

TOWN OF WAYLAND
NOTICE OF MEETING

Michael Wegerbauer, Chair
Clifford Lewis, Vice Chair

Jon Mishara
Michael Lowery
Bob Goldsmith

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:	Tuesday March 9, 2021
TIME OF MEETING:	5:00 PM
PLACE OF MEETING:	TOWN BUILDING (REMOTE) 41 Cochituate Rd. Wayland, MA 01778

AGENDA

*In compliance with the revised Open Meeting Law requirements, we will live stream the meeting via Zoom as well as WayCam. The Zoom meeting can be entered using the following link:
<https://zoom.us/j/96518017341?pwd=M05lZW5NaDdSSFg1OFpNNFRMeDVMUT09> Password: 081591

The meeting may be viewed live on the WayCam Public/Education channel (Comcast 8, Verizon 37).

Public Comment will be received either through Zoom** or by phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.

In addition to being live streamed, WayCam will record the meeting and this recording will be made available to the public as soon after the meeting as is practicable. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings.

**To make a public comment via Zoom, perform a virtual "hand raise". The meeting moderator will contact you via a chat message to acknowledge your request and will inform the chair of your request to comment. Instructions for performing a virtual "hand raise" can be found at <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

- 5:00 Meeting Information, Remote Roll Call & Announcements
- 5:02 Public Comment
- 5:05 Spring Field Startup – Discussion
- 5:15 Spencer Circle Street Acceptance – Discussion and Possible Vote Intention to Layout – Schedule Hearing
- 5:30 Transfer Station – Revenue and Cost Savings – Discussion
 - Fee Considerations
 - Mandated Composting – Town of Hamilton
 - Recycling Compactor – Town of Medford

- ATM Article Discussion
- 5:45 Director's Operational Report
- AMI Project Update
 - Tree Removal/Replacement Update
 - Baldwin Pond Surveillance
 - Compost/Water Barrel Initiatives
 - MWRA Study
- 5:55 January Financials
- 6:05 Board Members' Reports, Concerns and Updates
- Route 20 South Landfill Visioning Committee Update
 - Tree Hearing - Discussion
- 6:20 Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 6:25 Review and Approve Minutes of the 2/09/2021 Meeting
- 6:27 Set Future Meeting Dates
- 6:30 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 3/9/2021

**Meeting Information, Remote Roll Call,
& Announcements**

BoPW Meeting 3/9/2021

Public Comment

BoPW Meeting 3/9/2021

Spring Field Startup

BoPW Meeting 3/9/2021

Spencer Circle Street Acceptance

To: the Planning Board
From: the Board of Public Works
Date: January 21, 2020

Subject: Layout of Spencer Circle as a Town Way

At a duly noticed meeting of the Board of Public Works held on January 21, 2020 the Board of Public Works voted its intention to lay out Spencer Circle as a public way, all as shown on a plan entitled "As-Built Spencer Circle" dated October 25, 2004, prepared by Ducharme & Wheeler, Inc., and on file with the Town Clerk. The Board of Public Works hereby submits the plan to the Planning Board for its comments and recommendations pursuant to G.L. c. 41, §§81G and 81I.

Please review the enclosed plan and provide, in writing, your comments and/or recommendation relative to the layout of Spencer Circle as a public way.

Following the required notifications, the Board of Public Works will place the layout of Spencer Circle on the Board of Public Works meeting agenda for February 4, 2020. Provided that the Planning Board has submitted its recommendation by that date, the Board of Public Works will vote on whether to lay out Spencer Circle as a town way and to place an article on the warrant for the next scheduled Town Meeting for acceptance of the foregoing.

Thank you for your cooperation.


Michael P. Lowery, Chairman
Board of Public Works

BoPW Meeting 3/9/2021

Transfer Station

– Revenue and Cost Savings

Hamilton becomes first Mass. town to mandate composting

Efforts to collect food waste are ramping up around the state, for environmental and business reasons

By **Janelle Nanos** Globe Staff, Updated February 21, 2021, 5:25 p.m.



Gretel Clark, 84, visited a machine used to process compost at Brick Ends Farm in Hamilton. This month, she persuaded Hamilton to become the first municipality in the state to mandate composting. JOSH REYNOLDS FOR THE BOSTON GLOBE

Gretel Clark has spent the last few decades of her 84 years on a mission to save the planet, starting with the trash-disposal habits of her town of Hamilton. This month, thanks largely to her efforts, the town became the first in the state to mandate composting for all its residents.

