

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: Anita Martin

DATE OF MEETING: February 25th 2020

TIME OF MEETING: 7:00 PM

PLACE OF MEETING: DPW Facility

NOTE: Board of Public Works meetings are normally recorded for on-demand streaming by WayCam.

Board of Public Works - MEETING AGENDA

Items may not be taken up in the order shown. Items may require more or less time than shown.

- 7:00 Announcements
- 7:05 Public Comment
- 7:10 Spencer Circle Street acceptance - Updates/Discussion
- 7:30 Discussion and possible vote on Capital and/or Operational Budget changes
- 7:45 Water Abatement Request - 27 Lake Road
- 8:00 Director's Financial Report
- 8:20 Board Members' Reports, Concerns, and Updates
 - Chapter 193 regulations - Status
 - Water regulations - Status
 - AMR - Status
 - Transfer Station - Status
 - Transfer Station operating data - Report re: meeting with Town Administrator
- 8:50 Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 8:55 Review and Approve the Minutes of the 2/04/2020 Meeting
- 9:00 Set or Confirm Future Meeting Dates & Topics/To-Do List
- 9:05 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 2/25/2020

Announcements

BoPW Meeting 2/25/2020

Public Comment

BoPW Meeting 2/25/2020

Spencer Circle Street acceptance

– Updates/Discussion

BoPW Meeting 2/25/2020

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

BoPW Meeting 2/25/2020

Water Abatement Request

– 27 Lake Road



WATER ABATEMENT REQUEST

BOPW Meeting / Date Scheduled: 2/25/2020

Name: Scott McQuilkin Acct Number 0400740

Address: 27 Lake Road Phone _____

Billing Date 2/8/20 Usage 22,400 CF Water Charge \$ 2,772.33

REASON outside faucet running

Abate/Usage: 6,200 + 5,700 + 5,300 = 57,333 CF Avg
 Abate 16,160.7 CF
 ↓ abate down to

Abate/\$\$:

Abate \$2,333.35

New Bill 438.98 + 30.00 (Admin) \$468.98

COMMENT/NOTE:

APPROVED _____ DENIED _____ / /

BOPW: _____

DPW Director: _____ APPROVED _____ DENIED _____ / / 2020

Town of Wayland
Department of Public Works
66 River Road
Wayland, MA 01778

OFFICE HOURS
Monday 8:00 AM - 7:00 PM
Tues-Thurs 8:00 AM - 4:00 PM
Friday 8:00 AM - 12:30 PM

UTILITY BILL

Customer Copy

Keep this portion for your records

BILLS ARE AVAILABLE TO PAY ONLINE AT
WWW.WAYLAND.MA.US

Questions regarding invoices should be addressed to the
DPW Water Division at 508-358-3672

Questions regarding payments should be addressed to the
Collector's Office at 508-358-3633

MCQUILKIN SCOTT
P.O. BOX 01052299
SIOUX FALLS, SD 57186

CUSTOMER NAME		SERVICE ADDRESS		PARCEL IDENTIFIER		BILL NUMBER		
MCQUILKIN SCOTT		27 LAKE ROAD		50053		12166		
BILL DATE		ACCOUNT NUMBER		WASTEWATER DESIGN FLOW (Gal/Day)		DUE DATE		
01/31/2020		0400740				03/02/2020		
CHARGE DESCRIPTION		PREVIOUS READ DATE	CURRENT READ DATE	PREVIOUS READ	CURRENT READ	USAGE (Cubic Feet)	READ TYPE	CHARGE AMOUNT
RESIDENTIAL WATER		08/05/2019	01/24/2020	291400	313800	22400	A	\$2,802.33

CYCLE	USAGE (Cubic Feet)	CYCLE	USAGE (Cubic Feet)	READ CODE	Total Current Billing	\$2,802.33
01/20	22400	08/16	4600		Previous Balance	\$932.78
08/19	5100	02/16	4200	A = Actual	Less Payments Received	\$0.00
02/19	6200	09/15	35200	E = Estimate	Adjustments	-\$519.44
08/18	5800	03/15	4100	F = Final	Interest	\$20.29
02/18	5700	09/14	4800	W = Water		
08/17	5400	02/14	3900			
02/17	5300					
					Total Amount Due	\$3,235.96

