

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

www.mass.gov/ago/openmeeting

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: _____ Board of Public Works

FILED BY: _____ Dan Cabral

DATE OF MEETING: _____ November 20, 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 Discussion of AMI Article at Spring Town Meeting (Town Administrator Louise Miller in attendance)

- Discussion of proposed AMI vendor selection process
- Discussion of project timing and funding mechanisms
- Discussion of Water Enterprise Fund – 5-year view, interest recapture

7:45 Review and Board Vote on Water Accounts to be Liened

7:55 Discussion on Process for the Potential Discontinuance of Water Service

8:10 Discussion and Potential Board Vote on Dudley Pond Boat Launch CPC Proposal

8:20 DPW Director's Operational Report

8:35 Board Members' Reports, Concerns, and Updates

8:55 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any

9:00 Review and Approve the Minutes of the 11/6/2018 Meeting

9:05 Set or Confirm Future Meeting Dates

9:10 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 11/20/2018

Discussion of AMI Article at Spring Town Meeting (Town Administrator Louise Miller in attendance)

- Discussion of proposed AMI vendor selection process
- Discussion of project timing and funding mechanisms
- Discussion of Water Enterprise Fund – 5-year view, interest recapture

From: Miller, Louise <lmiller@wayland.ma.us>
Sent: Friday, November 9, 2018 4:28 PM
To: Lowery, Michael
Cc: Holder, Thomas; Levine, Doug
Subject: Re: Discussion re AMI

Thank you Mike. I appreciate your response. I understand your concerns and comments. My intent had been to be the person to discuss the AMI process with your board, not for you to hear from another party. I appreciate your recognition of the Finance Director. I look forward to our discussion on November 20. Have a great weekend. Louise

From: Lowery, Michael
Sent: Friday, November 9, 2018 4:20:39 PM
To: Miller, Louise
Cc: Holder, Thomas; Levine, Doug
Subject: RE: Discussion re AMI

Louise:

1. As all Wayland board agendas, the Board of Public Works agendas are public and descriptive. Our November 6th agenda had the item "Discussion of AMI Article at Spring Town Meeting" I am sorry you were told there was 'no item of note'.

There were more sparks than I expected when we posted – but that can happen.

2. Thank you for taking the time to watch the discussion on WayCam. It was at this meeting that the Board was first learned that:
 - a. The Water Department would be required to use the MUNIS software without any input or review by the Water Commissioners,
 - b. Town Treasurer may not have been crediting interest to the water retained earnings as is required by law, and
 - c. It was your intention to form a committee to review and select AMI proposals where there would be one BoPW member.

The Board of Public Works would welcome financial and IT advise on this decision, however it will make the selection under its authority as water commissioners. As chief procurement office we understand your role to be assuring the procurement process is done correctly – not to abrogate the decision making authority of the water commissioners.

It would be politically naïve to think these revelations would not have caused some consternation.

3. I did not assume that the proposed committee would include you. I don't think that would be a concern.
4. The board thanks you for being willing to appear to discuss your right and duty to control the AMI procurement, RFP, and selection process and your ability to control the considerations used to approve an RFP.
5. Please be prepared on November 20th to respond to our request to the Treasurer for information on the amount of interest since 2012 which should have been returned to the water enterprise fund and

to explain how and when that will be corrected. This is part of the resolution of a shared understand of water retained earnings.

6. You are welcome to address the board on what you feel may be a structural imbalance in the water enterprise fund. At the end of our meeting, I hope you heard me give credit to the Finance Directory for helping us realize that we must understand ALL parts of the problem, and that ALL our future needs and their timing must be reconciled. There was general agreement on this point.

Please understand that until the Selectman's discussion of AMI the Board of Public Works had no specifics about your concerns. There are many factors that go into a shared vision of our financial future. You can be assured that unlike prior years, the board will be more careful about the use of retained earnings, and more careful about its having all parts of its five year plan in harmony.

Regards,

Mike Lowery, chair

Board of Public Works

From: Miller, Louise

Sent: Friday, November 9, 2018 15:09

To: Lowery, Michael <mlowery@wayland.ma.us>; Lewis, Clifford <clewis@wayland.ma.us>; Wegerbauer, Michael B <mwegerbauer@wayland.ma.us>; Mishara, Jonathan I <jmishara@wayland.ma.us>; Abdella, Tom <tabdella@wayland.ma.us>

Cc: Levine, Doug <dlevine@wayland.ma.us>; Anderson, Lea <landerson@wayland.ma.us>; Holder, Thomas <tholder@wayland.ma.us>

Subject: Discussion re AMI

Dear Gentlemen:

I will be available to attend your meeting of November 20 for a discussion regarding AMI. I offered to attend your meeting of November 6 but was told that there was no item of note on your agenda. I later found out about your discussion of the AMI project, which I watched on WAYCAM.

First, I would like to reiterate what I stated to both Mike Lowery, the chair of your Board, and Tom Holder, the DPW Director, that I fully understand the importance of this project to the Board of Public Works and that I fully support it. Any issues that I have brought up relate to the financial viability of the funding proposal for the project.

Second, I would like to clarify that my intent in beginning the planning and procurement process for the AMI project at this time is so that the project is ready for an article submission in January 2019 and for a successful discussion at Annual Town Meeting in April 2019. To that end, as a Chief Procurement Officer for the Town, I have set a timeline for developing a Request for Proposals and for evaluating proposals that would provide the Town with a full understanding of the services that will be provided and the costs of those services. Please note that I have determined and am required under State law to make a finding in writing that selection of the most advantageous offer to the Town for AMI requires comparative judgment factors in addition to price. I have not yet made this finding in writing. If I did not make such a determination, the procurement process would be an Invitation for Bids, where the Town must choose the lowest priced responsive and responsible proposal. I also considered that for the project to be successful through completion, a team comprised of DPW, IT, and administrative staff will be required. To that end, a team comprised of the Public Works Director, the Water Superintendent, the IT Director or a designee, and the Assistant Town Administrator, would be formed for RFP Development, the evaluation of proposals, and implementation of the project. In addition, a Board of Public Works Commissioner would be one of the members of the team for proper communication and input from the Board of Public Works. There seemed to be a misunderstanding at your meeting that I would be part of this committee or directing this committee. That is not the case. Under State law, the Chief Procurement Officer designates the committee, and the committee members submit evaluations and make a recommendation to the Chief Procurement Officer.

I understand your concern that the Board of Public Works wants to ensure that its goals regarding meter reading information be met. I would propose that the process be refined to add a review of the RFP by the Board of Public Works prior to advertising and a joint review of the vendor selection by me and the Board of Public Works prior to award. I would ask to discuss further with your Board the implications from an open meeting law perspective of having a full Board review with me of proposals that are mandated to remain confidential under State law until the final award of the contract.

I also would like to address briefly the solvency of the Water Enterprise Fund and the financial review that will take place in the next few weeks. I would like to articulate clearly for you that one of the financial concerns regarding the Water Enterprise Fund is a structural imbalance in revenues. Revenues for both FY17 and FY18 were substantially below budget, \$400k and \$600k under budget respectively. This revenue shortfall needs to be analyzed as well as the timing of future major capital projects. I would like to thank Mr. Wegerbauer for agreeing to work on the financial review analysis. I will be in touch shortly to schedule meetings to review the Water Enterprise Fund finances.

I appreciate your consideration of the items I have presented and look forward to having an opportunity to meet with you on November 20.

Sincerely,

Louise Miller

Louise Miller, Town Administrator
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
O: (508) 358-3620
C: (781) 697-6018

BoPW Meeting 11/20/2018

Review and Board Vote on Water Accounts to be Liened



DEPARTMENT OF PUBLIC WORKS TOWN OF WAYLAND

*Entrusted To
Manage The
Public
Infrastructure*

Thomas M. Holder
Director

Joseph Doucette
Superintendent

Don Millette
Superintendent

Paul Brinkman
Town Engineer

November 20, 2018

Bruce Morgan
Wayland Assessors Office
41 Cochituate Road
Wayland, MA 01778

RE: Water Accounts – Lien Recommendation

Dear Mr. Morgan:

I, Thomas Holder, Director of the Department of Public Works, in conjunction with Michael Lowery, Chair of the Board of Public Works for the Town of Wayland, hereby certify that the attached listing of delinquent water accounts should be liened, via the Town Assessor and Board of Assessors, to the fiscal 2019 Real Estate tax bills in accordance with MGL Chapter 40, Section 58. The properties involved have been issued an intent to lien in a letter and have not responded.

Respectfully submitted,

Thomas Holder | Director
Department of Public Works

Michael Lowery | Chair
Board of Public Works

ECopy: Board of Public Works
Zoe Pierce, Town Treasurer

HIGHWAY – WATER – PARKS – CEMETERIES – TRANSFER STATION – ENGINEERING

DPW FACILITY | 66 RIVER ROAD | WAYLAND, MASSACHUSETTS 01778 | TEL 508-358-3672

BoPW Meeting 11/20/2018

**Discussion on Process for the Potential Discontinuance of
Water Service**

BoPW Meeting 11/20/2018

**Discussion and Potential Board Vote on Dudley Pond Boat
Launch CPC Proposal**

Funded CPC projects for Boat Ramps

City/Town	Project Name	CPC Funding	Description	Approved
Bourne	Monument Beach Boat Ramp	\$300,000	construction of ramp, timber floats, pilings, curtain wall and gravel subbase.	05/02/16
Cohasset	Boat Ramp	\$50,000	Fund engineering for rehab of boat ramp	05/01/17
Edgartown	Katama Boatramp	\$30,000	Comprehensive engineering for capital improvements and restoration of the Katama Boat Ramp. The state has said it will pay for construction of said Boat Ramp if the Town pays for the engineering.	04/11/17
Hopkinton	Boat Dock Sandy Beach	\$20,000	Install a boat dock at Sandy Beach	05/02/16
Manchester	Town Hall Boat Ramp	\$285,000	Rehabilitation of the town's boat ramp for recreation.	04/06/15
Manchester	Town Hall Boat Ramp	\$150,000	Rehabilitation of the town's boat ramp for recreation.	04/04/16
Mashpee	Great River Boat Ramp Improvement	\$200,000	To improve the Great River Boat Ramp by constructing a double wide ramp for the future needs of Mashpee and to construct a separate kayak launch facility. The double wide ramp will assist in the planned success of the Mashpee Comprehensive Wastewater Nitrogen Management Plan and accommodate the volume of shellfish to be harvested.	05/02/16
Mashpee	Ockway Bay Boat Ramp Improvement Project	\$75,000	To replace the existing wooden structure in dire need of repair. The thirty year structure is non-compliant. New aluminum marine-grade material will allow for sunlight penetration and promote eelgrass growth and shellfish habitat. The facility is used on a year round basis by recreational boaters and fishermen.	05/02/16

Funded CPC projects for Boat Ramps

Mashpee	Edward A. Baker Boat Ramp at Pirates Cove	\$75,000	The existing wooden structure was constructed approximately thirty years ago. The pier/dock structure is in disrepair and is non-compliant. In the matter of safety, the ramp requires replacement. Aluminum marine-grade material will be used to allow sunlight penetration to promote eelgrass growth and shellfish habitat.	05/02/16
Needham	Boat Launch	\$30,000	Design funds to improve boat launch area on Charles River at intersection of South Street and Dedham Avenue	05/11/15
Pembroke	Boat Ramp Replacement	\$15,000	Replace the existing boat ramp at the town landing at Oldham Pond on Wampatuck Street.	04/28/15
Quincy	QPD PL boat Ramp	\$170,000	Public Landing Boat Ramp	06/30/16
Rockport	Straitsmouth Island Boat Ramp	\$100,000	Creation of a concrete boat ramp to provide permanent public access to island with historic lighthouse under renovation with CPC funds.	09/12/16
Sunderland	Riverfront Recreation Area- Phase 1	\$36,631	Use CPA funds to begin Riverfront Recreation Area with the CT River boat launch rehabilitation, river path creation and land acquisition for these components.	04/29/16
Wareham	onset boat ramp	\$100,000	rehabilitation of the onset boat ramp.	04/27/15

Dudley Pond – Proposed Boat Ramp Project

PROJECT DESCRIPTION

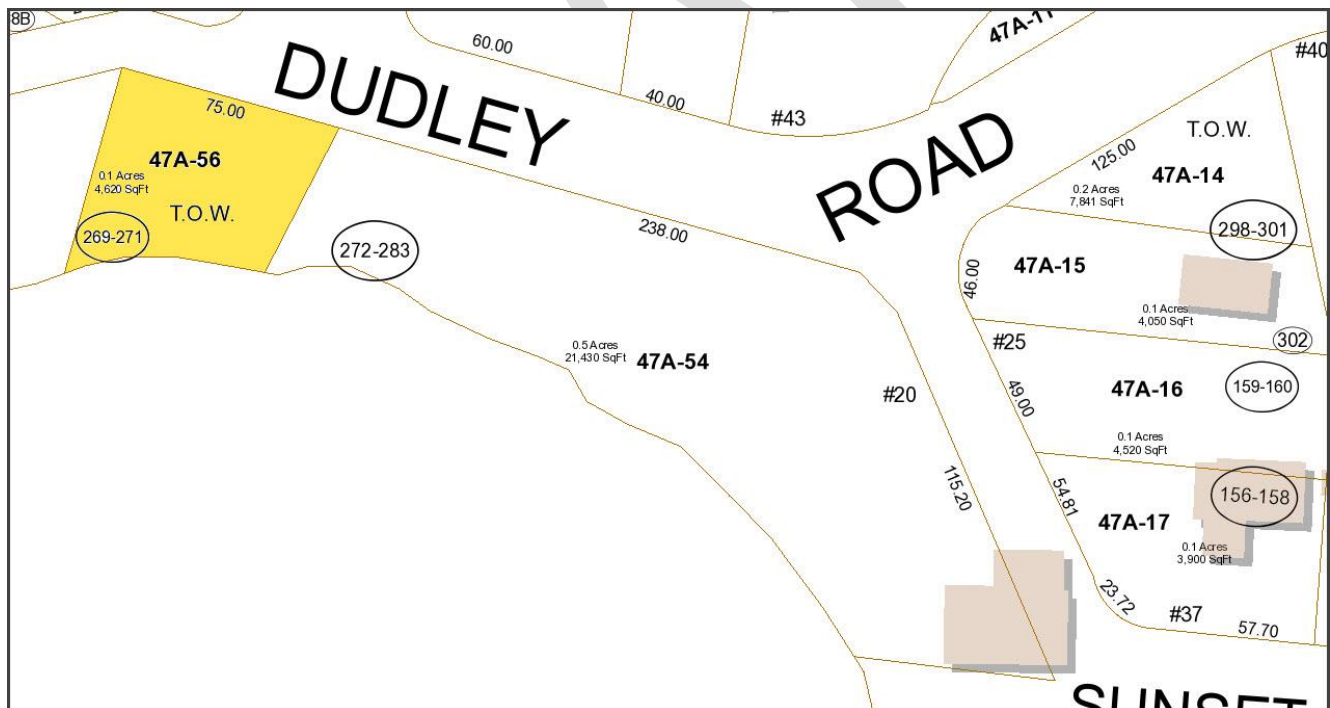
1. **Scope or concept of project:** (State the scope of work including the specific information about extent of work. Provide photographs of existing conditions and proposed plans, if applicable.)

The project will construct a simple public boat ramp on for Dudley Pond. At present there is no public boat ramp. The ramp will be constructed on Town of Wayland land in the custody of the Board of Public Works.

The ramp will bisect a small, flat, unused parcel opposite Bayfield Road. Construction will be performed by the Wayland DPW.

The ramp will be 18' wide, with a bituminous surface from Dudley Road to the water's edge, and a crush stone entrance into the water.

The ramp will be secured by a locked chain, with the DPW and WPD/WFD holding keys. During the times of year allowed by town bylaws, the chain will be removed to allow boats to be trailered in or out of Dudley Pond.



Dudley Pond – Proposed Boat Ramp Project

The ramp will serve four needs:

1. Emergency Access for WFD/WPD at this end of the pond. (Today their only access is at Mansion Beach).
2. Access for WSWQC contractors' large mechanical harvesters, air boats, and suction-harvesting boats. Today these boats enter across Mansion Beach and the shallow sandy drop off makes entry difficult.
3. Twice yearly access for residents having boats in Dudley Pond – to take them out and bring them back.
4. A carry-in access point for smaller boats, canoes, and kayaks.

2. Projected action plan and timeline: List steps needed to complete the project and an estimated timeline. This plan and schedule will be critical once funding is allocated, to assist the CPC in preparing annual Project Status Reports that are reported annually to Town Meeting until project completion.

After Town Meeting approval, the approximate schedule would be:

- May – prepare Notice of Intent, and seek Order of Conditions from Conservation
- June-July – land clearing as required, and ramp construction as DPW time permits
- September – project completion.

Dudley Pond – Proposed Boat Ramp Project



*Figure 1 - Opposite Bayfield, looking across town land.
Looking south toward Dudley Pond
Chateau parking lot on the left.*

Dudley Pond – Proposed Boat Ramp Project

FINANCES

3. Anticipated project cost: Provide a budget, with line itemization.

0. Permitting	\$500
1. Land Clearing as needed	\$5000
2. Paving from Road to water edge	\$8000
3. Construct crushed stone in-water ramp	\$4000
4. Install Security Posts and chain	\$2000
TOTAL	\$19,500

4. Other funding sources, including private/public/in-kind:

Depending on workload, the DPW may be able to perform some of this work in-kind. To the extent it is not able, DPW-supervised contractors would be used.
 The Dudley Pond Association board has voted to contribute \$1000
 Five shoreline residents have committed to contributing \$500 each
 A resident will obtain the permitting on behalf of the Board of Public Works, and Recreation Commission. \$500

5. CPA funding request amount:

\$15,500

6. Budget justification: Provide an explanation for why each type of expense is needed.

Permitting is required by the Wetlands Protection Act for any project within 100' of a waterbody.
 Land Clearing is required to provide an 18' straight path from the road to the water.
 A solid surface is required by trucks and trailers
 The stone ramp is required to allow trailers to enter the water without sinking into the mud.
 The security post is necessary to assure compliance with town bylaws regarding dates when trailering is allowed.

Dudley Pond – Proposed Boat Ramp Project

PURPOSE OF PROJECT

7. Relevance to community: Indicate how the project is relevant to the current and/or future needs of Wayland. Does it serve multiple needs?

Wayland emergency services have requested another entrance to Dudley Pond so they can respond quickly to incidents at this end of Dudley Pond.

The Wayland Surface Water Quality Committee frequently need to arrange for large mechanical harvesters, suction harvesting platforms, and air boats to enter the pond for weed control.

Many of the 100 residents own sailboats or pontoon boats or other water craft which need to be removed from the water during the winter. There are no public ramps on Dudley Pond which allow this access.

Residents and visitors with smaller craft to put-in hand carried boats can no longer use the Chateau parking lot entrance which has not been maintained and has 10-12" drop-offs. The ramp would allow easy entrance for these smaller carry-in craft.

There are no nearby neighbors who would be adversely affected. Dudley Pond is owned by the town and is a Great Pond of Massachusetts and public recreational access should be supported.

8. Explain how the project will meet goals and objectives of the category under which you are applying (Community Housing, Historic Preservation, Open Space, Recreation).

The availability of a public boat launch on Dudley Pond will support the Recreational uses of watercraft on Dudley Pond, and simplify the control of invasive weeds by providing good access for contractor boats.

Many other communities have used CPC funds for constructing boat ramps – please see attached.

9. Supporting documents: Provide supporting letters, references, studies, maps, and statistics.

Attach letters from the Dudley Pond Association, Recreation Commission, WFD, and residents.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778
www.wayland.ma.us

WAYLAND COMMUNITY PRESERVATION COMMITTEE

The Town of Wayland adopted the newly enacted Community Preservation Act (CPA) at Annual Town Meeting in April 2002. Accordingly the Community Preservation Committee (CPC) was established as an on-going committee of the town. Its primary task is to administer the CPA fund by seeking and evaluating proposals, and making recommendations to Town Meeting for the expenditure of CPA funds. The monies are collected yearly as a 1.5% surcharge on the tax bill of each property owner. The CPC welcomes requests for funding and presents the following information to assist applicants in seeking those funds.

Mission Statement

(adopted by CPC April 2002)

The Mission of the Wayland Community Preservation Committee is to create, maintain and implement a Community Preservation Plan to preserve, expand, and enhance open space, historic resources, community housing, and specified recreational uses. The Plan serves as the basis for the Committee's recommendations to Town Meeting for the disposition of Community Preservation Funds.

Eligible Uses

(as per Community Preservation Act as amended July 2012)

The Wayland CPC can only consider proposals that are eligible for CPA funding according to the requirements described in the CPA legislation, specifically for:

- acquisition, creation, and preservation of open space.
- acquisition, preservation, rehabilitation, and restoration of historic resources.
- acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use.
- acquisition, creation, preservation, and support of community housing
- rehabilitation or restoration of open space and community housing that is acquired or created using monies from the fund.

Application for Funding

(as per CPC September 2014)

Use of CPA funds is determined by Wayland's Town Meeting. The request for funds must be made at Town Meeting by the CPC following consideration of eligible applications. Please provide as much information as possible so that the CPC is able to make an informed decision on funding requests.

It is highly recommended that applicants meet with the CPC to discuss a potential proposal. The CPC generally meets once a month. Please submit information at least one week prior to a CPC meeting at which the application will be considered.



WAYLAND COMMUNITY PRESERVATION ACT PROJECT APPLICATION COVER SHEET

I: Project Information

Project Title: Boat Launch - Dudley Pond

Project Summary:

Construct boat launch on DPW-Highway land for public seasonal trailering in/out of Dudley Pond, year-around access for WPD/WFD emergencies, and as-needed access for WSWQC contractors performing weed management services.

Map and Parcel #: 47A-56 Estimated completion date: 8/15/2019

CPA Program Area (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Community Housing | <input checked="" type="checkbox"/> Recreation |

II: Applicant/Developer Information

Contact Person and or/primary applicant: Michael Lowery, BoPW

Property Owner (if applicable): Town of Wayland, DPW-HWY custodian

Organization (if applicable): Board of Public Works

Mailing Address: 41 Cochituate Road, Wayland

Daytime phone #: 508-397-8828 Other phone #:

E-mail address & Website: mlowery@wayland.ma.us

III: Budget Summary

Total budget for project: \$25,000

CPA funding request: \$20,000

CPA request as percentage of total budget: 80%

Applicant Signature: _____

Date Submitted: 11/30/2018

Please attach a narrative addressing the following issues and questions.

PROJECT DESCRIPTION

1. Scope or concept of project: (State the scope of work including the specific information about extent of work. Provide photographs of existing conditions and proposed plans, if applicable.)
2. Projected action plan and timeline: List steps needed to complete the project and an estimated timeline. This plan and schedule will be critical once funding is allocated, to assist the CPC in preparing annual Project Status Reports that are reported annually to Town Meeting until project completion.

FINANCES

3. Anticipated project cost: Provide a budget, with line itemization.
4. Other funding sources, including private/public/in-kind:
5. CPA funding request amount:
6. Budget justification: Provide an explanation for why each type of expense is needed.

PURPOSE OF PROJECT

7. Relevance to community: Indicate how the project is relevant to the current and/or future needs of Wayland. Does it serve multiple needs?
8. Explain how the project will meet goals and objectives of the category under which you are applying (Community Housing, Historic Preservation, Open Space, Recreation).
9. Supporting documents: Provide supporting letters, references, studies, maps, and statistics.

Please keep in mind that there are legal limitations on the uses of CPA funds. If you have any questions about your project's eligibility, please contact the CPC for guidance. Thank you.

Wayland Community Preservation Committee

BoPW Meeting 11/20/2018

DPW Director's Operational Report

DPW Director's Report

November 20, 2018

Director's Project Update

(Director to Provide Update)

- Status of Triangular Area and Transfer Station Access Road
- Route 20 Water Main
- South 20 Landfill

Engineering Division

Town Engineer:

- Route 20 Water Main Replacement Project (Phase I MWG) construction coordination.
- Conservation and Transfer Station Access Road Improvements Project (Phase 2 MWG) construction coordination.
- Route 20 Water Main Extension Project (Phase 3 MWG) design phase assistance.
- WWMDC Wastewater Operations Manager onboarding and technical assistance at plant.
- MassDEP meeting for Wayland wastewater issues (WWMDC, WHS, and Septage).
- Project Bidding and Contract award for River's Edge Asbestos Cleanup.
- South Landfill repurposing project, consultant coordination.
- Assistance to Recreation Dept. for Oxbow athletic field.

GIS Coordinator:

- Improvements to parcel and building data layers.
- Review and coordination of updates for Town Assessors Department.
- Setup and coordination of new and improved public GIS viewer.

Town Surveyor:

- Assistance on Town projects for collection of location data and implementation into records.
- Research and publication of Town survey data.
- Survey data collection of features (bounds, infrastructure) throughout Town for GIS improvements.

Water Division

- **Abatement Update** – As of 10/18/2018, \$2867.46 has been abated for lost water in FY2019

Treatment:

- Performed monthly calibrations on all chemical pumps (stations and plant)
- Monthly testing of all chemical alarm and eye wash test
- Flushed all chemical feed lines at Baldwin pond treatment plant and wells
- Repaired 4 leaking filter membrane strands (the 4 leaks were in 3 different cartridges)
- Re-plumbed KoH Bulk tank piping @ Happy Hollow
- Baldwin Pond back-up Generator was serviced before winter
- Cleaned sand beds

Distribution:

- Hydrant Replacements at 85 Rice Road and 29 Oak Street
- Renew Main to Curb at 29 Oak Street
- Repair Water Main Break at 30 Grove Street
- Transfer Station water main installation inspections
- Training Field Rd. Conservation Cluster Water Main Tie in Inspection
- Shutdown water main on Cochituate Rd. for Rt. 20 Project water main tie-in
- Leak located on homeowner side at 153 Old Connecticut Path - leak repaired by contractor
- Meter Reading
- Completed Monthly Work Orders

Highway & Park Division

- Road Construction Update: Backfilling of all berm has been completed and road construction has come to an end for the season.
- Mayer Tree in process of removing trees that had been authorized at tree hearing.

- Graded dirt roadways in preparation for snow plowing
- Took delivery of rental trommel Screener for the purpose of screening loam
- New gate installed at maintenance area for Lakeview Cemetery.
- Working with FEMA to obtain reimbursement for March 13/14 2018 Snow storm.
- Brought in docks and winterized beach
- Winterized all irrigation systems and drinking fountains
- Set up/took down voting booths, signage and equipment relate to elections and town meeting.
- Cleared, weeded island at Town Pool/High School parking area

Transfer Station Division

- As of 11/15/2018, 1818 Full Stickers have been sold. At this point in FY2018, 1828 Full Stickers were sold.
- As of 11/15/2018, 169 Recycle-Only Stickers were sold. At this point in FY2018, 164 Recycle-Only Stickers were sold.

BoPW Meeting 11/20/2018

Board Members' Reports, Concerns, and Updates



TOWN OF WAYLAND
MASSACHUSETTS
01778
PLANNING DEPARTMENT

Sarkis Sarkisian
Wayland Town Planner

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-3606

Wayland DPW

NOV 08 2018

RECEIVED

Interoffice Memo

DATE: November 8, 2018

TO: Geoffrey Larsen, Building Commissioner
Linda Hansen, Conservation Commission Administrator
Tom Lashmit, Town Surveyor
David Houghton, Fire Chief
Julia Junghanns, Director of Public Health
Pat Swanick, Police Chief
Don Millette, Water Superintendent
Tom Holder, Director of Public Works
Bruce Morgan, Assessors
Louise Miller, Town Administrator

FROM: Sarkis Sarkisian, Town Planner

RE: Site Approval Application – 264 Old Conn Wayland High School

Attached are the site plan application and plans for the Wayland High School Fields project located at 264 Old Conn Path. A public hearing has been scheduled for November 27, 2018 and it is anticipated that the meeting will be continued to a time certain. This item will also be discussed at a Town Planner Land Use Committee meeting that has not been scheduled. Please note that all documents and plans have been uploaded on the Planning Department website under new projects and developments. If you are not able to make the meeting, written comments are appreciated.

Thank you.



TOWN OF WAYLAND
MASSACHUSETTS
01778
PLANNING DEPARTMENT

Sarkis Sarkisian
Wayland Town Planner

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-3606

Wayland DPW

NOV 08 2018

RECEIVED

Interoffice Memo

DATE: November 8, 2018

TO: Geoffrey Larsen, Building Commissioner
Linda Hansen, Conservation Commission Administrator
Tom Lashmit, Town Surveyor
David Houghton, Fire Chief
Julia Junghanns, Director of Public Health
Pat Swanick, Police Chief
Don Millette, Water Superintendent
Tom Holder, Director of Public Works ✓ 11/8 - 12:33pm
Bruce Morgan, Assessors
Louise Miller, Town Administrator

FROM: Sarkis Sarkisian, Town Planner

RE: Site Approval Application – 412 Commonwealth Loker
Conservation and Recreation Area

Attached are the site plan application and plans for the Loker Conservation and Recreation area project located at 412 Commonwealth Road. A public hearing has been scheduled for November 27, 2018 and it is anticipated that the meeting will be continued to a time certain. This item will also be discussed at a Town Planner Land Use Committee meeting that has not been scheduled. Please note that all documents and plans have been uploaded on the Planning Department website under new projects and developments. If you are not able to make the meeting, written comments are appreciated.

Thank you.

BoPW Meeting 11/20/2018

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

BoPW Meeting 11/20/2018

Review and Approve the Minutes of the 11/6/2018 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
November 6, 2018

MEETING MINUTES DRAFT

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

Absent: T. Abdella

DPW Staff in Attendance: Daniel Cabral (DPW Business Manager), Joe Doucette (Highway and Park Division Superintendent)

Meeting opened at 7:00 PM

Lowery announced the meeting will be recorded by WayCam for later broadcast.

Lowery reviewed the agenda.

Public Comment

Kerry Tardif of 4 Bennett Road appeared before the Board to discuss the condition of the private right-of-way her home is located on.

Tardif described the condition of the right-of-way, and requested the DPW's assistance in making it passable.

Lowery noted that the Board is not legally allowed to authorize the DPW to perform work on privately-owned land.

Lowery noted that if Tardif wishes for the Board to discuss the issue further, she should write a letter addressing her concerns to the Board.

Discussion and Possible Vote to Determine Proper Means for Boat Access to Dudley Pond

Lowery noted that he currently owns a boat on Dudley Pond, and distributed a map of the pond's various access points.

Holder suggested that the construction of a boat ramp may be an ideal CPC project.

Lowery replied that he will discuss the potential construction of an access point with the CPC Chair.

Items Distributed for Review:

- Map of Dudley Pond boat launches dated 11/2/2018

Discussion of AMI Article at Spring Town Meeting

Lowery described Finance Director Brian Keveny's forecast for the Water Enterprise Fund and discussed the impact the capital plan has on it.

Lowery noted that the Water Enterprise Fund does not currently receive the interest on its balance, and asked the Board's permission to discuss this with the Town Treasurer.

Lewis made a motion to authorize Lowery to discuss the status of interest on the Water Enterprise Fund balance with the Town Treasurer.

Mishara 2nd, all in favor.

Holder noted that he will continue to develop financial models that take into account the potential connection to the MWRA.

Wegerbauer offered to work with Holder, Town Engineer Paul Brinkman, and Finance Director Brian Keveny on developing the Water Enterprise Fund financial model.

Holder discussed the Town's intention to transition utility billing from VADAR to Munis, noting that both IT and the Town Administrator's Office are confident the features promoted with the AMI system would be compatible with Munis.

Holder noted that the Town Administrator has decided to create and RFP and advertise for an AMI System prior to Annual Town Meeting so that an actual cost can be determined.

Holder suggested that the Board assign a member to be a part of the selection committee.

Wegerbauer and Lowery expressed their concern that the decision on which AMI System to use would ultimately be determined by this committee and not the Board of Public Works.

Mishara suggested that two Board members participate in the selection process.

Lowery suggested that this issue be discussed at the next meeting as a separate agenda item.

Wegerbauer suggested that the proposed group operate as an advisory committee, with the Board of Public Works having the final vote on what system will be used.

Wegerbauer asked Holder to update the language of the article to include the additional financial and conservation benefits of an AMI system, as discussed at previous meetings.

Mishara asked Holder to convey to Town Administrator Louise Miller that it is the Board's desire to be the final decision-maker on an AMI system.

Lowery noted that he has requested access to the Munis records for all Water Enterprise Fund transactions from the past year.

Mishara noted that an audit report of the Water Enterprise Fund may contain the information Lowery is seeking.

DPW Director's Financial Report

Holder reviewed the DPW Director's Financial Report.

Holder noted that the State has increased Wayland's Chapter 90 funding, resulting in an additional \$90,000 in addition to the standard allotment.

Holder discussed a pending FEMA reimbursement resulting from a March, 2018 snowstorm.

Holder discussed a meeting reviewing the FY2020 DPW operating budget that occurred earlier in the day, noting that there was discussion of potentially establishing a stormwater enterprise fund.

Items Included in the Packet for Discussion:
- 11/2/2018 DPW Director's Financial Report

Board Members' Reports, Concerns, and Updates

Lewis noted that Town Administrator Louise Miller wishes to establish a committee to further investigate the status of the Wastewater Management District Commission (WWMDC).

Lowery reminded Lewis that the Board is still interested in hearing his evaluation of the challenges facing the WWMDC.

Lewis discussed his observations concerning the private road plowing appeal process, and distributed a handout of his observations.

Mishara noted that the Board has already established a policy concerning the plowing of private ways.

Lowery added that Lewis's observations should be considered as potential additions to the existing policy.

Mishara noted that the Board of Selectmen did not address the limitations of the Town's legal liability during the appeal process.

Lowery noted that the Board of Selectmen did not to make any changes to the recommended list or the policy despite the appeals that were heard.

Lewis asked if the wet well on Glezen Lane has been addressed.

Highway and Park Superintendent Joe Doucette noted that the issue needs to be addressed during a dry season and would likely require an engineered solution.

Wegerbauer noted that the Transfer Station does not currently take glass returnable bottles.

Mishara asked about the status of the intersection of Routes 27 and 30.

Holder noted that Newport Construction will patch the road and replace the curb prior to winter, with final paving scheduled for the spring.

Lowery requested that the DPW add a marker to private street signs designating them as such.

Lowery requested an update on the status of the changeover of the GIS system used by the Town.

Lewis discussed the recycling market for clean cardboard, and asked if separate collection is viable.

Items Distributed for Review:

- 11/5/2018 Email from Cliff Lewis re: Snow Plowing Comments

Review and Approve the Minutes of the 10/23/2018 Meeting

Lowery noted that the meeting was recorded for future broadcast on WayCam.

Lowery noted that the Board of Selectmen has not yet officially changed their name to Selectboard.

Mishara made a motion to approve the minutes of the 10/23/2018 meeting as amended.

Wegerbauer 2nd, all in favor.

Items Included in the Packet for Discussion

- 10/23/2018 BOPW Meeting Minutes Draft

Set of Confirm Future Meeting Dates

Lowery noted the next meetings will be held on 11/20/18, 12/4/18, and 12/18/18.

Lowery requested that Cemetery rates and fees be discussed at an upcoming meeting.

Wegerbauer made a motion to adjourn.

Lewis 2nd, all in favor.

Meeting adjourned at 8:56 PM.

Respectfully submitted,
Daniel Cabral
Business Manager

BoPW Meeting 11/20/2018

Set or Confirm Future Meeting Dates

BoPW Meeting 11/20/2018

Action Items

FOR FUTURE DISCUSSION

Discussion of Proposed Subsidy for Moving Septic Leaching Fields Outside Zone I Areas (Future Mtg)

Discussion and Potential Vote on Cemetery Regulations, Rates, and Fees (Future Mtg)

Review of Access Control and Login Security of Web GIS – DPW Related Data (Future Mtg)

Discussion and Potential Vote Concerning Irrigation Application Approval Process (Future Mtg)