

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: _____ Dan Cabral

DATE OF MEETING: _____ December 6, 2016

TIME OF MEETING: _____ 7:00 PM

PLACE OF MEETING: _____ DPW Facility – 66 River Road

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
- 7:01 Public Comment
- 7:05 Discussion of Streets for Acceptance and MassDOT Complete Streets Program with Planning Board Member Daniel Hill and Town Planner Sarkis Sarkisian
- 7:30 Interview of DPW Director Candidate T. Holder
- 8:00 Library Drainage and Other Construction Projects Update
- 8:10 Discussion of Cellular-Read Meters
- 8:25 Discussion of Funding MWRA Connection Study
- 8:35 Discussion of Water Capital Requests & Water Capital Prioritization
- 8:40 Update on Status of DPW Lay-Down Area
- 8:50 DPW Director's Financial Report
- 8:55 Board Members' Reports, Concerns, and Updates
- 9:10 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 9:15 Review and Approve Minutes (Delivered in Advance of the Meeting)
- 9:20 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 12/06/2016

**Discussion of Streets for Acceptance and MassDOT Complete
Streets Program with Planning Board Member Daniel Hill and
Town Planner Sarkis Sarkisian**



TOWN OF WAYLAND
MASSACHUSETTS
01778

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358 7701
FAX: (508) 358-3627

July 25, 2002

BY HAND

Joseph T. Laydon
Town Planner
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778

RE: Acceptance of Subdivision Streets as Town Ways

Dear Joe:

You have asked me to briefly describe the steps in the road lay out and acceptance process for subdivision streets. The following actions are required by law in order to lay out and accept subdivision streets as town ways, after the Planning Board has determined that the road has been completely constructed in accordance with the approved subdivision plan.

1. Road Lay Out Plan

A plan must be prepared by a registered land surveyor or civil engineer showing the road layout (boundaries). If the road is accurately shown on a recorded subdivision plan or an as built plan, no new plan need be prepared.

2. Notice of Intention to Lay Out a Town Way

At least seven days prior to the Board of Road Commissioner's ("BORC") vote to lay out a way, the BORC must give notice, by in hand delivery (Constable) to the persons whose land will be taken or otherwise acquired for such purpose. The notice should state the date, time and place of the BORC's meeting at which the road lay out will be discussed and voted on. A public hearing is not required, but is recommended. M.G.L. c. 82, §22.

3. Lay Out Vote

The road lay out is accomplished by a vote of the BORC to lay out the road as shown on the layout plan. M.G.L. c. 82, §21.

4. Planning Board Recommendation

All proposed lay outs of town ways must be referred to the Planning Board for a recommendation. The lay out cannot take effect until the Planning Board renders its report or forty-five days have elapsed without a report. M.G.L. c. 41, §81H or §81I.

5. Filing of Layout Plan and Report

The lay out plan must be filed in the Office of the Town Clerk along with a report of specifying the manner in which the way is laid out with a description of the location and the bounds of the way. M.G.L. c. 82, §23.

6. Town Meeting Vote of Acceptance

Not less than seven days after the lay out plan is filed in the Office of the Town Clerk, the way must be accepted as a town way by majority vote of a town meeting. M.G.L. c. 82, §23.

7. Acquisition

If the land comprising the accepted town way is going to be acquired by an eminent domain taking or deed(s) (purchase or gift), the order of taking or deed(s) must be recorded with the registry of deeds within 120 days after the termination of the town meeting at which the lay out was accepted. M.G.L. c. 82, §24.

8. Permanent Bounds

The BORC must cause permanent bounds to be erected at the termini and angles of all ways laid out by them. The developer's installation these bounds as required by the Planning Board's Subdivision Rules and Regulations (Page 32) satisfies this requirement. M.G.L. c. 86, §1.

If you have any questions about the foregoing procedures, do not hesitate to contact me at (978) 369-9100 or e-mail me at mjlanza@attbi.com.

