

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

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PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: _____ Board of Public Works

FILED BY: _____ Dan Cabral

DATE OF MEETING: _____ March 14, 2017

TIME OF MEETING: _____ 7:00 PM

PLACE OF MEETING: _____ DPW Facility – 66 River Road

REVISED

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.

In the event of inclement weather and this meeting is canceled, the meeting will be held on Mar 15 at 7 pm. See separate posting.

Board of Public Works - MEETING AGENDA

- 7:00 Announcements
- 7:01 Public Comment
- 7:05 Discussion on Status of Off-Site Mitigation Relating to 150 Main Street Project
- 7:15 Discussion and Review of Water Enterprise Fund Analysis / Water Enterprise Capital Plan
- 7:45 Discussion and Possible Votes on DPW and DPW-Related ATM Articles
- 7:50 Library Drainage Project Update
- 8:00 Discussion of Transfer Station Usage Fees and Rates
- 8:15 Five Paths Signal Update
- 8:20 DPW Director's Financial Report
- 8:25 Board Members' Reports, Concerns, and Updates
- 8:40 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 3/14/2017

**Discussion on Status of Off-Site Mitigation Relating to 150
Main Street Project**

BoPW Meeting 3/14/2017

**Discussion and Review of Water Enterprise Fund Analysis /
Water Enterprise Capital Plan**

SECTION 1 – Executive Summary

1.1 General

Tata & Howard, Inc. was retained by the Town of Wayland to complete a Capital Efficiency Plan™ Update for the Wayland water system. A Capital Efficiency Plan™ was originally completed for the water system in December 2007. This update was completed to include improvements to the distribution system and additional available information on the existing water mains. The purpose of the plan is to identify areas of the water distribution system in need of rehabilitation, repair, or replacement; and prioritize improvements to make the most efficient use of the Town's capital budget. The study also evaluates the existing above ground water infrastructure including wells, pumping and treatment facilities, and the water storage tank. In addition, water storage and supply needs were evaluated and prioritized.

Tata & Howard evaluated the water distribution system using the Three Circle Approach, which consists of the following evaluation criteria:

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

Each circle represents a unique set of evaluation criteria for each water main segment. From each set of criteria, system deficiencies are identified. System deficiencies from each circle are then compared. Any deficiency that falls into more than one circle is given higher priority than one that does not. Using the Three Circle Approach, recommended improvements will result in the most benefit to the system. In addition, the Three Circle Approach allows us to identify any situations that mitigate a deficiency in one circle and eliminate a deficiency in another circle. By integrating all three sets of criteria, the infrastructure improvement decision making process and overall capital efficiency are optimized.

Data provided by the U.S. Census, Massachusetts Institute for Social and Economic Research (MISER) and the University of Massachusetts Donahue Institute (UMDI) were analyzed to determine an estimated 2035 population. The estimated 2035 population for the Town is 14,050. The current consumption trends estimate a 2035 average day demand (ADD) of 1.44 million gallons per day (mgd). The projected ADD was used to estimate a projected 2035 maximum day demand (MDD) of approximately 3.08 mgd and a summer average day demand (SADD) of 1.84 mgd. The demand projections were input into the hydraulic model and simulations were run to identify potential system hydraulic deficiencies.

Priority 1 hydraulic improvements included recommendations that would strengthen the transmission capabilities of the system, address areas of low static pressure, or provide an ISO recommended fire flow to a certain service area. Priority 2 recommendations were identified as part of a system wide evaluation to improve estimated needed fire flows.

A critical component assessment was performed for the water distribution system to evaluate the impact of potential water main failures on the system. The critical component assessment includes identification of critical areas served, critical water mains, and the need for redundant mains. Critical areas served were identified by the Town and include water department facilities, medical facilities, schools, and business districts. Critical water mains include primary transmission lines as well as water mains that cross over major highways, rivers, and railroad tracks.

An asset management assessment was completed for the system. A number of factors are considered in the ratings including: age, material, diameter, break history, soil conditions, water quality, and pressure. These factors affect the decision to replace or rehabilitate a water main. Using our asset management rating approach, each water main in the system was assigned a rating based on these factors. Water mains with a total rating less than 32 are considered to be in good to excellent condition. Areas with a total rating between 33 and 48 are considered to be in fair to good condition, and areas with a total rating greater than 48 are considered to be in poor to fair condition.

Utilizing the Three Circles Approach, improvements were recommended and prioritized based on the aforementioned criteria. Phase I improvements generally include any recommended improvements that fall into all three circles and are hydraulically deficient, critical, and have a high asset management score. The total estimated probable construction cost of the Phase I recommended improvements is \$5,120,000. Phase II improvements include any recommended improvements that fall into two of the circles. The total estimated probable construction cost of Phase II recommended improvements is approximately \$11,360,000. Phase III recommendations include any recommended improvements that are needed hydraulically or any recommended improvements that have a high asset management score indicating poor condition. Phase III improvements have been split into two categories. Phase IIIa improvements represent any remaining hydraulic improvements and Phase IIIb improvements are the water mains with high asset management scores that do not fall into any other circle. The total estimated probable construction cost of Phase IIIa improvements is approximately \$4,670,000. The total estimated probable construction cost of Phase IIIb improvements is approximately \$22,366,000. These mains are identified on the Recommendations Map in Appendix G.

REAL-WORLD CAPITAL PROJECTS FY18-FY34

1	Meter Replacement and Reading System	FY 18	\$1,148,000
Well Site and Water Tank Improvements			
2	Pilot Treatment of Campbell Well for Manganese removal	FY 18	\$110,000
3	Second Water Storage Tank site study	FY 18	\$50,000
4	Mathews Dr. & Doran Road loop	FY 18	\$700,000
5	Construction of Manganese removal at Campbell Well	FY 19	
6	Construction of second water storage tank	FY 20	
7	Old Sudbury Road: Treatment Plant to DPW	FY21	\$990,000
8	Rice Road (Comm. Road to Woodridge)	FY 22	\$1,590,000
9	School St. (Coch. Rd. to Loker to Thompson St.)	FY 23	\$1,530,000
10	Eliminate cross country water main between Woodridge and School St.	FY 23	\$130,000
11	Oak, Langdon, Hearthstone Circle and Rt. 90 Bridge Crossing	FY 24	\$1,430,000
12	Old Conn Path (Cochituate Road to Stonebridge Road)	FY 25	\$1,800,000
13	Oak St, Langdon, Hearthstone Circle	FY 26	\$1,500,000
14	East Plain St. (Main to Commonwealth)	FY 27	900,000
15	Boston Post Road (Coch. To Russells Greenhouse)	FY 28	\$900,000
16	Wallace Road (Old Conn Path to end)	FY 28	\$320,000
17	Old Conn Path (5 Paths to Stonebridge Road)	FY 29	\$1,900,000
18	Boston Post Road (Coch. Rd. to Pinebrook Rd.)	FY 30	\$1,900,000
19	Lincoln Road (Hazelbrook to Waltham Rd.)	FY 31	\$1,400,000
20	Glezen Lane (Hazelbrook to Weston Town Line)	FY 32	\$700,000
21	Pelham Island Road (Cochituate Rd to Erwin Rd.)	FY 33	\$1,600,000
22	Stonebridge Road (Old Conn Path to Oak Hill)	FY 34	\$1,300,000

BoPW Meeting 3/14/2017

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

BoPW Meeting 3/14/2017

Library Drainage Project Update

To: Nan Balmer, Town Administrator
From: John Moynihan, Special Project Manager
Subject: Library Drainage Project
Date: March 6, 2017

Nan, below is a summary of the Library Drainage Project and a brief history of the project.

In March of 2010 the Library lower level flooded as a result of several days of heavy rains.

In the April of 2010 representatives from FEMA visited the town to survey the damage and interview staff. In early 2011 the Town received notice that it would be awarded a mitigation grant to help prevent flooding in the future. The engineering firm of Tighe and Bond was hired to develop plans to submit to MEMA/ FEMA for approval. In the summer of 2011 a contract was executed by the former Town Administrator and MEMA and detailed planning work began. After several possible designs were reviewed by the town and MEMA the plan now in construction was settled on. At this time coordination for the work was turned over to the DPW since the Facilities office was dealing with repair to both the Library and the Public Safety Building as a result of the flooding and construction of a New High School and Waste Water Treatment Plant.

In August of 2016, as you know I was asked to get the project into construction along with the construction of the Rail Trail which was composed of work in the same area as soon as possible because MEMA had given the Town an extension to the time for completion with an end date of April 2017. I met with the engineers and DPW staff involved as well as the Planning staff and the engineer for the Rail Trail Project. After several coordination meetings the project was put out to bid in September of 2016. On October 6, 2016 bids were received and opened. The contract was awarded to I. W Harding after the bids were evaluated and references checked. The contract price for the Drainage part of the project was the bid price of \$ 234,000.00. Construction on the drainage project began on Monday 11/03/2016 and was scheduled to be substantially complete by 11/30/2016. Work would proceed from the western edge of the Depot parking lot across Rt. 27 and Rt. 126 through the Library parking lot to the wetland behind the library.

From the first day of construction we started running into buried structures and utilities that had not been identified. In the depot parking lot we encountered a buried manhole a water line and valve box. After further investigation it was determined that these items had been abandoned. When work proceeded through the parking lot and into Rt. 27 more unidentified utilities were discovered including a water service that was still live. After repairs were made work proceeded and it seemed like every time the bucket was put into the ground more unidentified items were found. They included abandoned gas lines, water mains, electric wires and a 30" x 36" duct bank.

While this was going on the contractor continued to encounter water above the elevation the the pipe needed to be installed at approximately 10' below grade.

As the work proceeded across Rt. 126 and through the library parking lot more unidentified utilities and structures were encountered. Each time from the start of the project one would be unearthed work would have to stop, the utilities notified and a determination would need to be made as to how to proceed. Stopping the work was not an option since we were working in the roadways and parking area of a very well used building. Also with winter closing in we were running out of time when construction could be completed. All the delays and additional work resulted in 17 separate Proposed Change Order Requests.

On January 26, 2016 a meeting was held attended by the contractor, engineers from Tighe and Bond along with myself to sort through the change requests which had a face value of more than \$ 130,000. After more than 2.5 hours it was agreed that the final number for all 17 would be \$ 112,500.00. On February 2, 2017 an invoice was received in the amount of \$ 112,500.00

On December 15, 2016 after two days of below freezing temperature a couple inches of snow the project was closed done until spring. We are currently 90% complete.

Below is a summary of funding sources and the project budget:

Grant Total	\$ 358,125.00
MEMA 75%	\$ 268,594.00
Local share 25%	\$ 89,531.00 (only \$54, 949.00 was available on 11/1/2016) the difference had been spent on drainage design changes)

I.W. Harding contract award amount	\$ 234,000.00
Tighe and Bond Engineering	\$ 40,700.00 (not to exceed)
Total under contract 11/1/2016	\$ 274,700.00

During the week of February 6, 2017 while the invoices for I W Harding and Tighe and Bond were being prepared for processing it was discovered that there was only \$ 63,581.00 available.

Due to scheduling conflicts Tom Holder, Dan Cabral and I were not able to meet until Monday 2/27/2017. Since that time we have been trying to gather information on all outstanding invoices and funds needed to fulfill the contracts. A list of those invoices or potential costs follows:

I W Harding	\$ 112,500.00
I W Harding work to complete	\$ 43,158.00
T & B	\$ 7,129.99

T & B	\$ 3,235.00
Total Liability	\$ 166,022.99
Funds available	\$ (63, 581)
Shortfall	\$ 102,441.99

One possibility to reduce some of the cost would be to cancel the remaining part of the IW Harding contract which would reduce the deficit by approximately \$ 27,000.00.

I have discussed this with Tom and he agrees that the little work that remains could be handled in house by the DPW staff.

I will be at the finance meeting tonight as discussed. If you have any questions please call me at 978-877-7159.

Cc. Tom Holder

Dan Cabral

Brian Keveney

BoPW Meeting 3/14/2017

Discussion of Transfer Station Usage Fees and Rates

	WAYLAND	SUDBURY	WESTON	ACTON	PEPPERELL	SCITUATE	MILLIS	SHERBORN	WELLESLEY	MILFORD	Curbside (Dooley)
Sticker Cost	\$145.00	\$155.00	\$225.00	\$100.00	\$75.00	\$70.00	\$85.00	FREE			\$396/Yr
Air Conditioner	\$15.00	\$20.00	FREE	\$25.00	\$22.00	\$10.00		\$20.00	\$20.00		FREE
Carpeting	FREE	\$32.00		\$20.00	\$0.15/sq ft	\$120/ton		FREE		\$17.00	\$25.00
Monitors	\$15.00	\$20.00	FREE	\$25.00	\$12.00	\$10.00	\$21.00	\$10.00		\$15.00	\$25.00
Couch	Free	\$16 - \$32		\$15.00	\$15.00	\$10.00	\$21.00				\$25.00
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					\$15.00	FREE
Lawnmower	FREE	\$5.00		\$15.00	\$2.00					\$15.00	FREE
Mattress	FREE	\$16.00		\$15.00	\$15.00	\$20.00	\$21.00	FREE		\$10.00	\$50.00
Paint (Water base)	FREE	\$4.00			\$2/gal						
Refrigerator	\$15.00	\$20.00	FREE	\$25.00	\$30.00	\$10.00		\$20.00	\$20.00	\$20.00	FREE
Ceramic Sink	FREE	\$16.00		\$5.00		\$120/ton		\$15.00			\$25.00
Metal Sink	FREE	FREE	FREE	\$5.00	\$5.00			FREE			FREE
Stove/Oven	FREE	\$5.00	FREE	\$15.00	\$15.00	\$10.00	\$21.00	FREE	\$20.00	\$20.00	FREE
TV	\$15.00	\$20.00	FREE	\$25.00	\$12.00	\$10.00	\$21.00	\$10.00		\$20.00	\$25.00
Tire: Car	FREE	\$2.00			\$3.00	\$2.00	N/A	\$3.00		\$3.00	\$25.00
Tire: Truck	FREE	\$10.00			\$3.00	\$8.00	N/A	\$3 +		\$3.00	\$25.00
Toilet	FREE	\$16.00	N/A	\$5.00		\$120/ton		\$15.00		\$10.00	\$25.00
Washer / Dryer	FREE	\$5.00	FREE	\$15.00	\$15.00	\$10.00	\$21.00	FREE	\$20.00	\$20.00	FREE
Water Heater	FREE	\$5.00	FREE	\$15.00	\$12.00		N/A	FREE			FREE
Dishwasher	FREE		FREE	\$15.00	\$15.00	\$10.00	\$21.00	FREE	\$20.00		FREE
Microwave	FREE	FREE	FREE	\$5.00	\$10.00	\$10.00	\$21.00	\$10.00	\$20.00	\$20.00	FREE
Brush/Yard Waste	FREE	N/A	FREE	FREE		FREE	FREE				\$1.50/bag
Propane										\$10.00	\$25.00
											1 Bulky Item Free Per Quarter, \$25 each add'l

TRANSFER STATION								
PROPOSED BUDGET								
ACCT #			FY16 EXPENDED	FY18 PROPOSED	FY17 TO DATE	FY17 PROJ	FY17-FY18 CHG	
					(as of 3/9/17)			
24494000	51001	Salaries	\$ 123,888.11	\$ 135,260.32	\$ 86,921.75	\$ 110,000.00	\$25,260.32	Add'l FTE, re-org of PTEs
24494000	51140	Overtime	\$ 21,010.97	\$ 5,000.00	\$ 19,483.16	\$ 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	\$ 106,404.91	\$ 137,000.00	\$28,260.32	
24494000	52101	Professional services	\$ 64,672.18	\$ 20,000.00	\$ 13,287.33	\$ 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	\$ 11,872.82	\$ 10,000.00	\$5,000.00	Compactor & vehicle repairs & maint
24494000	52118	Equipment Rental	\$ 4,907.56	\$ 4,000.00	\$ 562.09	\$ 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	\$ 98,679.59	\$ 165,000.00	\$10,000.00	Bulky Waste & Single Stream hauling and disposal
24494000	53100	Utilities		\$ 12,000.00	\$ 5,767.40	\$ 6,500.00	\$5,500.00	Electricity, Propane, Phone (charged by Facilities)
24494000	54100	Supplies	\$ 19,179.28	\$ 20,000.00	\$ 13,615.88	\$ 15,000.00	\$5,000.00	Maint, office, & operational supplies
24494000	54111	Vehicle Gasoline	\$ 2,368.74	\$ 3,500.00	\$ 940.63	\$ 2,000.00	\$1,500.00	
24494000	54115	Uniforms	\$ 4,800.42	\$ 5,500.00	\$ 3,591.95	\$ 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	Fringes & Indirects	\$ 47,726.00	\$ 80,762.00	\$ 44,615.66	\$ 72,000.00	\$8,762.00	
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	\$ 426,262.00	\$ 299,361.30	\$ 426,800.00	-\$538.00	
SPENDING CAP: \$550,000			\$480,686.85	\$ 591,522.32	\$ 405,766.21	\$ 563,800.00		
24494000	54199	Revolving Account Balance	\$ 279,888.89	\$ 216,455.51				
TRANSFER STATION REVENUE ACCOUNTS								
24494000	43245	STICKERS	\$ 279,892.50	\$ 250,000.00	\$ 208,791.03	\$ 245,000.00	\$5,000.00	
24494000	43246	RECYCLE	\$ 4,250.93	\$ 4,250.00	\$ 2,430.93	\$ 4,400.00	-\$150.00	
24494000	43247	PAYT	\$ 118,223.00	\$ 115,000.00	\$ 64,904.00	\$ 116,000.00	-\$1,000.00	
24494000	43249	MISC. REVENUE	\$ 6,705.00	\$ 6,400.00	\$ 4,180.00	\$ 6,300.00	\$100.00	
TOTAL:			\$ 409,071.43	\$ 375,650.00	\$ 280,305.96	\$ 371,700.00		

TRANSFER STATION							
BALANCES AS OF 3/10/2017				70%	OF YEAR COMPLETE		
ACCT #		BUDGET		YTD	ENCUMBERED	BALANCE	% USED
				SPENT			
24494000	51001	Salaries		\$ 86,921.75			
24494000	51140	Overtime		\$ 19,483.16			
TRANSFER STATION SALARIES TOTAL			\$ -	\$ 106,404.91	\$ -	\$ -	
24494000	52101	Professional services		\$ 13,287.33			
24494000	52116	Equipment Repairs & Maint		\$ 11,872.82			
24494000	52118	Equipment Rental		\$ 562.09			
24494000	52123	Waste Ban Disposal		\$ 116.50			
24494000	52148	Tipping Fees		\$ 98,679.59	\$ 9,569.68		
24494000	53100	Utilities		\$ 5,767.40			
24494000	54100	Supplies		\$ 13,615.88			
24494000	54111	Vehicle Gasoline		\$ 940.63			
24494000	54115	Uniforms		\$ 3,591.95			
24494000	54500	Small Equipment		\$ 18,311.45			
24494000	59710	Transfers to General Fund	\$ 71,960.74	\$ 50,372.52		\$ 21,588.22	
24494000	59724	Transfers for Capital		\$ 88,000.00			
24494000	59783	Transfers to Trust Fund		\$ -			
TRANSFER STATION EXPENSE TOTAL			\$ -	\$ 305,118.16	\$ 9,569.68		
SPENDING CAP VS. EXPENSES			\$550,000.00	\$ 421,092.75		\$128,907.25	76.6%
24494000	54199	Waste Ban Revolving Account	\$ 216,455.51	\$ 520.45		\$ 215,935.06	
LANDFILL-RELATED ACCOUNTS							
10494002	52101	Professional services	\$ 25,000.00	\$ 19,451.47	\$ 16,418.36	\$ (10,869.83)	143.5%
10494002	52135	Leachate Disposal	\$ 40,411.40	\$ 5,797.00		\$ 34,614.40	14.3%
LANDFILL FUNDED EXPENSES TOTAL			\$ 65,411.40	\$ 25,248.47	\$ 16,418.36	\$ 23,744.57	63.7%
TRANSFER STATION CAPITAL ACCOUNTS							
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%
TRANSFER STATION REVENUE ACCOUNTS							
24494000	43245	STICKERS	\$ 208,791.03				
24494000	43246	RECYCLE	\$ 2,430.93				
24494000	43247	PAYT	\$ 64,904.00				
24494000	43249	MISC. REVENUE	\$ 4,180.00				
TOTAL:			\$ 280,305.96				

BoPW Meeting 3/14/2017

Five Paths Signal Update

BoPW Meeting 3/14/2017

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY17-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 3/10/2017

Week 36 of 52

Program percentage - 70%

		BUDGET	YEAR-TO-DATE	%	FY2016	FY2015	FY2014		
<u>HIGHWAY</u>									
SALARIES	\$	1,030,407.00	\$	656,320.82	63.70%	\$851,281.48	\$869,973.50	\$925,976.01	
SERVICE EXPENSES	\$	230,157.85	\$	124,875.73	54.26%	\$254,814.72	\$200,520.72	\$255,727.41	
GOODS EXPENSES	\$	83,503.24	\$	50,717.18	60.74%	\$73,263.51	\$65,913.38	\$65,005.75	
FY16 TOTAL	\$	1,344,068.09	\$	831,913.73	61.90%	\$1,179,359.71	\$1,136,407.60	\$1,181,703.42	
<u>HIGHWAY-SNOW</u>									
OVERTIME	\$	125,000.00	\$	135,490.29	108.39%	\$96,602.26	\$229,040.35	\$154,947.64	
EXPENSES	\$	325,000.00	\$	446,292.36	137.32%	\$331,104.92	\$721,887.27	\$479,879.04	
FY16 TOTAL	\$	450,000.00	\$	581,782.65	129.29%	\$427,707.18	\$950,927.62	\$634,826.68	
<u>TRANSFER</u>									
		SALARIES	\$	106,404.91		\$144,899.88	\$134,433.30	\$131,574.30	
Sticker Revenue	\$	208,791.03			\$	279,892.50	\$291,752.35	\$259,100.00	
Recycling Revenue	\$	2,430.93			\$	4,250.93	\$10,140.99	\$17,954.04	
PAYT Revenue	\$	64,904.00			\$	118,223.00	\$92,076.00	\$126,729.00	
Misc Revenue	\$	4,180.00			\$	6,705.00	\$4,995.00	\$4,649.00	
TOTAL REVENUE	\$	280,305.96				\$409,071.43	\$398,964.34	\$408,432.04	
REVENUE-SUPPORTED EXPENSES			\$	314,687.84		\$361,603.29	\$267,179.29	\$219,246.72	
REVENUE-SUPPORTED SALARIES & EXPENSES			\$	421,092.75		\$506,503.17	\$401,612.59	\$350,821.02	
TOTAL EXPENSES VS. REVENUE: 150.23%				- \$140,786.79		- \$97,431.74	- \$2,648.25	\$57,611.02	
TOTAL EXPENSES VS. \$550,000 SPENDING CAP: 76.56%									
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	
<u>PARK</u>									
TOTAL SALARIES	\$	556,441.00	\$	411,530.74	73.96%	\$497,669.11	\$400,263.40	\$378,235.97	
SERVICE EXPENSES	\$	191,518.66	\$	104,804.41	54.72%	\$216,729.22	\$97,502.83	\$101,809.80	
GOODS EXPENSES	\$	119,780.89	\$	75,778.31	63.26%	\$107,032.63	\$122,435.11	\$128,289.42	
FY16 TOTAL	\$	867,740.55	\$	592,113.46	68.24%	\$821,430.96	\$620,201.34	\$608,335.19	
<u>WATER</u>									
SALARIES	\$	778,470.00	\$	431,500.28	55.43%	\$675,805.03	\$655,093.93	\$658,358.59	
EXPENSES	\$	2,119,023.00	\$	1,283,532.19	60.57%	\$1,623,242.01	\$1,355,257.56	\$1,306,761.61	
FY16 TOTAL	\$	2,897,493.00	\$	1,715,032.47	59.19%	\$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		\$	5,839,607.60	\$	4,035,530.15	69.11%	\$ 5,089,148.18	\$ 4,985,067.34	\$ 4,609,232.21

BoPW Meeting 3/14/2017

Board Members' Reports, Concerns, and Updates

BoPW Meeting 3/14/2017

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

BoPW Meeting 3/14/2017

Review and Approve the Minutes of the 2/28/17 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
February 28, 2017

MEETING MINUTES DRAFT

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

Absent: C. Brown

Meeting opened at 7:00 PM

Lowery announced that the meeting is being recorded.

Lowery asked for public comment.

Public Comment

Molly Upton of 23 Bayfield Road appeared before the Board to express her concern about the new traffic lights to be installed at 150 Main Street, noting that the functionality of the emergency vehicle override should be a priority.

Water Abatement Request – 56 Draper Road

Jonathan Greene of 56 Draper Road appeared before the Board to discuss his request for abatement.

Wegerbauer asked if they recently moved to the residence.

Greene replied that they had moved into 56 Draper Road in August 2015.

Lowery urged that, as a practice, new homeowners should be provided with a copy of the irrigation policy.

Lowery explained the method the Board uses to calculate abatements.

Lowery suggested that a more beneficial abatement be considered since the homeowner was not a resident when the mailing concerning the Board's irrigation policy was circulated.

Wegerbauer made a motion to abate the 12/23/2016 invoice down to 10,000 units, waiving all interest and late fees.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion
- 01-05-2017 Request for water abatement

Discussion on the Status of Off-Site Mitigation Relating to 150 Main Street Project

Holder provided background on the nature of the off-site mitigation specified in the 2013 Planning Board Decision.

Kevin Dandrade of TEC appeared before the Board to discuss his recent review of the project.

Lowery noted that the Town's emergency services should have the opportunity to review and comment on the intersection plans.

Holder noted that the Fire and Police Chiefs will be included in the plan review.

Jesse Adelman of 9 Linn Lane, and developer of the project, appeared before the Board to discuss the proposed improvements to the intersection.

Wegerbauer asked if there are any issues with water mains to be addressed.

Millette noted that the water mains in the area were recently replaced.

Lowery noted that it is the sense of the Board that Holder should continue to work with the developer and Planning Board to develop the plans for the intersection.

Items Included in the Packet for Discussion
- Short-term and long-term intersection concepts

Vote Order of Layout for Dylan's Circle and Summer Lane

Lowery discussed the procedure for accepting roads.

Lowery made a motion that the Board of Public Works, as Road Commissioners, vote its intention to lay out Dylan's Circle as a public way, all as shown on a plan entitled "As-Built Plan Dylan Circle" dated December 6, 2016, prepared by Douglas Andrysick, and on file with the Town Clerk, and to forward this vote and the plan to the Planning Board for its comments and recommendations pursuant to G.L. c. 41, §§81G and 81I, superseding the previous Board vote.

Wegerbauer 2nd, all in favor.

Lowery reviewed the Order of Layout for Dylan's Circle for signature by Board members.

Lowery made a motion that the Board signs and accepts the Order of Layout of Dylan's Circle for submittal to the Town Clerk.

Wegerbauer 2nd, all in favor.

Lowery made a motion that the Board of Public Works, as Road Commissioners, vote its intention to lay out Summer Lane as a public way, all as shown on a plan entitled “As-Built Plan Summer Lane” dated July 13, 2013, prepared by John R. Hamel, and on file with the Town Clerk, and to forward this vote and the plan to the Planning Board for its comments and recommendations pursuant to G.L. c. 41, §§81G and 81I, superseding the previous Board vote.

Lowery reviewed the Order of Layout for Summer Lane for signature by Board members.

Lowery made a motion that the Board signs and accepts the Order of Layout of Summer Lane for submittal to the Town Clerk.

Wegerbauer 2nd, all in favor.

Items Included in the Packet for Discussion

- Steps to lay out road as public way
- 2017-02-17 email from Nan Balmer to Mike Lowery re: Street Acceptance
- Order of Layout of Dylan’s Circle
- Order of Layout of Summer Lane

Discussion of Use of Old Dump Site (South of Rt. 20) for Lay Down Area and Possible Bus Parking

Lowery noted that TEC completed a report indicating the challenges of using the land for bus parking, and that the School Department is no longer considering the site for bus parking.

Holder noted that the TEC evaluation considered using the area both as bus parking and as a laydown area, and that it was the recommendation that it would be cost prohibitive to develop the land for either.

Lowery discussed the status of the land and suggested that further input be sought from those who have experience repurposing landfills.

Dandrade discussed the nature of the research TEC did concerning the area.

Lowery made a motion that Holder request proposals from qualified engineering firms to examine the viability of repurposing the old dump site as a lay down area.

Wegerbauer 2nd, all in favor.

Update of Water Enterprise Fund Analysis

David Fox of Raftelis Financial appeared before the Board to provide an update on the water enterprise fund analysis.

Wegerbauer noted that, in his opinion, the current rate structure does not need a dramatic overhaul.

Fox discussed the five water rate options noted the draft.

Mishara asked how other Towns bill municipal water usage.

Fox replied that Towns generally either do not charge municipal users or they charge based on the commercial rate.

Lowery noted that a strategy for how to bill large multi-unit residential developments will likely be necessary in the future.

The Board discussed the current status of the Water Enterprise Fund reserve fund balance.

Lowery asked what the next step in the analysis is.

Fox replied that he would like the Board's guidance concerning how the Board would prefer to finance the Water Division capital plan.

Fox noted that he will provide a written summary of the Board's comments and will construct an updated financial model that could be manipulated for different water rate tier structures.

The Board determined that the Water Capital plan should be examined at the next meeting, with a further look at the water rates structure scheduled for the meeting after.

Items Included in the Packet for Discussion
- 2/23/2017 Draft Financial Planning Model

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

Lowery noted that slides for Town Meeting presentation need to be submitted no later than three days prior to Town Meeting.

The Board discussed strategy concerning presentation of articles at Town Meeting.

The Board discussed whether the Board would take a position opposing the article banning plastic bags if the Board of Public Works is named as the enforcement agent in the proposed bylaw.

Wegerbauer made a motion that the Board of Public Works would amend the article language on Town meeting floor to change the enforcement agent from the Board of Public Works to the Board of Selectmen or its designee if necessary.

Baston 2nd.

Wegerbauer, Mishara, Baston in favor. Lowery opposed.

Lowery noted the he would inform the Selectmen of the Board's intention.

DPW Director's Operational Report

The Board reviewed the DPW Director's Operational Report.

Holder discussed the status of private roads in Town, and noted there are several roads that should be evaluated.

Items Included in the Packet for Discussion
- 2/28/2017 DPW Director's Report

Board Members' Reports, Concerns, and Updates

Baston reviewed the Weekly Buzz submission.

Baston asked about the status of 107 Old Sudbury.

Holder discussed the process of preparing the house for demolition.

Baston noted that the Depot Parking lot needs to be graded.

Lowery asked about the status of gathering the access agreement or easements to maintain the library drainage.

Holder replied that KP Law's recommendation is that the DPW only needs a license agreement, not an easement.

The Board determined that meetings in March would occur on 3/14/17 and 3/29/17.

Lowery noted that the League of Women's Voters will be hosting an article night, and are seeking a representative for the Transfer Station Access Road Article.

The Board determined Lowery would attend on behalf of the Board.

Review and Approve the Minutes of the 2/14/2017 Meeting

Mishara made a motion to accept the meeting minutes of the 2/14/17 meeting as presented.

Baston 2nd, all in favor.

Items Included in the Packet for Discussion
- 2/14/2017 BOPW Meeting minutes Draft
Wegerbauer made a motion to adjourn.

Baston 2nd, all in favor.

Meeting adjourned at 9:36 PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator