

**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: \_\_\_\_\_ February 14, 2017

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 and Board Vote Concerning Petitioner's ATM Article for Plastic Bag Reduction Bylaw
- 7:20 Discussion and Vote on Support for Oxbow Meadows Field Development
- 7:25 Review and Possible Board Vote on the Planning Board's ATM Article to Accept Dylan's Circle, Spencer Circle, & Summer Lane
- 7:45 Review of Draft WRAP Report
- 7:55 Discussion and Possible Votes on DPW and DPW-Related ATM Articles
- 8:05 Discussion and Review of Transfer Station Usage Fees
- 8:25 DPW Director's Financial Report
- 8:35 Board Members' Reports, Concerns, and Updates
- 8:50 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 8:55 Review and Approve Minutes (Delivered in Advance of the Meeting)
- 9:00 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 2/14/2017**

**Discussion and Board Vote Concerning ATM Petitioner's  
Article for Plastic Bag Reduction Bylaw**

LEAD PETITIONER Paul Dale DATE RECEIVED \_\_\_\_\_  
DAY PHONE 508 655 9007 EVENING PHONE 617 794 0851  
TITLE **Plastic Bag Reduction Bylaw**  
TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE Board of Public Works  
ESTIMATED COST **\$1000**

ARTICLE: To determine whether the Town will vote to amend the Town Bylaws by adding a Bylaw for the elimination of single use plastic checkout bags, as follows:

### **Section 1. Purpose and Intent**

The production and use of thin-film single-use plastic checkout bags have significant impacts on the environment, including, but not limited to: contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging storm drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. The purpose of this bylaw is to protect the Town's unique natural beauty and its water and natural resources by eliminating single-use plastic checkout bags that are distributed in the Town of Wayland and to promote the use of reusable bags.

### **Section 2. Definitions**

2.1 *Checkout bag* means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

2.2 *Grocery Store* means a retail establishment where more than fifty percent (50%) of the gross floor area is devoted to the sale of food products for home preparation and consumption, which typically also offers home care and personal care products.

2.3 *Retail Store* means any business facility that sells goods directly to the consumer whether for or not for profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses.

2.4 *Reusable checkout bag* means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 Mils in thickness.

2.5 *Thin-film single-use plastic bags* are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non-woven polypropylene fabric), if said film is less than 4.0 mils in thickness.

2.6 *Recyclable paper bag* means a paper bag that is 100 percent recyclable and contains at least 40% post-consumer recycled content, and displays the words "recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag.

2.7 This bylaw shall be known as the *Plastic Bag Reduction Bylaw*.

### **Section 3. Use Regulations**

3.1 Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store or grocery store within the Town of Wayland.

3.2 If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags.

3.3 Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

#### **Section 4. Effective Date**

This bylaw shall take effect six (6) months following approval of the bylaw by the Attorney General or January 1, 2018, whichever is later. Upon application of the owner or the owner's representative, the Board of Public Works may exempt a retail store from the requirements of this section for a period of up to six (6) months upon a finding by the Board of Public Works that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of checkout bags.

#### **Section 5. Enforcement**

5.1 Enforcement of this bylaw shall be the responsibility of the Board of Public Works. The Board of Public Works shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, incorporating the process into other town duties as appropriate.

5.2 Any retail or grocery store distributing plastic checkout bags in violation of this bylaw shall be subject to a non-criminal disposition fine as specified in Section 2-2 of the bylaws, Noncriminal disposition of violations; enforcement. Any such fines shall be paid to the Town of Wayland.

5.3 Section 2-2 is amended to add a new section as follows:

Violation of the Plastic Bag Reduction Bylaw

- (1) Penalty: 1<sup>st</sup> offense – Warning;  
2<sup>nd</sup> offense - \$50 per day; 3<sup>rd</sup> and each subsequent offense - \$100 per day.
- (2) Enforcing persons: Board of Public Works

#### **Section 6. Severability**

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

**BoPW Meeting 2/14/2017**

**Discussion and Vote on Support for Oxbow Meadows Field  
Development**

## 1- ARTICLE FOR ANNUAL TOWN MEETING - 2017

SPONSOR: Community Preservation Committee DATE RECEIVED: \_\_\_\_\_

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115

BOARD VOTE: 7-0-0 DATE OF VOTE: 1-11-17

TITLE: Community Preservation Fund General Budget – Set Asides and Transfers

NO

COST: \$688,168 COST \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

### TEXT:

To determine:

- a) whether the Town will vote to set aside from the Community Preservation Fund's Uncommitted Fund for later spending:
  - i) \$89,019 for open space, but not including land for recreational use, \$89,019 for historic resources, and \$89,019 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2016; and
  - ii) \$10,000 for administrative expenses; and
  - iii) \$411,111 for FY'18 debt service obligations from prior town meeting approval for the purchase of conservation restriction on Mainstone Farm.
- b) whether the Town will vote to transfer funds in the amount of \$89,019 from the Community Housing Fund of the Community Preservation Fund to the Wayland Municipal Affordable Housing Trust Fund (WMAHTF).

**PROS:** The article accomplishes (1) the annual distribution of funds to the three purposes as required by the Community Preservation Act; (2) makes a routine appropriation for CPC administrative purposes; (3) sets aside funds for debt service, an obligation that was voted at a prior Town Meeting; and (4) transfers funds that must be used for community housing to the Wayland Municipal Affordable Housing Trust Fund, authorized by the 2014 Annual Town Meeting to provide for the creation and preservation of affordable housing in Wayland.

**CONS:** None

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

Town Counsel Approval \_\_\_\_\_ DATE \_\_\_\_\_

## 2 - ARTICLE FOR ANNUAL TOWN MEETING – 2017

SPONSOR: Community Preservation Committee DATE RECEIVED: \_\_\_\_\_

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115

BOARD VOTE: 7-0-0 DATE OF VOTE: 1-11-17

TITLE: Appropriate Funds to Restore Mellen Law Office and Cochituate Town Clock

COST: \$60,200 NO COST \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

**TEXT:** To determine whether the Town will vote to:

- a) appropriate a sum of money:
  - i) up to \$30,000 to be expended to restore/preserve the Mellen Law Office, a town-owned building at 35 Cochituate Road in Wayland Center; and
  - ii) up to \$30,200 to be expended to restore faces of the Cochituate Town Clock at 80 Main Street.
- b) determine whether said appropriations shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than:
  - i) \$30,000 of the funds so appropriated for the Mellen Law Office shall be transferred from the Community Preservation Fund's Historic Preservation Fund; and
  - ii) \$30,200 of the funds so appropriated for the Cochituate Town Clock shall be transferred from the Community Preservation Fund's Historic Preservation Fund.

**COMMENTS:** Two Historic Preservation projects will help to preserve and restore exterior features of structures that are Town-owned resources and part of the Town’s heritage. i) the Mellen Law Office, situated on the town green at Cochituate and Boston Post roads in Wayland Center, was constructed in ca. 1829 as a law office and owned by Edward Mellen, Esq. and succeeding generations of his family for over 140 years. The town has owned the building since 1971 and the Wayland Museum and Historical Society has been the steward for most of those years, often finding members to do repairs and painting. Presently the building needs substantial siding, window, trim and roofing repairs as well as new paint. The Historical Commission recommends that the town invest in this important historic resource owned by the town and listed in the National Register of Historic Places. ii) the Cochituate Town Clock is located in the steeple of the Community United Methodist Church where it has been since 1897 when the town asked for the church to host the clock. In 2016 Town Meeting appropriated \$29,000 to restore the clock. When it came time to repaint the four faces it was discovered that each had rotted beyond repair. Thus each face must be reconstructed in wood with molding to match existing. The first appropriation was used to restore the works of the clock. This new appropriation will be used to rebuild and paint the four faces. The Wayland Historical Commission believes that it is the town’s responsibility to complete the project of restoring and preserving the town-owned clock. A maintenance plan has been written and would require about \$600 per year from the general fund beginning in FY’2020. The Community United Methodist Church is supportive of this project and will provide access to clock technicians.

**PROS:** These resources are in need of preservation before more deterioration increases such costs. The use of Community Preservation’s Historic Preservation funds to preserve the Mellen Law Office and the Cochituate Town Clock faces is an appropriate use of the Community Preservation Fund (CPF). A favorable vote by Town Meeting will not increase the Town’s tax rate; CPA funding to be used for this initiative have already been collected.

**CONS:** Although the law requires at least 10% of collected CPF to be allocated to historic preservation initiatives, Wayland’s Community Preservation Committee can elect to retain annual funding for the benefit of a future historic preservation initiative. There may be other historic preservation initiatives not known to the Historical Commission that will require future funding.

SIGNATURE OF CHAIR	_____	DATE	_____
Town Counsel Approval	_____	DATE	_____



### 3 - ARTICLE FOR ANNUAL TOWN MEETING – 2017

SPONSOR: Community Preservation Committee DATE RECEIVED: \_\_\_\_\_

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115

BOARD VOTE: 7-0-0 DATE OF VOTE: 1-11-17

TITLE: Appropriate Funds to Hire a Housing Consultant

NO

COST: \$20,000 COST \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

**TEXT:** To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$20,000 to be expended by the Town of Wayland to hire a Housing Consultant to assist with affordable housing issues; and
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$20,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for Community Housing use.

**COMMENTS:** The Board of Selectmen requests funding of \$20,000 to fund a Housing Consultant and for legal fees associated with affordable housing to assist the Board and the Town's housing committees in developing and preserving affordable housing in Wayland. The recommendation stems from a study of the Town's affordable housing program. The Scope of Work for a Housing Consultant would be developed by the Board of Selectmen with input from the Housing Partnership and the Housing Trust and would likely report to the Town Administrator.

**PROS:** Having a professional with expertise in housing laws, regulations, and guidelines, who can oversee and coordinate local affordable housing efforts, will fill a gap in the Town's ability to protect and produce affordable housing. Oversight and coordination of housing efforts, the responsibility of the Board of Selectmen would be enhanced with this type of expertise. Several nearby towns have used Community Preservation Funds (CPF) annually to fund a housing consultant. Funding of this project would come from the CPF, monies already collected by the Town. A favorable vote by Town Meeting will not increase the Town's tax rate; CPA funds to be used for this initiative have already been collected.

**CONS:** Unknown

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

Town Counsel Approval \_\_\_\_\_ DATE \_\_\_\_\_

#### 4 - ARTICLE FOR ANNUAL TOWN MEETING – 2017

SPONSOR: Community Preservation Committee DATE RECEIVED: \_\_\_\_\_

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115

BOARD VOTE: 7-0-0 DATE OF VOTE: 1-11-17

TITLE: Appropriate Funds to Construct Athletic Field at Oxbow Meadows

NO

COST: \$300,000 COST \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

**TEXT:** To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$300,000 to be expended by the Wayland Recreation Commission to construct one full size athletic field with parking at Oxbow Meadows, Oxbow Road; and
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$300,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use.

**COMMENTS:** The 2015 ATM allocated funds to design an athletic field at Oxbow Meadows. That work has been completed and now the Recreation Commission plans to construct a natural grass, rectangular, multi-use recreational playing field (130 x 110 yards) and paved parking for 20 cars and additional crushed stone area to accommodate overflow parking. An irrigation system will be included and connected to a town water supply. The ADA accessible walking trail around the perimeter of the property will be undisturbed.

**PROS:** This land was acquired by the town for park and recreation purposes in 2005 from the federal government and it was one of the sites identified in the 2010 GALE report completed for the Recreation Commission outlining locations for additional playing fields. The need for additional athletic fields in Wayland is substantiated in the GALE report and in the 2016 draft Open Space and Recreation Plan.

**CONS:** This site has been open land since its acquisition in 2005 and some neighbors express concern about additional traffic and a more intense use than passive recreation for which the land is used today.

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

Town Counsel Approval \_\_\_\_\_ DATE \_\_\_\_\_

## 5 - ARTICLE FOR ANNUAL TOWN MEETING – 2017

SPONSOR: Community Preservation Committee DATE RECEIVED: \_\_\_\_\_

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115

BOARD VOTE: 7-0-0 DATE OF VOTE: 1-11-17

TITLE: Appropriate Funds to Construct ADA trails and signs at Dudley Woods

NO

COST: \$50,000 COST \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

**TEXT:** To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$50,000 to be expended to construct ADA accessible trails at Dudley Woods a 7-acre parcel near Dudley Pond; and
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$50,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use.

**COMMENTS:** Part of Dudley Woods is under the jurisdiction of the Recreation Commission whose goal is to preserve open space, protect historic artifacts and manage storm water while providing residents of all ages with a place to enjoy nature as well as the history of the area. Adding trails and parking at Dudley Woods turns an unused area into a community gathering place. The 2015 ATM allocated \$85,000 toward this goal. Some of those funds have been spent on archaeological investigation and on preliminary design. To complete the project to include ADA accessible walking trails of porous materials, interpretive signs, and parking, an additional \$50,000 will be needed.

**PROS:** Passive recreation for this parcel was the recommendation of the Dudley Pond Area Advisory Committee in 2013 after which many parcels making up 7 acres were transferred to the Recreation Commission. Construction of ADA trails here will create a new passive recreation area and will extend the recreational opportunities in this part of Wayland.

**CONS:** Some believe that a \$135,000 project constructing trails on a 7-acre parcel may be excessive.

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

Town Counsel Approval \_\_\_\_\_ DATE \_\_\_\_\_

## 6 - ARTICLE FOR ANNUAL TOWN MEETING – 2017

SPONSOR: Community Preservation Committee DATE RECEIVED: \_\_\_\_\_

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: 1-11-17

TITLE: Appropriate Funds to Restore/Replace Windows of First Wayland High School, now known as Bradford Hall

COST: \$80,000 COST NO COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

**TEXT:** To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$80,000 to be expended to preserve restore/replace the windows of the first Wayland High School, now known as Bradford Hall, 53 Cochituate Road; and
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$50,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Historic Preservation Fund and \$30,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund.

**COMMENTS:** The first Wayland High School was built in 1855 by the Town and served as the High School until 1896 when a new building (no longer extant) had been constructed adjacent to this one. After that, this building became the Odd Fellows Hall. In 1978 it was purchased by the Trinitarian Congregational Church. It is one of only a few Italianate structures in Wayland. Window restoration or replacement is part of a larger project to preserve the exterior features of the old High School. The owner plans to raise funds to complete a \$160,000 preservation project.

**PROS:** Funding of this project would come from the Community Preservation Fund (CPF), which has already been collected by the Town. A favorable vote by Town Meeting will not increase the Town's tax rate; CPA funds to be used for this initiative have already been collected.

**CONS:** Although the law requires at least 10% of collected CPF to be allocated to historic preservation initiatives, Wayland's Community Preservation Committee can elect to retain annual funding for the benefit of a future historic preservation initiative. There may be other more pressing historic preservation initiatives not known to the Historical Commission that will require further funding.

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

Town Counsel Approval \_\_\_\_\_ DATE \_\_\_\_\_






















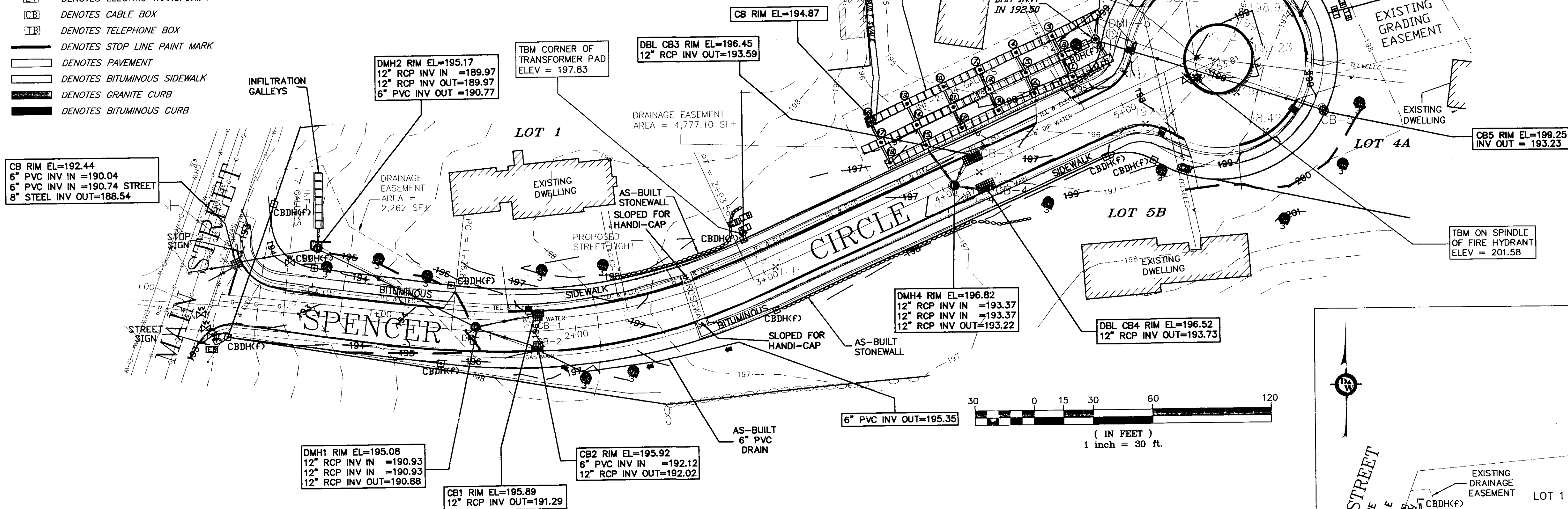
**BoPW Meeting 2/14/2017**

**Review and Possible Board Vote on the Planning Board's ATM  
Article to Accept Dylan's Circle, Spencer Circle, & Summer  
Lane**



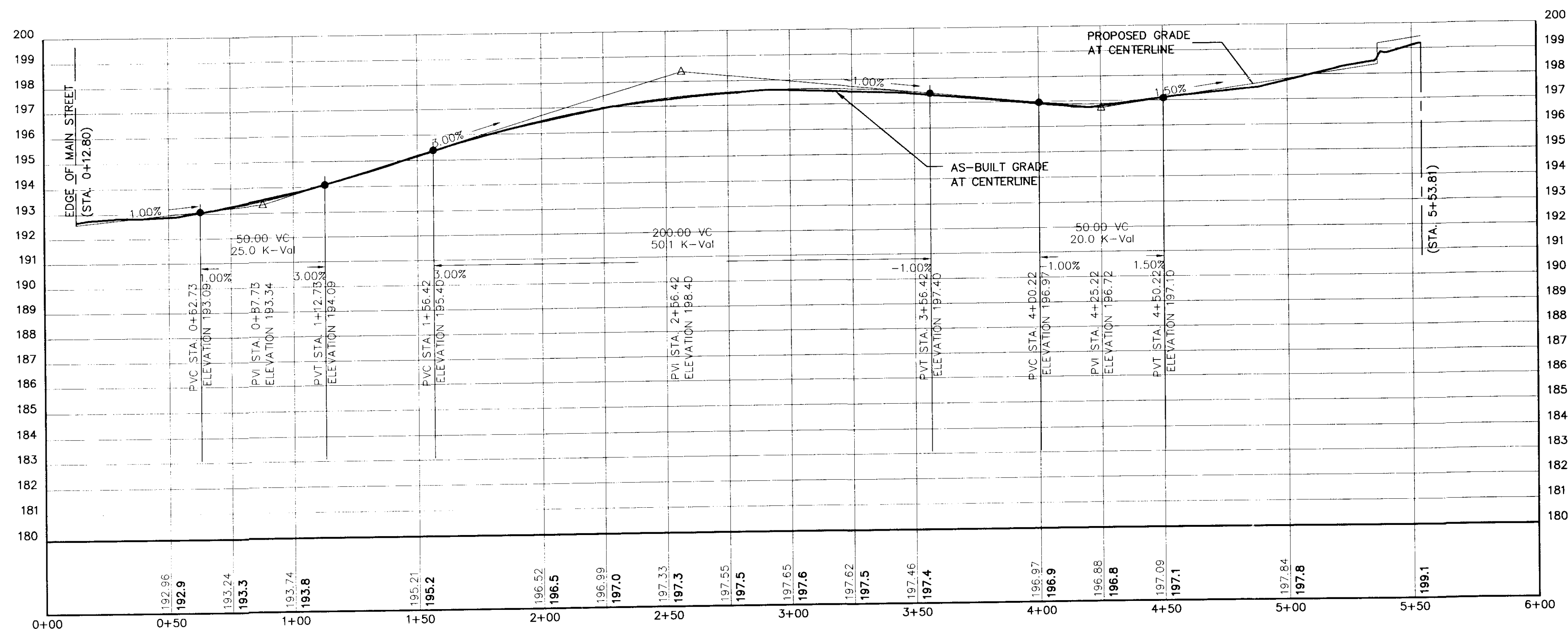
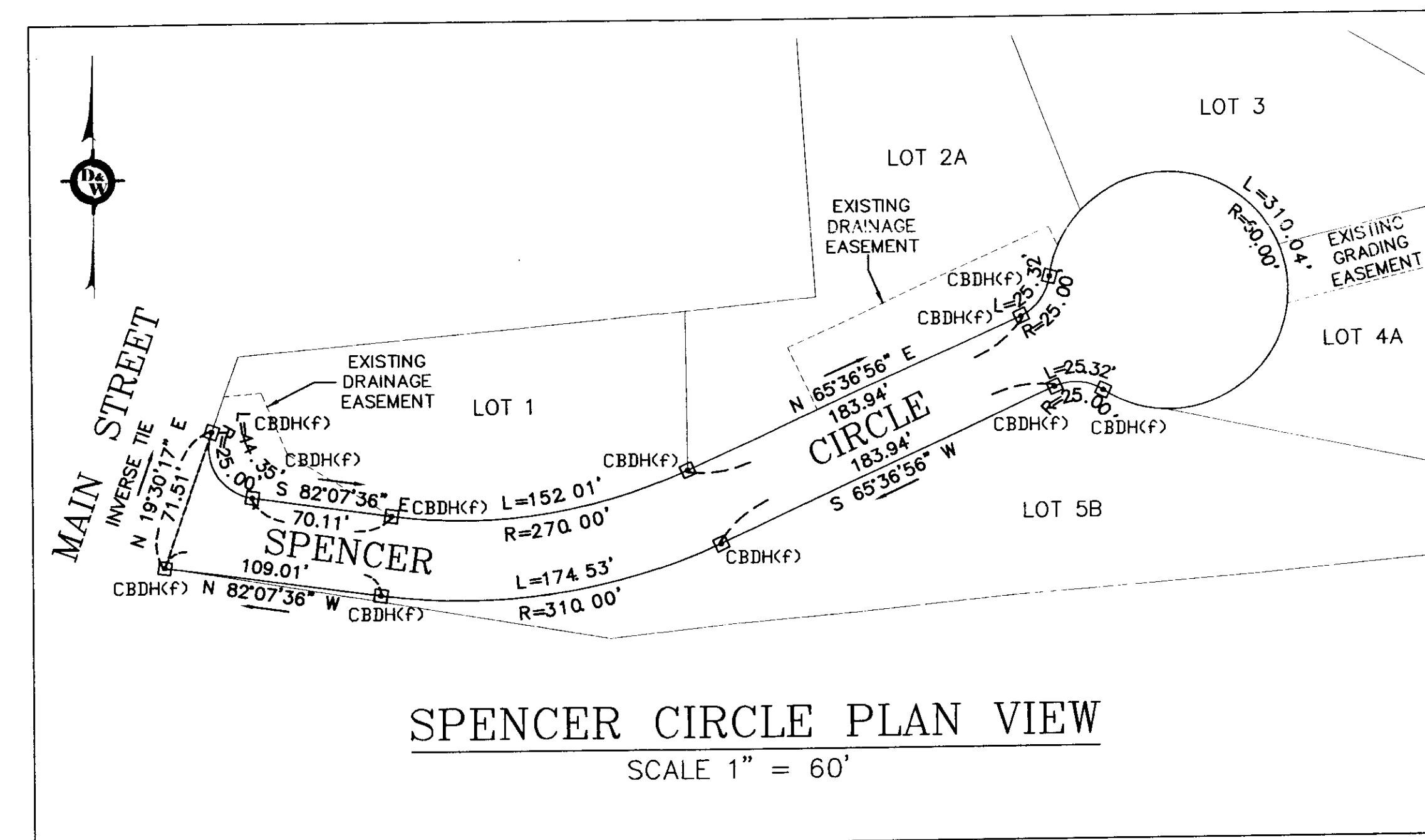


CB/DH(1) □	DENOTES CONCRETE ROUND W/DRILL HOLE FOUND
	DENOTES SIGN
	DENOTES MAIL BOX
	DENOTES STONE WALL
	DENOTES GAS VALVE
	DENOTES DECIDUOUS TREE
	DENOTES DRAIN MANHOLE
	DENOTES CATCH BASIN
	DENOTES ROUND CATCH BASIN
	DENOTES WATER VALVE
	DENOTES HYDRANT
	DENOTES ELECTRIC BOX
	DENOTES ELECTRIC TRANSFORMER BOX
	DENOTES CABLE BOX
	DENOTES TELEPHONE BOX
	DENOTES STOP LINE PAINT MARK
	DENOTES PAVEMENT
	DENOTES BITUMINOUS SIDEWALK
	DENOTES GRANITE CURB
	DENOTES BITUMINOUS CURB

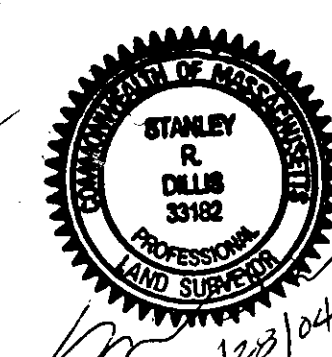
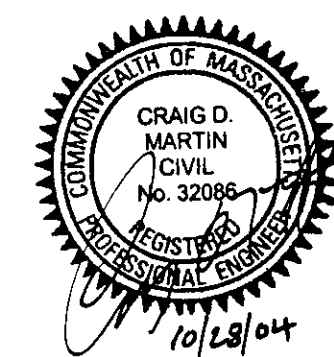


	<u>TOP GALLEY</u>	<u>BOTTOM GALLEY</u>
MANHOLE 1.	<u>193.91</u>	<u>189.83</u>
MANHOLE 2.	<u>194.02</u>	<u>190.11</u>
MANHOLE 3.	<u>194.01</u>	<u>189.98</u>
MANHOLE 7.	<u>193.92</u>	<u>189.96</u>
MANHOLE 8.	<u>193.93</u>	<u>189.92</u>
MANHOLE 9.	<u>194.02</u>	<u>190.07</u>
MANHOLE 16.	<u>194.05</u>	<u>190.05</u>
MANHOLE 17.	<u>193.94</u>	<u>189.92</u>
MANHOLE 18.	<u>193.96</u>	<u>190.00</u>

1.) SEE DESIGN PLAN REFERRED TO AS "STORM DRAINAGE & UTILITY PLAN  
SPENCER CIRCLE, WAYLAND MASSACHUSETTS" FOR SPENCER CIRCLE DEFINITIVE  
SUBDIVISION PLAN PREPARED FOR BESSIE K. SPENCER BY ENCON ENGINEERS &  
CONTRACTORS, INC.



SCALE:  
H. 1" = 30'      V. 1" = 3'



DRAWING SCALE: 1" = 30'  
DATE: OCTOBER 25, 2004

CHECKED BY: CDM  
10/27/04

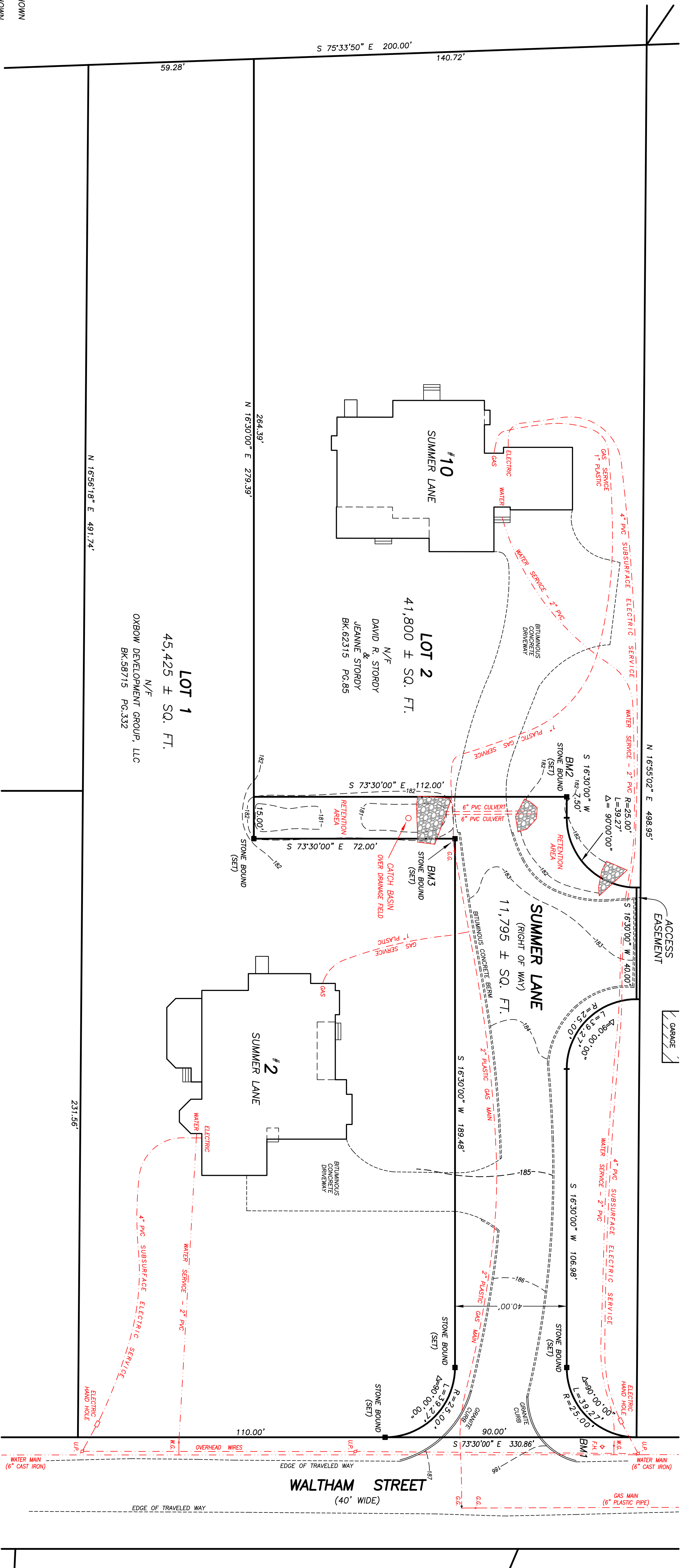
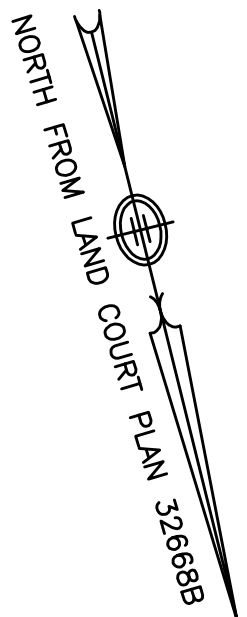


1092 MAIN STREET, P.O.BOX 428, BOLTON, MA., 01740		
COPYRIGHT DUCHARME & WHEELER, INC. 2004	SHEET 1 OF 1	J.N.3169

A-2962



AS BUILT PLAN  
"SUMMER LANE"  
WAYLAND, MASSACHUSETTS  
1 INCH = 20 FEET JULY 31, 2013  
SNELLING & HAMEL ASSOCIATES, INC.  
PROFESSIONAL LAND SURVEYORS & ENGINEERS  
10 LEWIS STREET P.O. BOX 102  
LINCOLN, MASSACHUSETTS 01773  
(781) 259-0071



LEGEND  
G.G. - GAS GATE  
W.G. - WATER GATE  
U.P. - UTILITY POLE

BENCHMARKS: (N.A.V.D. 1988)  
BM1 - FIRE HYDRANT SPINDLE  
ELEVATION = 188.18  
BM2 - TOP OF STONE BOUND AS SHOWN  
ELEVATION = 182.06  
BM3 - TOP OF STONE BOUND AS SHOWN  
ELEVATION = 182.57

NOTES:  
- UNDERGROUND UTILITIES ARE SHOWN AS APPROXIMATE & ARE BASED ON AVAILABLE RECORD PLANS OF UTILITY COMPANIES, PUBLIC AGENCIES & CONTRACTOR NOTES.  
- SNELLING & HAMEL ASSOCIATES, INC. DOES NOT CERTIFY THAT THE EXISTING INFRASTRUCTURE MEETS THE TOWN OF WAYLAND CONSTRUCTION CODES.

PLAN REFERENCE:  
- PLAN NUMBER 28 OF 2012

I HEREBY STATE THAT THE LOCATION OF THE FEATURES SHOWN HEREON IS THE RESULT OF A FIELD SURVEY PERFORMED AS OF JULY 31, 2013, WITH THE USE OF A TOPCON TOTAL STATION.

JOHN R. HAMEL  
PROFESSIONAL  
LAND SURVEYOR  
COMMONWEALTH OF MASSACHUSETTS  
JULY 31, 2013

DATE: JULY 13, 2013

**BoPW Meeting 2/14/2017**

**Review of Draft WRAP Report**

## ANTICIPATED MAJOR CAPITAL PROJECTS (individual cost greater than \$500,000)

<b>WRAP REVIEW</b>	<b>PROJECT</b>	<b>PURPOSE</b>								
			<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023-36</b>	<b>FY 2037</b>
	<b>COA/CC New Facility</b>	Design		560,000						
		Construction			7,000,000					
	<b>Library</b>	Construction		16,000,000 OR 9,700,000 if receive State funding						
	<b>Multi-purpose Artificial Turf Field</b>	Design	80,000 - 300,000 ?							
		Construction		1,500,000						
	<b>WHS Outdoor Sports Stadium</b>	Design		150,000						
		Reconstruction:								
		Lights & Bleachers			1,000,000					
		Resurface Artificial Turf Playing Field			800,000					
		Resurface Track			200,000					
	<b>Loker School Door &amp; Window Replacement</b>	Design	160,000 ( '16 ATM- B)							
		Construction		1,740,000 ( '16 ATM- B)						
	<b>Multiple School Roofs</b>	Install New Roofs				1,500,000		1,500,000		
	<b>WHS Tennis Courts ?</b>	Demolition & Reconstruction Elsewhere			150,000	1,500,000				
	<b>Town Building Renovation ?</b>			500,000	1,500,000	500,000	2,500,000			

<b><u>WRAP REVIEW</u></b>	<b><u>PROJECT</u></b>	<b><u>PURPOSE</u></b>								
			<b><u>FY2017</u></b>	<b><u>FY2018</u></b>	<b><u>FY2019</u></b>	<b><u>FY2020</u></b>	<b><u>FY2021</u></b>	<b><u>FY2022</u></b>	<b><u>FY2023-36</u></b>	<b><u>FY 2037</u></b>
	<b>Road Reconstruction</b>	Maintain Driving Surface & Stormwater Collection	775,000 ('16 ATM-B)	1,606,030	1,766,600	1,943,260	2,137,586			
	<b>Sidewalk Construction</b>	Route 20	400,000							
		Route 30				890,300				
	<b>Cochituate Village Apts. Fire Suppress. System</b>	Design & Construct	475,000 ('16 ATM-B & OF)							
	<b>Conservation Restriction On Mainstone Farm</b>	Conservation & Open Space Land Preservation	12,000,000 ('16 ATM - 5M CPA Fund & 7M borrowing against CPA revenue)							
	<b>Acquisition of Conservation Land</b>	Conservation & Protection of Wetlands								
	<b>Water Pump Station Upgrades</b>	DEP Compliance	525,000 ('16 ATM - WB)							
	<b>Happy Hollow Wells Access Road &amp; Water Main (aka Stonebridge Rd.)</b>	Design & Construct	936,000 ('16 ATM - WB)							
	<b>Water Main Replacements</b>	Replace Aging, Outdated, Failing Mains	750,000 ('16 ATM - WB)	1,400,000	1,400,000	1,400,000	1,400,000			
	<b>TOTAL</b>									

**NOTE:** 1) "Project" does not include purchase of vehicles (ex: ladder truck, ambulance, etc.).  
2) Columns indicate the fiscal year during which the funds would be expended. Generally, monies voted during Spring Annual Town Meeting are not expended until the next fiscal year (i.e., July 1 – June 30).  
3) Projects are included even where design and construction costs are requested in separate fiscal years.  
4) Appropriations approved by Town Meeting are indicated under the fiscal year in which the monies would be expended. For example, "('16 ATM-B)" indicates that the appropriation was approved at the 2016 Annual Town Meeting and that the approved funding source was borrowing. Key: B = General Fund Borrowing; WB = Water Fund Borrowing; OF = Surplus Bond Proceeds From Close Outs.

**BoPW Meeting 2/14/2017**

**Discussion and Possible Votes on DPW and DPW-Related ATM  
Articles**

**BoPW Meeting 2/14/2017**

**Discussion and Review of Transfer Station Usage Fees**

TRANSFER STATION							
BALANCES AS OF 2/10/2017				62%	OF YEAR COMPLETE		
ACCT #		BUDGET		YTD	ENCUMBERED	BALANCE	% USED
				SPENT			
24494000	51001	Salaries		\$ 80,358.43			
24494000	51140	Overtime		\$ 17,293.80			
<b>TRANSFER STATION SALARIES TOTAL</b>			<b>\$ -</b>	<b>\$ 97,652.23</b>	<b>\$ -</b>	<b>\$ -</b>	
24494000	52101	Professional services		\$ 13,266.95			
24494000	52116	Equipment Repairs & Maint		\$ 9,566.07			
24494000	52118	Equipment Rental		\$ 341.53			
24494000	52123	Waste Ban Disposal		\$ 116.50			
24494000	52148	Tipping Fees		\$ 86,770.53	\$ 10,523.44		
24494000	53100	Utilities		\$ 3,358.16			
24494000	54100	Supplies		\$ 13,515.96			
24494000	54111	Vehicle Gasoline		\$ -			
24494000	54115	Uniforms		\$ 3,348.83			
24494000	54500	Small Equipment		\$ 18,311.45			
24494000	59710	Transfers to General Fund	\$ 71,960.74	\$ 44,615.66		\$ 27,345.08	
24494000	59724	Transfers for Capital		\$ 88,000.00			
24494000	59783	Transfers to Trust Fund		\$ -			
<b>TRANSFER STATION EXPENSE TOTAL</b>			<b>\$ -</b>	<b>\$ 281,211.64</b>	<b>\$ 10,523.44</b>		
<b>SPENDING CAP VS. EXPENSES</b>			<b>\$550,000.00</b>	<b>\$ 389,387.31</b>		<b>\$160,612.69</b>	<b>70.8%</b>
<b>24494000</b>	<b>54199</b>	<b>Waste Ban Revolving Account</b>	<b>\$ 216,455.51</b>	<b>\$ 520.45</b>		<b>\$ 215,935.06</b>	
<b>LANDFILL-RELATED ACCOUNTS</b>							
10494002	52101	Professional services	\$ 25,000.00	\$ 18,691.82	\$ 17,178.01	\$ (10,869.83)	143.5%
10494002	52135	Leachate Disposal	\$ 40,411.40	\$ 5,797.00		\$ 34,614.40	14.3%
<b>LANDFILL FUNDED EXPENSES TOTAL</b>			<b>\$ 65,411.40</b>	<b>\$ 24,488.82</b>	<b>\$ 17,178.01</b>	<b>\$ 23,744.57</b>	<b>63.7%</b>
<b>TRANSFER STATION CAPITAL ACCOUNTS</b>							
24494100	54199	Dirt Revolving	\$ 32,220.00	\$ -		\$ 32,220.00	0.0%
24494500	54199	DEP Grant	\$ 7,400.00	\$ -		\$ 7,400.00	0.0%
40425400	58300	Culvert Repairs - TS	\$ 100,000.00	\$ -		\$ 100,000.00	0.0%
40495600	54199	Small Swap Loader (G/F)	\$ 220,000.00	\$ 176,100.16	\$ 9,000.00	\$ 34,899.84	84.1%
40495700	54199	Trash Compactor	\$ 40,000.00	\$ -		\$ 40,000.00	0.0%
		TS Roof & Doors	\$ 48,000.00	\$ -		\$ 48,000.00	0.0%
<b>TRANSFER STATION REVENUE ACCOUNTS</b>							
24494000	43245	STICKERS	\$ 208,473.53				
24494000	43246	RECYCLE	\$ 2,271.11				
24494000	43247	PAYT	\$ 57,974.00				
24494000	43249	MISC. REVENUE	\$ 3,715.00				
<b>TOTAL:</b>			<b>\$ 272,433.64</b>				

	WAYLAND	SUDBURY	WESTON	ACTON	PEPPERELL	SCITUATE	MILLIS	SHERBORN	WELLESLEY
Sticker Cost	\$145.00	\$155.00	\$225.00	\$100.00	\$75.00	\$70.00	\$85.00	FREE	
Air Conditioner	\$15.00	\$20.00	FREE	\$25.00	\$22.00	\$10.00		\$20.00	\$20.00
Carpeting	FREE	\$32.00		\$20.00	\$0.15/sq ft	\$120/ton		FREE	
Monitors	\$15.00	\$20.00	FREE	\$25.00	\$12.00	\$10.00	\$21.00	\$10.00	
Couch	Free	\$16 - \$32		\$15.00	\$15.00	\$10.00	\$21.00		
Const. Debris	N/A	\$32/cu yd	N/A		\$0.11/lb	\$120/ton	N/A		
Wood	FREE	\$16 min				\$120/ton	N/A		
Gas Grill	FREE	\$5.00		\$10.00	\$5.00				
Lawnmower	FREE	\$5.00		\$15.00	\$2.00				
Mattress	FREE	\$16.00		\$15.00	\$15.00	\$20.00	\$21.00	FREE	
Paint (Water base)	FREE	\$4.00			\$2/gal				
Refrigerator	\$15.00	\$20.00	FREE	\$25.00	\$30.00	\$10.00		\$20.00	\$20.00
Ceramic Sink	FREE	\$16.00		\$5.00		\$120/ton		\$15.00	
Metal Sink	FREE	FREE	FREE	\$5.00	\$5.00			FREE	
Stove/Oven	FREE	\$5.00	FREE	\$15.00	\$15.00	\$10.00	\$21.00	FREE	\$20.00
TV	\$15.00	\$20.00	FREE	\$25.00	\$12.00	\$10.00	\$21.00	\$10.00	
Tire: Car	FREE	\$2.00			\$3.00	\$2.00	N/A	\$3.00	
Tire: Truck	FREE	\$10.00			\$3.00	\$8.00	N/A	\$3 +	
Toilet	FREE	\$16.00	N/A	\$5.00		\$120/ton		\$15.00	
Washer / Dryer	FREE	\$5.00	FREE	\$15.00	\$15.00	\$10.00	\$21.00	FREE	\$20.00
Water Heater	FREE	\$5.00	FREE	\$15.00	\$12.00		N/A	FREE	
Dishwasher	FREE		FREE	\$15.00	\$15.00	\$10.00	\$21.00	FREE	\$20.00
Microwave	FREE	FREE	FREE	\$5.00	\$10.00	\$10.00	\$21.00	\$10.00	\$20.00
Brush/Yard Waste	FREE	N/A	FREE	FREE		FREE	FREE		



TRANSFER STATION									
PROPOSED BUDGET									
ACCT #			FY16 EXPENDED	FY18 PROPOSED	FY17 TO DATE	FY17 PROJ	FY17-FY18 CHG		
24494000	51001	Salaries	\$ 123,888.11	\$ 135,260.32	\$ 80,358.43	\$ 110,000.00	\$25,260.32	Add'l FTE, re-org of PTEs	
24494000	51140	Overtime	\$ 21,010.97	\$ 5,000.00	\$ 17,293.80	\$ 27,000.00	-\$22,000.00	Reduction due to add'l FTE	
		Seasonal		\$ 25,000.00			\$25,000.00	Separate seasonal from salaries	
TRANSFER STATION SALARIES TOTAL			\$ 144,899.08	\$ 165,260.32	\$ 97,652.23	\$ 137,000.00	\$28,260.32		
24494000	52101	Professional services	\$ 64,672.18	\$ 20,000.00	\$ 13,266.95	\$ 15,000.00	\$5,000.00	Expenses relating to engineering svcs, facility inspections & maint	
24494000	52116	Equipment Repairs & Maint	\$ 11,961.65	\$ 15,000.00	\$ 9,566.07	\$ 10,000.00	\$5,000.00	Compactor & vehicle repairs & maint	
24494000	52118	Equipment Rental	\$ 4,907.56	\$ 4,000.00	\$ 341.53	\$ 1,100.00	\$2,900.00	Porta-Potty, water cooler	
24494000	52123	Waste Ban Disposal	\$ 37,519.24	\$ 40,000.00	\$ 116.50	\$ 28,000.00	\$12,000.00	Disposal of wood chips, waste oil, sharps, light bulbs, batteries, etc.; purchase of trash bags	
24494000	52148	Tipping Fees	\$ 142,268.70	\$ 175,000.00	\$ 86,770.53	\$ 165,000.00	\$10,000.00	Bulky Waste & Single Stream hauling and disposal	
24494000	53100	Utilities		\$ 12,000.00	\$ 3,358.16	\$ 6,500.00	\$5,500.00	Electricity, Propane, Phone (charged by Facilities)	
24494000	54100	Supplies	\$ 19,179.28	\$ 20,000.00	\$ 13,515.96	\$ 15,000.00	\$5,000.00	Maint, office, & operational supplies	
24494000	54111	Vehicle Gasoline	\$ 2,368.74	\$ 3,500.00	\$ -	\$ 2,000.00	\$1,500.00		
24494000	54115	Uniforms	\$ 4,800.42	\$ 5,500.00	\$ 3,348.83	\$ 4,700.00	\$800.00	Weekly uniform expense & annual clothing stipend	
24494000	54500	Small Equipment	\$ -	\$ 10,000.00	\$ 18,311.45	\$ 19,000.00	-\$9,000.00	Containers, block, etc	
24494000	59710	Transfers to General Fund	\$ 47,726.00	\$ 72,000.00	\$ 44,615.66	\$ 72,000.00	\$0.00		
24494000	59724	Transfers for Capital		\$ 40,000.00	\$ 88,000.00	\$ 88,000.00	-\$48,000.00	Funding for approved capital projects	
24494000	59783	Transfers to Trust Fund	\$ 384.00	\$ 500.00	\$ -	\$ 500.00	\$0.00		
TRANSFER STATION EXPENSE TOTAL			\$335,787.77	\$ 417,500.00	\$ 281,211.64	\$ 426,800.00	-\$9,300.00		
SPENDING CAP: \$550,000			\$480,686.85	\$ 582,760.32	\$ 378,863.87	\$ 563,800.00			
24494000	54199	Revolving Account Balance	\$ 279,888.89	\$ 216,455.51					
LANDFILL-RELATED ACCOUNTS									
10494002	52101	Professional services				\$ -			
10494002	52135	Leachate Disposal				\$ -			
LANDFILL FUNDED EXPENSES TOTAL			\$ -	\$ -	\$ -	\$ -			
TRANSFER STATION REVENUE ACCOUNTS									
24494000	43245	STICKERS	\$ 279,892.50	\$ 250,000.00	\$ 208,321.03	\$ 245,000.00	\$5,000.00		
24494000	43246	RECYCLE	\$ 4,250.93	\$ 4,250.00	\$ 2,271.11	\$ 4,400.00	-\$150.00		
24494000	43247	PAYT	\$ 118,223.00	\$ 115,000.00	\$ 57,974.00	\$ 116,000.00	-\$1,000.00		
24494000	43249	MISC. REVENUE	\$ 6,705.00	\$ 6,400.00	\$ 3,190.00	\$ 6,300.00	\$100.00		
TOTAL:			\$ 409,071.43	\$ 375,650.00	\$ 271,756.14	\$ 371,700.00			

**BoPW Meeting 2/14/2017**

**DPW Director's Financial Report**

## TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

### FY17-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 2/10/2017

Week 32 of 52

Program percentage - 62%

BUDGET					YEAR-TO-DATE	%	FY2016	FY2015	FY2014
<b>HIGHWAY</b>									
SALARIES	\$	1,030,407.00	\$	574,765.31	55.78%	\$851,281.48	\$869,973.50	\$925,976.01	
SERVICE EXPENSES	\$	230,157.85	\$	106,581.76	46.31%	\$254,814.72	\$200,520.72	\$255,727.41	
GOODS EXPENSES	\$	83,503.24	\$	49,051.98	58.74%	\$73,263.51	\$65,913.38	\$65,005.75	
FY16 TOTAL	\$	1,344,068.09	\$	730,399.05	54.34%	\$1,179,359.71	\$1,136,407.60	\$1,181,703.42	
<b>HIGHWAY-SNOW</b>									
OVERTIME	\$	125,000.00	\$	82,388.89	65.91%	\$96,602.26	\$229,040.35	\$154,947.64	
EXPENSES	\$	325,000.00	\$	282,988.73	87.07%	\$331,104.92	\$721,887.27	\$479,879.04	
FY16 TOTAL	\$	450,000.00	\$	365,377.62	81.20%	\$427,707.18	\$950,927.62	\$634,826.68	
<b>TRANSFER</b>									
SALARIES	\$	97,652.23				\$144,899.88	\$134,433.30	\$131,574.30	
Sticker Revenue	\$	208,473.53				\$279,892.50	\$291,752.35	\$259,100.00	
Recycling Revenue	\$	2,271.11				\$4,250.93	\$10,140.99	\$17,954.04	
PAYT Revenue	\$	57,974.00				\$118,223.00	\$92,076.00	\$126,729.00	
Misc Revenue	\$	3,715.00				\$6,705.00	\$4,995.00	\$4,649.00	
TOTAL REVENUE	\$	272,433.64				\$409,071.43	\$398,964.34	\$408,432.04	
REVENUE-SUPPORTED EXPENSES	\$	291,735.08				\$361,603.29	\$267,179.29	\$219,246.72	
REVENUE-SUPPORTED SALARIES & EXPENSES	\$	389,387.31				\$506,503.17	\$401,612.59	\$350,821.02	
TOTAL EXPENSES VS. REVENUE: 142.93%					-\$116,953.67	-\$97,431.74	-\$2,648.25	\$57,611.02	
TOTAL EXPENSES VS. \$550,000 SPENDING CAP: 70.80%									
REVOLVING ACCOUNT BALANCE	\$	215,935.06				\$279,303.89	\$298,322.18	\$282,423.54	
LANDFILL EXPENSES	\$	65,411.40	\$	41,666.83	63.70%	\$23,316.56	\$32,916.40	\$61,776.23	
<b>PARK</b>									
TOTAL SALARIES	\$	556,441.00	\$	370,058.81	66.50%	\$497,669.11	\$400,263.40	\$378,235.97	
SERVICE EXPENSES	\$	191,518.66	\$	93,697.72	48.92%	\$216,729.22	\$97,502.83	\$101,809.80	
GOODS EXPENSES	\$	119,780.89	\$	70,342.65	58.73%	\$107,032.63	\$122,435.11	\$128,289.42	
FY16 TOTAL	\$	867,740.55	\$	534,099.18	61.55%	\$821,430.96	\$620,201.34	\$608,335.19	
<b>WATER</b>									
SALARIES	\$	778,470.00	\$	388,156.37	49.86%	\$675,805.03	\$655,093.93	\$658,358.59	
EXPENSES	\$	2,119,023.00	\$	1,197,810.68	56.53%	\$1,623,242.01	\$1,355,257.56	\$1,306,761.61	
FY16 TOTAL	\$	2,897,493.00	\$	1,585,967.05	54.74%	\$2,299,047.04	\$2,010,351.49	\$1,965,120.20	
WATER-BONDS	\$	1,105,664.00	\$	994,781.15	89.97%	\$1,064,627.31	\$1,046,453.13	\$1,167,749.37	
TOTAL DPW FUNDING FOR FY17						\$5,089,148.18	\$4,985,067.34	\$4,609,232.21	

## **BoPW Meeting 2/14/2017**

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

**BoPW Meeting 2/14/2017**

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

**BoPW Meeting 2/14/2017**

**Review and Approve the Minutes of the 1/31/2017 Meeting**

# **WAYLAND BOARD OF PUBLIC WORKS**

DPW Facility  
66 River Road  
Wayland, MA 01778  
January 31, 2017

## **MEETING MINUTES DRAFT**

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

Meeting opened at 7:00 PM

Brown announced that the meeting is being recorded.

Brown asked for public comment.

### **Public Comment**

Kathie Steinberg, member of the School Committee, appeared before the Board to discuss the search for school bus parking, noting that the School Committee has discussed the old landfill on the north side of Route 20 as a potential location for bus parking.

Brown noted that the potential usage of the land needs to be explored further.

Lowery noted that a right-of-entry needs to be granted to any School Department contractor prior to examining the land.

### **Public Comment**

Lowery recited a poem submitted by a resident commending the DPW's snow & ice operations.

### **Water Abatement Requests**

Brown explained the abatement process and how abatements are calculated.

#### **6 Catherine's Farm**

Vincent Vitiello of 6 Catherine's Farm Road appeared before the Board to discuss his request for abatement.

Brown made a motion to abate the 12/8/16 bill to 5500 units, waiving all interest and fees.

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

#### **271 Concord Road**

Lynn Connelly of 271 Concord Road appeared before the Board to discuss her request for abatement.

Brown made a motion to abate the 12/7/16 bill to 6000 units, waiving all interest and fees.

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

Lowery suggested that the meter be scheduled for replacement due to its high reading.

### **56 Draper Road**

Brown asked if anyone was present to represent 56 Draper Road – there was no one.

Lowery noted that the work done on the invoice presented was prior to the billing date.

### **33 Hazelbrook Road**

Janet Haspel of 33 Hazelbrook Road appeared before the Board to discuss her request for abatement.

Wegerbauer asked Haspel to confirm that she wished to use her one opportunity for abatement.

Haspel responded that she wished to confirm her desire to abate with the DPW Office.

Brown made a motion to abate the 12/23/16 bill to 16,400 units, waiving all interest and fees, conditional upon the homeowner's confirmation she would like to abate.

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

### **11 Holiday Road**

Christopher Memoli of 11 Holiday Road appeared before the Board to discuss his request for abatement.

Lowery discussed possible causes of water loss in the home, and urged Memoli to periodically check his meter.

Wegerbauer made a motion to abate the 12/23/16 bill to 4700 units, waiving all interest and fees.

Brown 2<sup>nd</sup>. Baston, Brown, Wegerbauer, Mishara in favor. Lowery abstain.

#### ***Items Included in the Packet for Discussion***

- 6 Catherine's Farm request for water abatement and water usage history
- 271 Concord Road request for water abatement and water usage history
- 56 Draper Road request for water abatement and water usage history
- 11 Holiday Road request for water abatement and water usage history

#### ***Items Distributed for Discussion***

- 33 Hazelbrook Road request for water abatement and water usage history

### **Traffic Calming Hearing: Bow Road**



Brown described the previous meeting regarding Bow Road Traffic Calming.

Brown asked if anyone was present to speak against speed bumps on Bow Road – there was no one.

Tom Curren of 16 Bow Road discussed potential placement of speed bumps on Bow Road, noting that he would like to see four or five placed on the road.

Wegerbauer asked Holder what the sightline requirement for the installation of speed bumps is.

Holder responded that the recommended sightline is 150 to 200 feet.

Baston noted that Fire Chief Houghton had expressed his concern for speed bumps in the past, citing damage that has incurred to his equipment when responding to calls.

Daniel Hill of 25 Bow Road appeared before the Board, noting that he feels that the installation of two speed bumps is insufficient; and discussed potential locations of speed bumps.

Holder noted that temporary speed bumps would be installed in April, after which the location could be reassessed prior to the installation of permanent bumps in conjunction with the resurfacing of Bow Road.

Hill noted that Bow Road is in the Historic District, and requested the installation of historic-looking signs rather than the standard signage.

Lindeman noted that in his observation, the road should have three speed bumps installed.

Holder clarified that Bow Road is under consideration for the installation of speed bumps due to the special circumstances of Bow Road's status as a commonly-known cut-through.

Wegerbauer made a motion that up to three temporary speed bumps be installed, with locations to be determined following consultation between Police Chief Irving, the DPW, and Bow Road residents. Following their installation, future consideration should be given for the location of the installation of permanent speed bumps as well as the redesign of the intersections of Bow Road and Route 27 and Route 126 in conjunction with the resurfacing of Bow Road.

Brown 2<sup>nd</sup>.

Brown asked if the Board would like to investigate the potential installation of historical signage on Bow Road.

The sense of the Board was that the type of signage to be placed is dictated by State regulations.

Baston expressed his concern with the effect speed bumps have concerning the response time of the Fire Department, as well as the precedent installation could set for residents on other roads.

Wegerbauer reiterated that this approval is due to Bow Road's known usage as a cut-through.

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

***Items Included in the Packet for Discussion***

- Bow Road Traffic Calming Request Form
- 11/22/2016 BOPW Meeting minutes Excerpt

***Items Distributed for Discussion***

- 1/27/2017 emails from Tom Curran and Daniel Hill
- 1/30/2017 from Teresa Amabile

**Road Layout Public Hearing; Dylan's Circle, Spencer Circle, & Summer Lane**

Brown described the process by which roads are accepted as Town Ways.

**Dylan's Circle**

Holder noted that the DPW feels Dylan's Circle is up to Town standards and is in support of its acceptance.

Anette Lewis, of 33 Claypit Hill Road and former Road Commissioner, asked if a punch list has been completed and signed off on by the contractor associated with Dylan's Circle.

Holder noted that an assessment of the street has been made by Town staff.

Lewis described the process by which roads have traditionally been accepted as Town Ways.

Mishara recommended that the public hearing continue, but a Board vote should occur at a later date following confirmation that proper as-builts are in place and the bounds are set.

Holder asked if there are any bond funds remaining on these streets.

Daniel Hill, Chair of the Planning Board, noted he was unsure if any bond funds remain.

**Summer Lane**

The Board discussed the as-built plans for Summer Lane.

DPW Senior Foreman Joseph Doucette noted that the DPW assessed Summer Lane and is in support of its acceptance.

**Spencer Circle**

DPW Superintendent Michael Lindeman noted that Spencer Circle is in need of repaving and many of the structures need to be rebuilt.

Hill noted that this issue as discussed by the Planning Board at their last meeting, and that the Planning Board feels this road had been overlooked and should have been accepted in 2004; and as such it should be accepted as a Town Road in its present condition.

Gordon Schultz of 6 Spencer Circle discussed the release of the bond, noting that he had written the Planning Board in opposition of the bond's release at the time.

Lowery discussed with the Board the scope of their authority, noting that while it may not be within the Board's power to deny bringing a road to Town Meeting for acceptance, the Board can offer their position on the acceptance.

Brown noted that it is the sense of the Board that Holder should discuss the status of the three roads with Town Planner Sarkis Sarkisian prior to the Board taking a vote.

***Items Included in the Packet for Discussion***

- 7/25/2002 Process for Accepting Town Ways
- 10/7/2003 Planning Board Findings and Decision regarding Dylan's Circle
- Dylan's Circle As-Built Plan
- Dylan's Circle Street Assessment
- 6/23/2000 Planning Board Findings and Decision regarding Spencer Circle
- 11/17/2004 Spencer Circle Bond Reduction Request
- Spencer Circle As-Built Plan
- Spencer Circle Street Assessment
- 11/18/2011 Planning Board Findings & Decision regarding Summer Lane
- Summer Lane As-Built Plan
- Summer Lane Street Assessment

**Review of Draft WRAP Report**

The Board agreed to delay discussion of this item until the next meeting.

***Items Included in the Packet for Discussion***

- 4/28/2016 Draft WRAP Report

**Review of Eversource Vegetation Management Plan & Well Protection**

Lowery suggested that the Board communicate with Eversource and request they not use herbicides within the Town's capture Zones.

Lowery distributed a draft of a letter to be sent to Eversource.

Wegerbauer made a motion to approve the letter as written.

Lowery 2<sup>nd</sup>.

Holder noted that the Board may wish to incorporate the concerns in the letter into a single letter to be sent by the Town encompassing the concerns of all Town departments.

Lowery noted that he is amenable to the letter being included with other Town concerns, but wishes for it to be included in its full form.

All in favor.

***Items Included in the Packet for Discussion***

- 12/15/2016 Eversource 45 Day Yearly Operational Plan

***Items Distributed for Discussion***

- 1/31/17 Draft Letter: Wayland Wellhead Capture Zones – Sensitive Areas

**Discussion of MassDOT Complete Streets Program**

Holder discussed the steps involved in joining the Complete Streets Program.

Brown asked Holder for his recommendation regarding the program.

Holder noted that the program is of limited risk to the Town, as the measures involved only need be considered, and implemented only where appropriate.

Wegerbauer made a motion to take the necessary steps to proceed with joining the Complete Streets Program.

Mishara 2<sup>nd</sup>.

Lowery noted that he is unclear of how much increased labor will be imposed on the DPW as part of this program.

Holder noted that the next step would be to present the Complete Streets Program to the Board of Selectmen.

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

***Items Included in the Packet for Discussion***

- MassDOT Complete Streets Policy Scoring System Summary

**Discussion of DPW and DPW-Related ATM Articles**

Brown noted that the Board had agreed at a previous meeting to delay the wireless meter program.

Holder noted that recent advancements in technology have given the DPW pause to begin installing meters that may not be compatible with the technology selected by the Board in the future.

Wegerbauer suggested that the Board seek a vote to allow the existing funds for meter replacement be used to begin the wireless read program.

Holder noted that it is his intent to use the delay to initiate a public outreach and education campaign.

Baston discussed the status of obtaining an easement in regarding the Happy Hollow Well Access Road.

Brown noted that it appears the Finance Committee will not recommend the passing of the Transfer Station Access Road.

The Board discussed the status of the temporary laydown area as well as the potential construction of an access road to reach the laydown area directly from River Road.

Holder noted he would contact Weston & Sampson to clarify the nature of their cost estimate.

Lowery noted that part of the order of conditions is that the mitigations called for must be done as a first-step in any portion of the project.

Lowery clarified that he will inform the Finance Committee and the Board of Selectmen that the Board of Public Works is exploring options with strategies pertaining to the presenting all or a portion of the Transfer Station Access Road Article at Town Meeting.

Brown asked for the sense of the Board regarding an opinion on the plastic bag and Styrofoam container petitioner's articles.

Holder noted that, in his opinion, the enforcement of such articles is not under the scope of the DPW.

Brown noted that it is the sense of the Board that he should contact the petitioner to inform him the Board has taken no position.

Lowery noted he feels the Board should support the articles because it would reduce roadside trash.

#### **Discussion of FY18 DPW Capital Budget**

Holder noted that the 10-wheel dump truck could be funded through Chapter 90, but the sander and plow apparatus would not be funded by Chapter 90.

Holder recommended that the purchase of the truck be funded through Chapter 90, but a Capital Request be initiated seeking the funding of \$65,000 to purchase a sander and plow attachments.

Lowery discussed partially funding the salaries of several staff members from the Water Enterprise Fund and Transfer Station Revolving Fund, rather than solely from the General Fund.

The Board was supportive of this reallocation of salary funding, but expressed concern for its overall effect on the Water Enterprise Fund and the Transfer Station Revolving Fund.

The Board discussed the closure of an open capital account for the installation of a water main on Pemberton Road.

Brown made a motion that the Board authorize the closure of the Capital Account for the Pemberton Road Water Main Project, with the remaining \$59,987.63 returned to the Water Enterprise Fund.

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

The Board discussed the closure of several Capital Accounts pertaining to the purchase of vehicles in FY2017.

Mishara made a motion to release the remaining funds in Capital Accounts, following the purchase of the Street Sweeper, Park Division Dump Truck P58, and Transfer Station Swap Loader.

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

*Items Included in the Packet for Discussion*  
*- 1/17/2017 DPW 5-Year Capital Plan*

### **DPW Director's Operational Report**

The Board Reviewed the DPW Director's Operational Report.

The Board noted that the traffic signal mast arms are being installed at the Five Paths Intersection.

*Items Included in the Packet for Discussion*  
*- 1/31/2017 DPW Director's Report*

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

Lowery noted that Stone's Bridge has been accepted on the National Register of Historic Places.

Lowery asked about the status of the hiring of a Town Engineer.

Holder replied that the job description is slated for approval by the Personnel Board and he hopes to have the job posted shortly.

Lowery requested data from VADAR pertaining to water usage over the past year.

Holder described a recent meeting with Raftelis Financial Consultant David Fox regarding the ongoing water rate study.

Baston asked that the DPW ensure the Depot Parking Lot be treated during winter storms.

Brown noted that he received a message from a resident applauding the recent opening of the new Give and Take area.

The Board determined that February meetings will occur on 2/14/16 and 2/28/16.

**Review and Approve the Minutes of the 1/3/2017 and 1/13/2017 Meetings**

Baston noted a clarification to the location of the traffic lights referenced on page 3 of the 1/3/17 meeting minutes.

Brown made a motion to accept the minutes of the 1/3/17 meeting as amended.

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

Brown made a motion to accept the minutes of the 1/13/17 meeting as amended.

Baston 2<sup>nd</sup>.

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

***Items Included in the Packet for Discussion***

- 1/3/2017 BOPW Meeting minutes Draft
- 1/13/2017 BOPW Meeting minutes Draft

Baston made a motion to adjourn.

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

Meeting adjourned at 9:55 PM.

Respectfully submitted,  
Daniel Cabral  
DPW Office Coordinator-Administrator