Sincerely yours,

Mark J. Lanza

Mark J. Lanza
Town Counsel

MJL/ms
cc Board of Road Comm'rs

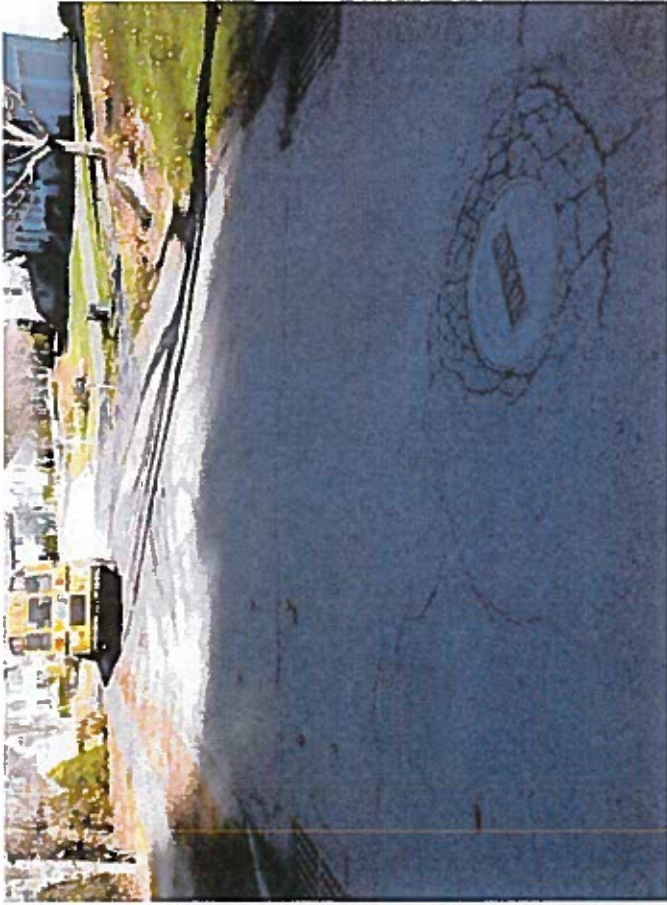
Road Construction Cost Form

Green Way

Est

11/22/2016

Surface Area	Area	Cost per	Amounts	Total Cost
Width in ft	23			
Length in ft	1,200			
Culd a sac or Misc ft				
Total sq ft	27600			
Total Sq Yards	3067			
Reclamation				
Sq Yards @ \$1.70		\$2.25	3067	\$6,900.75
Milling				
Sq Yards @ \$2.75	0	\$2.75	0	\$0.00
Tack and Misc				\$0.00
Base/Binder	2"	\$52.00	345	\$17,940.00
Top Coarse	1.75"	\$56.00	302	\$16,912.00
Leveling Coarse		\$69.00		
65% or top				
Catchbasins		\$250.00	11	\$2,750.00
Manholes		\$250.00	17	\$4,250.00
Water Gates		\$90.00	7	\$630.00
Gas Gates		\$90.00	0	\$0.00
Berm		\$74.00	65	\$4,810.00
Driveway Rd Apron ft		\$74.00	100	\$7,400.00
Police Details		\$50.00	60	\$3,000.00
Misc:				
Overtime		\$40.00	60	\$2,400.00
Sub total				\$66,992.75
Plus minus Cost Esc.		5.00%		\$3,350.00
Total Cost				\$70,342.75



Green Way

Recommendations:

As built plans

Drainage plans and maintenance and poss. repairs

Full depth reclamation. all Structures re-set

Paving



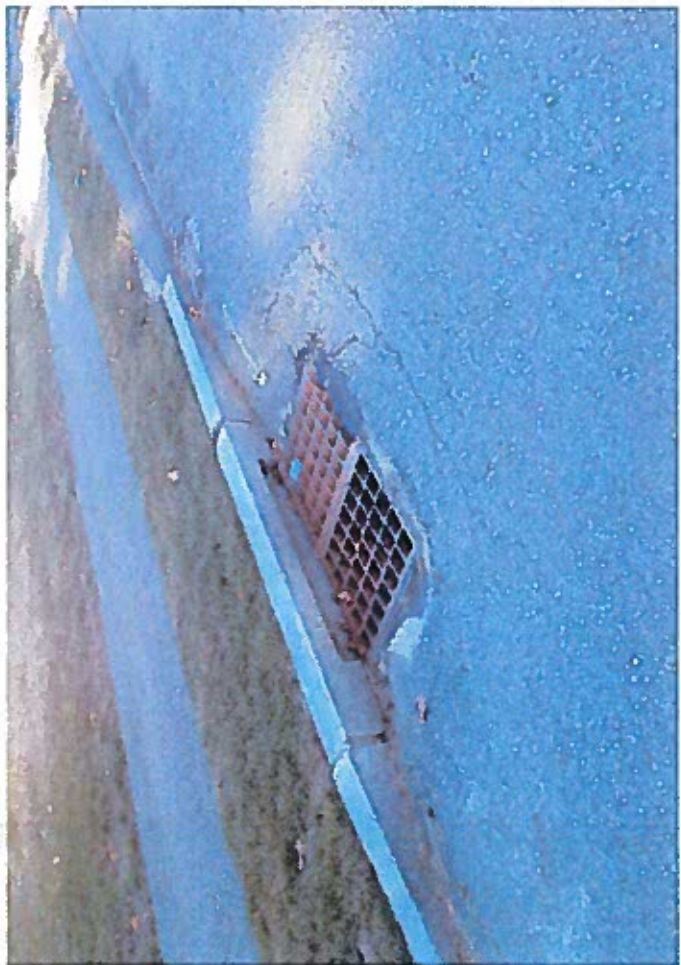
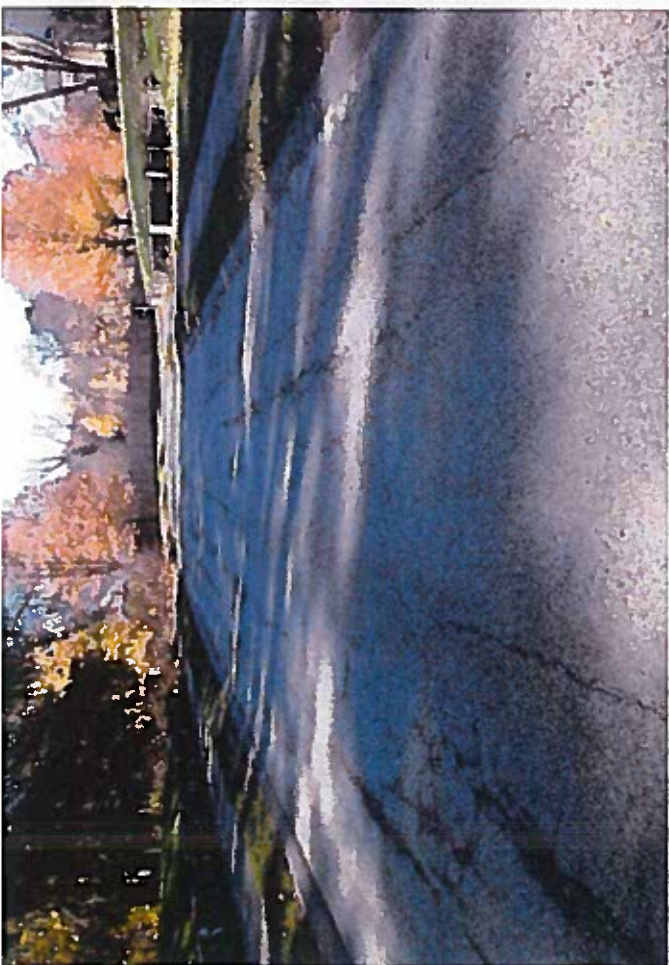
Road Construction Cost Form

Spencer Circle

Est.

