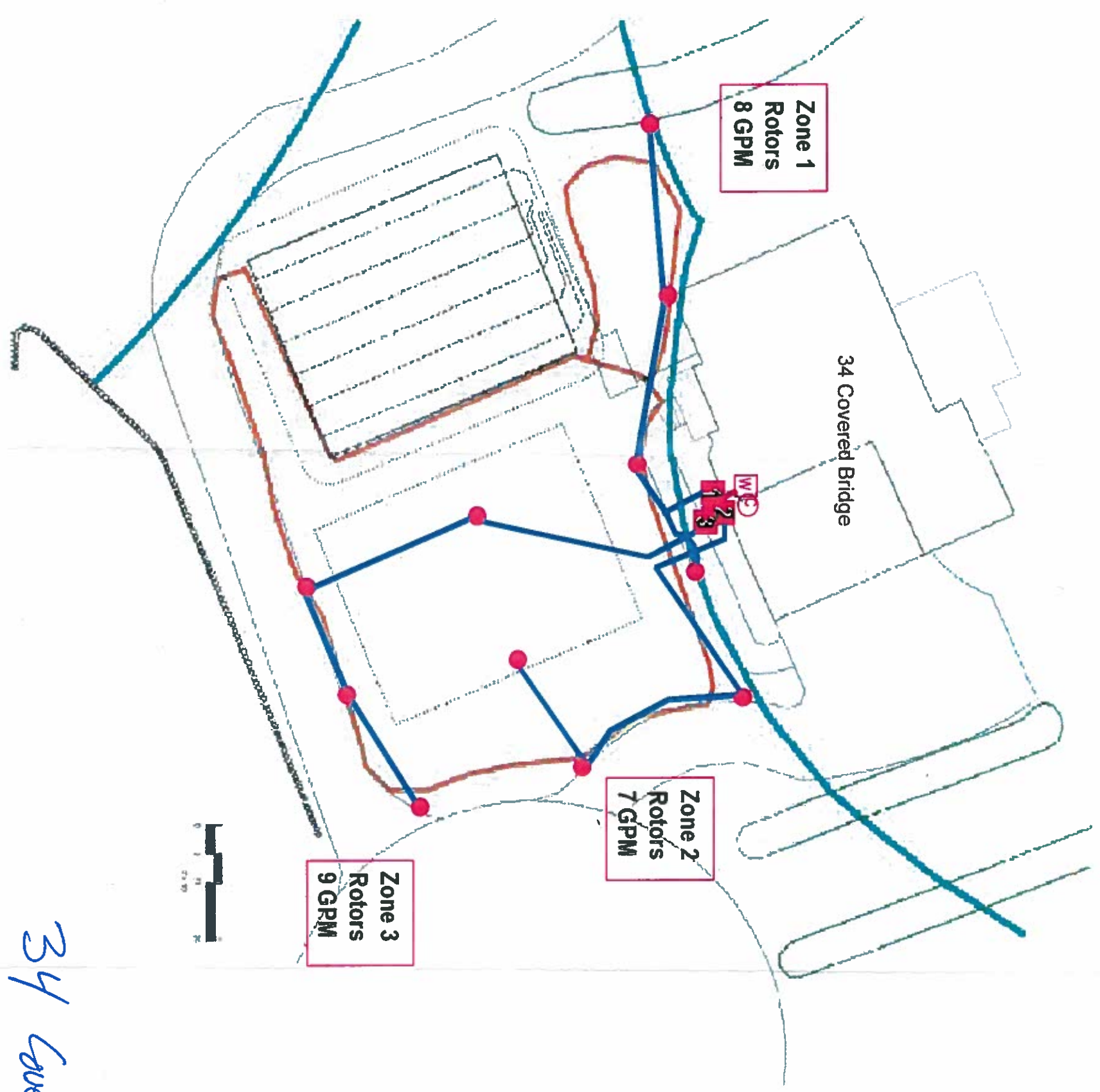
35 Covered Blvd  
 9500 St  
 Angstrom

- Rotor 11 EA
- 3408-100300 main line 1" 7 LF
- 3408-100300 zone line 1" 307 LF
- 1" Valve 3 EA

W = Watts 800-qt-0.75 Backflow preventer  
 w/ ball valve shut offs  
 C = Controller and Rain Sensor Location  
 Hunter Pro C controller  
 Hunter WR-CLK Rain sensor  
 Designed for 10 GPM @ 50 PSI  
 1" = 26.7'

26' 7"

Designed by B.O'Brien  
 Stateline Irrigation Supply



34 Covered Bridge Lane  
 3,800 Sq-ft Irrigation

**BoPW Meeting 5/17/2016**

**Board Review and Finalization of Letter from DPW to the  
Church of the Holy Spirit Regarding the Potential Transfer of  
Cremains to Lakeview Cemetery**





**WAYLAND DEPARTMENT OF PUBLIC WORKS**  
**TOWN OF WAYLAND**  
66 RIVER ROAD, Wayland, Massachusetts 01778-2697

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(508) 358-3672 • FAX (508) 358-4082

May 4, 2016

Rev. Fredrick P. Moser  
Church of the Holy Spirit  
169 Rice Road  
Wayland, MA 01778

Gerry Sullivan  
Chief Business Officer  
Episcopal Diocese of Massachusetts  
138 Tremont Street  
Boston, MA 02111

Dear Rev. Moser, Church Officials, and Mr. Gerry Sullivan,

Michael Lindeman, DPW Superintendent of Parks and Cemeteries, and Gay Hughes, DPW Department Assistant, met with Larry and Cheryl Smith on December 17, 2015 to discuss and explore the possibility of accepting cremains that can no longer remain on the property of the Church of the Holy Spirit, 169 Rice Road, Wayland, MA. On April 13, 2016 they met with Larry and Cheryl Smith from the Church of the Holy Spirit, and, Gerry Sullivan and Claudette Hunt from the Episcopal Diocese of Massachusetts. They were informed of the recent meeting between the church officials, Diocese members, and affected families where two parishioners expressed strong objections to the moving of these cremains. They were also informed that there are potentially two cremains that may not have living relatives to receive the disinterred cremains. The Town's requirements were reviewed, as directed below.

In order for the Town of Wayland to accept these cremains, each cremains must adhere to the Town of Wayland Cemeteries' Rules and Regulations (see the attached copies of the required documentation). All of the required Town of Wayland documents must be deemed in good order by the Town of Wayland before the burial of said cremains can be scheduled with the Town of Wayland.

Also, the Town of Wayland requires a McKenzie Urn, or, McKenzie-type of urn, which needs to withstand New England weather and stay intact for a minimum of 20 years underground (see attached description).

A designated recipient, descendent, or family member of the disinterred cremains must be the accepting party from the existing cemetery at the Church of the Holy Spirit. If the recipient, descendent, or family member decides to have the cremains buried in the Wayland cemetery,

they will need to contact the Town of Wayland, provide all of the required documentation, ensure that the McKenzie or McKenzie-type urn contains their family member's cremains, and thus schedule the burial.

The cost of the burials into the agreed upon Town of Wayland cemetery lots will be paid for and arranged by the Church of the Holy Spirit and/or the Episcopal Diocese.

The recipient, descendent, or family member(s) who decide to inter the disinterred cremains with the Town of Wayland must be aware of and follow the Rules and Regulations for the Town of Wayland Cemeteries.

The Church of the Holy Spirit will have adhered to all legalities related to the removal of these cremains from the grounds of the Church. The Town of Wayland will be held harmless of any legal ramifications resulting from the removal and transfer of said cremains.

The Town of Wayland will offer a maximum of four lots, measuring approximately 12 feet by 14 feet, to be divided into twelve, 3.5 feet x 3.5 feet grave plots. Each plot will contain burial space for two cremains and 2 flat markers which will be provided by the designated recipient, descendent, or family member. Flat markers are to measure 8" x 16", reflecting the names of the deceased and their respective dates of birth and death (please refer to attached diagram).

The Town of Wayland will allow one up right monument reflecting the new burial site for the Church of the Holy Spirit to be placed centered and at the head of this burial area with its inscription to be determined and approved by the Town of Wayland. This monument will measure no higher than 36 inches, no wider than 48 inches, and a depth of 12 inches.

Future internments are restricted to only the spouse of the interred deceased.

Thank you for your attention to this, and we look forward to hearing from you regarding the above requirements.

Thank you.

Sincerely,

Stephen Kadlik  
DPW Director  
Town of Wayland

Cc: Michael Lindeman  
DPW Superintendent, Parks and Cemeteries

Enc.



**BoPW Meeting 5/17/2016**

**Meeting with Representative from Finance Committee to  
Discuss Road Paving Strategy**

## Wayland DPW Highway - Road Resurfacing Program 2013/14

[illegible]

**1- Reconstruction** Road bed with new darainage, profile alignment and pavement

**2- Reclamation** Pulverize old surface, some drainage work, grade and place a minuium 3" bituminous asphalt surface.

**3- Resurfacing** Place an overlay layer over the road either "as is" or cold plane the existing surface

Notes: Completion schedule is dependent on favorable weather conditions and no unforeseen site complications.

\* Total sqft may also include sqft of cul de sac's and or areas of intersections.

## Wayland DPW Highway - Road Resurfacing Program 2014/15

Time Table	Road Name	Category	Width ft	Length ft	Total Sq Ft*	Repair Method	Estimated Cost	Estimated Time
June - July	Old Sudbury Rd	Connector	30	7100	213000	3	\$408,373.00	5 Weeks
Aug	Barley Lane	Local	22	620	13640	2	\$28,307.00	2 Weeks
Aug	Joels Way	Local	20	30	12359	2	\$27,105.00	2 Weeks
Sept	Hearthstone Circle	Local	24	1471	35304	2	\$80,835.00	3 Weeks
Sept	Langdon Rd	Local	24	879	21096	2	\$49,867.00	2 Weeks
Sept - Oct	Portion of Commonwealth RD	Connector	52, 30	1104-2100	120408	3	\$210,000.00	2 Weeks
Postponed	Pelham Island	Connector	22	9950	218900	2	\$423,000.00	4 Weeks
							\$1,227,487.00	

**1- Reconstruction** Road bed with new darainage, profile alignment and pavement

**2- Reclamation** Pulverize old surface, some drainage work, grade and place a minuium 3" bituminous asphalt surface.

**3- Resurfacing** Place an overlay layer over the road either "as is" or cold plane the existing surface

Notes: Completion schedule is dependent on favorable weather conditions and no unforeseen site complicaioins.