IF YOUR WATER BILL IS NOT PAID IN FULL WHEN DUE YOU WILL BE CHARGED
INTEREST AT THE RATE OF 14% PER YEAR AND COLLECTION COSTS

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂

MCQUILKIN SCOTT
P.O. BOX 01052299
SIOUX FALLS, SD 57186

UTILITY BILL

Remittance Portion

Account Number 0400740
Customer Number 7200586
Bill Number 12166
Due Date 03/02/2020
Total Due: 3,235.96

Service Location
27 LAKE ROAD

Town of Wayland
P.O. BOX 663
MEDFORD, MA 02155-0007

Please write your Account Number on your check
and enclose this portion of bill with your payment.

11806042020600012166500003235967

Peters, Kristen

From: McQuilkin, Scott A. <smcquilkin@hinckleyallen.com>
Sent: Monday, February 10, 2020 8:32 AM
To: Peters, Kristen
Cc: Liz Home
Subject: 27 Lake Road - Water Bill Abatement Request

[NOTICE: This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Ms. Peters,

Thank you for speaking with me this morning. As we discussed, we would like to apply for an abatement of our water bill. I understand the current bill is \$2,802.33. There also was a balance of about \$500 from the last bill, although I sent a check to the Town of Wayland in January to cover that balance. Please let me know if your office has not received that check, and I will re-send it immediately.

With respect to the current bill, the high usage is due to a faucet in our pool house. We had turned off the outdoor water running into the pool house for the season in September (as we have done every year since moving in in 2006). But it appears that the outdoor water was turned on again at some point, probably in November/December. We are having construction work done at our house, including plumbing, and it appears that during that work the outdoor water was turned on again. Unfortunately, the faucet in the pool house was in the "on" position and water was running for some time. Since we did not know that the outdoor water had been turned on again, we did not realize that the faucet had been running for a matter of weeks.

This was a "one-time" issue and has been resolved.

Please let me know what the next step is with respect to this abatement request.

We appreciate anything that can be done with respect to the bill.

Thank you, again.

Scott and Liz McQuilkin
617-599-3863
508-545-1098

BoPW Meeting 2/25/2020

Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY20-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 12/31/2019