The program puts Hamilton on par with cities like San Francisco and Seattle, as well as the State of Vermont, which rolled out a [statewide composting mandate last year](#).

The changes come at a critical moment, as municipalities across the state wage war against waste and people spend more time at home — and thus create more trash.

Pulling organic material like table scraps out of the waste stream makes trash weigh less, which means towns and cities could pay less to have it hauled away. And diverting organics is better for the planet: Putting those materials back into the earth through composting helps plants pull more carbon from the air and reduces greenhouse gas emissions from landfills, which combats climate change.

“Quite frankly, it’s a very simple thing to ask people to do,” Clark said. “We’re not doing something revolutionary.”

Environmental advocates say Clark’s mindfulness could be the way of the future, if Hamilton’s mandate propels more municipalities to follow suit.

“If you look at the pie chart of what gets disposed of in Massachusetts, something like 28 percent of what we’re sending to incinerators is food and organics. It’s insanity,” said Janet Domenitz, executive director of the advocacy group MassPIRG.

“We should divert all organics from disposal, period, end of sentence. It’s not like we have to figure something out; we know how to do this, and we just need to commit to the infrastructure that makes it happen.”

But building that infrastructure is easier said than done, particularly because the state’s waste-removal industry has been tested this past year. [Industry trade publications](#) reported that, nationally, residential trash tonnage volumes surged up to 20 percent in spring and summer last year due to panic buying and home-

decluttering. Those numbers have leveled off to a 5 to 10 percent increase now, but waste disposal's a significant financial burden for many towns.

[Boston has seen a 6.6 percent increase in trash](#), and Somerville has told the state Department of Environmental Protection that its solid waste has increased 4 percent. The Cape and the Berkshires have seen a spike in trash tonnage, too, as a result of second-home owners setting up more permanent residences during the pandemic.

Claire Galkowski, executive director of the South Shore Recycling Cooperative, said that over the past year trash tonnage increased 13 percent across 58,000 households in nine towns she works with. Disposal costs per ton increased 11 percent, for an additional \$517,000 in fees over the past year. She said this all comes as the [state is running out of landfill space](#) and is hauling trash by rail to out-of-state landfills.

Ed Coletta, a DEP spokesman, said the state is currently conducting [its annual survey](#) to get a sense of just how much additional trash has been created during COVID-19 and will incorporate the findings in its [2030 Solid Waste Master Plan](#).

In the meantime, he hailed Hamilton's willingness to roll out its composting program. "Hamilton has certainly blazed the trail on organics collection at the curb," he said.

"Hamilton is right up there on the tip of the spear," said Conor Miller, cofounder of Black Earth Compost, a composter and hauler on the North Shore. (It isn't doing business with the town.) Black Earth's revenues have doubled during the pandemic, Miller said, as more municipalities have begun looking to offset the sharp spike in trash fees by having their citizens pay his composting service to collect their kitchen scraps. In the past year, towns like Belmont, Brookline, and Newton have contracted with Black Earth as a "preferred vendor," helping to drive

down the fees per household.

But creating a town mandate, he said, puts a lot of politicians on edge. “The towns are too nervous. If they start paying for something, it kind of becomes an entitlement and really hard to reverse,” Miller said.

It helps that Hamilton has been on the cutting edge of compost collection for some time.

Clark and the Hamilton Waste Reduction Committee began working on these issues decades ago — she was Massachusetts Recycler of the year in 2011 — and she helped create a composting pilot program in 2009, with the DEP helping to cover the cost of buying the composting bins.

By 2013, all Hamilton residents could opt in to the program, tossing their banana peels and coffee grounds into green bins and putting them on the curb. The town was also given a \$40-per-ton disposal rate from Brick Ends Farm, a composting site, which was far lower than the trash rate of \$70.

For Hamilton, removing food waste from residents’ bins was as much a financial decision as an environmental one, said Shawn Farrell, who chairs the Board of Selectmen.

“We could see it as a way to be fiscally responsible and lower our trash burden,” Farrell said.

And indeed, it helped bring down the amount of trash to the point where, pre-COVID, the trash-and-recycling truck came only every other week, he said. But that has changed now that everyone is at home, and the town has gone back to once-a-week collections.

Already, they’ve been feeling the financial hit: Disposal fees are currently \$83 a ton, but stand to go above \$90 a ton in coming years, Farrell said.