\* Total sqft may also include sqft of cul de sac's and or areas of intersections.

## Wayland DPW Highway - Road Resurfacing Program 2015/16

Time Table	Road Name	Category	Width ft	Length ft	Total Sq Ft*	Repair Method	Estimated Cost	Estimated Time
July	Rt 30 West	Connector	50,30	1104-2100	120408	3	\$284,969.00	
May - June	Happy Hollow	Local	24	1262	30288	2	\$69,579.00	
May - June	Rice Spring Lane	Local	26	2475	64350	2	\$139,526.00	
May - June	Juniper Lane	Local	26	330	8580	2	\$19,848.00	
May - June	Goodman Lane	Local	26	687	17862	2	\$41,530.00	
May - June	Nolan Farm Rd	Local	24	400	16835	2	\$39,370.00	
July- Aug	Pelham Island Rd	Local				3	\$85,000.00	
Aug - Sept	Rich Valley Rd	Local	23	2400	60739	2	\$127,771.00	
Aug - Sept	Sylvan Way	Local	22	1173	25806	2	\$58,015.00	
Aug - Sept	Haywood	Local	22	565	12430	2	\$27,215.00	
Aug - Sept	White Rd	Local	23	1920	44160	2	\$99,037.00	
Aug - Sept	Lundy Lane	Local	22	941	20702	2	\$13,775.00	Postponed
Postposed	Old Conn Path East	Connector	30-23	3300-5500	225500	3	\$559,670.00	
							\$1,565,305.00	

**1- Reconstruction** Road bed with new darainage, profile alignment and pavement

**2- Reclamation** Pulverize old surface, some drainage work, grade and place a minuium 3" bituminous asphalt surface.

**3- Resurfacing** Place an overlay layer over the road either "as is" or cold plane the existing surface

Notes: Completion schedule is dependent on favorable weather conditions and no unforeseen site complicatioins.

\* Total sqft may also include sqft of cul de sac's and or areas of intersections.

## Wayland DPW Highway - Road Resurfacing Program 2016/17

Time Table	Road Name	Category	Width ft	Length ft	Total Sq Ft*	Repair Method	Estimated Cost	Estimated Time
Aug-Sept	Bradford	Local	26	850	22100	2	\$49,541.00	
Aug-Sept	Shawmut Ave	Local	22	840	18480	2	\$45,772.00	
Aug-Sept	Harrison St.	Local	22	830	18260	2	\$44,722.00	
Aug-Sept	Damon St.	Local	24	630	15120	2	\$33,700.00	
Aug-Sept	Main St.	Connector	36	1150	41400	2	\$103,304.00	
July-Aug	Old Conn Path East	Connector	30, 23	3300-5500	225500	2	\$559,670.00	
Aug-Sept	Plain Rd phase 1	Connector	24	4750	114000	2	\$244,837.00	
June- Aug	Shaw	Local	24	3000	72000	2	\$184,400.00	
June- Aug	Fox Meadow	Local	24	1286	30864	2	\$79,729.00	
Sept-Oct	Commonwealth Rd wst.	Connector	50,30	1104-2100	120408	3	\$284,969.00	
							\$1,630,644.00	

**1- Reconstruction** Road bed with new darainage, profile alignment and pavement

**2- Reclamation** Pulverize old surface, some drainage work, grade and place a minuium 3" bituminous asphalt surface.

**3- Resurfacing** Place an overlay layer over the road either "as is" or cold plane the existing surface

Notes: Completion schedule is dependent on favorable weather conditions and no unforeseen site complicaioins.

\* Total sqft may also include sqft of cul de sac's and or areas of intersections.



<b>Fiscal Year</b>	<b>State Ch. 90 Funding</b>	<b>State Ch. 90 Expended</b>	<b>Capital Funding</b>	<b>Capital Expended</b>	<b>Total Funding</b>	<b>Total Expended</b>
2016	\$478,347.00	\$159,422.87	\$300,000.00	\$238,581.20	<b>\$778,347.00</b>	<b>\$398,004.07</b>
2015	\$713,134.00	\$521,894.45	\$250,000.00	\$250,000.00	<b>\$963,134.00</b>	<b>\$771,894.45</b>
2014	\$475,238.52	\$432,979.65	\$200,000.00	\$200,000.00	<b>\$675,238.52</b>	<b>\$632,979.65</b>
2013	\$474,762.00	\$89,413.41	\$200,000.00	\$200,000.00	<b>\$674,762.00</b>	<b>\$289,413.41</b>
2012	\$742,451.00	\$236,549.20	\$160,000.00	\$160,000.00	<b>\$902,451.00</b>	<b>\$396,549.20</b>

**CH. 90 BALANCE: \$1,443,672.94**

**The recommended annual funding level to maintain all 96 miles of roadway in town is \$2,100,000.**

# WAYLAND DPW ROAD RECONSTRUCTION SCHEDULE 1985-2016

*Updated 9/3/2015*

[illegible]

**BoPW Meeting 5/17/2016**

**Discussion and Possible Board Vote on Transfer Station FY17  
Sticker Fees**

TRANSFER STATION					
BALANCES AS OF MAY 12		88% OF YEAR COMPLETE			
ACCT #		FY16 YTD SPENT	FY15 YTD SPENT	FY14 YTD SPENT	FY14 to FY16 COST CHG
24494000	51001 Salaries	\$ 104,550.59	\$ 113,982.79	\$ 108,283.30	\$ 3,732.71
24494000	51140 Overtime	\$ 17,793.96	\$ 6,505.40	\$ 5,234.40	\$ (12,559.56)
<b>TRANSFER STATION SALARIES TOTAL</b>		<b>\$ 122,344.55</b>	<b>\$ 120,488.19</b>	<b>\$ 113,517.70</b>	<b>\$ (8,826.85)</b>
24494000	52101 Professional services	\$ 62,824.56	\$ 51,383.23	\$ 9,331.77	\$ (53,492.79)
24494000	52116 Equipment Repairs & Maint	\$ 10,811.54	\$ 8,876.79	\$ 25,611.64	\$ 14,800.10
24494000	52118 Equipment Rental	\$ 4,849.51	\$ 7,302.43	\$ 7,540.44	\$ 2,690.93
24494000	52123 Waste Ban Disposal	\$ 16,979.50	\$ 48,440.26	\$ 30,151.12	\$ 13,171.62
24494000	52148 Tipping Fees	\$ 128,629.50	\$ 70,851.40	\$ 95,138.60	\$ (33,490.90)
24494000	54100 Supplies	\$ 17,382.54	\$ 15,172.88	\$ 13,087.75	\$ (4,294.79)
24494000	54111 Vehicle Gasoline	\$ 2,368.74	\$ 4,026.45	\$ 2,938.86	\$ 570.12
24494000	54115 Uniforms	\$ 4,331.14	\$ 3,136.42	\$ 4,064.79	\$ (266.35)
24494000	54500 Small Equipment	\$ -	\$ 766.94	\$ 887.00	\$ 887.00
24494000	59710 Transfers to General Fund	\$ 47,726.00	\$ 42,895.00	\$ 42,831.00	\$ (4,895.00)
24494000	59783 Transfers to Trust Fund	\$ 384.00	\$ 15,668.00	\$ 1,321.00	\$ 937.00
<b>TRANSFER STATION REVENUE-SUPPORTED EXP/SALARY TOTAL</b>		<b>\$ 418,631.58</b>	<b>\$ 389,007.99</b>	<b>\$ 346,421.67</b>	<b>\$ (63,383.06)</b>
<b>24494000</b>	<b>54199 Waste Ban Revolving Account</b>	<b>\$ 279,448.89</b>	<b>\$ 298,322.18</b>	<b>\$ 282,423.54</b>	<b>\$ (2,974.65)</b>
<b>TRANSFER STATION REVENUE ACCOUNTS</b>					
24494000	43245 STICKERS	\$ 244,942.50	\$ 266,485.00	\$ 250,805.00	\$ (5,862.50)
24494000	43246 RECYCLE	\$ 3,346.83	\$ 9,485.72	\$ 15,313.00	\$ (11,966.17)
24494000	43247 PAYT	\$ 95,987.00	\$ 85,625.00	\$ 96,666.00	\$ (679.00)
24494000	43249 MISC. REVENUE	\$ 5,430.00	\$ 4,435.00	\$ 4,274.00	\$ 1,156.00
<b>TOTAL:</b>		<b>\$ 349,706.33</b>	<b>\$ 366,030.72</b>	<b>\$ 367,058.00</b>	<b>\$ (17,351.67)</b>

**The case for leaving the sticker fee at \$155:**

- Overtime costs have increased significantly in FY16 - an employee is currently out long-term, and the staffing levels have been maintained primarily by utilizing employees from other DPW Divisions on overtime.
- Professional services have increased due to the continued monitoring and reporting by Tighe & Bond (separate from the costs associated with the landfill monitoring). Expenses were also incurred relating to the set-up and wiring of the new office shed.
- Tipping fees have increased as we have had to increase the frequency of how often several of the dumpsters are emptied.
- Sticker sales have remain steady. Although a decrease in Sticker price may boost sales, gains would likely be offset by the increased hauling costs incurred.
- The value of single-stream recyclables has dropped significantly. While in the past we have been able to dispose offor free or even a slight profit, we are now paying roughly \$1000 per month disposal. The price of scrap metal is also significantly down.
- Grinding of wood debris has also been a growing expense. Residents have been disposing of an increasing amount of wood debris, resulting in needing more frequent rental of a tub grinder.
- We have been working with the MassDEP through their Susutainable Materials Recovery Program, applying for grants and exploring ways to increase the services offered at the Transfer Station. Instead of reducing the sticker fee, we would like to explore the additon of services (food waste/composting, improved/expanded give & take, etc)
- Funding for FY17 Capital Item #3: roof and door replacement (\$48,000) and #14 compactor replacement (\$40,000) are slated to be paid out of the revolving fund.

**Transfer Station 53 E 1/2****Indirect Cost Calculation- FY 2017****Calculation to determine the Funds budget as a % of General Fund budget**

Transfer Station 53 E 1/2 Budget-FY 16	549,726.00	
FY 2016 General Fund Budget	74,426,220.00	
Less Debt Budget	(7,751,665.00)	
Town budget (less debt)	66,674,555.00	
TS budget as % of GF budget	549,726.00	0.82%
	66,674,555.00	

**Calculation of Indirect Charges**

		% Allocation	Indirect Charge
<b>Administrative Budgets-FY16</b>			
Town Office	516,500.00		
Finance Office	370,001.00		
Personnel Board	15,000.00		
Total	901,501.00	0.82%	7,432.80
<b>Treasurer Budget-FY 16</b>	314,900.00	0.82%	2,596.32
<b>Insurance-FY16</b>			
GF Insurance	615,000.00	0.82%	5,070.62
<b>Fringe Benefits</b>			
Health & Life Insurance	Cost to town	100%	26,028.00
Retirement	Cost to town	100%	28,884.00
Medicare Tax on Payroll	Actual FY 15 payroll at 1.45%	100%	1,949.00
Total Indirect Charge			71,960.74



**BoPW Meeting 5/17/2016**

**DPW Director's Financial Report**

# TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

## FY16-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 5/12/2016

Week 45 of 52  
Program percentage - 88%

		BUDGET	YEAR-TO-DATE	%	ACTUAL EXPENSES		
					FY2015	FY2014	FY2013
<b><u>HIGHWAY</u></b>							
SALARIES	\$	966,612.81	\$ 737,686.18	76.32%	\$869,973.50	\$925,976.01	\$929,176.78
SERVICE EXPENSES	\$	256,088.96	\$ 224,339.51	87.60%	\$200,520.72	\$255,727.41	\$474,419.76
GOODS EXPENSES	\$	74,900.00	\$ 41,447.49	55.34%	\$65,913.38	\$65,005.75	\$54,512.37
<b>FY16 TOTAL</b>	<b>\$</b>	<b>1,297,601.77</b>	<b>\$ 1,003,473.18</b>	<b>77.33%</b>	<b>\$1,136,407.60</b>	<b>\$1,181,703.42</b>	<b>\$1,403,596.54</b>
<b><u>HIGHWAY-SNOW</u></b>							
OVERTIME	\$	125,000.00	\$ 96,602.26	77.28%	\$229,040.35	\$154,947.64	\$188,254.04
EXPENSES	\$	331,785.00	\$ 331,104.92	99.80%	\$721,887.27	\$479,879.04	\$423,406.34
<b>FY16 TOTAL</b>	<b>\$</b>	<b>456,785.00</b>	<b>\$ 427,707.18</b>	<b>93.63%</b>	<b>\$950,927.62</b>	<b>\$634,826.68</b>	<b>\$611,660.38</b>
<b><u>TRANSFER</u></b>							
SALARIES			\$ 122,344.55		\$134,433.30	\$131,574.30	\$129,038.29
Sticker Revenue	\$	244,942.50			\$291,752.35	\$259,100.00	\$312,199.00
Recycling Revenue	\$	3,346.83			\$10,140.99	\$17,954.04	\$21,819.28
PAYT Revenue	\$	95,987.00			\$92,076.00	\$126,729.00	\$132,650.00
Misc Revenue	\$	5,430.00			\$4,995.00	\$4,649.00	\$6,555.00
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>349,706.33</b>			<b>\$398,964.34</b>	<b>\$408,432.04</b>	<b>\$473,223.28</b>
REVENUE-SUPPORTED EXPENSES			\$ 320,365.43		\$267,179.29	\$219,246.72	\$201,614.95
<b>REVENUE-SUPPORTED SALARIES &amp; EXPENSES</b>			<b>\$ 442,709.98</b>	<b>126.59%</b>	<b>\$401,612.59</b>	<b>\$350,821.02</b>	<b>\$330,653.24</b>
REVOLVING ACCOUNT BALANCE			\$ 279,448.89		\$298,322.18	\$282,423.54	\$186,560.52
LANDFILL EXPENSES	\$	65,000.00	\$ 17,997.14	27.69%	\$32,916.40	\$61,776.23	\$45,808.14
<b><u>PARK</u></b>							
TOTAL SALARIES	\$	516,166.83	\$ 408,803.17	79.20%	\$400,263.40	\$378,235.97	\$378,221.29
SERVICE EXPENSES	\$	217,646.34	\$ 159,175.82	73.14%	\$97,502.83	\$101,809.80	\$112,011.11
GOODS EXPENSES	\$	108,693.28	\$ 41,503.63	38.18%	\$122,435.11	\$128,289.42	\$117,243.36
<b>FY16 TOTAL</b>	<b>\$</b>	<b>842,506.45</b>	<b>\$ 609,482.62</b>	<b>72.34%</b>	<b>\$620,201.34</b>	<b>\$608,335.19</b>	<b>\$607,475.76</b>
<b><u>WATER</u></b>							
SALARIES	\$	731,834.00	\$ 597,504.34	81.64%	\$655,093.93	\$658,358.59	\$659,202.45
EXPENSES	\$	1,588,132.27	\$ 1,470,321.33	92.58%	\$1,355,257.56	\$1,306,761.61	\$1,205,407.74
<b>WATER-BONDS</b>	<b>\$</b>	<b>1,115,704.00</b>	<b>\$ 1,064,627.31</b>	<b>95.42%</b>	<b>\$1,046,453.13</b>	<b>\$1,167,749.37</b>	<b>\$1,215,021.25</b>
<b>FY16 TOTAL</b>	<b>\$</b>	<b>3,435,670.27</b>	<b>\$ 3,132,452.98</b>	<b>91.17%</b>	<b>\$3,056,804.62</b>	<b>\$3,132,869.57</b>	<b>\$3,079,631.44</b>
<b>TOTAL DPW FUNDING FOR FY16</b>							
	<b>\$</b>	<b>6,382,269.82</b>	<b>\$ 5,493,481.39</b>	<b>86.07%</b>	<b>\$6,031,520.47</b>	<b>\$5,776,981.58</b>	<b>\$5,903,979.07</b>

## **BoPW Meeting 5/17/2016**

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

**BoPW Meeting 5/17/2016**

**Review and Approve the Minutes of the 3/30/2016 and  
4/26/2016 Meetings**

# **WAYLAND BOARD OF PUBLIC WORKS**

Wayland DPW Facility

March 30, 2016

7:00 PM

MEETING MINUTES

**DRAFT**

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

Meeting opened at 7:00 PM

Brown noted that the meeting is not being recorded.

Brown opened the meeting with a review of the agenda.

Brown asked for public comment – there was none.

## **Discussion and Possible Vote to Transfer / Re-Affirm Transfer of 207 Main St. to School Committee**

Brown clarified that 195 Main Street is the area known as the former DPW facility, 193 Main Street is a small sliver of land located directly south of 195 Main Street, and 207 Main Street is the parcel of land located on the opposite side of the Middle School driveway.

Brown noted that a vote at 1968 Town meeting authorized the transfer of 207 Main Street to the School Committee from the Board of Road Commissioners.

Brown added that the records are unclear if the Board of Road Commissioners ever formally transferred the land.

Lowery noted that, in his opinion, there is no compelling reason that the transfer of land must occur prior to Town Meeting.

Mishara added that, in his opinion, the vote to transfer the land is only a housekeeping measure.

Lowery noted that a drainage swale was placed on the land in 2006, and an order of conditions from the Conservation Commission exists that limits the potential uses of the land.

Lowery urged that the School Committee be made aware of the existence of the order of conditions.

Mishara made a motion that the Board of Public Works:

(1) Confirm and reaffirm the Board of Road Commissioner's determination, if any, and determine, pursuant to Massachusetts General Laws Chapter 40, Section 15A, that the parcel of Town-owned land on Main Street, Wayland, Massachusetts now known and numbered as 207

Main Street, Wayland, Massachusetts, containing 2.0 acres, more or less, and shown as Lot B on the plan recorded with the Middlesex South Registry of Deeds as Plan No. 1449 of 1954, is no longer needed for refuse disposal site or dump purposes; and

(2) in accordance with and pursuant to the vote of the 1968 Annual Town Meeting under Article 39 of the Warrant therefor, confirm the transfer and transfer the care, custody, management and control of said Lot B to the School Committee for school purposes.

(3) Note that this land is subject to Wayland Conservation Commission Order of Conditions and Wayland Chapter 194 Permit, DEP File 322-640, dated March 2, 2006.

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

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

- 04/02/2004 - GeoSyntec Consultants Dudley Pond Proposed Stormwater BMP Locations

- 03/30/2016 – Motion re: 207 Main Street (with amendments)

**Discussion and Possible Vote on Mast Arms for Five Paths Intersection – ATM Article 16**

Brown noted that the estimate of \$335,000 is for regular black mast arms, and the installation of ornamental mast arms would add approximately \$50,000 to the cost of the project.

Brown asked if the Board should seek the additional \$50,000 for ornamental arms on Town Meeting floor.

Baston noted that the standard black mast arms do not look noticeably different from the ornamental arms.

Brown noted that, in his opinion, the article should be presented at Town Meeting as originally planned without any changes.

Baston noted that the addition of ornamental mast arms could be presented as an amendment at Town Meeting.

Baston departed at 7:28 PM.

Mishara cautioned that proposing an amendment may split Town meeting vote and jeopardize the whole article.

Brown noted that the sense of the Board was to present the article unchanged, and as such no Board vote is necessary.

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

Mishara made a motion to adjourn.

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

Meeting adjourned at 7:30 PM



# **WAYLAND BOARD OF PUBLIC WORKS**

Wayland DPW Facility

April 26, 2016

7:00 PM

MEETING MINUTES

**DRAFT**

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

Meeting opened at 7:00 PM

Brown noted that the meeting is being recorded.

Brown opened the meeting with a review of the agenda.

Brown asked for public comment – there was none.

## **Election of Chair and Vice Chair**

Brown nominated Lowery for Vice Chair.

Mishara 2<sup>nd</sup>.

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

Lowery nominated Brown for Chair.

Baston 2<sup>nd</sup>.

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

## **Physical Alteration Permit – 150 Main Street**

Phil Henry of Civil Design Group and Matthew Levy of 150 Main Street, LLC appeared before the board to discuss their Physical Alteration Permit application.

Brown noted that the permit has not changed since the last permit was issued.

Lowery asked if the plans submitted with the Physical Alteration permit are modified, would a new permit need to be filed.

Henry and Levy confirmed a new permit would need to be filed.

Mishara made a motion to approve the Physical Alteration Permit for 150 Main Street.

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

*Items Included as Part of Agenda Packet for Discussion*  
*- 8/19/2015 Physical Alteration Permit and associated plans*

**Discussion of Water Meter Testing Results Regarding the Request for Water Abatement of 92 Commonwealth Road**

Lowery asked how much it cost the Water Division to test the meter.

Water Superintendent Don Millette noted that it cost the Water Division about \$135, but the Town is legally allowed to charge no more than \$3 for the test.

Millette suggested that in the future the cost of testing a meter be paid directly by the homeowner.

Lowery made a motion that a letter be sent to 92 Commonwealth Road, confirm the amount they had paid and granting them a credit for any interest charges.

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

*Items Distributed for Information and Use by the Board of Public Works*  
*- Documents from 12/15/2015 Abatement Request*  
*- 1/15/2016 Water Meter Testing Results from Regan Supply & Testing Service*  
*- 4/10/2016 Letter and copy of check from Sandra Masters of 92 Commonwealth Road re: payment of water bill.*

**Irrigation Permit Review – 79 Glezen Lane**

John Renterghem of 70 Glezen Lane appeared before the Board to discuss his application for the installation of an irrigation system.

Brown asked Kadlik if he has reviewed the application and if all requirements are met.

Kadlik confirmed that he has and the proposed system is in compliance.

Lowery advised Renterghem that seasonal watering bans may limit times the system may be used, and described the abatement process for water lost due to malfunctioning irrigation systems.

Wegerbauer advised Renterghem about the potential benefits of a Town-wide radio-read meter system, and encouraged his support.

Mishara made a motion to approve the irrigation application for 79 Glezen as submitted.

Wegerbauer 2<sup>nd</sup>.

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

***Items Included as Part of Agenda Packet for Discussion***

*- 79 Glezen Lane Irrigation Application and plan*

**Request for Water Abatement – 20 Pine Needle Road**

Linus and Karen Vachon of 20 Pine Needle Road appeared before the Board to discuss their request for abatement.

Brown described the abatement policy for leaks relating to irrigation systems, noting that abatements are generally granted for only 20% of the value of the lost water.

Wegerbauer made a motion to abate the 9/25/15 water bill for 20 Pine Needle Road for a total of 26,000 units, waiving all interest and fees.

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

Lowery suggested that in the future an irrigation-related abatement could be larger if the homeowner agrees to install a separate irrigation meter.

***Items Included as Part of Agenda Packet for Discussion***

- 11/2/2015 email from Karen Vachon re: Request to File an Abatement*
- 3/14/2016 follow-up email from Karen Vachon re: Request to File an Abatement*
- 11/10/2015 Invoice from Michael Zeolla for repairs to irrigation system*
- Copy of 9/25/2015 water bill and associated usage and payment history.*

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

- Copy of 20 Pine Needle Road Irrigation Application*

**Meeting with Members of the Now-Disbanded Beautification Committee**

Laurel Gill of 242 Stonebridge Road appeared before the Board to discuss the role previously handled by the Beautification Committee.

Kadlik noted that the flower boxes at Oak and Rice have been struck by cars several times, and he feels it is extremely unsafe to continue placing flower boxes on the islands at the intersection.

Kadlik discussed with the Board information provided by Regina Kennedy concerning the specific planting sites previously handled by the Beautification Committee.

Lowery asked if it should be a function of the DPW to maintain aesthetic and decorative sites in Town.

Kadlik suggested a planting container be moved to the island on Woodridge Road.

Lowery suggested several potential locations for planting containers, including Mansion Beach and Mill Pond.

Kadlik expressed his concern that using DPW crews to water the plantings would create an undue disruption to the existing workflow.

Lowery noted he would like to see the DPW to take it on for a one-year period to assess he funding and

Lowery made a motion that the DPW assist with the watering of the applicable plantings formerly maintained by the Beautification Committee for a one-year trial period, subject to re-evaluation prior to setting FY18 budgets.

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

Lowery suggested that a posting be placed on the DPW Facebook page seeking volunteers to assist in maintaining the plantings.

### **Discussion of Road Improvement Plan**

The Board discussed the 2016/2017 Road Resurfacing Program plan.

Lowery noted that there are several factors dictating road resurfacing projects that make accurate long-term planning very difficult.

Kadlik noted that traditionally, road construction has been conducted by scheduling one project on the north side, one on the south side, and one main connector road.

The Board discussed the potential drafting of a long-term resurfacing schedule, but cautioned that it should only be viewed as a guide.

Lowery made a motion that the Board approves the Wayland DPW Road Resurfacing Program 2016/2017, including the roads highlighted in yellow but removing the note that they will be rescheduled to 2018.

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

Brown noted he will invite Finance Committee member Carol Martin to the next meeting to discuss the potentially providing a long-term road resurfacing schedule.

*Items Included as Part of Agenda Packet for Discussion*  
*- Wayland DPW Highway – Road Resurfacing Program 2016/2017*

### **Discussion and Possible Board Vote on Draft MOU Between the DPW, Recreation, and School Dept.**

Kadlik described the development of the draft MOU to the Board.

Mishara noted that, in his opinion, the Boards and Commissions should not be parties to the agreement to the MOU.

Lowery asked how actual costs would be tracked relating to the maintenance of specific facilities covered by the agreement.

Lowery noted that the Town's parks are not represented by the MOU.

Baston expressed his concern that the language of the MOU may potentially result in the Board of Public Works relinquishing some of their budgetary approval authority to the Finance Committee.

Lowery suggested that the MOU should be annually reviewed.

Brown suggested that the Finance Director also be included on the committee.

***Items Included as Part of Agenda Packet for Discussion***

*- Draft Memorandum of Understanding Between the Wayland School Committee, Wayland Recreation Commission, and Wayland Board of Public Works.*

**Update on Library Drainage Project**

Kadlik reviewed the update provided by Janet Moonan of Tighe & Bond.

Lowery suggested that Kadlik write a letter to Conservation Administrator Brian Monahan requesting he respond to Moonan's request indicated in her 4/20/16 project update.

***Items Included as Part of Agenda Packet for Discussion***

*- 4/20/2016 email from Janet Moonan re: Library Drainage Project Update  
- 3/1/2016 MEMA Mitigation Program Quarterly Report*

**DPW Director's Operational Report**

Millette discussed the concerns of a homeowner at 75 Old Sudbury Road about the potential for elevated levels of lead in their water, noting that the water testing results came back negative for lead.

Millette requested the Board's permission to excavate the road in front of 75 Old Sudbury Road to determine if there is a lead gooseneck on the home's water service.

Lowery asked how many potential lead goosenecks may still be in service.

Millette noted that they have determined that approximately 48 may remain in service.

Wegerbauer noted that, in his opinion, the digging should be delayed until more information is gathered, as the water has been eliminated as a potential source of the lead.

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

Wegerbauer asked if an analysis has ever been conducted comparing the costs of using Town water versus MWRA water.

Lowery recalled that an analysis had been done in the past, and the connection costs were considered to be so substantial that it was unfeasible.

Mishara asked if the intersection work approved at Town Meeting is on schedule.

Kadlik noted the projects are on schedule and will be going out to bid shortly.

Lowery noted that the Town Meeting Article 31: Fund Glezen Lane Traffic Control Measures was withdrawn without the prior knowledge of the Board of Public Works, and requested that Brown consult with the Board of Selectmen to determine the cause of the withdrawal.

Brown noted that he had further information on the subject, and noted it should be discussed in executive session during a future meeting.

Lowery noted that trees have not yet been adequately planted along River Road as had been agreed to replace trees that had been removed in error during the construction process of the DPW Facility.

Brown discussed the status of a reported drainage issue on Stonebridge Road.

Kadlik described the history of the maintenance to catch basins in the Stonebridge area.

The Board determined that the next meeting will occur on May 17 and May 24.

#### **Review and Approve Minutes (Delivered in Advance of the Meeting)**

Lowery noted that during the discussion of ATM articles, the Warrant Hearing, not Town Meeting should be referred to.

Lowery noted that the discussion on Stone's Bridge was not a joint meeting with the Historical Commission.

Baston noted a correction in the wording of the motion concerning the discussion of Stone's Bridge.

Mishara noted a typographical error at the top of page 2.

Lowey asked Millette when the information Lead & Copper Statement would be published.

Millette replied that the Lead & Copper Statement would be finalized and published shortly.

Brown made a motion to approve the minutes of the 3/22/2016 meeting as amended.

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

**Executive Session to Discuss the Purchase and Value of Real Estate at 107 Old Sudbury Road, Wayland, Massachusetts and to Review and Approve the Executive Session Minutes of the 3/8/2016 and 3/22/2016 Meetings**

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 the purchase and value of real estate at 107 Old Sudbury Road, Wayland, Massachusetts and to review and approve the executive session minutes of the 3/8/2016 and 3/22/2016 meetings.

Wegerbauer 2<sup>nd</sup>.

Roll call vote: Baston – aye, Brown – aye, Lowery – aye, Mishara – aye, Wegerbauer – aye.

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

Brown noted the Board would reconvene in open session in approximately fifteen minutes for the purpose of adjourning.

The Board entered into executive session at 9:28PM.

The Board reconvened in open session at 9:54PM.

Mishara made a motion to adjourn.

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

Meeting adjourned at 9:56PM.



**BoPW Meeting 5/17/2016**

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

**BoPW Meeting 5/17/2016**

**Executive Session to Discuss Strategy with Respect to Recent  
Actions Regarding Bernstein et al v. Wayland Planning Board  
et al and to Review and Approve the Executive Session  
Minutes of the 4/26/2016 Meeting**

## **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 and to review and approve the executive session minutes of the 4/26/2016 meeting.

<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.