Week 26 of 52
Program percentage - 50%

	BUDGET	YEAR-TO-DATE	ENCUMBRANCES	BUDGET	YTD	FY2019	FY2018	FY2017	FY2016
			BALANCE	BALANCE	% used				
HIGHWAY									
SALARIES	\$ 1,026,246.00	\$ 490,235.78	\$	\$ 536,010.22	47.77%	\$1,007,074.82	\$993,042.81	\$939,665.56	\$851,281.48
SERVICE EXPENSES	\$ 384,300.00	\$ 78,941.88	\$ 71,328.03	\$ 234,030.09	20.54%	\$514,528.85	\$461,611.14	\$228,709.27	\$254,814.72
GOODS EXPENSES	\$ 147,500.00	\$ 2,128.18	\$ 33,329.42	\$ 112,042.40	1.44%	\$140,839.50	\$92,252.51	\$81,463.56	\$73,263.51
FY20 TOTAL	\$ 1,558,046.00	\$ 571,305.84	\$ 104,657.45	\$ 882,082.71	36.67%	\$1,662,443.17	\$1,547,906.46	\$1,249,838.39	\$1,179,359.71
HIGHWAY-SNOW									
OVERTIME	\$ 175,000.00	\$ 49,653.61	\$	\$ 125,346.39	28.37%	\$168,415.59	\$207,581.41	\$176,405.70	\$96,602.26
SERVICE & GOODS EXPENSES	\$ 325,000.00	\$ 18,733.97	\$ 180,846.03	\$ 125,420.00	5.76%	\$390,402.70	\$521,549.00	\$585,000.00	\$331,104.92
FY20 TOTAL	\$ 500,000.00	\$ 68,387.58	\$ 180,846.03	\$ 250,766.39	13.68%	\$558,818.29	\$730,130.41	\$761,405.70	\$427,707.18
TRANSFER STATION									
SALARIES	\$ 171,000.00	\$ 96,476.97	\$	\$ 74,523.03	56.42%	\$148,402.75	\$456,161.95	\$406,701.63	\$361,603.29
SERVICE & GOODS EXPENSES	\$ 253,300.00	\$ 117,957.12	\$ 146,173.29	\$ (10,830.41)	46.57%	\$221,385.31	\$	\$	\$
FY20 TOTAL	\$ 424,300.00	\$ 214,434.09	\$ 146,173.29	\$ 63,692.62	50.54%	\$369,788.06	\$289,831.58	\$359,072.54	\$409,071.43
TRANSFER STATION REVENUE	\$	\$ 277,323.98	\$	\$		\$	\$	\$	\$
CURRENT BALANCE	\$	\$ 62,889.89	\$	\$		\$	\$	\$	\$
LANDFILL EXPENSES	\$ 40,000.00	\$ 6,645.00	\$ 1,355.00	\$ 32,000.00	16.61%	\$56,060.00	\$53,150.20	\$42,231.64	\$23,316.56
PARK									
SALARIES	\$ 683,700.00	\$ 324,382.71	\$	\$ 359,317.29	47.45%	\$605,531.90	\$564,038.91	\$550,555.51	\$497,669.11
SERVICE EXPENSES	\$ 280,800.00	\$ 67,220.07	\$ 95,466.83	\$ 118,113.10	23.94%	\$214,808.97	\$211,203.07	\$187,776.09	\$216,729.22
GOODS EXPENSES	\$ 120,000.00	\$ 14,812.29	\$ 42,127.55	\$ 63,060.16	12.34%	\$104,521.77	\$122,535.91	\$114,327.03	\$107,032.63
FY20 TOTAL	\$ 1,084,500.00	\$ 406,415.07	\$ 137,594.38	\$ 540,490.55	37.47%	\$924,862.64	\$897,777.89	\$852,608.63	\$821,430.96
ENGINEERING									
SALARIES	\$ 332,227.00	\$ 164,014.01	\$	\$ 168,212.99	49.37%	\$335,292.76	\$134,075.19	\$169,040.76	\$165,319.10
SERVICE & GOODS EXPENSES	\$ 45,420.00	\$ 6,906.67	\$ 9,068.13	\$ 29,445.20	15.21%	\$18,793.70	\$25,169.99	\$1,634.49	\$2,030.19
FY20 TOTAL	\$ 377,647.00	\$ 170,920.68	\$ 9,068.13	\$ 197,658.19	45.26%	\$354,086.46	\$159,245.18	\$170,675.25	\$167,349.29
WATER									
SALARIES	\$ 808,888.00	\$ 363,840.39	\$	\$ 445,047.61	44.98%	\$744,874.30	\$675,988.22	\$624,068.06	\$675,805.03
SERVICE & GOODS EXPENSES	\$ 1,476,000.00	\$ 427,252.88	\$ 561,048.80	\$ 487,698.32	28.95%	\$1,052,873.72	\$1,834,032.00	\$1,756,287.00	\$1,732,749.00
DEBT SERVICE	\$ 1,337,510.00	\$ 376,767.50	\$	\$ 960,742.50	28.17%	\$1,632,498.49	\$1,322,861.00	\$1,093,106.00	\$1,064,627.00
Transfers to G/F	\$ 374,779.00	\$	\$	\$ 374,779.00		\$	\$	\$	\$
FY20 TOTAL	\$ 3,997,177.00	\$ 1,167,860.77	\$ 561,048.80	\$ 2,268,267.43	29.22%	\$3,420,246.51	\$3,832,881.22	\$3,473,461.06	\$3,473,181.03
Revenue	\$ 4,054,930.00	\$ 2,117,956.68	\$	\$ 1,936,973.32	52.23%	\$3,660,402.39	\$3,724,858.74	\$3,825,827.51	\$3,684,596.80
Fund Balance start FY20	\$ 848,503.00	\$	\$	\$ 848,503.00	0.00%	\$	\$	\$	\$
CURRENT FUND BALANCE +/-	\$	\$ 950,095.91	\$	\$		\$	\$	\$	\$
CURRENT FUND BALANCE	\$	\$ 1,798,598.91	\$	\$		\$	\$	\$	\$
TOTAL DPW FUNDING FOR FY20	\$ 7,941,670.00	\$ 2,599,324.03	\$ 1,139,388.08	\$ 4,202,957.89	32.73%	\$6,731,426.84	\$6,727,642.33	\$6,105,655.87	\$ 5,664,637.55

BoPW Meeting 2/25/2020

**Board Members' Reports,
Concerns, and Updates**

BoPW Meeting 2/25/2020

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

BoPW Meeting 2/25/2020

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

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
February 4, 2020

MEETING MINUTES

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

DPW Staff in Attendance: Tom Holder (DPW Director), Joe Doucette (DPW Superintendent), Anita Martin (DPW Business Manager)

Other: George Uveges (Finance Committee BoPW Liaison), Juan Roman (Water Abatement)

Meeting opened at 7:00 PM.

Lowery reviewed the agenda.

Announcements

None

Public Comment

Stanley Robinson raised objections to the granting of a water abatement to 23 Brooks Road during the 1/07/2020 BoPW meeting. He asked who agrees to give abatements. Lowery responded that Holder can agree to abatements of less than \$2,000 and the BoPW votes on abatements greater than \$2,000.00.

Mary Kowalski agreed with Robinson. As a tax payer she objected to paying other people's water bills and hoped that the new metering system would reduce the need for abatements.

Spencer Circle Street acceptance - Discussion and possible Vote on Hearing

Lowery reported that the residents were still considering easement language.

Holder reported that he had received news from the Planning Board that they had voted 4-0 to recommend that the Spencer Circle be accepted as a public way. They also voted the following conditions:

- Bond to be conveyed to the BoPW, amount \$2,410.
- That work be completed before the Town Meeting.
- That easement language be approved by the BoPW and BOS.
- That confirmation is received when the easements are in place and lot release claims from all parties.

The Planning Board thanked the BoPW in closing out this project.

Holder pointed out that March 26th was the last day before Town Meeting for us to post this article with the Town Clerk. Lowery said that the BoPW meeting on March 24th would be the last chance for the Board to vote on this matter going forward. Consequently Holder was actioned with arranging a meeting on March 17th to ensure easements were accepted by Spencer Circle residents.

Sidewalks Improvement Plan Discussion

Lowery reported that Sarkisian (Planning) could not be present tonight for a discussion but that this matter was discussed last night at the Board of Selectmen.

Holder reported that the DPW planned to take an inventory of Town sidewalks and build a GIS sidewalk layer. Information on the condition of Town sidewalks would supplement the Complete Streets program.

Water Abatement Request – 36 York Road

Juan Roman of 36 York Road appeared before the Board to discuss his request for an abatement of the 11/15/19 water bill. Lowery observed that an automatic meter reading (AMR) system would have likely alerted the presence of the leak much more quickly.

Mishara made motion that the payment due for 36 York Road be abated by \$2,292.21 and that the new bill should be \$1,636.44 to a total of 14,300 cubic feet, waving all interest and fees.

Wegerbauer 2nd, all in favor.

Shredding Feasibility/Desirability/Finances Discussion

Holder reported that the DPW could hold a Shredding Event at the Transfer Station on May 9th 2020. A Shredding truck would be situated there from 9am to noon and would be open to all residents. It would cost \$500 for three hours but residents would not be charged.

The Board actioned Holder to arrange a shredding event on Saturday May 9th at the Transfer Station. This will help familiarize residents as to the facilities available at their Transfer Station. An invitation to all residents to be publicized on the Town's Website, as well as at the Town Meeting and possibly at the Elections.

Transfer Station Finances/Policies Discussion

The Board reviewed the updated Transfer Station Projection Spreadsheet. Holder shared that income from WasteZero for the sale of PAYT bags was now correctly reflected on the Transfer Station Spreadsheet.

Wegerbauer discussed ways to publicize the Transfer Station and its facilities. He suggested that a welcome packet be prepared for new residents in line with Murphy's comments at the previous meeting. He also spoke of using messages on Electronic Sign Boards and placing clear signage to the Transfer Station directing residents to it. He asked Holder to place a clear "Transfer Station" sign, large enough to be seen from cars on Route 20, to advertise the location.

Uveges suggested that a flyer could be included as a water bill insert. Also possibly a flyer in the Warrant Package. Holder was asked to action and Wegerbauer offered to help.

Items Not Included in the Packet for Discussion but discussed at meeting
- Transfer Station Spreadsheet showing actuals and projections

Director's Operational Report

Holder reviewed the Operational Report.

Following the MASSDOT assessment of the Route 27 Bridge Project, the DPW are requesting \$400,000 to ameliorate the two most critical aspects of the necessary repair work. This will mean that it will be 10 years before future work will be required. Work will begin in 2020. MASSDOT are satisfied with this approach. Design funding will be through Chapter 90. A capital appropriation will be agreed for construction work to take place in Fiscal Year 2021.

Items Included in the Packet for Discussion
-DPW Operational Report

Discuss and Possible Vote on FinCom Request for Reductions in FY2021 Operating Budget

Holder explained that the Town Administrator had prepared budget cut plans but DPW was not affected.

Board Member's Reports, Concerns, and Updates

- Report: Chapter 193 regulations – Status

The Conservation Commission have not approved the revised regulations as yet. K-P Law, DPW, and others are putting forward several comment letters.

- Water Regulations progress (awaiting revised draft from the Town Administrator)

Holder shared that he and the Town Administrator had worked through the latest revisions and there are several issues still to be resolved. Lowery offered to provide Holder with information as to how Framingham approached the termination of service issue.

- AMR – Status Update

Wegerbauer shared that the matter was progressing satisfactorily.

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

None

Review and Approve the Minutes of the 1/21/2020 Meeting

Wegerbauer made a motion to approve the minutes of the 1/21/2020 meeting as amended.

Lowery 2nd, all in favor.

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

02/04/2020, 02/25/2020, 03/04/2020 and 03/17/2020 (Spencer Circle Meeting) - anticipated future meetings (normally 1st and 3rd Tuesdays of month).

To-Do List:

- **Spencer Circle**
 - Holder to schedule Meeting on March 17th 2020 and review easement language once it is received back from residents
 - Holder to inform Sarkisian, Miller and Carlson.
- **Sidewalk/Smart Streets**
 - Holder to meet with Sarkisian to confirm what the Planning Board required from the DPW regarding the Rail Trail.
- **Shredding at Transfer Station**
 - Holder to organize shredding event on May 9th, including booking of shredding vendor and publicity.
 - Holder to place a notification to all residents on the Town Website.
 - Holder to review ways to educate residents regarding recycling, including graphic design possibilities.
- **Transfer Station Finances/Policies Discussion**
 - Holder to place a clear "Transfer Station" sign, large enough to be seen from cars on Route 20, at the location.
 - Holder to action an insert in future bills advertising the Transfer Station. Also to explore the possibility of a flyer being included in the Warrant Package (Wegerbauer offered to help).
- **Director's Operational Report**
 - Holder to explore if CIP for Route 27 Bridge design and construction requires amendment.

Wegerbauer made a motion to adjourn.
Mishara 2nd, all in favor.

Meeting adjourned at 8:49PM.

Respectfully submitted,
Anita Martin
Business Manager

BoPW Meeting 2/25/2020

Set or Confirm Future Meeting

Dates & Topics / To-Do List

BoPW Meeting 2/25/2020

Adjourn