It's part of what pushed Clark to advocate for mandatory composting.

"I just kept thinking, heck, all we have to do is say 'Do it!' " Clark said matter-of-factly. But she knew that giving her neighbors the option was not enough. So Clark and her team crafted the new mandate: If you want your trash picked up, you also have to drag your compost bin to the curb. (At-home composters can get a special exemption sticker on their garbage bins.)

Those who fail to bring their compost out will get a notification reminding them new collection rules are in place. By May, the town will stop picking up trash if compost isn't alongside it.

It's going to be a learning curve for some folks, said Clark, who has been fielding complaints about dragging an additional bin to the curb.

And there are concerns that mandating compost collection means some people may just fill their bins with more trash.

"This could get really dirty really quick," said James Gist, chief financial officer at Brick Ends Farm, where the town's compost will be sorted. "I don't think the Town of Hamilton will have that problem, but I think you try to scale this and you might see a few more issues."

But Gist credits Clark's tenacity and believes that if there's any trouble, she'll straighten it out. "Gretel is the genius behind it all. She's a sharp lady," he said.

For Clark, the imperative to compost is clear:

"It's one of the few ways that people here in this town can take a step to help reduce global warming. Lots of other towns are now calling me and saying 'How can we do that?' "

NEW RECYCLING COMPACTOR UNVEILED AT DPW YARD ON JAMES STREET, WILL SAVE THE CITY UP TO APPROXIMATELY \$30,000 ANNUALLY

February 3, 2021 [Department of Public Works, Trash and Recycling](#)

*Updated February 4 at 1:56pm to add full name of DPW yard
("Alfred P. Pompeo Public Works Facility")*

*New, 35-yard compactor was purchased through DEP Grant, can
hold 5-7 times as much recycling as the previous bin.*



The Medford DPW has a new addition to the Alfred P. Pompeo Public Works Facility on James Street to make recycling easier and more cost effective for the City and its residents. This month, a new, 35-yard compactor was installed where the previous recycling dumpster was located, at the entrance to the DPW facility. By automatically crushing materials inside the bin to provide additional space, the compactor holds more than five times what the previous bin could store at one time and will save the City up to \$30,000 annually in hauling costs. The previous bin had to be hauled offsite more than 150 times each year, while the new compactor will only need to be taken offsite approximately 35 times per year.

The compactor was purchased using funding from a grant from the Department of Environmental Protection.

“Having an additional option for Medford residents to recycle has been incredibly valuable for the community. Thanks to the DPW team, especially Office Manager Mary Menezes, we identified a new option for recycling that saves the City – and the taxpayers – money, but also provides more reliable and efficient service for residents. It’s truly a win-win,” said Mayor Breanna Lungo-Koen. The recycling compactor is available to Medford residents 24/7 to dispose of excess recyclable materials, except between 5 and 7

a.m. each Wednesday when it is taken offsite and emptied by Waste Management.

How to Use the Compactor:

VIDEO: [See how to load and run the compactor if it's full.](#)

- Residents do not need to break up boxes before placing them inside the compactor.
- If the bin is loaded higher than the bottom edge of the door, run the compactor to create more space and avoid overfilling the bin.
- When the bin is full, residents can run the compactor by opening and closing the door three consecutive times. A sign on the compactor door provides instructions for residents' convenience.

For a video tour, visit

www.medfordma.org/departments/recycling, or follow us on Facebook ([fb.com/MedfordMAofficial](https://www.facebook.com/MedfordMAofficial))

The Dos and Don'ts of Recycling:

When disposing of recyclable materials in the new compactor, you do not need to break down boxes before placing them in the compactor.

Some materials are safe for recycling, while other materials are not and will not be accepted. For a full list, refer to the Waste Management Guide that is sent to every household in the City and is also available at

www.medfordma.org/departments/recycling.

Accepted items include:

- Aluminum cans & foil
- Plastic bottles & containers
- Glass bottles & containers
- Paper and cardboard (*except juice, milk, or broth containers*)

Items NOT accepted include:

- Styrofoam
- Plastic bags
- Hoses

- Wires
- Batteries
- Light bulbs
- Window glass
- Aerosol cans
- Chemical containers
- Electronics

Medford city services are available to all residents, regardless of race, ethnicity, sexual orientation, religion, age, language ability, economic situation, or immigration status.

Share this:

BoPW Meeting 3/9/2021

Director's Operational Report

DPW Director's Report
March 9, 2021

Director's Project Update
(Director to Provide Update at Meeting)

- Tree Removal – 64 of 69 Completed
- AMI Project Update
- Baldwin Pond Surveillance
- Rain Barrel/Compost Bin Initiative
- MWRA Study
- Mass Tree Warden Association – Seedling Program

Engineering Division

Town Engineer:

- Old Stone's Bridge, Old Sudbury Road Bridge, and Stonebridge/Potter Road Bridge projects coordination.
- Sedgemoor Road Water Main Replacement – Design & Advertisement Preparation.
- Alta at River's Edge sewer system connection design coordination. WWMDC support.
- Alta at River's Edge project review and Selectmen support.
- MWRA Study – Proposal Evaluation

GIS Coordinator:

- Conservation Trail Map completed – With Conservation Department for review/approval.
- Town Map 2021 completed and now published on [town website](#)
- GIS Data entry for Town Water Cards.
- MS4 Field Work

Town Surveyor:

- MHC MPPF Round 27 Grant Application
- Deed and Taking research for Conservation
- Update and Cross reference Plans in Plan Database
- Share and help set up Plan Database with Conservation
- Provide plans for residents, Surveyors/Engineers
- Locate trees relative to Right-of-Way for DPW

Water Division

Treatment:

- Performed monthly calibrations on all chemical pumps (stations and plant)
- Performed Monthly Water Quality Sampling
- Skid 100 offline at Baldwin Pond due to multiple failures of the membrane fibers
- Bid for 44 direct replacement cartridges. Bid results received, purchase order created and sent to Koch.
- Treatment Staff rebuilt 2 Air Actuated Bray Valves on Treatment Skid 200
- Winter maintenance continuing at Stations and Plant

Distribution:

- Assisting Treatment Staff with Winter Maintenance
- Repair Water Main Break on Joyce Road
- Repair Water Main Break on Wayland Hills Road
- New Trailer acquired to transport Trench box and road plates to work sites. Water staff worked with the Maintenance staff to set up and outfit the trailer for use.
- Painting interior of Garage - ongoing
- Finished Cycle 2 Water Meter Reading

Other:

- Working on 2020 Annual State Report
- Bid results received for Water Materials Supplies (hydrants, brass...etc.). Contract is advancing
- Open Water Worker 3 position currently posted on industry websites

Highway & Park Division

- Responded to 6 Snow & Ice events. As of March 1st - Total of 16 events this season
- Storm clean up, clearing Catch Basins, Hydrants and Intersection snow removal
- Tree clean up from March 2nd wind storm
- 2 Burial/Cremation Interments
- Sanitize playgrounds
- Assist Water Division with water break and preparation for trench to be paved
- Cleared and Inspected culverts for debris removal
- Assisted Stumpy's Tree Service with tree removal
- Adjusted Manholes
- Ground areas of roadway and re-paved
- DPW Building maintenance, including painting hallways

Transfer Station

- Prepared documents - Quote Solicitation proposal for brush pile removal
- Rivers Edge Coordination - new gate location
- Leachate containment tank floats repaired
- Working to implement promotional metal initiative
- Working to re-establish "Book Barn"

BoPW Meeting 3/9/2021

January Financials

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY21- YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 1/ 31/2021

Program percentage - 59%	BUDGET	YEAR-TO-DATE	ENCUMBRANCES BALANCE	BUDGET BALANCE	YTD % used	FY2020	FY2019	FY2018	FY2017	FY2016
HIGHWAY										
SALARIES	\$ 1,032,100.00	\$ 569,879.57		\$ 462,220.43	55.22%	\$ 953,712.00	\$1,007,074.82	\$993,042.81	\$939,665.56	\$851,281.48
SERVICE EXPENSES	\$ 511,300.00	\$ 99,915.45	\$ 91,491.28	\$ 319,893.27	19.54%	\$ 281,619.00	\$514,528.85	\$462,611.14	\$228,709.27	\$254,814.72
GOODS EXPENSES	\$ 151,300.00	\$ 21,333.90	\$ 22,718.65	\$ 107,447.45	14.08%	\$ 111,302.00	\$140,899.50	\$92,252.51	\$81,463.56	\$73,263.51
FY21 TOTAL	\$ 1,694,900.00	\$ 691,128.92	\$ 114,209.93	\$ 889,561.15	40.78%	\$ 1,346,633.00	\$1,662,443.17	\$1,547,906.46	\$1,249,838.39	\$1,179,353.71
HIGHWAY-SNOW										
OVERTIME	\$ 175,000.00	\$ 47,406.14		\$ 127,593.86	27.09%	\$ 126,464.00	\$168,415.59	\$207,581.41	\$176,405.70	\$96,602.26
SERVICE & GOODS EXPENSES	\$ 325,000.00	\$ 133,652.89	\$ 114,507.11	\$ 76,840.00	41.12%	\$ 282,535.00	\$390,402.70	\$522,549.00	\$585,000.00	\$331,104.92
FY21 TOTAL	\$ 500,000.00	\$ 181,059.03	\$ 114,507.11	\$ 204,433.86	36.21%	\$ 408,999.00	\$558,818.29	\$730,130.41	\$761,405.70	\$427,707.18
TRANSFER STATION										
SALARIES	\$ 186,150.00	\$ 111,066.92		\$ 75,083.08	59.67%	\$ 168,570.00	\$148,402.75	\$456,161.95	\$406,701.63	\$361,603.29
SERVICE & GOODS EXPENSES	\$ 262,600.00	\$ 108,190.93	\$ 191,755.62	\$ 37,346.55	41.20%	\$ 234,095.00	\$221,385.31	\$289,831.58	\$359,072.54	\$409,071.43
FY21 TOTAL	\$ 448,750.00	\$ 219,257.85	\$ 191,755.62	\$ 37,346.55	48.86%	\$ 402,665.00	\$369,788.06	\$289,831.58	\$359,072.54	\$409,071.43
TRANSFER STATION REVENUE										
REV/EXP BALANCE +/-		\$ 70,702.27								
LANDFILL EXPENSES	\$ 50,000.00	\$ 3,990.00	\$ 9,500.00	\$ 36,510.00	7.98%	\$ 32,071.00	\$56,060.00	\$53,150.20	\$42,231.64	\$23,316.56
PARK										
SALARIES	\$ 703,100.00	\$ 389,391.71		\$ 313,708.29	55.38%	\$ 640,390.00	\$605,531.90	\$564,038.91	\$550,555.51	\$497,669.11
SERVICE EXPENSES	\$ 217,800.00	\$ 65,069.14	\$ 92,234.53	\$ 60,496.33	29.88%	\$ 153,630.00	\$214,808.97	\$211,203.07	\$187,726.09	\$216,729.22
GOODS EXPENSES	\$ 132,000.00	\$ 9,413.98	\$ 464.09	\$ 66,208.61	7.13%	\$ 97,955.00	\$104,521.77	\$122,535.91	\$114,327.03	\$107,032.63
FY21 TOTAL	\$ 1,052,900.00	\$ 463,874.83	\$ 92,698.62	\$ 496,326.55	44.06%	\$ 891,975.00	\$924,862.64	\$897,777.89	\$852,608.63	\$821,430.96
ENGINEERING										
SALARIES	\$ 283,970.00	\$ 169,949.99		\$ 114,020.01	59.85%	\$ 261,048.00	\$335,292.76	\$134,075.19	\$169,040.76	\$165,319.10
SERVICE & GOODS EXPENSES	\$ 49,420.00	\$ 4,924.67	\$ 10,378.66	\$ 34,116.67	9.96%	\$ 14,391.00	\$18,793.70	\$25,169.99	\$1,634.49	\$2,030.19
FY21 TOTAL	\$ 333,390.00	\$ 174,874.66	\$ 10,378.66	\$ 148,136.68	52.45%	\$ 275,439.00	\$354,086.46	\$159,245.18	\$170,675.25	\$167,349.29
WATER										
SALARIES	\$ 811,600.00	\$ 445,948.47		\$ 365,651.53	54.95%	\$ 743,291.00	\$744,874.30	\$675,988.22	\$624,068.06	\$675,805.03
SERVICE & GOODS EXPENSES	\$ 1,495,967.00	\$ 460,646.53	\$ 587,446.06	\$ 447,874.41	30.79%	\$ 940,037.00	\$1,052,873.72	\$1,834,032.00	\$1,756,287.00	\$1,732,749.00
DEBT SERVICE	\$ 1,313,018.00	\$ 628,512.38		\$ 684,505.62	47.87%	\$ 1,231,860.00	\$1,622,498.49	\$1,322,861.00	\$1,093,106.00	\$1,064,627.00
INDIRECTS	\$ 362,472.00			\$ 366,169.00						
FY21 TOTAL	\$ 3,983,057.00	\$ 1,535,107.38	\$ 587,446.06	\$ 1,860,503.56	38.54%	\$ 2,915,188.00	\$3,420,246.51	\$3,832,881.22	\$3,473,461.06	\$3,473,181.03
Revenue	\$ 3,983,864.00	\$ 2,596,447.67		\$ 1,387,416.33	65.17%	\$ 3,721,520.00	\$3,660,402.39	\$3,724,858.74	\$3,825,827.51	\$3,684,596.80
Fund Balance start FY21					0.00%					
REV/EXP BALANCE +/-		\$ 1,061,340.29								
TOTAL DPW FUNDING FOR FY21	\$ 8,012,997.00	\$ 3,265,302.67	\$ 1,110,996.00	\$ 3,636,698.33	40.75%	\$ 5,831,900.00	\$6,731,426.84	\$6,727,642.33	\$6,105,655.87	\$ 5,664,637.55

Please Note:- The (\$37,346.55) balance for Transfer Station Services & Goods is a consequence of the projected 2021 figures having been prepared in October 2019. FY21 Encumbrances are based on actual FY2020 spend as of 6/30/2020.

BoPW Meeting 3/9/2021

Board Members' Reports, Concerns and Updates

BoPW Meeting 3/9/2021

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

BoPW Meeting 3/9/2021

**Review and Approve Minutes of the
2/09/2021 Meeting**

WAYLAND BOARD OF PUBLIC WORKS

Posted in accordance with the provisions of the Open Meeting Law

www.mass.gov/ago/openmeeting

Town Building
41 Cochituate Road
Wayland, MA 01778
February 9, 2021

MEETING MINUTES

Present: M. Wegerbauer (Chair), C. Lewis (Vice Chair), J. Mishara, M. Lowery, B. Goldsmith

DPW Staff in Attendance: Tom Holder (DPW Director), Don Millette (Water Superintendent), Joe Doucette (DPW Superintendent)

Other Attendees: Pam Roman (Finance Committee), Tom Fay (Board of Selectmen Liaison), Brian Keveny (Finance Director), Jason Adams, Host (Technology)

Meeting opened at 5:00 PM.

Meeting Information, Remote Roll Call, & Announcements

Wegerbauer called the meeting to order and explained that this meeting was being held in compliance with the revised Open Meeting Law requirements. The meeting would be live streamed on WayCAM, with all BoPW members participating by teleconference. Public comment would be received by phone at 508-358-6812. The phone number would be active during the public comment portion of the meeting. To make a public comment via Zoom, perform a virtual "hand raise". The meeting moderator will contact you via a chat message to acknowledge your request and will inform the chair of your request to comment. Instructions for performing a virtual "hand raise" can be found at <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

Wegerbauer did a roll call of all those who were attending remotely, and reviewed the agenda.

Public Comment

None.

Town Meeting Articles

Spencer Circle Street Acceptance – Discussion and Vote

Mishara reported that productive communications are ongoing between the Town and Spencer Circle residents. Fay confirmed that the process is continuing in a positive direction. Wegerbauer asked Fay if Mishara will be able to continue as a member of the Board through Town meeting. He replied that a retiring member of the Board can continue through Town Meeting and for 30 days after the Town Election to replace that member. Lewis reminded Fay that the Board would

need a copy of the Spencer Circle easement prior to the Board vote on the matter. In addition the Board needs to schedule a hearing on the street acceptance prior to Town meeting.

Transfer Station - Financial Review – Proposed Restructuring Review

At the Board of Public Works meeting on December 8th, 2020, the Board voted to dissolve the Transfer Station as a Revolving Fund and establish it as an Enterprise Fund. As a result of this vote Keveny then prepared a current and 5 year budget in preparation for the Town Meeting articles necessary for this transition.

Following this financial evaluation, it became clear that a General Fund subsidy would be needed as an ongoing annual subsidy to prevent the Enterprise Fund carrying a negative balance; capital appropriations not included. Initially it was planned that a onetime subsidy of \$75,000 would be added in FY22 to start the Enterprise Fund only.

Lewis asked why the estimate fund balance at the end of FY21 wasn't carried over to the FY22 Enterprise Fund. Keveny explained that this was against DOR rules. The FY21 end of year balance automatically goes to the General Fund.

Keveny then presented the Transfer Station financials as a General Fund Department. Expenses are still projected to be greater than revenues. However the tax funding burden would simply be the difference between revenues and expenses. This would be significantly less than the annual subsidy needed in the Enterprise Fund model.

Lowery pointed out that the BoPW already had experience operating the Water Division as an Enterprise Fund. He discussed the advantages of funding the Transfer Station in a similar way, including financial clarity. The members of the Board were in agreement. Wegerbauer acknowledged this, and decided that since the Board has already voted for the Enterprise Fund Model in December, and there was no change of option now, that a further vote was not necessary.

Wegerbauer invited Lowery and Goldsmith to write the Board of Public Works justification for the transition to an Enterprise Fund. This is in preparation for the Town Meeting Articles necessary to dissolve the Revolving Fund and transfer to an Enterprise Fund.

Items Not Included in the Packet for Discussion
- Draft Transfer Station Enterprise Fund Formulation

Keveny left meeting at 5:55 PM.

FY22 Capital Equipment Substitution (H20) – Discussion and Possible Vote

Previously it had been planned to replace H14 in FY22. However it has become necessary to replace H20 with greater urgency hence delaying the replacement of H14. It is recommended to replace H20 with a 10-Wheel Dump Truck due to its necessary capabilities. The replacement of H20 was originally scheduled for FY24 but is being advanced due to recent significant equipment failures.

Mishara made a motion to approve the H20 capital appropriation for a cost of \$275,000.

Lewis 2nd and a roll call vote was taken.

Wegerbauer aye, Mishara aye, Lewis aye, Lowery aye, Goldsmith aye.

MassDEP Water Management Act Permit – Discussion

The item in the meeting packet is the draft permit. If there are no comments on the draft then MassDEP will go ahead and issue the permit. Should the Town of Wayland decide to join the MWRA, then the permit will no longer be relevant. A consequence of the new permit will be that the Town of Wayland lawn irrigation by-law will need to be updated. Goldsmith and Lowery will work on the by-law once the permit is issued.

MWRA Study – Discussion

Three proposals have been received and Holder, Millette and Brinkman are evaluating them. They rate the proposals against agreed criteria and select a vendor. \$50,000 has been budgeted for the study. The next stage will be to determine the scope of the study.

December Financials

Holder explained that since the Transfer Station was currently a revolving fund, there were no itemized budgets. However for purposes of internal control by the DPW, a budget was prepared as a guideline. Hence negative encumbrances were artificial.

Wegerbauer asked if the snow budget was sufficient considering the number of weather events at present. Holder said he was drafting a deficit spend memorandum to send to the Town Administrator.

Items Included in the Packet for Discussion ***- Summary of Financials for YTD December 31st***

Millette left the meeting at 6:16 PM.

Director's Operational Report

- Complete Streets

No update concerning the Complete Streets application until the next meeting. However there has been progress with the Planning Department regarding Shared Streets access to the rail trail.

- Wireless Water Meter Reading

The IFB for the install will be issued in the near future. However, installation of the primary antenna on the cell tower is advancing. This antenna will service the installed computer hardware. Installation of new meters could begin this summer but access into homes may be an issue with COVID concerns.

- Tree Removal/Replacement Update

The tree hearing on November 10th, 2020 identified 69 trees to be removed by the Town and 26 by Eversource. The Town has removed 41 of their 69 and Eversource has removed 13 of their 26. Lowery asked if the rule that one tree will be replaced for every 4 removed was still current. Holder explained that with winter approaching the focus was on removing trees. Replacement would be planned in line with the planned Tree Inventory findings.

- Tree Inventory

In the summer a firm will be contracted to video-capture every tree along every road in Wayland. Next the inventory would be evaluated. This stage will be time consuming since the condition of the trees and gaps etc. would have to be assessed resulting in a comprehensive database of Town trees.

Lowery asked about the degree of surveillance at Baldwin Pond. Holder said he would investigate, but that various cyber protections were in place at the plant to prevent catastrophe.

Items Included in the Packet for Discussion
- Director's Operational Report

Transfer Station Initiatives – Discussion and Possible Vote

- Public Access to Metal Container – Discussion and Possible Vote

Wegerbauer asked Holder if the Transfer Station Foreman had provided any feedback regarding this initiative. Holder explained that residents were not taking advantage of initiatives focused on encouraging them to purchase stickers and use of the Transfer Station. The DPW were preparing signs to increase advertising but initiatives such as free access to the metal container could involve increased staff monitoring. This might well increase costs with little increase in revenue. Holder suggested going ahead with this initiative for a limited period of time in order to assess the impact on staffing.

Lewis made a motion that from April through June residents would have free access to use the metal container during open hours; no Transfer Station sticker required. Lowery 2nd. Wegerbauer invited discussion, following which a roll call vote was taken.

Wegerbauer aye, Lewis aye, Lowery aye, Mishara aye, Goldsmith aye.

- Book Shed Replacement – Discussion and Possible Vote

Wegerbauer explained that previously a container was used as a book shed. This proposal was to replace the book shed. Holder explained that people bring books because they don't want to throw them out, but many eventually end up in the recycling bin; a cost to the DPW. This item to be discussed at a future meeting.

- Marketing/Revenue Initiatives

Lewis asked about the possibility of increasing the sticker fees. Holder suggested that if the Board were thinking of doing so, then the discussion should happen soon. Sticker printing necessitated that we would need to decide by April at the latest.

Board Members' Reports, Concerns and Updates

- Eversource Vegetation Management

Lowery reported that he had responded to the 2021 Eversource Vegetation Management plan as actioned by the Board. He identified the Wayland Wellhead capture zones pointing out that this is a sensitive area within the Eversource definition. He requested that manual methods rather than herbicides be used to control vegetation in this area.

Wegerbauer thanked Lowery on behalf of the Board.

Items Included in the Packet for Discussion

- Response to Eversource, letter dated January 2, 2021

- Route 20 South Landfill Updates

Lewis shared a PowerPoint slide that he wishes to present to the Visioning Committee tomorrow on behalf of the Board. This will be the Visioning Committee's first meeting. The PowerPoint slide lists 16 possible uses for the 17 acre South Landfill site. He asked the Board for feedback before he presented them to the Committee. A discussion ensued.

- CPC Updates – BoPW Request & Historical Commission Support

Wegerbauer reminded the Board that, in addition to the BoPW Mill Pond project, the Board had also sent the CPC a letter supporting a request by the Historical Commission. Lowery pointed out they the Board should study the Historical Commission's proposal carefully as details become available. Wegerbauer asked if the letter of support sent previously was of a general nature, and Lowery confirmed this.

Wegerbauer thanked Lowery and Goldsmith on behalf of the Board for their work on the CPC proposals.

- Transfer Station Curbside Pickup Study

Wegerbauer explained that the Transfer Station curbside pickup study was not something that the Board was in a position to begin at this time, but he asked if any members were interested in starting to research the topic. Lowery suggested that it would be possible to find someone in the Town. Wegerbauer reiterated that it was early days as yet, but that he would explore that possibility at a later date.

- Wayland Town Pool Water Balance

Holder confirmed that the DPW continued to be involved but that this matter was now in the hands of the Treasurer/Collector Office and that the Pool Manager was being communicative. Lowery asked Holder to ensure that the Collector had a plan with a date to expect the funds.

- SWQC Harvester Request & DPW Impact – Schedule

Wegerbauer asked that the Harvester should be added to a future agenda for discussion.

- Tree Replacement Coordination w/Planning Board - Schedule

Wegerbauer asked that this item be considered at the Board meeting in either March or April. Since the Planning Board would be involved, he asked Holder to interface with Planning and arrange, possibly for April.

Lowery asked if Holder had heard anything from the Recreation Board concerning plans for the Town beach and fields. It would be beneficial if they could join the Board meeting in March.

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

None.

Review and Approve the Minutes of the 1/12/2021 Meeting

Lewis made a motion to approve the minutes of the 1/12/2021 as presented. Lowery 2nd, and a roll call vote was taken.

Wegerbauer aye, Lewis aye, Lowery aye, Mishara aye, Goldsmith aye.

Items Included in the Packet for Discussion
- 1/12/2021 BOPW Meeting Minutes Draft

Set Future Meeting Dates

The next meeting will take place on March 9th, 2021 at 5 pm, followed by a meeting on April 13th at 5 pm. All BoPW meetings will be held remotely until further notice.

Adjourn

Lewis made a motion to adjourn. Lowery 2nd, and a roll call was taken.

Wegerbauer aye, Lowery aye, Mishara aye, Lewis aye, Goldsmith aye.

Meeting adjourned at 7:12 PM.

Respectfully submitted,
Anita Martin
Business Manager

BoPW Meeting 3/9/2021

Set Future Meeting Dates

BoPW Meeting 3/9/2021

Adjourn