

BoPW Meeting 10/24/2017

**Discussion Regarding Status of Castle Gate Pillars (Historical
Commission members in attendance)**

BoPW Meeting 10/24/2017

**Discussion Regarding Advanced Meter Reading Infrastructure
Systems**

BoPW Meeting 10/24/2017

**Discussion and Potential Board Vote Concerning FY19 DPW
Capital Requests**

DPW 5-YEAR CAPITAL PLAN								
Highway, Park, and Transfer Station Divisions								
	CATEGORY	DESCRIPTION	2019	2020	2021	2022	2023	
DPW 01	INFRASTRUCTURE	ROAD & SIDEWALK RENOVATIONS	\$750,000	\$785,000	\$825,000	\$865,000	\$910,000	
DPW 02	EQUIPMENT	HEAVY EQUIPMENT	\$95,000		\$80,000			
			Tractor P59		Wacker H32			
			\$120,000					
			Backhoe P55					
DPW 03	EQUIPMENT	LIGHT EQUIPMENT	\$95,000					
			Gang Mower P57					
DPW 04	EQUIPMENT	HEAVY TRUCKS	\$250,000			\$250,000	\$250,000	\$250,000
			Swap Loader P52			Dump H15	Swap H14	Swap H40
					\$250,000			
					Dump H18			
DPW 05	EQUIPMENT	LIGHT TRUCKS	\$95,000	\$95,000	\$95,000	\$90,000	\$90,000	
			Dump P54	Dump P50	Dump P53	Util H2	Dump H6	
			\$95,000	\$50,000			\$95,000	\$90,000
			Dump H5	SUV H1			Dump P60	Dump H7
					\$95,000			
			Dump P51					
DPW 06	EQUIPMENT	COMPACTOR REPLACEMENT	\$50,000		\$50,000			
DPW 07	INFRASTRUCTURE	RT 20 SOUTH LAYDOWN AREA DSN & CONST	(Est \$150,000	(Est Dsn)	\$750,000	(Est Con)		
DPW 08	INFRASTRUCTURE	DPW FACILITY CAPITAL MAINT (Facilities Dept)						\$100,000
DPW 09	INFRASTRUCTURE	CEMETERY CAPITAL IMPROVEMENTS	\$125,000					
DPW 10	INFRASTRUCTURE	TRANSFER STATION FENCING & GATES	\$40,000					
DPW 11	INFRASTRUCTURE	CONCORD ROAD CULVERT REHAB	\$150,000					
TOTAL			\$1,680,000	\$1,985,000	\$1,500,000	\$1,475,000	\$1,440,000	
Water Division								
	CATEGORY	DESCRIPTION	2019	2020	2021	2022	2023	
WTR 01 A	EQUIPMENT	METER REPLACEMENTS	\$350,000					
WTR 01 B	EQUIPMENT	ADVANCED METERING INFRASTRUCTURE READING SYSTEM	\$700,000					
WTR 02	INFRASTRUCTURE	WATER MAIN PROJECTS	\$950,000	\$750,000	\$750,000	\$750,000	\$750,000	
WTR 03	EQUIPMENT	VEHICLE REPLACEMENTS	\$95,000			\$90,000	\$90,000	
			Dump W4			Util W6	Util W3	
			\$95,000			\$200,000		
			Util W5		LCF Util W9			
WTR 04	EQUIPMENT	GATE VALVE EXERCISING TRAILER	\$70,000					
WTR 05	EQUIPMENT	REPLACE FILTERS MEDIA	\$1,500,000					
WTR 06	INFRASTRUCTURE	CAMPBELL MANGANESE REMOVAL DSN & CONST			\$400,000	(Est Dsn)	(Est \$4,500,000	
						Con)		
WTR 07	INFRASTRUCTURE	SECOND WATER TANK DSN & CONST			\$500,000	(Est Dsn)	(Est \$2,500,000	
						Con)		
WTR 08	INFRASTRUCTURE	TREATMENT PLANT IMPROVEMENTS	\$500,000					
WTR 09	INFRASTRUCTURE	PLC UPGRADES	\$350,000					
TOTAL			\$1,840,000	\$1,820,000	\$3,940,000	\$6,840,000	\$750,000	
DPW / Recreation / FacilitiesMOU								
DPW presents rehab & renovation requests, REC presents design requests, and FAC presents new construction requests								
	CATEGORY	DESCRIPTION	2019	2020	2021	2022	2023	
MOU 10	LAND / IMPROVEMENT	ALPINE FIELD DESIGN & CONSTRUCTION	\$200,000					
MOU 14	LAND / IMPROVEMENT	MOU RECREATION CAPITAL MAINTENANCE	\$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			\$435,000	\$395,000	\$355,000	\$540,000	\$0	
Items in yellow subject to further Board disucssion and potential revision								



