

TOWN OF WAYLAND
NOTICE OF MEETING

Michael Lowery, Chair
Clifford Lewis, Vice Chair

Jon Mishara
Mike Wegerbauer
Patrick Murphy

Posted in accordance with the provisions of the Open Meeting Law
www.mass.gov/ago/openmeeting

NAME OF BOARD:	BOARD OF PUBLIC WORKS
DATE OF MEETING:	Wednesday, March 25, 2020
TIME OF MEETING:	2:00 PM
PLACE OF MEETING:	TOWN BUILDING 41 Cochituate Rd. Wayland, MA 01778

AGENDA

NOTE: In compliance with the revised Open Meeting Law requirements, the meeting will be live streamed on WayCAM, with all BOA members participating by teleconference. Public comment will be received by phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. All calls during the public comment period will be addressed. Thank you in advance for your patience and understanding.

- 2:00 Announcements
- 2:05 Louise Miller – Town Administrator – Update on COVID-19 and instructions on Continuity of Business for the Board/Committee
- 2:15 Director’s Operational Report
 - Corona Virus DPW impacts
 - Operational Report – other time-sensitive topics only
 - Avoiding delays in Route 27 bridge repairs
- 2:30 Board Members’ Reports, Concerns, and Updates (as necessary by members)
- 2:35 Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 2:40 Public Comment
- 2:50 Review and Approve the Minutes of the 2/25/2020 Meeting
- 2:55 Set or Confirm Future Meeting Dates & Topics/To-Do List
- 3:00 Adjourn

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include “A listing of topics that the chair reasonably anticipates will be discussed at the meeting”. AG’s Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda

NOTE: Times are approximate, and the Agenda Items may not be discussed in the exact order listed

BoPW Meeting 3/25/2020

Announcements

BoPW Meeting 3/25/2020

Louise Miller – Town Administrator

**Update on COVID-19 and instructions
on Continuity of Business for the
Board/Committee**

BoPW Meeting 3/25/2020

Directors' Operational Report



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

To: Louise Miller – Town Administrator
Board of Public Works

From: Thomas Holder | DPW Director

Date: 3-23-2020

Subject: DPW Operational Update
Impacts from COVID-19

COVID-19 (Coronavirus) - DPW Operational Update

3-17-2020

3-20-2020

1. STAFFING:

- a. Implemented Essential Employee sustainability plan to enable performance of DPW essential functions. Approximately one third of staff currently scheduled to report to work. Rotations/Substitutions are planned in order to sustain functions.
- b. Additional staffing reductions have been made while Essential Functions have become more focused.

2. TRANSFER STATION:

- a. Maintaining normal operating hours
- b. Closed Give-n-Take
- c. Cancelled Electronics Day for April
- d. Rain Barrel Distribution TBD
- e. Transfer Station closed on Tuesday, open on Thursdays and Saturdays 7A – 4P

3. PARK COMMISSIONERS:

- a. Playgrounds and Fields have been closed and locked when possible
- b. Post-crisis sanitizing TBD

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

4. CEMETERY COMMISSIONERS:

- a. Burials – Staff wearing disposable gloves when attending, limiting group size of mourners
- b. Consider regulations change\evaluation to properly respond to potential rise in deaths from COVID-19. We are reviewing regulations to determine if this can be done at local level or if this is something having other local or state jurisdiction.

5. STAFF SAFETY & RESIDENT ENGAGEMENT:

- a. DPW Facility – Bldg is closed to the Public. Signage has been placed at each door.
- b. Field crews are assigned individual vehicles for their sole use on the job
- c. Staff practicing recommended hygiene (hand sanitizer, frequently washing hands, social distancing, disinfecting work spaces)
- d. Transfer Station – Staff encouraging users to vacate premises once they dispose of their waste. Staff wearing masks and disposable gloves if desired.
- e. Administrative engagement outside DPW facility- Non essential meetings have been cancelled. Social Distancing (6 feet) followed during needed meetings.

6. WATER DIVISION:

- a. Postponing discretionary workorders
- b. Eliminating house-entry workorders when possible
- c. Using Touchpad for “Final Bill” reads
- d. Having residents submit meter photos for meter reads when touchpad not working.
- e. Participated in MassDEP Community Call
 - i. Seeking alternative sampling locations when registered site is unavailable, relaxing reporting deadlines.

7. MISCELLANEOUS:

- a. Repurposed Engineering Taurus and Expedition to Town Bldg for use to perform Town functions.
- b. Purchasing/Spending limited to just that needed to accomplish Essential Functions and to meet critical and necessary deadlines.

HIGHWAY - WATER - PARKS - CEMETERIES - TRANSFER STATION - WASTEWATER - ENGINEERING

BoPW Meeting 3/25/2020

Board Members' Reports, Concerns, and Updates

BoPW Meeting 3/25/2020

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

BoPW Meeting 3/25/2020

Public Comment

BoPW Meeting 3/25/2020

**Review and Approve the Minutes
of the 2/25/2020 Meeting**

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
February 25, 2020

MEETING MINUTES

Present: M. Lowery (Chair), C. Lewis (Vice Chair), J. Mishara, M. Wegerbauer, P. Murphy

DPW Staff in Attendance: Paul Brinkman (Town Engineer) for Tom Holder (DPW Director), Joe Doucette (DPW Superintendent), Anita Martin (DPW Business Manager)

Other: Scott McQuilkin (Water Abatement)

Meeting opened at 7:02 PM.

Lowery reviewed the agenda.

Announcements

None

Public Comment

None

Spencer Circle Street acceptance – Updates/Discussion

Lowery reported on last night's the Board of Selectmen's meeting last night and remarks by Karlson (Chair) that the Spencer Circle easement language was not yet settled. The residents were still considering the easement language, but were aware of the March 17th meeting prior to the April 5th, 2020 Town Meeting.

Lewis reminded the Board that Holder needed time to review the easement language prior to the March 17th meeting. Lowery asked Mishara to tell Karlson that the BoPW needs to receive the easements a few days before March 17th for review.

Lowery reported that Karlson will need a map showing the irrigation at 6 Spencer Circle for the Town Meeting. Lowery suggested that Mishara should present at Town Meeting. He also said that allocation of roles to BoPW Board Members should be an agenda item at the next meeting.

Discussion and possible vote on Capital and/or Operational Budget changes

The previous CIP for the Route 27 Bridge Project is being amended. An agenda item is to be included at the next meeting for the BoPW to vote on the updated CIP. A list of capital items will be reviewed at the next meeting to decide who will speak on each item at the Town Meeting.

Water Abatement Request – 27 Lake Road

Scott McQuilkin of 27 Lake Road appeared before the Board to discuss his request for an abatement of the 2/08/2020 water bill. Lowery observed that an automatic meter reading (AMR) system would have likely alerted the presence of the leak much more quickly.

Wegerbauer made motion that the payment due for 27 Lake Road be abated by \$2,333.35 and that the new bill should be \$468.98 to a total of 5,733 cubic feet, waving all interest and fees.

Mishara 2nd, 4 in favor, 1 abstention (4-0-1)

Director's Financial Report

Brinkman reviewed the Financial Report.

Brinkman explained that the Water Enterprise fund balance might look high but to remember that Indirects and Debt Service were charged at specific times during the year rather than on a monthly basis.

Lowery queried the Snow and Ice budget spend in the light of snow amounts this winter. Doucette explained that we have had 13 snow/ice events since the end of November. He said that it hadn't been the amount of snow that mattered as much as the number of ice/sleet events which had used hundreds of tons of material.

Lewis reported that he had spoken with the Town Administrator about the difficulties of overseeing the Transfer Station finances when information was so out of date. Lowery said that previously information had been reasonably current but now that we had to use officially released Finance Department monthly close-out figures we were not sufficiently current to make meaningful decisions. Brinkman was asked to make a presentation to the BoPW regarding Transfer Station financials at a future meeting.

Items Included in the Packet for Discussion
-DPW Financial Report

Board Member's Reports, Concerns, and Updates

- Chapter 193 regulations – Status

Brinkman provided a brief synopsis of the DPW position relative to the permit consistent with the memorandum issued to the Conservation Commission proposed regulations regarding the Chapter 193 Bylaw. Lewis requested that Brinkman forward the Town's National Pollutant Discharge Elimination System permit for the Municipal Separate Storm Sewer System.

- Water Regulations - Status

The revised draft has not been received yet.

Lowery shared that he had requested a status update for today but none was received. It was imperative that we receive one for the next meeting.

- AMR – Status Update

Wegerbauer shared that there is a scheduled discussion tomorrow to review all of the candidate bidders. Lowery pointed out that the Town website had had technical difficulties for the last two days and this was a worry regarding the robustness of technical equipment with regard to AMR. Also any data stored here needed to be backed up and the backups held elsewhere. The sites needed to be disconnected to protect against ransomware attack.

- Transfer Station – Status

Lewis stated that the Transfer Station needed approximately \$75,000 more to operate through June 2020. He queried Doucette about staffing and also the possibility of increasing charges for stickers and refuse bags.

- Transfer Station operating data – Report re: meeting with Town Administrator

Lewis reported that he had spoken with the Town Administrator about availability of financial data. He made it clear that the BoPW should be able to get all the detail we need within a reasonable timescale. It was not acceptable that on February 26th we were looking at December 31st data. He will speak with Holder about what data is available, how we obtain it timely, and how it should be presented to the board.

Wegerbauer discussed ways to publicize the Transfer Station and its facilities. Mishara said that the Transfer Station was a hidden gem. Lowery said that we had to figure out a way to make the Transfer Station a success. Lewis said that we can't close the gap and do business as usual. Lewis will speak with Holder and wants the Transfer Station as an ongoing agenda item.

Lowery summarized that Wegerbauer would work on Transfer Station signage and marketing. Lewis would work on Transfer Station financials.

Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any

- Lowery thanked the DPW for re-invigorating the Cochituate sign.
- Installation of WWII Memorial flagpole light

At the BoPW Meeting on January 7th, 2020 the decision was taken for the DPW to install a light. However if the cost was greater than \$2,000.00 then Holder should return to the Board before taking action.

The quote to do the work using the Town of Wayland electrical contractor was for \$2,460.00.

Following discussion Lowery made a motion to pay the invoice.

Mishara 2nd, 4 in favor and 1 abstention (4-0-1)

Item Not Included in the Packet for Discussion

- 2/20/2020 Invoice from Vendor for the supply and installation of an LED light fixture on telephone pole to light flag

Review and Approve the Minutes of the 2/04/2020 Meeting

Lewis made a motion to approve the minutes of the 2/04/2020 meeting as amended.

Wegerbauer 2nd, all in favor.

Items Included in the Packet for Discussion
- 2/04/2020 BOPW Meeting Minutes Draft

Set or Confirm Future Meeting Dates & Topics / To-Do List

03/10/2020, 03/17/2020 (Spencer Circle Hearing) and 03/31/2020 - anticipated future meetings (normally 1st and 3rd Tuesdays of month).

To-Do List:

- Spencer Circle
 - Holder to review easement language once it is received back from residents in preparation for layout of Spencer Circle Hearing scheduled for March 17th, 2020.
 - Mishara to let Karlson know that the BoPW needs to receive the easements a few days prior to March 17th meeting for review.
- Water Abatement
 - Board to review water abatement policies at a future meeting.
- Transfer Station
 - Lewis to speak with Holder about data availability, and presentation.
 - Holder to action placing an insert in future water bills advertising the Transfer Station. Also to explore the possibility of a flyer being included in the Warrant Package (Wegerbauer assisting).
 - Transfer Station Financial presentation to be scheduled for future meeting.
- Town Meeting
 - Board to decide on who presents capital items at Town Meeting at next meeting.
 - Schedule meeting to vote on Route 27 Bridge CIP revision.
 - Holder to produce a map of Spencer Circle including irrigation at number 6.

Wegerbauer made a motion to adjourn.

Mishara 2nd, all in favor.

Meeting adjourned at 8:40PM.

Respectfully submitted,
Anita Martin
Business Manager

BoPW Meeting 3/25/2020

Set or Confirm Future Meeting

Dates & Topics/To-Do List

BoPW Meeting 3/25/2020

Adjourn