

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: August 23, 2018

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 Water Use Restriction Exemption Request – 12 Goodman Lane

7:10 Discussions of 2018 Fall Town Meeting: Potential Capital Items, and Possible Warrant Articles
(Including Potential Vote on AMI System Article)

7:20 Review and Potential Vote on Letter to Conservation Commission re: Certificate of Compliance for
Open Order of Conditions at Baldwin Pond Well

7:30 Discussion of the Potential Consolidation of Waste Water Operations within the DPW

7:55 Initial Review and Discussion of FY2020 DPW Capital Budget

8:05 DPW Director's Financial Report

8:15 Board Members' Reports, Concerns, and Updates

8:35 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any

8:40 Review and Approve the Minutes of the 7/24/2018 and 8/14/2018 Meetings

8:45 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 8/23/2018

Water Use Exemption Request – 12 Goodman Lane

From: Karen Lyons [<mailto:karen4586@gmail.com>]
Sent: Tuesday, July 31, 2018 9:05 AM
To: Peters, Kristen; Millette, Don; B Lyons
Subject: Fwd: Newly established lawn - 8/14/18 agenda request

To : Kristen Peters
cc : Don Millette
Wayland DPW
River Road, Wayland, Ma.

Tuesday, July 31st

Re: Newly established lawn watering

Good morning Kristen,

We installed a lawn a couple of weeks ago after much winter tree and related storm damage. Per our landscaper's recommendation we would like to request to use automatic sprinklers to keep the ground wet until the lawn is established. We understand we must request an approval by the DPW to do this.

The location of the new lawn is the front yard at 12 Goodman Lane.

I'd appreciate if you could let me know if there is anything else that we should specifically ask for in the request, and also confirm our request is on the next agenda. Is this Tuesday, August 14th at 7PM at 66 River Road, Wayland?

Thank you,
Karen Lyons

Direct Mobile (508) 494 - 4586
Skype (617) 855 - 7955

BoPW Meeting 8/23/2018

**Discussions of 2018 Fall Town Meeting: Potential Capital
Items, and Possible Warrant Articles (Including Potential Vote
on AMI System Article)**

BoPW Meeting 8/23/2018

**Review and Potential Vote on Letter to Conservation
Commission re: Certificate of Compliance for Open Order of
Conditions at Baldwin Pond Well**



WAYLAND BOARD OF PUBLIC WORKS

WAYLAND DPW

66 RIVER ROAD Wayland, Massachusetts 01778-2697

To: Wayland Conservation Commission

August 14, 2018

Subject: Suggested Resolution DEP 322-683 (Baldwin Pond Water Plan) – Condition #44

Commissioners:

We seek a certificate of completion for this order of conditions. The order contains Condition #44 which seeks to protect land near the plant:

44. There shall be permanent protection of some of the open space at the site that is generally west and/or north of the Baldwin Pond and the wetlands. This land is depicted generally on Assessor's Map 14, Parcel 040C. No Certificate of Compliance shall be issued until a permanent restrictive action has been taken to protect the land in its natural state.

This is a loosely-defined geographical area ('some of the open space', 'generally west and/or north of', 'depicted generally').

A portion of this land is in the Zone I, and the remainder is roughly 350' from the Zone I of the wells. We are unaware of any Conservation issue or Water Supply issue related to this land in the last 30 years.

On the Assessors Map 14, parcel 40C is depicted as 'Sudbury Valley Trustees 4.5 acres'. It was transferred to the town 03/04/1998 by SVT (Book/Page: 28262/146). That conveyance itself places limits on land use in that it stipulates the transfer is for water supply purposes and that Water Commissions would have custody.

As you may know, the DEP limits how land used for water supply purposes can be used. We would have to check with DEP and perhaps town counsel, but we believe that a transfer to Conservation of any or all of this land would not be allowed by the DEP - because the Conservation uses are less restrictive than those of water source protection.

In our view, the limitations in the deed and the limitations already in force by state regulations satisfy Condition #44. We ask that you accept this view.

If the Commission is not satisfied that the operation of current law and restrictions satisfies the condition, then the next step is a more precise delineation of the area covered by the condition. Since this is the Conservation Commission's order, the Commission should interpret the area described in Condition #44 and propose a delineation needed for any further action.

If the Commission believes that existing law and regulation do not satisfy Condition #44, then the following step could be to create a CR on the area of land in question.

The DEP does provide a "[*Model Conservation Restriction for Public Water Supply Wells*](https://www.mass.gov/lists/groundwater-wellhead-protection-and-surface-water-supplies)". It is found at <https://www.mass.gov/lists/groundwater-wellhead-protection-and-surface-water-supplies>. This is a 15-page, rather complex document, needing approvals from many parties and which would take staff time and legal resources to complete.

We request that the Commission accept that the land cannot be transferred and that the goals of Condition #44 are satisfied by the operation of law and regulations and these laws and regulations constitute the permanent restrictive action required.

Best regards,
BOARD OF PUBLIC WORKS

Mike Lowery
Chairman

copies: Tom Holder, DPW director
Don Millette, DPW Water Division Superintendent

BoPW Meeting 8/23/2018

**Discussion of the Potential Consolidation of Waste Water
Operations within the DPW**

BoPW Meeting 8/23/2018

Initial Review and Discussion of FY2020 DPW Capital Budget

DPW 5-YEAR CAPITAL PLAN							
Highway, Park, and Transfer Station Divisions							
	CATEGORY	DESCRIPTION	2020	2021	2022	2023	2024
DPW 01	INFRASTRUCTURE	ROAD & SIDEWALK RENOVATIONS	\$700,000	\$770,000	\$847,000	\$932,000	\$1,025,000
DPW 02	EQUIPMENT	HEAVY EQUIPMENT	\$95,000				\$230,000
			Tractor P59				Sweeper H17
			\$125,000				
			Backhoe P55				
DPW 04	EQUIPMENT	HEAVY TRUCKS		\$250,000	\$250,000	\$250,000	\$250,000
				Dump H15	Swap H14	Swap H40	Dump H20
DPW 05	EQUIPMENT	LIGHT TRUCKS	\$65,000	\$50,000	\$90,000	\$90,000	
			Pickup P50	SUV H1	Util H2	Dump H6	
					\$95,000	\$90,000	
					Dump P60	Dump H7	
DPW 06	EQUIPMENT	LIGHT EQUIPMENT	\$30,000				
			Smithco				
DPW 07	EQUIPMENT	COMPACTOR REPLACEMENT	\$55,000		\$55,000		
DPW 08	INFRASTRUCTURE	RT 20 SOUTH MATERIALS MGMT AREA DSN & CONST	\$750,000	(Est Con)			
DPW 09	INFRASTRUCTURE	DPW FACILITY CAPITAL MAINT (Facilities Dept)				\$100,000	
DPW 10	INFRASTRUCTURE	CEMETERY CAPITAL IMPROVEMENTS			\$125,000		
DPW 11	INFRASTRUCTURE	STONEBRIDGE RD BRIDGE DESIGN & CONST	\$100,000	\$400,000			
DPW 12	INFRASTRUCTURE	OLD SUDBURY RD BRIDGE DESIGN & CONST		\$150,000	\$1,000,000		
DPW 13	INFRASTRUCTURE	STORMWATER MGMT / DRAINAGE REPAIRS	\$250,000				
TOTAL			\$2,170,000	\$1,620,000	\$2,462,000	\$1,462,000	\$1,505,000
Water Division							
	CATEGORY	DESCRIPTION	2020	2021	2022	2023	2024
WTR 01	INFRASTRUCTURE	WATER MAIN PROJECTS	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
WTR 02	EQUIPMENT	VEHICLE REPLACEMENTS		\$250,000			
				LCF Util W9			
WTR 03	EQUIPMENT	GATE VALVE EXERCISING TRAILER	\$70,000				
WTR 04	EQUIPMENT	REPLACE FILTERS MEDIA		\$100,000	\$750,000	\$750,000	
WTR 05	INFRASTRUCTURE	CAMPBELL MANGANESE REMOVAL DSN & CONST		\$400,000	(Est Dsn)	\$4,500,000	(Est Con)
WTR 06	INFRASTRUCTURE	SECOND WATER TANK DSN & CONST		\$500,000	(Est Dsn)	\$2,500,000	(Est Con)
WTR 07	INFRASTRUCTURE	SAND BED IMPROVEMENTS	\$50,000	\$450,000			
WTR 08	INFRASTRUCTURE	REEVES HILL TANK INTERIOR REHAB	\$350,000				
WTR 09	INFRASTRUCTURE	REEVES HILL BOOSTER STATION UPGRADES	\$270,000				
WTR 10	INFRASTRUCTURE	BALDWIN POND OZONE UPGRADES				\$460,000	
WTR 11	INFRASTRUCTURE	CHAMBERLAIN WELL STATION UPGRADES					\$130,000
TOTAL			\$1,490,000	\$2,450,000	\$8,500,000	\$1,960,000	\$880,000

BoPW Meeting 8/23/2018

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY19-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 8/17/2018

Week 7 of 52 Program percentage - 14%										
		BUDGET	YEAR-TO-DATE	%	FY2018	ACTUAL EXPENSES				
						FY2017	FY2016			
HIGHWAY										
SALARIES	\$	1,048,497.00	\$	163,687.49	15.61%	\$993,042.81	\$939,665.56	\$851,281.48		
SERVICE EXPENSES	\$	463,368.63	\$	140,864.76	30.40%	\$462,611.14	\$228,709.27	\$254,814.72		
GOODS EXPENSES	\$	176,272.41	\$	38,102.54	21.62%	\$92,252.51	\$81,463.56	\$73,263.51		
FY19 TOTAL	\$	1,688,138.04	\$	342,654.79	20.30%	\$1,547,906.46	\$1,249,838.39	\$1,179,359.71		
HIGHWAY-SNOW										
OVERTIME	\$	125,000.00	\$	-	0.00%	\$207,581.41	\$176,405.70	\$96,602.26		
EXPENSES	\$	325,000.00	\$	-	0.00%	\$522,549.00	\$585,000.00	\$331,104.92		
FY19 TOTAL	\$	450,000.00	\$	-	0.00%	\$730,130.41	\$761,405.70	\$427,707.18		
TRANSFER STATION										
SALARIES	\$	161,741.08	\$	33,969.39		\$151,835.45	\$141,035.65	\$144,899.88		
EXPENSES	\$	276,436.00	\$	38,554.28		\$456,161.95	\$406,701.63	\$361,603.29		
FY19 TOTAL	\$	438,177.08	\$	72,523.67	16.55%	\$607,997.40	\$547,737.28	\$506,503.17		
YTD Actual Revenue	\$	133,665.44			54.26%	\$289,831.58	\$359,072.54	\$409,071.43		
LANDFILL EXPENSES	\$	56,059.61	\$	16,059.61	28.65%	\$53,150.20	\$42,231.64	\$23,316.56		
PARK										
TOTAL SALARIES	\$	637,566.00	\$	96,706.53	15.17%	\$564,038.91	\$550,555.51	\$497,669.11		
SERVICE EXPENSES	\$	339,026.00	\$	66,905.00	19.73%	\$211,203.07	\$187,726.09	\$216,729.22		
GOODS EXPENSES	\$	123,049.83	\$	19,712.51	16.02%	\$122,535.91	\$114,327.03	\$107,032.63		
FY19 TOTAL	\$	1,099,641.83	\$	183,324.04	16.67%	\$897,777.89	\$852,608.63	\$821,430.96		
ENGINEERING										
TOTAL SALARIES	\$	391,193.00	\$	28,184.51	7.20%	\$134,075.19	\$169,040.76	\$165,319.10		
GOODS & SERVICE EXPENSES	\$	44,510.00	\$	1,840.30	4.13%	\$25,169.99	\$1,634.49	\$2,030.19		
FY19 TOTAL	\$	435,703.00	\$	30,024.81	6.89%	\$159,245.18	\$170,675.25	\$167,349.29		
WATER										
SALARIES	\$	762,296.00	\$	111,679.79	14.65%	\$675,988.22	\$624,068.06	\$675,805.03		
EXPENSES	\$	1,686,741.74	\$	256,905.92	15.23%	\$1,834,032.00	\$1,756,287.00	\$1,732,749.00		
DEBT SERVICE	\$	1,307,263.00				\$1,322,861.00	\$1,093,106.00	\$1,064,627.00		
FY19 TOTAL	\$	3,756,300.74	\$	368,585.71	9.81%	\$3,832,881.22	\$3,473,461.06	\$3,473,181.03		
Revenue	\$	4,030,272.00	\$	266,446.22	6.61%	\$3,724,858.74	\$3,825,827.51	\$3,684,596.80		
TOTAL DPW FUNDING FOR FY19					\$ 7,924,020.30	\$ 1,013,172.63	12.79%	\$7,829,088.76	\$7,097,957.95	\$6,598,847.90

BoPW Meeting 8/23/2018

Board Members' Reports, Concerns, and Updates

BoPW Meeting 8/23/2018

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

BoPW Meeting 8/23/2018

**Review and Approve the Minutes of the 7/24/2018 and
8/14/2018 Meetings**

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
July 24, 2018

MEETING MINUTES DRAFT

Present: M. Lowery (Chair), T. Abdella, C. Lewis, J. Mishara, T. Holder (DPW Director)

Absent: M. Wegerbauer

DPW Staff in Attendance: Paul Brinkman (Town Engineer), Daniel Cabral (DPW Business Manager), Don Millette (Water Division Superintendent)

Meeting opened at 7:00 PM

Lowery asked for public comment.

Board Members Reports, Concerns, and Updates

Request: Inadvertent loss of outdoor art signboard

Bredt Handy of 22 Draper Road appeared before the Board to discuss a piece of art that had previously been on display on the town signboard at 5 Paths, but had been inadvertently lost by the DPW when the signboard was temporarily removed for road construction.

Holder noted that after the painting had been taken down for construction, it was stored at the DPW where the plywood began to warp, causing it to be unusable.

Handy requested compensation for the painting, suggesting several years of Transfer Station permits.

Holder offered Handy the opportunity to display her artwork within the lobby of the DPW.

Mishara asked if there was any agreement between the DPW and Wayland Arts addressing the care of the artwork.

Holder replied that the Board of Selectmen established the rules for the town signboards, and that those rules note that the town is not liable for damage to signs that are placed on the signboards.

Lowery noted that he feels it is important to maintain a positive relationship between the DPW and Wayland Arts, and offered to personally compensate Handy for two years' worth of Transfer Station Permits.

Lewis offered to personally pay for one of the two Transfer Station permits.

Items Included in the Packet for Discussion:
- 7/14/2018 email from Bredt Handy to BoPW

Discussion with WWMDC Representatives on the Possible Shifting of Operational and Management WWMDC Functions to the DPW

Fred Knight, chair of the Waste Water Management District Commission (WWMDC), appeared before the Board to discuss his proposal to create a Town Water-Wastewater Department under the DPW outlined in his memo, “Creating a Water-Wastewater Department”.

Cherry Karlson, Vice Chair of the Board of Selectmen, but speaking on her own behalf, discussed the structure of the WWMDC and the enabling legislation that established the WWMDC.

Knight discussed the potential structure of a commission overseeing both water and wastewater operations.

Lowery expressed doubt that the Town needs to establish a new commission.

Holder asked if it is practical to expect the 5-member BOPW to be able to handle taking on the WWMDC responsibilities.

Lewis asked to see the financial details of the WWMDC.

Knight proposed that a joint meeting between the BOPW and WWMDC be scheduled for September.

Lowery suggested that, prior to the joint meeting, an item to discuss preparation for the joint meeting be placed on an agenda.

Items Distributed for Review
- 7/20/2018 Memo from Fred Knight “Creating a Water-Wastewater Department”

Preliminary Discussions of 2018 Fall Town Meeting: Process Changes, Schedule, Potential Capital Items, and Possible Warrant Articles (including AMI)

The Board discussed a potential Fall Town Meeting article to convert an access easement to an access and utility easement at the Habitat for Humanity property on Stonebridge Road, as it had been incorrectly recorded.

The Board discussed the viability of presenting an Advanced Metering Infrastructure (AMI) article at Fall Town Meeting.

Lewis noted that he does not support an AMI article at Fall Town meeting, as there is no financial justification for the project.

Mishara expressed his opinion that the Board should pursue an AMI article to provide more information to voters on AMI systems.

Abdella expressed his concern that, without there being able to eliminate a Water Division employee and vehicle with the implementation of AMI, it will be difficult to secure the necessary votes.

Lowery discussed alternative implementation methods to establish AMI more organically, utilizing two billing systems concurrently.

Holder cautioned that operating two reading systems would be impractical.

Lowery suggested that Wegerbauer be asked to listen to the discussion on AMI, with further discussion and potential vote on an AMI article scheduled for the next meeting.

DPW Director's Operational Report

Holder discussed the status of the triangular laydown area, noting that the DPW hopes to begin using the site within the next 6 weeks.

Holder discussed the status of the Transfer Station Access Road, noting that the project has been advertised with a bid opening scheduled for August 9.

Holder discussed the status of the intersection of Route 27 and 30, noting that Verizon is currently working on their vault located at the intersection.

Holder noted that there is a public forum scheduled for September 13 to discuss MS4 regulations.

Holder noted that an employment offer has been made to a candidate for the Project Manager position.

Holder discussed the status of the Castlegate Pillars, noting that a preservationist has been consulted and the mason scheduled to complete the work has recently attended a site meeting.

Holder discussed a recent small claims court case regarding the water bill of 20 Meadowview, noting that the court found in favor of the resident.

Holder noted that a message will be included on the next water bills stating that the reading may not occur at exactly six month intervals.

Holder discussed a superior court case involving a bid protest over the Town's rejection of the apparent low bidder for a water main project, adding that a ruling is anticipated within the week.

Holder noted that the DPW has investigated the proposed traffic calming options on Claypit Hill Road.

Holder added that, according to Town Planner Sarkis Sarkisian, its status as a scenic road would require a vote of the planning board to authorize the placement of electronic speed signs, with a discussion scheduled for the August 14 Planning Board meeting.

Holder discussed the status of paving projects on Main Street and Claypit Hill Road.

DPW Water Superintendent Don Millette noted that crews are out several nights a week policing the water ban.

Millette noted that he met with the resident at 9 Apache Trail, and determined that there was no sign of leaks within the house.

Millette added that he also met with the irrigation company and found several leaks within the irrigation system.

Holder added that the residents at 9 Apache have paid their outstanding water bill in full.

Lowery requested that the DPW document the findings of the inspection of 9 Apache Trail in writing.

Items Included in the Packet for Discussion:

- 7/24/2018 DPW Director's Report

317 Boston Post Road Administrative Abatement Review

Lowery made a motion that the Board affirms the correctness of the administrative abatement of the 7/9/2018 water bill of 317 Boston Post Road as presented.

Mishara 2nd, all in favor.

Items Distributed for Review

- Water Abatement Request – 317 Boston Post Road

Discuss Request for DPW to Take Over Maintenance of Fence Erected by 1st Parish Church on Town Road Right of Way Property

Gretchen Schuler, Chair of the Historic District Commission appeared before the Board to discuss the status of the fence at the 1st Parish Church.

Lowery noted that the fence belongs to the 1st Parish church but is within the Town Right of Way.

Schuler noted that Parish members have traditionally maintained the fence, but there is declining interest from members on maintaining it going forward.

Lewis asked if Schuler had an estimate on the costs to repair the fence.

Schuler noted that she does not know the cost, but feels it would be a valid Community Preservation Committee (CPC) project.

Mishara asked why the Board would consider maintaining the fence, as it is privately owned.

Lowery agreed that he doesn't like the idea of using town funds to repair the fence.

Lowery asked for the Board's permission to authorize the repairing of the granite fence post, as it is within the right of way and presents a public safety issue.

Lowery made a motion that the DPW facilitate the repair of the granite fence post at a reasonable cost as a public safety measure, and asked that the church submit a CPC request and obtain the necessary permission from the DPW to repair the fence within the right of way.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion:

- 6/11/2018 Email from Gretchen Schuler re: Fence at First Parish

Items Distributed for Review

- Arial image of the 1st Parish Church property

**Certificate of Compliance for Open Conservation Order of Conditions DEP 322-683
Baldwin Pond Wells – Condition 44 – Land Restriction**

Lowery offered to draft a letter to the Conservation Commission requesting a signed certificate of compliance for review and vote at the next Board meeting.

Items Included in the Packet for Discussion:

- 7/16/2018 Email from Sherre Greenbaum re: Baldwin Pond Water Treatment Plant

Board Members' Reports, Concerns, and Updates

Request: BoH – The timing of catch basin cleaning relative to larviciding

Lowery discussed John Schuler's request for the DPW to work with the BoH in coordinating catch basin cleaning.

Holder noted that he will work with Schuler to schedule catch basin cleaning at an optimal time relative to larviciding.

Lewis asked Holder about the status of the newspaper article regarding Transfer Station fee increases.

Holder noted that he has submitted the letter to the editor of the Wayland Town Crier for publication.

Lewis asked about the status of the Route 20 South Landfill project.

Holder replied that site inspections are scheduled to occur to determine the condition of the cap as well as landfill gas scanning prior to submitting a report for review by the DEP.

Items Included in the Packet for Discussion:

- 7/18/2018 Email from John Schuler re: Catch basin mosquito larviciding

Town Email Addresses for BoPW Members

Lowery discussed the process by which Town Board Members are to begin using town-issued email addresses, effective August 1.

Items Included in the Packet for Discussion:

- 6/25/2018 Email from Elizabeth Doucette re: Town of Wayland email address assigned to all public officials

Review and Approve the Minutes of the 7/10/2018 Meeting

Mishara made a motion to approve the minutes of the 7/10/2018 meeting as presented.

Lowery 2nd, all in favor.

Items Included in the Packet for Discussion

- 7/10/2018 Meeting Minutes Draft

The Board noted that the next Board meetings will occur on August 14 and August 28.

Mishara made a motion to adjourn.

Lewis 2nd, all in favor.

Meeting adjourned at 9:15 PM.

Respectfully submitted,
Daniel Cabral
Business Manager

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
August 14, 2018

MEETING MINUTES DRAFT

Present: M. Lowery (Chair), C. Lewis, T. Holder (DPW Director)

Absent: T. Abdella, J. Mishara, M. Wegerbauer

DPW Staff in Attendance: Daniel Cabral (DPW Business Manager), Joe Doucette (DPW Superintendent)

Meeting canceled for lack of quorum.

Respectfully submitted,
Daniel Cabral
Business Manager