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST

FY19 - FY23 (FIVE YEARS)

PROJECT INFO:

Water Meter Replacements	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Tom Holder - DPW Director / Board of Public Works	T. Holder - 508-358-3672
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Woody Baston, Chair - Board of Public Works	9/12/17, 5-0 *
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Purchase and install new water meters, to replace current meters in use, many of which have been in service for nearly 20 years.
--

PROJECT JUSTIFICATION:

The majority of meters current in use are approximately 16-20 years in age. The American Water Works Association estimates the meters lose approximately 0.3% of accuracy for every year in service. This degradation of accuracy is responsible for a portion of the 22.6 million gallons of unrecorded consumption the Town experienced in 2016. The value of this lost water equates to approximately \$212,000. Replacing water meters will result in improved accuracy, a reduction in annual revenue loss due to unrecorded consumption, and a reduction in the Town's Unaccounted-For Water (UAW). The \$350,000 being sought will supplement existing funding to allow the Water Department to continue its long-term meter replacement plan.

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
		X

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

ELEMENT	Prior to Date	2019	2020	2021	2023	2024	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		350,000					\$ 350,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?	X		Water meters currently in service are over 10 years old. The efficiency drops significantly after 10 years and should be changed out per AWWA / MassDEP guidelines.
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

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

WARRANT DETAILS

Request Number	WTR 01 A
Dept.	Department of Public Works, Water
Schedule:	FY2019
Relationship to General Plan:	Included in the long-range capital plan to maintain infrastructure and equipment.
History:	

*Contingent upon further Board discussion and potential revision

Updated

10/11/2017



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST

FY19 - FY23 (FIVE YEARS)

PROJECT INFO:

Advanced Metering Infrastructure Reading System	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Tom Holder - DPW Director / Board of Public Works	T. Holder - 508-358-3672
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Woody Baston, Chair - Board of Public Works	9/12/17, 5-0 *
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Purchase and install new water meters, meter reading hardware / software
--

PROJECT JUSTIFICATION:

The current Water Meter Reading System has been in use since 1996. Equipment breakdowns and malfunctions have caused delays in Water Billing in each of the last 3 years. The expected useful service life of a meter reading system is 20 years. Instituting an Advanced Metering Infrastructure (AMI) will significantly improve billing accuracy, customer service and time needed to read / bill all of the water accounts in Town. The system will benefit residents who experience a water leak that, with the present system, could go undetected for an entire 6-month billing cycle. With an AMI System, the ability to provide enhanced customer service will allow the Water Division to efficiently troubleshoot and assist residents with consumption and billing inquiries.

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
		X

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

ELEMENT	Prior to Date	2019	2020	2021	2023	2024	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		700,000					\$ 700,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	

OPERATIONAL BUDGET IMPACT:

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

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 01 B
Dept.	Department of Public Works, Water
Schedule:	FY2019
Relationship to General Plan:	Included in the long-range capital plan to maintain infrastructure and equipment.
History:	

*Contingent upon further Board discussion and potential revision

Updated

10/11/2017



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST

FY19 - FY23 (FIVE YEARS)

PROJECT INFO:

PLC Upgrades	No
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Tom Holder - DPW Director / Board of Public Works	T. Holder - 508-358-3672
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Woody Baston, Chair - Board of Public Works	9/12/17, 5-0*
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This project will provide funds for the purchase and installation of Programmable Logic Controllers (PLCs) at critical Water Department facilities.

PROJECT JUSTIFICATION:

The automation and control of the equipment at Water Department facilities requires sophisticated and modern systems. The PLCs are the backbone of these systems and they require upgrades to ensure reliable and continuous service. The existing equipment represents the most vulnerable part of the system and are sensitive to environmental and technology changes. This project will provide funds to upgrade the most critical of these systems in the Water Department.