11/21/2016

Surface Area	Area	Cost per	Amounts	Total Cost
Width in ft	21			
Length in ft	680			
Culd a sac or Misc ft				
Total sq ft	14280			
Total Sq Yards	1587			
Reclamation				
Sq Yards @ \$1.70		\$2.25	1587	\$3,570.75
Milling				
Sq Yards @ \$2.75	0	\$2.75	0	\$0.00
Tack and Misc				\$0.00
Base/Binder	2"	\$52.00	179	\$9,308.00
Top Coarse	1.75"	\$56.00	157	\$8,792.00
Leveling Coarse		\$69.00		
65% or top				
Catchbasins		\$250.00	2	\$500.00
Manholes		\$250.00	2	\$500.00
Water Gates		\$90.00	1	\$90.00
Gas Gates		\$90.00	0	\$0.00
Berm	1300	\$74.00	33	\$2,442.00
Driveway Rd Apron ft		\$74.00	20	\$1,480.00
Police Details		\$50.00	48	\$2,400.00
Misc:				
Overtime		\$40.00	20	\$800.00
Sub total				\$29,882.75
Plus minus Cost Esc.		5.00%		\$1,500.00
Total Cost				\$32,182.75

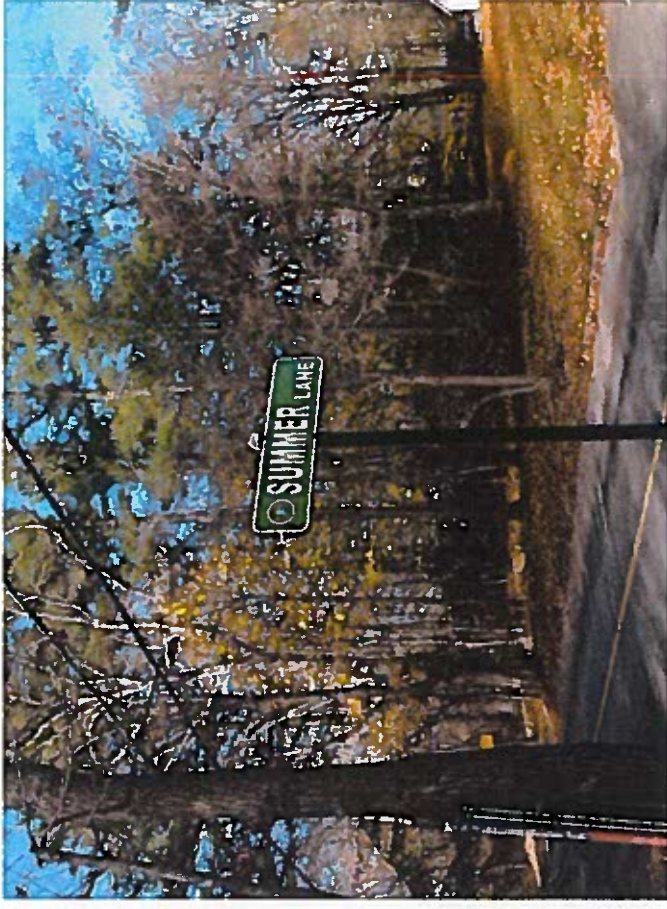


Summer Lane

Recommendations:

As built plans

Any drainage maintenance plan





Dylans Circle

Recommendations:

As built plans

Any drainage maintenance plan

Remove, Replace, Finish area where line is above grade

Street Acceptance pnch list 2016

Street name	Year approved	Asbuilts complete	Planning Board vote/recommendation	Final paving	Notice of lay out by Board of Public Works/filing of plan	Outstanding construction issues	Road Schedule	Bond in place
Greenways	1998	complete	complete	complete	No	Detention Basin needs to be corrected	Under Construction	No
Summer Lane	2011	complete	complete	complete	No			Yes
Dylan Circle	2003	complete	complete	complete	No	Town Planner held developer off from final paving until all the foundations were installed.	Under construction and was completed in November 2016	Yes
Spencer Circle	2000	complete	complete	complete	No	Pavement condition poor		No

Mass DOT Complete Streets Program

About the Program:

The program, which supports Complete Streets—a design approach that focuses on the safety and comfort of all roadway users, including pedestrians, bicyclists, and public transit—was developed to encourage municipalities to adopt a strategic and comprehensive method to implement Complete Streets components on every roadway to improve safety and mobility in transportation.

Complete Streets Policy Development

- o Prepare complete streets policy for program funding eligibility

Complete Streets Prioritization Plan

- o Asset inventory and management
- o Multimodal network gap analysis
- o Develop candidate list of mission-critical infrastructure for investment
- o Cultivate strategies to prioritize projects
- o Evaluate projects for funding opportunities

Complete Streets Planning/Design

- o Project evaluation and peer review
- o Multimodal infrastructure design and engineering
- o Shared-use paths
- o Pedestrian and bicycle accommodations
- o Transit infrastructure and connectivity
- o Community Master Planning
- o Near-term and long range transportation planning
- o Comprehensive land use master planning
- o Transportation studies
- o Intermodal plan integrating motorized and non-motorized travel

Community Consensus Building

- o Neighborhood meetings
- o Charettes and workshops
- o Public meetings and consensus building

The Complete Streets Funding Program was presented by MassDOT at the 2015 Moving Together Conference and it began accepting its first applications for funding in 2016.

BoPW Meeting 12/06/2016

Interview with DPW Director Candidate T. Holder

BoPW Meeting 12/06/2016

Library Drainage and Other Construction Projects Update

BoPW Meeting 12/06/2016

Discussion of Cellular-Read Meters

BoPW Meeting 12/06/2016

Discussion of Funding MWRA Connection Study



November 22, 2016

Mr. Mike Lindeman, Interim Director
Department of Public Works
Town of Wayland
66 River Road
Wayland, MA 01778

Subject: Proposal for Engineering Services
Alternative Water Supply Analysis
T&H No. 5051

Dear Mr. Lindeman:

As requested, Tata & Howard, Inc. is pleased to provide our proposal for engineering services for an alternative water supply analysis for the Town to connect to MWRA at three possible locations versus maximizing the existing sources. The project includes a review of a previously completed demand analysis, water quality compatibility evaluation, and short term and long term cost analysis for the Town to connect to the MWRA versus short term and long term costs associated with maximizing the Town's own sources. The scope of work associated with the project is summarized below.

Scope of Work

Task 1: Extended Period Simulation Modeling

1. Obtain system data on water levels, discharge flows, and discharge pressures at the water treatment facility, wells, tank, and pump stations.
2. Obtain from the OWNER information on distribution system controls such as operational characteristics of the pumps, valves, and storage tanks.
3. The system controls and information collected will be utilized to perform an extended period simulation (EPS) verification of the distribution system using the verified hydraulic model. The model will be calibrated to match field data and the diurnal patterns will be adjusted accordingly.
4. Use EPS to estimate the existing water age in the existing distribution system.
5. Submit a brief technical memorandum summarizing the methodologies.

The total proposed fee for Task 1 is Six Thousand Dollars (\$6,000).

Task 2: Maximizing Wayland's Existing Water Supply Sources

1. Review existing water distribution system supplies and existing and projected demands. Demand projections previously completed for the Wayland water distribution system will be utilized. The review of the existing supplies will include reviewing permitted and registration volumes, existing pumping rates, and recent water quality data from each source.
2. Work with Massachusetts Department of Environmental Protection (MassDEP) to review the potential to transfer registration volumes between sources. We have budgeted for one meeting with the MassDEP.
3. Review the potential to expand the permitted capacity at the Chamberlain Well.
4. Review the potential impact of the Sustainable Water Management Initiative (SWMI) on the Town's options for modifications to the permitted capacity. These impacts could include mitigation measures for demands over the Town's determined baseline demand.
5. Determine long term capacity capabilities and options from the Town's existing sources including a review of potential yield versus existing capacity.
6. Provide short term and long term options and costs for treatment of iron and manganese for the Town's sources, if needed.
7. Use EPS to evaluate significant changes to flow direction or velocity if the average daily pumping volumes at any well were to significantly change. Water distribution system improvements may be required to address water quality concerns associated with changes to flow directions or any restrictions associated with significant increases in velocities.
8. Prepare a letter summarizing the results of the evaluation.

The total proposed fee for Task 2 is Eighteen Thousand Eight Hundred Dollars (\$18,800).

Task 3: Feasibility of MWRA Connections

1. Determine the feasibility of an interconnection with the Framingham distribution system at one location, the Weston distribution system at one location, and the MWRA at one location. Feasibility will be determined by reviewing system conditions, system

demands, hydraulic gradeline elevations, and existing infrastructure for each water distribution system.

2. Compile and review pertinent available water supply and water quality data from MWRA, Framingham, and Weston.
3. Review existing water distribution system supplies and existing and projected demands in each system to determine the amount of water available through the potential interconnections. Budgeted hours for this task are based on demand projections developed by Framingham and Weston prior to completion of this evaluation.
4. Evaluate the hydraulic gradelines at the three potential interconnection locations. Determine infrastructure needed to facilitate a permanent interconnection at the three potential interconnection locations.
5. Evaluate the water quality, including but not limited to, pH, fluoridation, and disinfection methods, of the MWRA system compared to the Town's water distribution system. Review potential impacts for blending of the two water supplies and any new or modified chemical treatment requirements for Wayland that may be necessary for blending the two systems.
6. Develop cost estimates for buy-in fees, rates, and expanding the infrastructure to incorporate supply from MWRA, Framingham, and Weston.
7. Evaluate transmission routes and potential pump station or pressure reducing requirements for connections to MWRA.
8. Attend up to four (4) meeting with the Owner and MWRA to discuss supply options, projected demand needs, and fees.
9. Prepare a draft letter report detailing the findings of the study. Submit two copies of the draft letter report to the Owner for review and comment. Upon receipt of all comments, prepare four copies and one electronic copy of the final letter report.

The total proposed fee for Task 3 is Twenty Six Thousand Eight Hundred Dollars (\$26,800).

Task 4: Additional Analysis with Potential MWRA Connections (If interconnections discussed in Task 3 are considered feasible and cost effective)

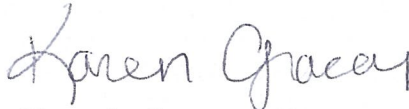
1. Obtain hydraulic gradeline elevations and flow capacity at the potential interconnections from Framingham, Weston, and/or MWRA to use in the Wayland hydraulic model.

2. Use EPS to determine potential impacts to flow direction or water quality from blending the MWRA water into the Wayland water distribution system. Water quality analysis will include water age and source trace analysis. Water age information would be compared to existing water age to look at areas in the system that have significant changes in water age. This could indicate areas with increased changes to water chemistry. The source trace analysis will be used to model the water coming from the interconnection and determine the extents of blending the additional supply into the Wayland water distribution system.
3. Review costs analysis completed in Task 3 and EPS evaluations to provide a summary of the interconnection options.
4. Prepare a letter summarizing the results of the evaluation.

The total proposed fee for Task 4 is Six Thousand Dollars (\$6,000) for each interconnection evaluated. The total proposed fee for Task 4 could be Eighteen Thousand Dollars (\$18,000) if all three interconnection options were to be further evaluated.

If this scope and fee are acceptable, we will prepare a contract to conduct the work. We appreciate the opportunity to continue to assist the Town of Wayland.

Sincerely,
TATA & HOWARD, INC.



Karen L. Gracey, P.E.
Co-President



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST

FY18 - FY22 (FIVE YEARS)

PROJECT INFO:

Alternative Water Supply Analysis	N
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Michael Lindeman - Acting DPW Director / Board of Public Works	M. Lindeman - 508-358-3672
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Chris Brown - Board of Public Works	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Alternative Water Supply Analysis

PROJECT JUSTIFICATION:

This Analysis will determine if it is feasible for the Town of Wayland to connect to the Massachusetts Water Resource Authority. The project includes an update to a previous water demand study, water quality compatability evaluation and a short term / long term cost analysis for the Town to connect to MWRA versus short term / long term costs associated with maximizing the Towns own water sources.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2022):

ELEMENT	Prior to Date	2018	2019	2020	2021	2022	TOTAL	Comments
1. PLANNING & DESIGN		69,600					\$ 69,600	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 69,600	\$ -	\$ -	\$ -	\$ -	\$ 69,600	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?			
2. Will this Capital Request <u>Increase</u> operating costs?			
3. Will this Capital Request <u>Decrease</u> operating costs?			
4. Will this Capital Request impact personnel?			

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS

Request Number	WTR 10
Dept	Department of Public Works, Water
Schedule:	FY2018
Relationship to General Plan:	Added this year.
History:	

Updated

11/30/2016

BoPW Meeting 12/06/2016

**Discussion of Water Capital Requests & Water Capital
Prioritization**

DRAFT

Water Division Capital Request Priority List

1. Meter Reading System - \$430,000

- Our initial capital request for this line item was for \$1.148 million dollars. This figure was for the replacement cost of the entire water metering system based off of the figures we received from the meter vendors (not counting installation). After the last Fincom meeting, we have adjusted our request to reflect the cost associated with using the funding we already have available from FY15 & FY16 for “Water Meter Replacements”.

Our closest estimates are that we can purchase between 2000 to 2800 individual water meters (depending on bidding results) with the funding we already have from FY15 & FY16. The \$430,000 capital request for FY18 will be used to purchase the “end points or cellular radios” (to attach to the water meters) and the costs associated with the cloud hosting solution for the 2000 – 2800 meters that we will purchase.

As stated on the Capital Request Form, we will not be able to complete the full installation at all of our 3994 water accounts with this budget request. Once the funding is exhausted, and the meters and end points are installed. We will need to request funding to complete the installation at a later date.

The plan is to install the new system “in-house” with the staff currently employed by the Water Division. We have spoken with several communities that have gone this route rather than bidding the installation from an outside vendor. The overwhelming consensus is that we will end up with:

- A better finished product
- We will avoid having to go out to bid again for the installation of the system at an additional cost of \$250,000 to \$300,000
- Our crews will be able to get up to speed quicker and be able to take pride in the installation of the new system.

2. Well Cleaning and Rehabilitation - \$65,000

- Over time, mineral deposits build up on well pump intake screens. This "build-up" must be cleaned in order for a well to pump efficiently. Typically this preventative maintenance cleaning process is done every 5 years.

3. Water Main Replacement - \$700,000

- The Water Main Replacement Program has been designed to replace the water distribution systems older water mains that have exceeded their expected life spans. The program also looks at upgrading areas of the distribution system that do not currently meet ISO Fire Flow requirements. In 2016, the Water Division completed its Capital Efficiency Study. The Study looks at all aspects of Water Division Infrastructure including: Age of Water Mains, Pipe Material, Break History, Soil Conditions and Fire Flow requirements. The Water Main Replacement Program is based on this Study. Postponing the scheduled replacement of the ageing infrastructure can impact the Operational Budget by necessitating overtime costs for water quality complaints. These older mains are also more susceptible to leakage, bacteria and turbidity problems.

4. Alternative Water Supply Analysis - \$69,600

- This Study will consist of a water quality evaluation and short term and long term costs associated with connecting the Towns Water System to MWRA for water supply versus short term and long term costs associated with maximizing the Towns own sources.

5. Second Water Tank Study - \$50,000

- This Study will evaluate different tank options, costs, construction feasibility and operating scenarios associated with the construction of a second water storage tank. Based on Section 3 of the March 2016 Capital Efficiency Plan provided by Tata & Howard, it was discovered that there currently is a deficit in storage capacity of 220,000 gallons based on MassDEP Guidelines for Storage Tank Capacity. Water Storage Tanks are designed to provide water during peak consumer demands and a reserve for firefighting purposes. Water storage also provides an emergency supply of water in case of a breakdown of pumping facilities. The construction of a second water storage tank would also provide redundancy if a tank was taken out of service for routine or unscheduled maintenance.

6. Manganese Treatment Study - \$110,000

- *This Study will evaluate different treatment options for the removal of Manganese from the raw water at Campbell Well. In October of 2013, MassDEP issued a health advisory for Manganese levels in Drinking Water. Health advisories help to limit the potential for excess exposure to certain types of compounds found in Drinking Water. In the case of the Manganese health advisory, several studies have indicated that excess intake of Manganese has been associated with adverse neurological effects in children. Over the past several years, we have seen a steady rise of Manganese levels in the raw water at Campbell Well. The concentrations are now above the State SMCL (secondary maximum contaminant level).*

DPW 5-YEAR CAPITAL PLAN							
Highway, Park, and Transfer Station Divisions							
	CATEGORY	DESCRIPTION	2018	2019	2020	2021	2022
DPW 01	INFRASTRUCTURE	ROAD RENOVATIONS	\$700,000	\$1,770,000	\$1,945,000	\$2,140,000	\$2,355,000
DPW 02	EQUIPMENT	HEAVY EQUIPMENT	\$190,000		\$80,000	\$95,000	
			Trackless H8		Wacker H32	Tractor P59	
					\$120,000		
DPW 03	EQUIPMENT	HEAVY TRUCKS			Backhoe P55		
			\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
			Dump H13	Swap Loader P52	Dump H20	Dump H15	Swap H14
					\$550,000	\$250,000	
DPW 04	EQUIPMENT	LIGHT TRUCKS			Vac Truck H41	Dump H18	
						\$220,000	
						Roll-Off L2	
			\$95,000	\$95,000	\$90,000	\$95,000	\$90,000
			Dump H4	Dump P54	Utility Pickup P50	Dump P53	H2 Util
DPW 05	EQUIPMENT	MISC EQUIPMENT	\$95,000	\$95,000	\$50,000		\$95,000
			New Park Dump	Dump H5	SUV H1		Dump P60
				\$95,000			
DPW 06	EQUIPMENT	COMPACTOR REPLACEMENT		\$95,000			
				Dump P51			
DPW 07	EQUIPMENT	MISC EQUIPMENT		\$95,000			
DPW 08	EQUIPMENT	COMPACTOR REPLACEMENT		\$40,000		\$40,000	
DPW 09	EQUIPMENT	SMALL EQUIP REPLACEMENT	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
DPW 10	INFRASTRUCTURE	LAKEVIEW CEMETERY ROAD REPAVING	\$185,000				
DPW 11	INFRASTRUCTURE	TS WETLAND MITIGATION & ACCESS RD	\$2,200,000				
DPW 12	INFRASTRUCTURE	CULVERT REPAIRS	\$100,000				
TOTAL			\$3,885,000	\$2,510,000	\$3,155,000	\$3,160,000	\$2,860,000
Water Division							
	CATEGORY	DESCRIPTION	2018	2019	2020	2021	2022
WTR 01	EQUIPMENT	MTR REPLACEMNTS & READING SYS	\$430,000				
WTR 02	EQUIPMENT	MANGANESE TREATMENT PILOT STUDY	\$110,000				
WTR 03	INFRASTRUCTURE	SECOND WATER TANK - SITE STUDY	\$50,000				
WTR 04	INFRASTRUCTURE	WATER MAIN PROJECTS	\$700,000	\$700,000	\$700,000	\$1,000,000	\$1,600,000
WTR 05	EQUIPMENT	VEHICLE REPLACEMENTS		\$95,000	\$90,000	\$90,000	\$90,000
				Dump W4	Util W5	Util W6	Util W3
							\$140,000
WTR 06	EQUIPMENT	REPLACE FILTERS MEDIA		\$1,000,000			LCF Util W9
WTR 07	INFRASTRUCTURE	CAMPBELL MANGANESE REMOVAL CONST		\$5,000,000 (Est)			
WTR 08	INFRASTRUCTURE	SECOND WATER TANK CONSTRUCTION			\$3,000,000 (Est)		
WTR 09	INFRASTRUCTURE	WELL CLEANING AND REHABILITATION	\$65,000				
WTR 10	INFRASTRUCTURE	ALTERNATIVE WATER SUPPLY ANALYSIS	\$69,600				
TOTAL			\$1,424,600	\$6,795,000	\$3,790,000	\$1,090,000	\$1,830,000
DPW / Recreation / FacilitiesMOU							
DPW presents rehab & renovation requests, REC presents design requests, and FAC presents new construction requests							
	CATEGORY	DESCRIPTION	2018	2019	2020	2021	2022
MOU 10	LAND / IMPROVEMENT	ALPINE FIELD DESIGN & CONSTRUCTION		\$200,000			
MOU 12	LAND / IMPROVEMENT	TOWN BLDG FIELD RENOVATION & IRRIGATION CONST	\$100,000				
MOU 13	LAND / IMPROVEMENT	H.S. JV BASEBALL FIELD IMPROVEMENTS	\$50,000				
MOU 14	LAND / IMPROVEMENT	MOU RECREATION CAPITAL MAINTENANCE	\$75,000	\$85,000	\$95,000	\$105,000	\$115,000
MOU 16	LAND / IMPROVEMENT	PLAYGROUND CONSTRUCTION			\$100,000	\$100,000	\$175,000
MOU 17	LAND / IMPROVEMENT	RIVERVIEW BALL FIELD RENOVATION & IRR CONST		\$150,000			
MOU 20	LAND / IMPROVEMENT	CLAYPIT HILL SCHOOL FIELD RENOVATIONS			\$150,000	\$150,000	
MOU 21	LAND / IMPROVEMENT	MIDDLE SCHOOL FIELD RENOVATIONS			\$50,000		
MOU 26	LAND / IMPROVEMENT	CLAYPIT HILL SCHOOL BASKETBALL COURT REHAB					\$250,000
TOTAL			\$225,000	\$435,000	\$395,000	\$355,000	\$540,000

BoPW Meeting 12/06/2016

Update on Status of DPW Lay-Down Area

BoPW Meeting 12/06/2016

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY17-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 11/25/2016

Week 21 of 52

Program percentage - 42%

	BUDGET			YEAR-TO-DATE	%	ACTUAL EXPENSES		
						FY2016	FY2015	FY2014
HIGHWAY								
SALARIES	\$	1,030,407.00	\$	368,866.76	35.80%	\$851,281.48	\$869,973.50	\$925,976.01
SERVICE EXPENSES	\$	230,157.85	\$	86,315.36	37.50%	\$254,814.72	\$200,520.72	\$255,727.41
GOODS EXPENSES	\$	83,503.24	\$	42,919.54	51.40%	\$73,263.51	\$65,913.38	\$65,005.75
FY16 TOTAL	\$	1,344,068.09	\$	498,101.66	37.06%	\$1,179,359.71	\$1,136,407.60	\$1,181,703.42
HIGHWAY-SNOW								
OVERTIME	\$	125,000.00	\$	-	0.00%	\$96,602.26	\$229,040.35	\$154,947.64
EXPENSES	\$	325,000.00	\$	58,680.78	18.06%	\$331,104.92	\$721,887.27	\$479,879.04
FY16 TOTAL	\$	450,000.00	\$	58,680.78	13.04%	\$427,707.18	\$950,927.62	\$634,826.68
TRANSFER								
		SALARIES	\$	67,491.51		\$144,899.88	\$134,433.30	\$131,574.30
Sticker Revenue	\$	205,002.22				\$279,892.50	\$291,752.35	\$259,100.00
Recycling Revenue	\$	1,542.54				\$4,250.93	\$10,140.99	\$17,954.04
PAYT Revenue	\$	38,776.00				\$118,223.00	\$92,076.00	\$126,729.00
Misc Revenue	\$	1,945.00				\$6,705.00	\$4,995.00	\$4,649.00
TOTAL REVENUE	\$	247,265.76				\$409,071.43	\$398,964.34	\$408,432.04
REVENUE-SUPPORTED EXPENSES	\$		\$	227,954.58		\$361,603.29	\$267,179.29	\$219,246.72
REVENUE-SUPPORTED SALARIES & EXPENSES	\$		\$	295,446.09		\$506,503.17	\$401,612.59	\$350,821.02
TOTAL EXPENSES VS. REVENUE: 119.49%						123.82%	100.66%	85.89%
TOAL EXPENSES VS. \$550,000 SPENDING CAP: 53.72%								
REVOLVING ACCOUNT BALANCE	\$		\$	215,935.06		\$279,303.89	\$298,322.18	\$282,423.54
LANDFILL EXPENSES	\$	65,411.40	\$	37,950.23	58.02%	\$23,316.56	\$32,916.40	\$61,776.23
PARK								
TOTAL SALARIES	\$	556,441.00	\$	246,946.02	44.38%	\$497,669.11	\$400,263.40	\$378,235.97
SERVICE EXPENSES	\$	191,518.66	\$	70,413.88	36.77%	\$216,729.22	\$97,502.83	\$101,809.80
GOODS EXPENSES	\$	119,780.89	\$	48,531.34	40.52%	\$107,032.63	\$122,435.11	\$128,289.42
FY16 TOTAL	\$	867,740.55	\$	365,891.24	42.17%	\$821,430.96	\$620,201.34	\$608,335.19
WATER								
SALARIES	\$	778,470.00	\$	255,089.13	32.77%	\$675,805.03	\$655,093.93	\$658,358.59
EXPENSES	\$	2,119,023.00	\$	805,567.10	38.02%	\$1,623,242.01	\$1,355,257.56	\$1,306,761.61
FY16 TOTAL	\$	2,897,493.00	\$	1,060,656.23	36.61%	\$2,299,047.04	\$2,010,351.49	\$1,965,120.20
WATER-BONDS	\$	1,105,664.00	\$	203,602.78	18.41%	\$1,064,627.31	\$1,046,453.13	\$1,167,749.37
TOTAL DPW FUNDING FOR FY17								
	\$	5,806,567.40	\$	2,211,284.50	38.08%	\$ 5,089,148.18	\$ 4,985,067.34	\$ 4,609,232.21

BoPW Meeting 12/6/2016

Board Members' Reports, Concerns, and Updates

BoPW Meeting 12/06/2016

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

BoPW Meeting 12/06/2016

Review and Approve the Minutes of the 11/22/2016 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
November 22, 2016

MEETING MINUTES DRAFT

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

Meeting opened at 7:00 PM

[The meeting was not recorded or broadcast live]

Brown asked for public comment – there was none.

Traffic Calming Request Review – Heard Road

Alexander Reynolds of 166 Pelham Island Road appeared before the Board to discuss his request for traffic calming on Heard Road.

Lowery noted that since Heard Road is private, he believes the residents of the road would have the right to install their own form of traffic calming measures providing they do not interfere with access to the road.

Police Chief Irving noted that he believes the complaints of residents are valid considering the results of traffic studies.

Irving suggested the installation of a temporary speed bump to try as a solution.

Brown noted that the implementation of traffic calming measures is complicated by jurisdictional issues associated with Heard Road's private status.

Lindeman noted that he would not be opposed to trying temporary speed bumps.

Lowery noted he would support the installation of a temporary speed bump, but added that the authorization of every resident, including the Conservation Commission, be sought.

Brown made a motion that final decision on the implementation of traffic calming measures on Heard Road be delayed until Town Counsel and the Conservation Commission are consulted, following by the scheduling a public hearing.

Wegerbauer 2nd, all in favor.

Items included in the packet for discussion:

- Heard Road Traffic Calming Request

Traffic Calming Request Review – Bow Road

Peter Shaw of 1 Bow Road appeared before the Board to discuss the request for traffic calming on Bow Road.

Shaw described the characteristics of Bow Road and discussed the safety concerns of residents.

Shaw formally requested the installation of speed bumps on Bow Road, noting that the majority of Bow Road residents support their installation.

Tom Curran of 16 Bow Road discussed his concern for the speed of traffic travelling on Bow Road.

Barrett Brountas of 27 Bow Road described the safety concerns of residents on Bow Road.

Brown suggested that potential locations of speed bumps be identified prior to holding a public hearing for traffic calming on Bow Road.

Irving described that history of traffic calming measures on Bow Road and expressed his support for the installation of speed bumps.

The Board discussed the steps involved in the traffic calming process.

Lindeman noted that temporary speed bumps could be placed in the spring as a test before permanent speed bumps are installed when the road is repaved in the fall of 2017.

Lowery noted that since residents appear to have been seeking traffic calming since 2007, he feels the Board should authorize the installation of speed bumps immediately.

Mishara suggested that the Board continue to follow the established traffic calming process, but authorize the installation of temporary speed bumps on Bow Road in the spring.

The Board considered drafting an article for Annual Town Meeting seeking funding for the installation of permanent speed bumps on Bow Road.

Brown made a motion to continue the traffic calming process for Bow Road, including the scheduling of a public hearing this winter, with the intention of submitting an article for Annual Town Meeting seeking funding for the installation of permanent speed bumps.

Lowery 2nd, all in favor.

Items included in the packet for discussion:

- Bow Road Traffic Calming Request

- Wayland Police Traffic Data

Items distributed for discussion:

- 1/25/2007 Town Crier article: Trying to slow down traffic on Bow Road

Irrigation Application Review – 21 Clubhouse Lane

Brown made a motion to approve the modified plans for the installation of an irrigation system for 21 Clubhouse Lane, as presented to the Board in their meeting packet for review.

Lowery noted that he would like residents seeking the installation of irrigation systems to be urged to consider the installation of drip irrigation.

Wegerbauer 2nd.

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

Items included in the packet for discussion:

- 21 Clubhouse Lane Irrigation Application

Irrigation Application Review – 51 Maiden Lane (Existing System)

Lindeman noted that a representative is not present, but he has spoken with the installer, and recommended the Board pass over this application.

Lindeman noted the plans supplied were insufficient, and the system was installed without approval.

Brown made a motion to pass over the irrigation application of 51 Maiden Lane.

Mishara 2nd.

Lowery suggested the irrigation application process be added to a future agenda.

Baton, Brown, Wegerbauer, Mishara in favor. Lowery opposed.

Items included in the packet for discussion:

- 51 Maiden Lane Irrigation Application

Update on Status of DPW Lay-Down Area

Lindeman noted that John Moynihan had advised him that the Library Drainage project is scheduled to be completed by December 15.

Lindeman discussed delays associated with initiating the preparation of the interim DPW lay-down area.

The Board discussed the status of the design of the interim lay-down area.

Brown noted that he is in support of hiring Lisa Eggleston to draft the Notice of Intent for submission to the Conservation Commission.

Lowery made a motion the Lisa Eggleston be asked to prepare the Notice of Intent for submission to the Conservation Commission, at a cost not to exceed \$1500.

Brown 2nd, all in favor.

Items included in the packet for discussion:

- 11/17/2016 DPW cost estimate associated with River's Edge site

Items distributed for discussion:

- River's Edge FAQ – Responses from REAC (with DPW comments in bold)

Discussion of School Dept Request to Park Busses at 195 Main Street

Lindeman described the size of the lot needed for the bus parking and staging.

Lowery provided a map of an area behind the middle school that the WRAP committee identified as a possible parking area for the busses.

Brown noted that if the DPW must use the site for material storage, there would not be enough room to park busses.

Brown noted that he will inform the School Department that due to its anticipated use, the Board of Public Works would not be able to allow the area at 195 Main Street to be used for bus parking.

Items included in the packet for discussion:

- 11/14/2016 Letter from Susan Botton re: School Bus Parking

Items distributed for discussion:

- 9/13/2016 Email from Anette Lewis re: School Bus Parking

[Mishara departed at 8:30 PM]

Prioritizing FY18 Capital Improvement Plans

Lindeman discussed the prioritized list of capital requests.

Brown made a motion that the Board approves the CIP priority list as presented.

Baston 2nd, all in favor.

Lowery suggested that Millette prioritize the Water Capital List for submission.

The Board discussed funding for the implementation of cellular-read meters and its presentation at Annual Town Meeting.

Wegerbauer suggested that the Board hold a public hearing in January or February on cellular-read meters prior to Annual Town Meeting.

Brown requested that a discussion on cellular-read meters be scheduled for the next meeting.

Items distributed for discussion:

- DPW Equipment Priority List Draft

Discussion of the Outcome of Special Town Meeting DPW/BoPW Articles and Articles Affecting DPW/BoPW

Brown noted that he will contact Town Administrator Nan Balmer regarding the pending purchase of 107 Old Sudbury Road.

Lowery discussed a letter received from a representative of 8 Glezen Lane regarding the status of the septic system on the property.

Lowery noted that the Board should investigate the costs associated with establishing a water connection with the MWRA.

Discussion of Streets Proposed by Planning Board for Acceptance

Lindeman discussed the current status of Green Way, Spencer Circle, Summer Lane, and Dylan's Circle; and described the work the roads need to be done to bring up to standard.

Lowery would like the process of street acceptance to be included in the packet for the next meeting.

Items distributed for discussion:

- Green Way Construction Cost Form and photos
- Spencer Circle Construction Cost Form and photos
- Summer Lane photos
- Dylan's Circle photos

Town Construction Updates

Lindeman updated the Board on the status of intersection improvements at Five Paths as well as the Main Street water main project.

Lowery asked about the status of Parkland Drive.

Lindeman noted that the island needs to be marked out for installation.

Items distributed for discussion:

- 11/18/2016 TEC Weekly Construction Update

DPW Director's Operational Report

The Board reviewed the 11/22/2016 DPW Director's Operational Report.

Items included in the packet for discussion:
- 11/22/2016 DPW Director's Report

Board Members' Reports, Concerns, and Updates

Lowery noted that Gordon Cliff of the Finance Committee offered to assist in drafting a Town Meeting article seeking funding for the Transfer Station Access Road improvements.

Brown suggested that a discussion of the Transfer Station Access Road be placed on the next meeting's agenda.

Lowery requested that the DPW research the cemetery rates of comparable Towns.

Lowery noted that he has not yet been in contact with Ben Keefe regarding the drainage conditions of the high school turf field.

Lowery noted that a resident has requested that the fields at Oxbow Meadows be mowed.

Baston thanked the DPW for clearing a tree that blew down across the Depot Parking Lot.

Baston described the progress that has been made in the Library Drainage Project.

Baston described the groundbreaking ceremony for the Rail Trail project.

The Board determined December meeting dates would be on 12/6/2016 and 12/20/2016.

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

Lindeman discussed upcoming projects, such as the rail trail, that the DPW will be expected to maintain.

The Board suggested a line be added to the operational budget to maintain these items.

Review and Approve the Minutes of the 11/1/16, 11/10/16, and 11/15/16 Meetings

Wegerbauer made a motion to approve the minutes of the 11/1/2016 meeting as submitted.

Brown 2nd, all in favor.

Lowey noted a correction on page 3 of the 11/10/2016 minutes noting that Stone's Bridge may be eligible for partial reimbursement.

Brown made motion to approve the minutes of the 11/10/2016 meeting as amended.

Baston 2nd, all in favor.

Brown made a motion to approve the minutes of the 11/15/2016 meeting as submitted.

Wegerbauer 2nd, all in favor.

Lowery made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:43 PM.

BoPW Meeting 12/6/2016

Action Items

FOR FUTURE DISCUSSION

Discussion of Transfer Station Access Road (12/20/2016 meeting).

Cellular-Read Meters public hearing (January-February).

Bow Road traffic calming public hearing (this winter).

Discussion of Town Temporary Sign Policy (meeting date TBD).

Update on Water Enterprise Fund Analysis with Chris Woodcock (meeting date TBD).

Water rate setting (meeting date TBD).

Transfer Station rate setting (meeting date TBD).

Schedule executive session to review unreleased executive session minutes (meeting date TBD).

Review of cemetery rates and fees (meeting date TBD).

Heard Road traffic calming public hearing (meeting date TBD following consultation with Town Counsel and Conservation Commission).

Discussion of irrigation application process / irrigation system information sheet (meeting date TBD).

FOR STAFF

Contact Lisa Eggleston to draft lay-down area NOI for Conservation Commission.

Research cemetery rates of comparable towns.

Gain easement through Habitat for Humanity site for Happy Hollow Well access road.