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
	X	

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

ELEMENT	Prior to Date	2019	2020	2021	2022	2023	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER		350,000					\$ 350,000	
TOTAL	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	

OPERATIONAL BUDGET IMPACT:

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

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 09
Dept	Department of Public Works, Water
Schedule:	FY2019
Relationship to General Plan:	Ongoing maintenance and investment in the Town's infrastructure.
History:	

*Contingent upon further Board discussion and potential revision

Updated

9/13/2017

BoPW Meeting 10/24/2017

**Discussion and Potential Board Vote on BOPW/DPW Related
Special Town Meeting Articles**

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR: Conservation DATE RECEIVED: _____
CONTACT PERSON: Linda Hansen TELEPHONE/Day: 508-358-3669
Conservation Administrator TELEPHONE/Evening: _____
BOARD VOTE: Conservation Commission DATE OF VOTE: August 10, 2017 (5-0)
TITLE: **APPROPRIATE FUNDS TO INSTALL WESTON AQUEDUCT PEDESTRIAN CROSSINGS**
COST: Yes NO COST: _____ COST ESTIMATE: \$ 98,500

TEXT:

To determine whether the Town will vote to appropriate a sum of money to be expended by the Conservation Commission for the costs of construction to install pedestrian crossings at three locations where the Weston Aqueduct trail crosses roadways:

1. Old Connecticut Path
2. Pine Brook Road
3. Stonebridge Road;

and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

COMMENTS:

The Town of Wayland applied for and was granted public access to the Weston Aqueduct by the MWRA on June 1, 2016. The Conservation Commission has been working with the MWRA to establish a passive recreational trail from the Weston town line to the Framingham town line. The permit requires the Town to construct the necessary pedestrian crossings to insure the safety of the users of the trail.

The Weston Aqueduct crosses public streets at five locations. The crossing at the Routes 126 and 27 intersection was completed with a portion of the trail routed along the existing sidewalk. The crossing at Old Connecticut Path (adjacent to # 274) will use the existing crosswalk at the high school. The purpose of this warrant article is to construct the remaining three crossings listed above. The two crossing at Old Connecticut Path (adjacent to 40 Old Connecticut Path) and Pine Brook Road require pavement striping and signage (\$ 44,700). The crossing at Stonebridge Road will require pavement striping and lighted signage due to limited visibility and traffic speed in that location (\$ 44,600). An additional cost for an imprinted crosswalk (\$9,200) at Stonebridge Road is included.

The purpose of this Article is for Town Meeting to vote to authorize the expenditure of funds to now institute those measures.

PROS:

The pedestrian crossings are the responsibility of the town to construct for the public safety of users of the trail. This trail is a tremendous asset to the Town and provides connectivity to the established aqueduct trails in Weston and Framingham. The designs for the crossings were prepared by TEC and included the cost estimate provided here. The trails will not be officially opened until the pedestrian crossings are installed.

CONS:

The funds appropriated for these pedestrian crossings could be used for other public safety expenses.

SIGNATURE OF CHAIR _____ DATE _____

TOWN COUNSEL REVIEW _____ DATE _____

BoPW Meeting 10/24/2017

Discussion Regarding Town Temporary Sign Policy

BoPW Meeting 10/24/2017

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY18-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 10/13/2017

Week 15 of 52

Program percentage - 30%

	BUDGET	YEAR-TO-DATE	%	FY2017	FY2016	FY2015
HIGHWAY						
SALARIES	\$ 1,056,109.00	\$ 301,176.40	28.52%	\$939,665.56	\$851,281.48	\$869,973.50
SERVICE EXPENSES	\$ 459,000.00	\$ 150,743.30	32.84%	\$228,709.27	\$254,814.72	\$200,520.72
GOODS EXPENSES	\$ 65,500.00	\$ 26,328.84	40.20%	\$81,463.56	\$73,263.51	\$65,913.38
FY18 TOTAL	\$ 1,580,609.00	\$ 478,248.54	30.26%	\$1,249,838.39	\$1,179,359.71	\$1,136,407.60
HIGHWAY-SNOW						
OVERTIME	\$ 125,000.00	\$ -	0.00%	\$176,405.70	\$96,602.26	\$229,040.35
EXPENSES	\$ 325,000.00	\$ 10,265.00	3.16%	\$585,000.00	\$331,104.92	\$721,887.27
FY18 TOTAL	\$ 450,000.00	\$ 10,265.00	2.28%	\$761,405.70	\$427,707.18	\$950,927.62
TRANSFER STATION						
SALARIES		\$ 43,499.21		\$141,035.65	\$144,899.88	\$134,433.30
EXPENSES		\$ 189,612.97		\$406,701.63	\$361,603.29	\$267,179.29
FY18 TOTAL (SPENDING CAP)	\$ 625,000.00	\$ 233,112.18	37.30%	\$547,737.28	\$506,503.17	\$401,612.59
<i>Revenue</i>	<i>\$ 162,621.49</i>		<i>143.35%</i>	<i>\$359,072.54</i>	<i>\$409,071.43</i>	<i>\$291,752.35</i>
LANDFILL EXPENSES	\$ 65,000.00	\$ 4,346.40	6.69%	\$42,231.64	\$23,316.56	\$32,916.40
PARK						
TOTAL SALARIES	\$ 596,437.00	\$ 178,674.30	29.96%	\$550,555.51	\$497,669.11	\$400,263.40
SERVICE EXPENSES	\$ 205,000.00	\$ 61,800.41	30.15%	\$187,726.09	\$216,729.22	\$97,502.83
GOODS EXPENSES	\$ 122,000.00	\$ 39,665.00	32.51%	\$114,327.03	\$107,032.63	\$122,435.11
FY18 TOTAL	\$ 923,437.00	\$ 280,139.71	30.34%	\$852,608.63	\$821,430.96	\$620,201.34
SURVEYOR						
TOTAL SALARIES	\$ 168,764.00	\$ 47,000.59	27.85%	\$169,040.76	\$165,319.10	\$162,411.43
SERVICE EXPENSES	\$ 15,400.00	\$ 1,945.61	12.63%	\$25,506.28	\$13,907.60	\$21,520.73
GOODS EXPENSES	\$ 9,855.00	\$ 1,083.64	11.00%	\$1,634.49	\$2,030.19	\$1,136.68
FY18 TOTAL	\$ 194,019.00	\$ 50,029.84	25.79%	\$196,181.53	\$181,256.89	\$185,068.84
WATER						
SALARIES	\$ 719,600.00	\$ 179,702.37	24.97%	\$624,068.06	\$675,805.03	\$655,093.93
EXPENSES	\$ 3,282,627.87	\$ 849,191.02	25.87%	\$3,064,475.79	\$2,687,869.32	\$2,401,710.69
FY18 TOTAL	\$ 4,002,227.87	\$ 1,028,893.39	25.71%	\$3,688,543.85	\$3,363,674.35	\$3,056,804.62
<i>Revenue</i>	<i>\$ 4,007,592.00</i>	<i>\$ 712,833.03</i>	<i>17.79%</i>	<i>\$3,825,827.51</i>	<i>\$3,684,596.80</i>	<i>\$3,855,079.35</i>
TOTAL DPW FUNDING FOR FY18	\$ 7,840,292.87	\$ 2,085,035.06	26.59%	\$7,338,547.02	\$6,503,248.82	\$6,383,939.01

BoPW Meeting 10/24/2017

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY18-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 10/13/2017

Week 15 of 52 Program percentage - 30%					ACTUAL EXPENSES		
	BUDGET	YEAR-TO-DATE	%		FY2017	FY2016	FY2015
<u>HIGHWAY</u>							
SALARIES	\$ 1,056,109.00	\$ 301,176.40	28.52%		\$939,665.56	\$851,281.48	\$869,973.50
SERVICE EXPENSES	\$ 459,000.00	\$ 150,743.30	32.84%		\$228,709.27	\$254,814.72	\$200,520.72
GOODS EXPENSES	\$ 65,500.00	\$ 26,328.84	40.20%		\$81,463.56	\$73,263.51	\$65,913.38
FY18 TOTAL	\$ 1,580,609.00	\$ 478,248.54	30.26%		\$1,249,838.39	\$1,179,359.71	\$1,136,407.60
<u>HIGHWAY-SNOW</u>							
OVERTIME	\$ 125,000.00	\$ -	0.00%		\$176,405.70	\$96,602.26	\$229,040.35
EXPENSES	\$ 325,000.00	\$ 10,265.00	3.16%		\$585,000.00	\$331,104.92	\$721,887.27
FY18 TOTAL	\$ 450,000.00	\$ 10,265.00	2.28%		\$761,405.70	\$427,707.18	\$950,927.62
<u>TRANSFER STATION</u>							
SALARIES		\$ 43,499.21			\$141,035.65	\$144,899.88	\$134,433.30
EXPENSES		\$ 189,612.97			\$406,701.63	\$361,603.29	\$267,179.29
FY18 TOTAL (SPENDING CAP)	\$ 625,000.00	\$ 233,112.18	37.30%		\$547,737.28	\$506,503.17	\$401,612.59
<i>Revenue</i>	\$ 162,621.49		143.35%		\$359,072.54	\$409,071.43	\$291,752.35
LANDFILL EXPENSES	\$ 65,000.00	\$ 4,346.40	6.69%		\$42,231.64	\$23,316.56	\$32,916.40
<u>PARK</u>							
TOTAL SALARIES	\$ 596,437.00	\$ 178,674.30	29.96%		\$550,555.51	\$497,669.11	\$400,263.40
SERVICE EXPENSES	\$ 205,000.00	\$ 61,800.41	30.15%		\$187,726.09	\$216,729.22	\$97,502.83
GOODS EXPENSES	\$ 122,000.00	\$ 39,665.00	32.51%		\$114,327.03	\$107,032.63	\$122,435.11
FY18 TOTAL	\$ 923,437.00	\$ 280,139.71	30.34%		\$852,608.63	\$821,430.96	\$620,201.34
<u>SURVEYOR</u>							
TOTAL SALARIES	\$ 168,764.00	\$ 47,000.59	27.85%		\$169,040.76	\$165,319.10	\$162,411.43
SERVICE EXPENSES	\$ 15,400.00	\$ 1,945.61	12.63%		\$25,506.28	\$13,907.60	\$21,520.73
GOODS EXPENSES	\$ 9,855.00	\$ 1,083.64	11.00%		\$1,634.49	\$2,030.19	\$1,136.68
FY18 TOTAL	\$ 194,019.00	\$ 50,029.84	25.79%		\$196,181.53	\$181,256.89	\$185,068.84
<u>WATER</u>							
SALARIES	\$ 719,600.00	\$ 179,702.37	24.97%		\$624,068.06	\$675,805.03	\$655,093.93
EXPENSES	\$ 3,282,627.87	\$ 849,191.02	25.87%		\$3,064,475.79	\$2,687,869.32	\$2,401,710.69
FY18 TOTAL	\$ 4,002,227.87	\$ 1,028,893.39	25.71%		\$3,688,543.85	\$3,363,674.35	\$3,056,804.62
<i>Revenue</i>	\$ 4,007,592.00	\$ 712,833.03	17.79%		\$3,825,827.51	\$3,684,596.80	\$3,855,079.35
TOTAL DPW FUNDING FOR FY18					\$7,338,547.02	\$6,503,248.82	\$6,383,939.01

BoPW Meeting 10/24/2017

Board Members' Reports, Concerns, and Updates

BoPW Meeting 10/24/2017

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

BoPW Meeting 10/24/2017

Review and Approve Minutes of the 10/10/17 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
October 10, 2017

MEETING MINUTES DRAFT

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

DPW Staff in Attendance: Daniel Cabral (Office Coordinator-Administrator), Joe Doucette (DPW Superintendent), Don Millette (Water Division Superintendent)

Meeting opened at 7:00 PM

Baston announced that the meeting is being recorded.

Baston reviewed the agenda.

Baston asked for public comment.

Public Comment

Peggy Patton of 43 Plain Road appeared before the Board to state that, in her opinion, the Board was making a mistake in pursuing the installation of an Automated Meter Reading System.

Public Comment

Kim Cook of 12 Ellie Lane appeared before the Board to discuss the Town's Private Way Policy.

Cook discussed the legal opinion that had previously been offered by former Town Counsel Mark Lanza.

Cook discussed public safety concerns regarding the plowing of private ways, and noted that, in her opinion, the number of homes located on a private way should not be a factor in determining the level of service provided.

Irrigation Application Review – 19 Wallace Road

Kelly and James Zacco appeared before the Board to discuss the irrigation application of 19 Wallace Road.

Lowery asked if the Water Division has reviewed and approved of the application.

Water Superintendent Don Millette confirmed that it did.

Baston asked if any sprinkler heads are located within the leaching field.

James Zacco noted that there is no leaching field, as the home utilizes a septic pit.

Wegerbauer requested to review a full-size copy of the plan.

Millette provided the full-size plan for Board review.

Abdella made a motion to approve the irrigation application of 19 Wallace Road.

Mishara 2nd.

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

Items Included in the Packet for Discussion

- 19 Wallace Road Irrigation Application

Discussion of Automated Meter Reading Systems (Tata & Howard in Attendance)

Ryan Neyland and Amanda Cavaliere of Tata & Howard appeared before the Board to discuss Automated Meter Reading Systems.

Neyland and Cavaliere presented a Power Point presentation, “Wayland Water Meters and Advanced Metering Infrastructure”.

The Board discussed the information provided noting the differences between cellular and fixed network systems.

Lowery noted that the amount of RF power emitted by a system would be a significant selection criterion for an Advanced metering Infrastructure (AMI).

Baston asked Neyland, in his experience, how many residents typically opt out of an AMI.

Neyland replied the he estimates the number of opt outs to be typically less than 1%.

Wegerbauer asked how the annual operating and maintenance costs were calculated.

Neyland responded that the operating and maintenance costs were based on an average 20-year annual cost.

Baston asked if the meters could be replaced at a different time than when the AMI system is installed.

Neyland replied that it could be done, although it may limit the Town to vendors who require a two-wire, as opposed to three-wire, system.

Abdella discussed the recent installation of an AMI in the town of North Reading.

Lowery asked what type of encryption is used by the AMI systems.

Neyland replied that the systems use various forms of encryption.

Items Included in the Packet for Discussion

- 9/18/2017 Tata & Howard Technical Memorandum – Water Meters and Advanced Metering Infrastructure Evaluation

Items Distributed for Review

- 10/10/2017 Tata & Howard Power Point presentation “Wayland Water Meters and Advanced Metering Infrastructure”

Discussion of DPW Personnel Items (John Senchyshyn in Attendance)

Human Resource Director John Senchyshyn appeared before the Board to discuss a potential new position within the DPW.

Senchyshyn discussed the number of ongoing capital projects that currently fall under the purview of the Facilities Director.

Senchyshyn noted that the desire is to establish a Project Manager position within the Engineering Division of the DPW.

Senchyshyn added that the proposal is to separate the Town and School portions of the Facilities Department, and to place the Town portion under the oversight of the DPW Director.

Senchyshyn noted he is seeking the support of the Board prior to presenting the proposal to the Personnel Board.

The Board discussed strategies for funding the Project Manager position.

Mishara made a motion to approve in principal the position of Project Manager as outlined in the meeting.

Baston 2nd.

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

Lowery requested that a written job description be provided to the Board when it is available.

Senchyshyn confirmed that a written job description will be provided to the Board when available.

Discussion and Potential Board Vote Concerning FY19 DPW Capital Requests

Holder discussed items on the DPW 5-Year Capital Plan that had been earmarked for additional discussion.

The Board discussed DPW CIP WTR 01: Meter Replacements and Reading System.

Lowery expressed his desire for Meter Replacements and Reading System to be placed in separate capital items.

The Board discussed the merits of splitting the capital request versus keeping it combined.

Lowery suggested the CIP WTR 01 be modified to \$350,000 for meter replacement, with borrowing being the designated source of funding, and the AMI Reading System moved to a separate CIP.

The Board discussed the potential cost of an AMI.

Abdella questioned whether the reading system should be presented as a CIP or an article.

Holder discussed CIP WTR 02: Water Main Replacement, noting that the \$250k cost for the replacement of the Sedgemoor water main had been added.

The Board discussed CIP WTR 09: PLC Upgrades.

Wegerbauer asked if the PLCs needed to be replaced at once or could be done over time.

Millette noted that it is recommended to replace them at once due to the specific programming requirements.

Lowery asked if there is any residual value to the existing PLC equipment.

The Board discussed the potential for Town Engineer Paul Brinkman to complete an MWRA connection study.

Items Distributed for Discussion

- DPW 5-Year Capital Plan

- DPW CIP Forms WTR 01, WTR 02, WTR 09, WTR 07, and WTR 06

Discussion and Potential Board Vote on BOPW Special Town Meeting Articles

The Board discussed the Special Town Meeting Article funding the demolition of 107 Old Sudbury Road.

Holder noted that the Finance Committee has recommended that retained earnings be used as a funding source.

Mishara made a motion to approve the Special Town Meeting Article funding the demolition of 107 Old Sudbury Road, with the source of funding to be retained earnings.

Lowery 2nd.

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

The Board discussed the status of the CPC Special Town Meeting Article funding the preservation of the Castle Gate Pillars.

Baston noted that the Historical Commission plans to attend the next meeting to discuss this article.

Items Included in the Packet for Discussion

- Special Town Meeting Article: 107 Old Sudbury Road Demolition

Discussion and Potential Vote Concerning the Town's Private Way Policy

Baston described a recent Board of Selectmen Meeting where the Town's policy concerning the maintenance of private roads was discussed.

Lowery suggested that Provision 12 be struck, as it appears to contradict other aspects of the policy.

Abdella asked about the origin of Provision 1.

Holder described how Provision 1 was drafted, noting that a portion was dictated by Town Counsel.

Mishara noted that Provision 5 is not necessary, as he feels Provision 6 essentially says the same thing.

The Board discussed the status of fire hydrants located on private ways.

Holder noted that the location of public infrastructure, such as hydrants, on private ways does not present a conflict.

Holder added that he will confirm with Town Counsel that no obligation exists.

Abdella suggested that Provision 7 be relocated to the background section of the policy.

Baston asked the Town Counsel confirm the assertions in Provision 7.

Abdella asked if any special permits exist as referenced in Provision 11.

Lowery noted that there are permits in existence that specifically say the Town has no obligation to plow.

Mishara made a motion that the Board agrees with the Private Road Policy Draft, as revised, in principle subject to review and approval by Town Counsel.

Abdella 2nd, all in favor.

Items Included in the Packet for Discussion

- 11/1/2017 Private Road Policy Draft

Items Distributed for Review

- 10/10/2017 Private Roads list

DPW Director's Operational Report

The Board reviewed the 10/10/2017 DPW Director's Report

Items Included in the Packet for Discussion

- 10/10/2017 DPW Director's Report

Board Members' Reports, Concerns, and Updates

Abdella asked that in the future the Board consider delegating the responsibility of approving irrigation systems to the DPW Director.

Lowery noted that he believes that the Town bylaws may need to be revised to authorize such delegation.

Mishara added that the Board may also consider expanding the authority of the DPW Director to grant water abatements.

Lowery suggested that the Town auditors be consulted prior to expanding the delegation of water abatements.

Lowery noted that he and Baston recently spoke with Selectman Doug Levine concerning the Town's temporary sign policy.

Lowery asked if the DPW has any role in curb cuts of 40B developments.

Holder replied that he is able to provide comments, although his authority is limited.

Lowery asked about the status of the Transfer Station Access Road Improvement project.

Holder replied that the project is still in the engineering phase.

Lowery urged that the project progress as quickly as possible.

Lowery asked if the triangular laydown area has been permitted.

Holder replied that a permit has been obtained from the Conservation Commission.

Lowery asked if a permit has been obtained for the expansion of the irrigation system at the Town Building Field.

Lowery noted that the memos of understanding regarding the DPW's continued use of 195 Main Street have not yet been obtained from the Library or Recreation Commissions.

Wegerbauer asked if staff had contacted Verizon regarding the radio read services offered.

Millette replied that when he last spoke with Verizon they did not have any information regarding specific costs available, but he will seek to contact them again.

Wegerbauer requested the indirect costs on the Transfer Station be based on actual expenses rather than the revolving fund spending cap.

Baston noted that there has been no feedback from the School Department regarding the Weston & Sampson Route 20 South Landfill Report.

Review and Approve the Minutes of the 9/26/2017 Meeting

Mishara noted that Wegerbauer provided the 2nd for the motion approving the irrigation application for 23 Country Corners Road.

Mishara made a motion to approve the minutes of the 9/26/2017 meeting as amended.

Lowery 2nd, all in favor.

Items Included in the Packet for Discussion
- 9/26/2017 BOPW Meeting Minutes Draft

Abdella made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 10:14PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator