

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:
DATE OF MEETING:
TIME OF MEETING:
PLACE OF MEETING:

BOARD OF PUBLIC WORKS
Tuesday November 24, 2020
5:00 PM
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/98442984645?pwd=a1NsUXh0ZzdBMVJRMmloV1A3ZHEtUT09> Password: 438508

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 508-358-6814 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>

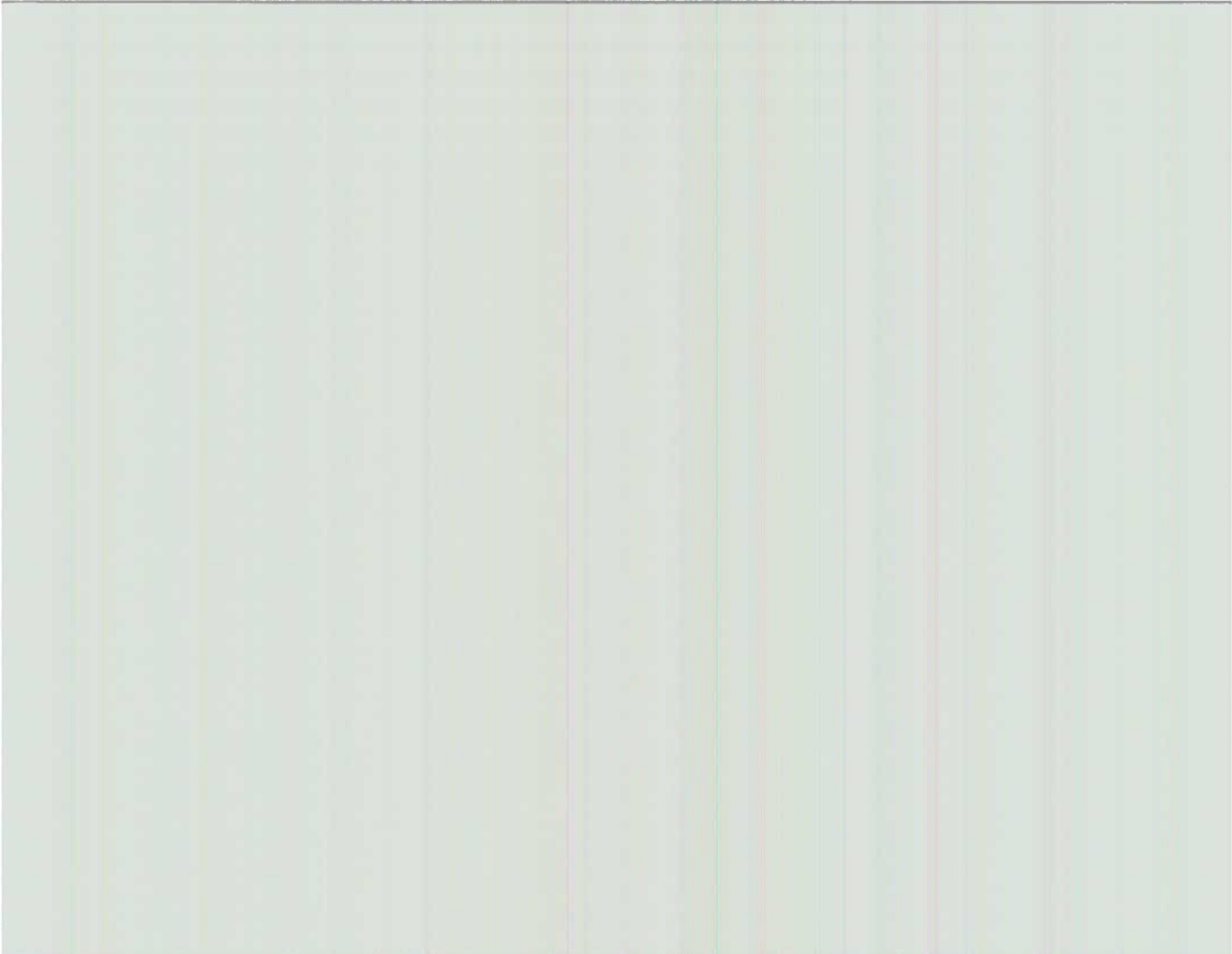
- 5:00 Announcements
- 5:02 Public Comment
- 5:05 Director's Financial Report - Review 1st Quarter Financials
- 5:15 Review of Proposed FY22 Capital and Operational Budgets -- Discussion and Vote
- 5:50 CPC Funded Projects - Discussion
- 5:55 Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 6:00 Review and Approve Minutes of the 11/10/2020 Meeting
- 6:05 Set Future Meeting Dates
- 6:10 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

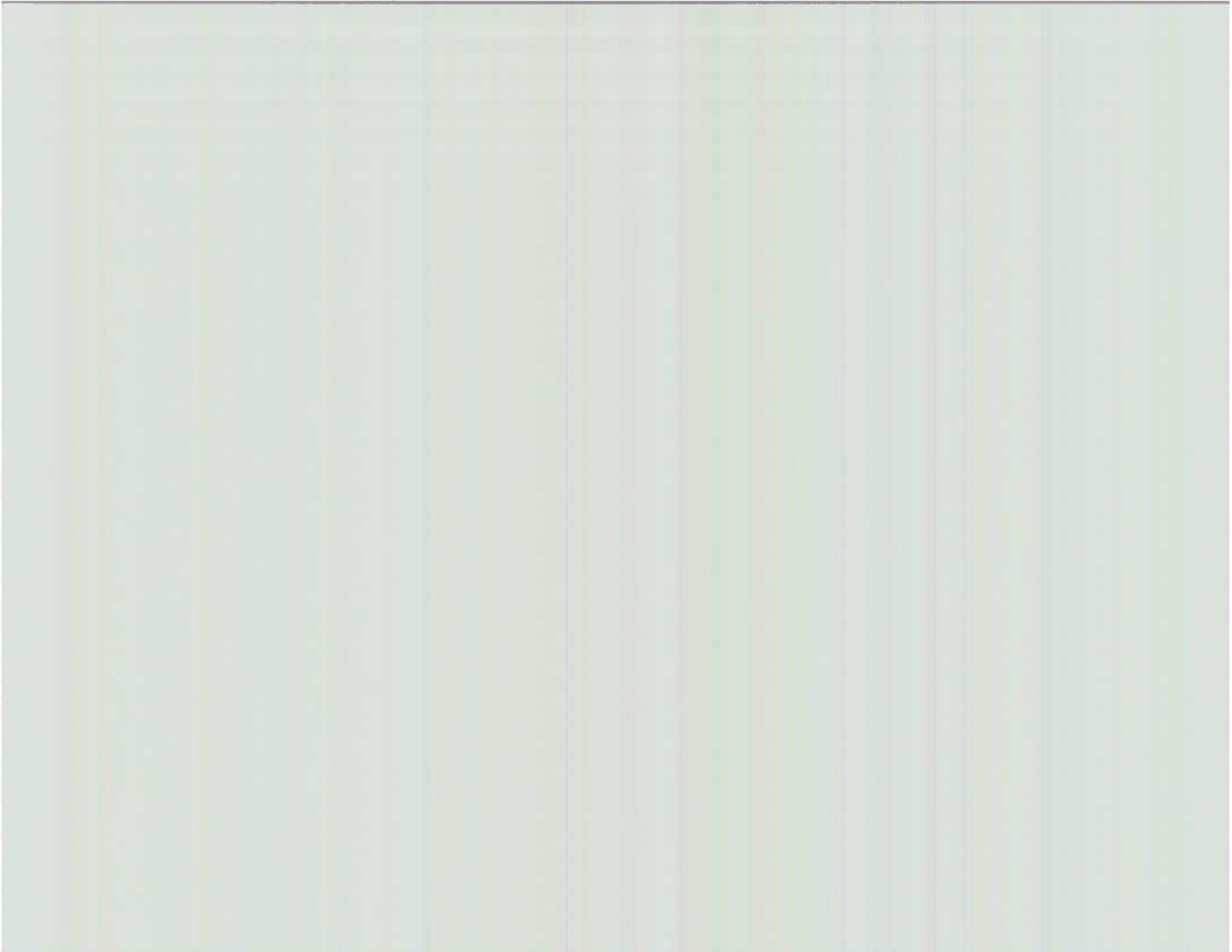
BOPW Meeting 11/24/2020

Announcements



BOPW Meeting 11/24/2020

Public Comment



BOPW Meeting 11/24/2020

Director's Financial Report

- ## – Review 1st Quarter Financials

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS										
FY21- YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 9/ 30/2020										
Program percentage - 25%										
	BUDGET	YEAR-TO-DATE	ENCUMBRANCES BALANCE	BUDGET BALANCE	YTD % used	FY20	FY2019	ACTUAL EXPENSES		
								FY2018	FY2017	FY2016
HIGHWAY										
SALARIES	\$ 1,032,100.00	\$ 257,274.91		\$ 774,825.09	24.93%	\$953,712.00	\$1,007,074.82	\$993,042.81	\$939,665.56	\$851,281.48
SERVICE EXPENSES	\$ 491,300.00	\$ 35,153.28	\$ 87,108.86	\$ 369,037.86	7.16%	\$281,619.00	\$514,528.85	\$462,611.14	\$228,709.27	\$254,814.72
GOODS EXPENSES	\$ 151,500.00	\$ 7,263.59	\$ 35,562.91	\$ 108,673.50	4.79%	\$111,302.00	\$140,839.50	\$92,252.51	\$81,463.56	\$73,263.51
FY21 TOTAL	\$ 1,674,900.00	\$ 299,691.78	\$ 122,671.77	\$ 1,252,536.45	17.89%	\$1,346,633.00	\$1,662,443.17	\$1,547,906.46	\$1,249,838.39	\$1,179,359.71
				\$ -						
HIGHWAY-SNOW										
OVERTIME	\$ 175,000.00	\$ -		\$ 175,000.00	0.00%	\$126,464.00	\$168,415.59	\$207,581.41	\$176,405.70	\$96,602.26
SERVICE & GOODS EXPENSES	\$ 325,000.00		\$ 39,995.00	\$ 285,005.00	0.00%	\$282,535.00	\$390,402.70	\$522,549.00	\$585,000.00	\$331,104.92
FY21 TOTAL	\$ 500,000.00	\$ -	\$ 39,995.00	\$ 460,005.00	0.00%	\$408,999.00	\$558,818.29	\$730,130.41	\$761,405.70	\$427,707.18
				\$ -						
TRANSFER STATION										
SALARIES	\$ 186,150.00	\$ 55,554.65		\$ 130,595.35	29.84%	\$168,570.00	\$148,402.75	\$456,161.95	\$406,701.63	\$361,603.29
SERVICE & GOODS EXPENSES	\$ 262,600.00	\$ 39,665.23	\$ 254,750.21	\$ (31,815.44)	15.10%	\$234,095.00	\$221,385.31			
FY21 TOTAL	\$ 448,750.00	\$ 95,219.88	\$ 254,750.21	\$ 98,779.91	21.22%	\$402,665.00	\$369,788.06	\$289,831.58	\$359,072.54	\$409,071.43
TRANSFER STATION REVENUE		\$ 219,447.40								
Revenue-Expenses Balance		\$ 124,227.52								
LANDFILL EXPENSES	\$ 50,000.00		\$ -	\$ 50,000.00	0.00%	\$32,071.00	\$56,060.00	\$53,150.20	\$42,231.64	\$23,316.56
				\$ -						
PARK										
SALARIES	\$ 703,100.00	\$ 196,706.03		\$ 506,393.97	27.98%	\$640,390.00	\$605,531.90	\$564,038.91	\$550,555.51	\$497,669.11
SERVICE EXPENSES	\$ 217,800.00	\$ 22,765.88	\$ 114,595.45	\$ 80,438.67	10.45%	\$153,630.00	\$214,808.97	\$211,203.07	\$187,726.09	\$216,729.22
GOODS EXPENSES	\$ 132,000.00	\$ 9,195.53	\$ 47,306.74	\$ 67,504.39	6.97%	\$97,955.00	\$104,521.77	\$122,535.91	\$114,327.03	\$107,032.63
FY21 TOTAL	\$ 1,052,900.00	\$ 228,667.44	\$ 161,902.19	\$ 662,330.37	21.72%	\$891,975.00	\$924,862.64	\$897,777.89	\$852,608.63	\$821,430.96
				\$ -						
ENGINEERING										
SALARIES	\$ 283,970.00	\$ 71,472.98		\$ 212,497.02	25.17%	\$261,048.00	\$335,292.76	\$134,075.19	\$169,040.76	\$165,319.10
SERVICE & GOODS EXPENSES	\$ 49,420.00	\$ 2,002.26	\$ 10,117.07	\$ 37,300.67	4.05%	\$14,391.00	\$18,793.70	\$25,169.99	\$1,634.49	\$2,030.19
FY21 TOTAL	\$ 333,390.00	\$ 73,475.24	\$ 10,117.07	\$ 249,797.69	22.04%	\$275,439.00	\$354,086.46	\$159,245.18	\$170,675.25	\$167,349.29
				\$ -						
WATER										
SALARIES	\$ 811,600.00	\$ 207,008.82		\$ 604,591.18	25.51%	\$743,291.00	\$744,874.30	\$675,988.22	\$624,068.06	\$675,805.03
SERVICES & GOODS EXPENSES	\$ 1,497,967.00	\$ 177,731.09	\$ 814,552.47	\$ 505,683.44	11.86%	\$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	\$ 286,752.50		\$ 1,026,265.50	21.84%	\$1,231,860.00	\$1,622,498.49	\$1,322,861.00	\$1,093,106.00	\$1,064,627.00
INDIRECTS	\$ 362,472.00			\$ 362,472.00						
FY21 TOTAL	\$ 3,985,057.00	\$ 671,492.41	\$ 814,552.47	\$ 2,499,012.12	16.85%	\$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	\$ 497,153.91		\$ 3,486,710.09	12.48%	\$3,721,520.00	\$3,660,402.39	\$3,724,858.74	\$3,825,827.51	\$3,684,596.80
					0.00%					
FUND BALANCE +/-		\$ (174,338.50)								
TOTAL DPW FUNDING FOR FY21										
	\$ 7,994,997.00	\$ 1,368,546.75	\$ 1,403,988.71	\$ 5,222,461.54	17.12%	\$5,831,900.00	\$6,731,426.84	\$6,727,642.33	\$6,105,655.87	\$ 5,664,637.55

BOPW Meeting 11/24/2020

**Review of Proposed FY22 Capital
and Operational Budgets**

– Discussion and Vote



TRANSFER STATION PROPOSED FY22 BUDGET

Updated 11/12/2020



TOWN OF WAYLAND

ENGINEERING PROPOSED FY22 BUDGET										
ACCT #		FY19 BUDGET	FY19 ACTUALS	FY20 BUDGET	FY20 ACTUALS	FY21 BUDGET	FY22 Service	22-21 CHG	% Change	DESCRIPTION OF CHANGE
10421901	51001 Salaries	\$ 391,193	\$ 335,293	\$ 332,227	\$ 261,048	\$ 283,970	\$ 299,484	\$ 15,514	5.46%	Step Increases
	TOTAL SALARIES	\$ 391,193	\$ 335,293	\$ 332,227	\$ 261,048	\$ 283,970	\$ 299,484	\$ 15,514	5.46%	Change in Salaries Budget
10421902	52100 Professional Services	\$ 3,550	\$ 2,976	\$ 4,000	\$ 3,202	\$ 4,000	\$ 4,000	\$ -	0.00%	CAI online GIS
10421902	52110 Meetings & Conferences	\$ 4,000	\$ -	\$ 4,500	\$ 1,773	\$ 4,500	\$ 4,000	\$ (500)	-11.11%	Reduced to reflect actual expenses
10421902	52112 Employee Training & Education	\$ 4,250	\$ 595	\$ 4,500	\$ 464	\$ 4,500	\$ 4,500	\$ -	0.00%	
10421902	52113 Travel	\$ 4,000	\$ 1,038	\$ -	\$ -	\$ -	\$ -	\$ -		
10421902	52114 Dues	\$ 1,500	\$ 295	\$ 1,500	\$ 381	\$ 1,500	\$ 1,000	\$ (500)	-33.33%	Reduced to reflect actual expenses
10421902	52116 Equipment Repairs & Maint	\$ 13,000	\$ 6,279	\$ 10,000	\$ 1,484	\$ 9,000	\$ 9,000	\$ -	0.00%	
10421902	52117 Vehicle Repairs & Maint	\$ 2,500	\$ 3,914	\$ 6,000	\$ 1,550	\$ 6,000	\$ 7,500	\$ 1,500	25.00%	Forecasted Need
10421902	54100 Supplies	\$ 5,500	\$ 4,910	\$ 5,500	\$ 602	\$ 5,500	\$ 5,500	\$ -	0.00%	
10421902	54111 Vehicle Gasoline	\$ 2,000	\$ 119	\$ 2,000	\$ 936	\$ 2,000	\$ 2,000	\$ -	0.00%	
10421902	54115 Uniforms	\$ 710	\$ 710	\$ 1,420	\$ -	\$ 1,420	\$ 1,420	\$ -	0.00%	
10421902	54118 Office Supplies	\$ 1,300	\$ 1,080	\$ 2,000	\$ -	\$ 2,000	\$ 2,500	\$ 500	25.00%	increase in costs
10421902	54128 Software Licensing	\$ 2,200	\$ 2,484	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,500	\$ 500	12.50%	increase in costs
	TOTAL EXPENSES	\$ 44,510	\$ 24,400	\$ 45,420	\$ 14,391	\$ 44,420	\$ 45,920	\$ 1,500	3.38%	
	TOTAL ENGINEERING BUDGET	\$ 435,703	\$ 359,693	\$ 377,647	\$ 275,439	\$ 328,390	\$ 345,404	\$ 17,014	5.18%	

- Responsible for the for the assessment, survey, study, design, and oversight associated with the operation, maintenance, and construction of the Town's infrastructure
- Provides support to other Town departments in various technical aspects related to the Town's infrastructure



TOWN OF WAYLAND
WHS WASTEWATER P ROPOSED FY22 BUDGET

ACCT #	FY19 BUDGET	FY19 ACTUALS	FY20 BUDGET	FY21 PROPOSED	FY22 Level Service	22- 21 CHG	% Change	DESCRIPTION OF CHANGE
51001 Salaries				\$ 38,374	\$ 38,374	\$ -	0.00%	
Fringes & Indirects				\$ 15,350	\$ 15,350			40% of Salary Line
WHS WW SALARIES TOTAL				\$ 53,724	\$ 53,724	\$ -	0.00%	
52100 Contractual services				\$ 75,000	\$ 75,000	\$ -	0.00%	
52101 Professional services				\$ 20,000	\$ 20,000	\$ -	0.00%	
52103 Laboratory Testing Services				\$ 2,000	\$ 2,000	\$ -	0.00%	
52112 Training & Education				\$ 1,500	\$ 1,500	\$ -	0.00%	
52116 Equipment Repairs & Maint				\$ 25,000	\$ 25,000	\$ -	0.00%	
52117 Vehicle Repairs & Maint				\$ 500	\$ 500	\$ -	0.00%	
52122 Sludge Disposal				\$ 20,000	\$ 20,000	\$ -	0.00%	
54100 Supplies				\$ 5,000	\$ 5,000	\$ -	0.00%	
54111 Vehicle Gasoline				\$ 500	\$ 500	\$ -	0.00%	
54112 Chemicals				\$ 15,000	\$ 15,000	\$ -	0.00%	
54115 Uniforms				\$ 355	\$ 355	\$ -	0.00%	
52118 Office Supplies				\$ 200	\$ 200	\$ -	0.00%	
54500 Small Equipment				\$ 2,500	\$ 2,500	\$ -	0.00%	
54599 Contingency Fund				\$ 10,000	\$ 10,000	\$ -	0.00%	
WHS WASTEWATER DIVISION EXPENSES (no salary)			\$ 137,000	\$ 177,555	\$ 177,555	\$ -	0.00%	



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST
FY22 - FY26 (FIVE YEARS)

PROJECT INFO:

Construction - Road Renovation Projects	Yes
Project Title	Included in Prior 5 Year Capital Plan? (Y/N)

PROJECT SPONSOR:

Tom Holder DPW Director / Board of Public Works	T. Holder - 508-358-3672
Sponsor (Advocate) Name	Contact Information

APPROVING BODY / VOTE:

Michael Weygandauer - Board of Public Works	
Contact Name and Email Address	Date and Quantum of Vote (if required)

PROJECT DESCRIPTION:

This is funding to continue road improvement projects on the town's 58 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000 per mile.

PROJECT JUSTIFICATION:

The funding requested represents a 15-year resurfacing schedule, factoring in an annual 5% cost escalation. We have evaluated required water main projects, drainage issues, and pavement conditions. This is intended to be an annual program and combined with State Chapter 90 funding to ensure the Town's roads and municipal ways remain in safe and usable condition.
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EVALUATION CRITERIA: (Applies to current year budget requests only)

ALTERNATIVE MEANS TO SATISFY NEEDS			
Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria	
			X

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026)

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		\$ 635,000	\$ 667,000	\$ 700,000	\$ 738,000	\$ 772,000	\$ 3,509,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 635,000	\$ 667,000	\$ 700,000	\$ 735,000	\$ 772,000	\$ 3,509,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request Increase operating costs?		X	
3. Will this Capital Request Decrease operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS

Request Number	DPW 01
Dept	Department of Public Works
Schedule:	FY2022
Relationship to General Plan:	Ongoing maintenance and investment in the Town's infrastructure.
History:	Part of the ongoing repair and maintenance of Town roadways.

Updated 11/5/2020



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST
FY22 - FY26 (FIVE YEARS)

PROJECT INFO:

Construction - Sidewalk Improvements	Yes
Project Title	Included In Prior 5 Year Capital Plan? (Y/N)

PROJECT SPONSOR:

Tom Holder DPW Director / Board of Public Works	T. Holder - 508-358-3672
Sponsor (Affiliation) Name	Contact Information

APPROVING BODY / VOTE:

Michael Wegscheider - Board of Public Works	
Contact Name and Email Address	Date and Quantum of Vote (if required)

PROJECT DESCRIPTION:

This is new recurring capital budget request. The request will provide funds specifically targeting the renewal and expansion of the Town's sidewalk system. Improvements will also include the provision to add ADA required modifications to the sidewalk system.

PROJECT JUSTIFICATION:

The Town's roadways have historically been the primary recipient of transportation improvement funds. More recently it has become apparent that non-motorized transportation (pedestrian and bicycle) warrants investment. Current levels of funding with the roadway renovation budget are not sufficient to provide for the renewal and expansion of the Town's pedestrian system. A portion of the funding request is derived by reducing the roadway renovation request. Providing a specific capital budget item will provide the DPW a means to invest in the sidewalk system of the Town.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
D. OPERATIONAL BUDGET IMPACT
E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X

EXPENDITURE SCHEDULE (Please provide detailed spending schedule for 2022 to 2026).							
ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL
1. PLANNING & DESIGN							\$ -
2. LAND							\$ -
3. CONSTRUCTION	Annual Request	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
4. EQUIPMENT							\$ -
5. OTHER							\$ -
TOTAL	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request Increase operating costs?		X	
3. Will this Capital Request Decrease operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS	
Request Number	DPW 019
Dept	Department of Public Works
Schedule:	FY2022
Relationship to General Plan:	Ongoing maintenance and investment in the Town's infrastructure.
History:	New capital budget recurring request

Updated

11/5/2020



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST
FY22 - FY26 (FIVE YEARS)

PROJECT INFO:

Equipment Replacement - H14 Heavy Dump Truck	Yes
Included in Prior 5 Year Capital Plan? (Y/N)	

PROJECT SPONSOR:

Tom Holder DPW Director / Board of Public Works	T. Holder - 508-358-3672
Sponsor (Advocate) Name	

APPROVING BODY / VOTE:

Michael Wiegandauer - Board of Public Works	
Contact Name and Email Address	
	Date and Quorum of Vote (if required)

PROJECT DESCRIPTION:

This is a scheduled replacement.

PROJECT JUSTIFICATION:

H14 is a 2008 International 7300 six-wheel dump truck with 73,000 miles on it. The vehicle is a swap loader type that allows for use in multiple formats to allow the DPW to use throughout the entire year. The existing vehicle has reached the end of its serviceable life and would require considerable investment in order to maintain in a safe and usable condition beyond the current year. Replacement of this vehicle provides a more cost-effective and long-term option.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
D. OPERATIONAL BUDGET IMPACT
E. PROJECT FEASIBILITY (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026):

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$	
2. LAND							\$	
3. CONSTRUCTION							\$	
4. EQUIPMENT		\$ 275,000					\$ 275,000	
5. OTHER							\$	
TOTAL	\$	\$ 275,000	\$	\$	\$	\$	\$ 275,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request Increase operating costs?		X	
3. Will this Capital Request Decrease operating costs?	X		Replacement should decrease maintenance expenses.
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS

Request Number	DPW 04
Dept	Department of Public Works
Schedule	FY2022
Relationship to General Plan	Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW.
History	This is a planned replacement.

Updated 11/5/2020



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778
CAPITAL APPROPRIATION REQUEST
FY22 - FY26 (FIVE YEARS)

PROJECT INFO:

Equipment Replacement - Dump Truck P80

Yes

Included in Prior 5 Year Capital Plan? (Y/N)

PROJECT SPONSOR:

Tom Holder - DPW Director / Board of Public Works

T. Holder - 508-358-3672

Sponsor (Advocacy) Name

Contact Information

APPROVING BODY / VOTE:

Michael Wegetbauer - Board of Public Works

Contact Name and Email Address

Date and Quantum of Vote (If required)

PROJECT DESCRIPTION:

This is a scheduled replacement

PROJECT JUSTIFICATION:

P80 is a 2012 Utility Truck with 27000 miles of use. The vehicle is approaching the end of its serviceable life, requiring ever increasing maintenance to keep in safe and reliable condition. Routine replacement of vehicles represents a more cost-effective option to expending considerable funds to extend the life of a vehicle with only short-term lifespan.

EVALUATION CRITERIA: (Applies to current year budget requests only)

A. ALTERNATIVE MEANS TO SATISFY NEEDS

B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE

C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS

D. OPERATIONAL BUDGET IMPACT

E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply

Partially Meets Criteria

Fully Meets Criteria

X

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026)							
ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL
1. PLANNING & DESIGN						\$ -	
2. LAND						\$ -	
3. CONSTRUCTION						\$ -	
4. EQUIPMENT		\$ 95,000				\$ -	\$ 95,000
5. OTHER						\$ -	
TOTAL	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

OPERATIONAL BUDGET IMPACT:

1. Will this Capital Request generate new revenue?

YES

NO

X

2. Will this Capital Request increase operating costs?

X

3. Will this Capital Request decrease operating costs?

X

Decrease in maintenance costs

4. Will this Capital Request impact personnel?

X

FUNDING SOURCES:

How will this Capital Request be paid for?

YES

NO

X YES, please provide details.

1. Borrowing/Cash Capital

2. CPA Funds

3. Grants or Gifts

4. Other

WARRANT DETAILS

Request Number

DPW 05

Dept

Department of Public Works

Schedule:

FY2022

Relationship to General Plan: Scheduled replacement of an other piece of equipment that is valuable to the operations of the DPW.

History:

This is a planned replacement.

Updated 11/5/2020



TOWN OF WAYLAND

41 COCHITUATE ROAD

WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST

FY22 - FY26 (FIVE YEARS)

PROJECT INFO:

Equipment Replacement - Trash Compactor

Yes

Project Title

Included in Prior 5 Year Capital Plan? (Y/N)

PROJECT SPONSOR:

Tom Holder - DPW Director / Board of Public Works

T. Holder - 508-358-3672

Sponsor (Advocacy) Name

Contact Information

APPROVING BODY / VOTE:

Michael Wegebauer - Board of Public Works

Contact Name and Email Address

Date and Quantum of Vote (if required)

PROJECT DESCRIPTION:

This is a scheduled replacement

PROJECT JUSTIFICATION:

This is a scheduled replacement of one of the trash compactor units at the Transfer Station. These units wear out as a result of the extensive use of their hydraulic systems. They also suffer from corrosion as a result of exposure to both the elements and the trash thrown in them. Replacing the compactor ensures they will remain in service and be less likely to be subject to expensive repairs to their hydraulic systems.

EVALUATION CRITERIA: (Applies to current year budget requests only)

A. ALTERNATIVE MEANS TO SATISFY NEEDS

B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE

C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS

D. OPERATIONAL BUDGET IMPACT

E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply

Partially Meets Criteria

Fully Meets Criteria

X

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026):

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		\$ 100,000					\$ 100,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 100,000		\$ -		\$ -	\$ 100,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	IF YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request increase operating costs?		X	
3. Will this Capital Request decrease operating costs?	X		Replacement should decrease equipment maintenance expenses
4. Will this Capital Request impact personnel?			

FUNDING SOURCES:

	YES	NO	IF YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS

Request Number

DPW 15

Dept

Department of Public Works, Transfer Station

Schedule:

FY2022

Relationship to General Plan:

Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW.

History:

This is a planned replacement.

Updated 11/5/2020



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST
FY22 - FY26 (FIVE YEARS)

PROJECT INFO:

Infrastructure - Drainage / Stormwater Repairs	No
Project Title	Included in Prior 5 Year Capital Plan? (Y/N)

PROJECT SPONSOR:

Tom Holder - DPW Director / Board of Public Works	T. Holder - 508-356-3672
Sponsor (Advocate) Name	Contact Information

APPROVING BODY / VOTE:

Michael Wegebauer - Board of Public Works	
Contact Name and Email Address	Date and Quantum of Vote (if required)

PROJECT DESCRIPTION:

Funding to conduct necessary repairs to drainage / stormwater management systems within the Town Right of Way

PROJECT JUSTIFICATION:

The DPW seeks funding to address issues with the drainage / stormwater management systems located within the Town's right of way. The DPW has identified several roadways in need of repairs, with Maquie Road the primary project currently scheduled for CY2021. Other projects include outlet repairs, Pond Meadow erosion repairs and Wallicks Road drainage reconstruction.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
D. OPERATIONAL BUDGET IMPACT
E. PROJECT FEASIBILITY (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN						\$	-	
2. LAND						\$	-	
3. CONSTRUCTION		150,000		250,000		250,000	\$ 650,000	
4. EQUIPMENT						\$	-	
5. OTHER						\$	-	
TOTAL	\$	150,000	\$	-	\$ 250,000	\$	250,000	\$ 650,000

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request increase operating costs?		X	
3. Will this Capital Request Decrease operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS

Request Number	DPW 13
Dept	Department of Public Works
Schedule	FY2022
Relationship to General Plan:	This plan has been scheduled for replacement in the capital improvement plan.
History	n/a



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST
FY22 - FY26 (FIVE YEARS)

PROJECT INFO:

Water Main Replacement Program	Y
Project Title	Included in Prior 5 Year Capital Plan? (Y/N)

PROJECT SPONSOR:

Tom Holder - DPW Director / Board of Public Works	T. Holder - 508-358-3672
Sponsor (Address/ly) Name	Contact Information

APPROVING BODY / VOTE:

Michael Wiegandauer - Board of Public Works	
Contact Name and Email Address	Date and Quantum of Vote (if required)

PROJECT DESCRIPTION:

Replacement and upgrade of approx. 2100 linear feet of 4" Cast Iron water main with 8" Ductile Iron water main. The work is anticipated to occur on River Road.

PROJECT JUSTIFICATION:

The Water Main Replacement Program has been designed to replace the water distribution systems older water mains that have exceeded their expected life spans. The program also looks at upgrading areas of the distribution system that do not currently meet ISO Fire Flow requirements. In 2016, the Water Division completed its Capital Efficiency Study. The Study looks at all aspects of Water Division infrastructure including: Age of Water Mains, Pipe Material, Break History, Soil Conditions and Fire Flow requirements. The Water Main Replacement Program is based on this Study. Postponing the scheduled replacement of the ageing infrastructure can impact the Operational Budget by necessitating overtime costs for water quality complaints. These older mains are also more susceptible to leakage, bacteria and turbidity problems.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
X		X
	X	
X		

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2022 to 2026):						
ELEMENT	Prior to Date	2022	2023	2024	2025	2026
1. PLANNING & DESIGN						
2. LAND						
3. CONSTRUCTION		\$ 100,000	\$ 1,040,000		\$ 1,500,000	\$ 2,640,000
4. EQUIPMENT						
5. OTHER						
TOTAL	\$ -	\$ 100,000	\$ 1,040,000	\$ -	\$ 1,500,000	\$ 2,640,000

OPERATIONAL BUDGET IMPACT:		
1. Will this Capital Request generate new revenue?	YES	NO
2. Will this Capital Request Increase operating costs?		X
3. Will this Capital Request Decrease operating costs?		X
4. Will this Capital Request impact personnel?		X

FUNDING SOURCES:			
How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS	
Request Number	WTR 01
Dept	Department of Public Works, Water
Schedule:	FY 2022
Relationship to General Plan:	Included in the long-range capital plan to maintain infrastructure and equipment.
History:	This is part of an ongoing capital improvement plan.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST

FY22 - FY26 (FIVE YEARS)

PROJECT INFO:

Equipment Replacement - Heavy Utility Truck W9	Yes
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Project Title	Included in Prior 5 Year Capital Plan? (Y/N)
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PROJECT SPONSOR:

Tom Holder - DPW Director / Board of Public Works	T. Holder - 508-358-3672
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Sponsor (Advocate) Name	Contact Information
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APPROVING BODY / VOTE:

Michael Wegebauer - Board of Public Works	
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Contact Name and Email Address	Date and Quantum of Vote (if required)
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PROJECT DESCRIPTION:

This is a scheduled replacement

PROJECT JUSTIFICATION:

W9 is a 2009 Ford with approximately 12,000 miles. This truck is the primary response vehicle to water main breaks and other issues involving Town's water distribution system. This vehicle has had extensive site use and is beyond its useful life. The current vehicle is under-equipped to meet the evolving needs of the Water Division. To effectively provide construction services, this vehicle requires the inclusion of an inverter, compressor, lamping apparatus, fitting inventory space, lift gate, and hydraulic/pneumatic equipment capabilities. As such, the DPW is seeking to replace the current vehicle with an updated, more capable truck.

EVALUATION CRITERIA: (Applies to current year budget requests only)			
ALTERNATIVE MEANS TO SATISFY NEEDS			
A.		Does Not Meet or Does Not Apply	Partially Meets Criteria
B.	MAINTAINS OR IMPROVES THE STANDARD OF SERVICE		Fully Meets Criteria
C.	MANDATED BY LEGAL OR REGULATORY REQUIREMENTS		X
D.	OPERATIONAL BUDGET IMPACT		
E.	PROJECT FEASIBILITY, (READINESS)		

EXPENDITURE SCHEDULE (Please provide detailed supporting schedule for 2022 to 2026)							
ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL
1. PLANNING & DESIGN						\$ -	-
2. LAND						\$ -	-
3. CONSTRUCTION						\$ -	-
4. EQUIPMENT		\$200,000.00				\$ -	200,000
5. OTHER						\$ -	-
TOTAL	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	200,000

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request Increase operating costs?		X	
3. Will this Capital Request Decrease operating costs?	X		Decrease in maintenance costs.
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS	
Request Number	WTR 12
Dept	Department of Public Works, Water
Schedule:	FY2022
Relationship to General Plan:	Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW.
History:	This is a planned replacement.



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST
FY22 - FY26 (FIVE YEARS)

PROJECT INFO: Wayland High School Wastewater Improvements NO Included in Prior 5 Year Capital Plan? (Y/N)

Project Title

PROJECT SPONSOR: Board of Selectmen Paul Brykman 508-358-6852 Contact Information

Sponsor (Address) Name

APPROVING BODY / VOTE: Louise Miller, lmliller@wayland.ma.us Date and Quantity of Vote (if required)

Contact Name and Email Address

PROJECT DESCRIPTION: Improvements and Upgrades to the Wayland High School wastewater treatment system

PROJECT JUSTIFICATION:

A wastewater treatment plant was constructed as part of the Wayland High School construction project. The facility, which has been operating intermittently over the last 7 years, requires considerable improvements and upgrades to resume operation and meet current regulatory requirements. The original facility design and construction contained complex equipment and was constructed with inherent deficiencies that resulted in significant degradation of the facility. Additionally, the system contains deficiencies as identified by the Massachusetts Department of Environmental Protection and does not meet current OSHA regulations. The project has been split into two phases, the first phase will provide funding to meet the most critical items to resume operation of the facility and reduce costs associated with hauling wastewater from the High School on multiple days per week. The second phase includes OSHA upgrades as well as operational improvements identified during an assessment conducted by the Town in 2018. The project relies on an authorization of \$285,000 that was provided in FY2019 as part of the overall project. The system will be reviewed to ensure reliable operation and will be overseen by the Wastewater Operations Manager to ensure long-

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
D. OPERATIONAL BUDGET IMPACT
E. PROJECT FEASIBILITY (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
X		X
		X
	X	
	X	

ELEMENT	Prior to Date	2022	2023	2024	2025	2026	TOTAL	Comments
1. PLANNING & DESIGN							\$	
2. LAND							\$	
3. CONSTRUCTION							\$ 300,000	
4. EQUIPMENT							\$	
5. OTHER							\$	
TOTAL	\$	\$ 300,000	\$	\$	\$	\$	\$ 300,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request increase operating costs?		X	
3. Will this Capital Request decrease operating costs?	X		Portion of the project will reduce current O&M costs as well as reduce hauled wastes
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS
Request Number: WYMF-01
Dept: Board Selectmen / Town Engineer
Schedule: FY2022
Relationship to General Plan: Rehabilitation of HS Wastewater Treatment Plant
History: This is a recommended rehabilitation

Updated 11/5/2020



TOWN OF WAYLAND - DPW 5-YEAR CAPITAL PLAN

11/6/2020

Highway/Park (General Fund)									
Rank	ID #	Category	Description	2022	2023	2024	2025	2026	5-Year Total
	DPW 01	Infrastructure	Roadway Improvements	\$ 635,000	\$ 667,000	\$ 700,000	\$ 735,000	\$ 772,000	\$ 3,509,000
	DPW 19	Infrastructure	Sidewalk Improvements	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
	DPW 02	Equipment	Heavy Equipment			\$ 230,000	\$ 175,000	\$ 80,000	\$ 485,000
	DPW 03	Equipment	Heavy Equipment			H17 (sweeper)	H9 (2012 trackless)	H32 Wacker WL50	\$ -
	DPW 04	Equipment	Heavy Trucks	\$ 275,000	\$ 300,000	\$ 275,000	\$ 150,000	\$ 275,000	\$ 425,000
	DPW 04	Equipment	Heavy Trucks	H14 (swap)	H20 (dump)	H40 (swap)	Screen Plant	H18 2009 Int'l Dump	\$ 935,000
	DPW 05	Equipment	Light Trucks	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 85,000	\$ 935,000
	DPW 05	Equipment	Light Trucks	H6 (dump)	H2 (util)	P53 (dump)	P57 2018 Toro Gang Mower		\$ -
	DPW 06	Equipment	Light Trucks	\$ 95,000	\$ 95,000	\$ 150,000			\$ 340,000
	DPW 06	Equipment	Light Trucks	P60 (utility)	H7 (dump)	Bucket Truck			\$ -
	DPW 08	Infrastructure	Route 20 South Landfill Cap Restoration		\$ 500,000				\$ 500,000
	DPW 08	Infrastructure	Route 20 South Landfill Cap Restoration		Construct				
	DPW 09	Infrastructure	Route 20 South Landfill Repurposement		\$ 150,000	\$ 500,000			\$ 650,000
	DPW 09	Infrastructure	Route 20 South Landfill Repurposement		Design	Construct			
	DPW 13	Infrastructure	Stormwater System/Management Improvements	\$ 150,000	\$ 150,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 650,000
	DPW 14	Equipment	Brine System		\$ 150,000				\$ 150,000
	DPW 15	Equipment	Compactor Replacement	\$ 100,000		\$ 60,000			\$ 160,000
	DPW 16	Facility	DPW Facility Upgrades				\$ 250,000	\$ 125,000	\$ 250,000
	DPW 17	Equipment	Radio System Upgrades				\$ 100,000	\$ 50,000	\$ 100,000
	DPW 20	Facility	Wash Bay Rehabilitation				\$ 50,000	\$ 450,000	\$ 500,000
	DPW 18	Facility	Transfer Station Garage Replacement				Design	Construct	
	Sub-Total			\$ 1,405,000	\$ 2,107,000	\$ 2,410,000	\$ 1,455,000	\$ 2,437,000	\$ 9,814,000
Water (Enterprise Fund)									
	WTR 01	Infrastructure	Water Main Improvements	\$ 100,000	\$ 1,040,000		\$ 1,500,000		\$ 2,640,000
	WTR 01	Infrastructure	Water Main Improvements	River Road Design	River Construction				
	WTR 02	Equipment	Filter Media			\$ 1,500,000			\$ 1,500,000
	WTR 03	Equipment	Ozone Upgrades			\$ 450,000			\$ 450,000
	WTR 05	Infrastructure	Transfer Water Source (Campbell to Chamberlain)		\$ 250,000	\$ 2,500,000			\$ 2,750,000
	WTR 15	Facility	Vehicle Garage Rehabilitation		Design	Construction			\$ 200,000
	WTR 10	Infrastructure	Second Water Tank			\$ 250,000	\$ 2,500,000		\$ 2,750,000
	WTR 10	Infrastructure	Second Water Tank		Design	Construct			
	WTR 12	Equipment	Vehicle Replacements				\$ 95,000		\$ 295,000
	WTR 12	Equipment	Vehicle Replacements	W-9 (2009 Util)			W-2 (2015 F350 Util)		
	WTR 14	Infrastructure	MWRA Connection		\$ 500,000	\$ 500,000	\$ 5,000,000		\$ 6,000,000
	WTR 14	Infrastructure	MWRA Connection		PD / Permitting	Design	Construction		
	Sub-Total			\$ 300,000	\$ 1,790,000	\$ 5,400,000	\$ 9,095,000		\$ 16,585,000
Wastewater (Enterprise Fund) - This Project overseen by Board/Committee other than Board of Works									
	WW 01	Equipment	Membrane Replacement (one side)			\$ 150,000			\$ 150,000
	WW 02	Equipment	Membrane Replacement (one side)				\$ 150,000		\$ 150,000
	WW 03	Equipment	Vehicle Replacements				\$ 50,000		\$ 50,000
	WW 03	Equipment	Vehicle Replacements				WW-1(2008 Explorer)		
	WW 04	Infrastructure	Low Pressure Sewer Replacement (BPR)		\$ 150,000	\$ 1,500,000			\$ 1,650,000
	WW 04	Infrastructure	Low Pressure Sewer Replacement (BPR)		Design	Construct			
	Sub-Total			\$ -	\$ -	\$ 300,000	\$ 1,650,000	\$ 50,000	\$ 2,000,000
Wastewater (General Fund) - This Project overseen by Board/Committee other than Board of Public Works									
	1	WWF 01	Equipment	WHS School Refurbishment	\$ 300,000				\$ 300,000
	1	WWF 01	Equipment	WHS School Refurbishment	Phase 2				
	Sub-Total			\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
	Total by Year			\$ 2,005,000	\$ 3,897,000	\$ 8,110,000	\$ 12,200,000	\$ 2,487,000	\$ 28,699,000

Facility Projects Under Facility Dept.

Facility Projects Under Facility Dept.

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BOPW Meeting 11/24/2020

CPC Funded Projects - Discussion

BOPW Meeting 11/24/2020

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



BOPW Meeting 11/24/2020

**Review and Approve Minutes of the
11/10/2020 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
November 10, 2020

MEETING MINUTES

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

DPW Staff in Attendance: Louise Miller (Town Administrator), Brian Keveny (Finance Director), Tom Holder (DPW Director), Sarkis Sarkisian (Town Planner), Joe Doucette (DPW Superintendent)

Planning Board (5:45PM – 6:20PM): Ira Montague, Jennifer Steel, Brian Murphy, Daniel Hill, Andrew Reck, Anette Lewis

Other Attendees: Thomas Fay, (Board of Selectmen), Pam Roman (Finance Committee), William Joseph (Arborist), Christopher Gonzales (Eversource Arborist), Scott Francour (Water Abatement), Alan Bartman (Water Abatement), Jason Adams, Host (Technology)

Meeting opened at 4:30 PM.

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 508-358-6814. 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 reviewed the agenda.

Announcements

None

Public Comment

- Autumn Lane

Wegerbauer explained that in the last three years snow plowing on Autumn Lane has caused damage to bushes/plantings, grass and driveways. He asked Doucette to update the Board on where matters now stood. Doucette had arranged a site meeting with Mr. Riley and Mr. Cramer.

They discussed the plowing schedule and placement of plowed snow. A mutual understanding was reached whereby the DPW plow driver was advised of the agreed approach to plowing and storing snow on Autumn Lane.

*Items Included in the Packet for Discussion
- Emails between Chris Riley of 18 Autumn Lane/Mike Wegerbauer/Tom Holder*

Financials discussion with Town Administrator and Finance Director

The Town Administrator and the Finance Director outlined the advantages and disadvantages of the Transfer Station remaining as a Revolving Fund, or changing to an Enterprise Fund, or becoming part of the General Fund. With the downturn in revenue from recycling, the legal requirements for a Revolving Fund are becoming hard to ensure. It was explained that it would be possible to move to a General Fund while the DPW department develops a suitable business model to allow for transition to an Enterprise Fund.

However if the BoPW decide to opt to move directly to an Enterprise Fund, then the Finance Committee will need to know by January 15, 2021. Such a transition would need a Town Meeting vote.

The Board will discuss this further at the BoPW meeting planned for December 8, 2020.

Transfer Station Revenue – First Time User discounted rate/"Give and Take" facility/"Book Trailer"/Metal Day – Discussion and Possible Vote

Wegerbauer introduced the discussion, and asked Mishara to recap an idea he presented at the October 13, 2020 meeting. Mishara suggested an introductory rate for first time users of the Transfer Station. This discounted rate would encourage new users to come and see what is being offered there. He suggested a 50% off the yearly charge for their first year.

Lewis made a motion that new residents be offered a 50% reduction on the price of a sticker for their first year. Lowery 2nd and a roll call was taken.

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

Wegerbauer asked that other initiatives, such as a "Book Trailer", Metal Day etc. be considered at the BoPW Meeting on December 8, 2020 for a possible vote.

The Town Administrator and Finance Director left the meeting at 5:20 PM.

Public Hearing: Tree Hearing – Shade Trees

Wegerbauer formally opened the Public Shade Tree Hearing and a roll call was taken.

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

The list of shade trees prepared by Doucette was reviewed. Meg Smith phoned in asking about trees on the corner of Waltham Road and Lincoln.

Following discussion Lowery made a BoPW motion to remove all the shade trees listed with the exception of #1707, #1924 and #1917. Lewis 2nd and a roll call was taken.

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

Wegerbauer made a motion to close the Public Shade Tree Hearing. Goldsmith 2nd and a roll call was taken.

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

Items Included in the Packet for Discussion

- *Tree Hearing Fall Summary Table*

- *Electronic link to <https://www.weyland.ma.us/parks-trees> providing access to Tree Hearing 2020 Maps of Tree Locations, Trees descriptor 2020 Tree Hearing, Tree Hearing Fall 2020 Summary Table*

Public Hearing: Tree Hearing – Scenic Roads

Wegerbauer thanked the Planning Board for joining the BoPW for this portion of the meeting to consider Scenic trees.

Wegerbauer formally opened the Public Scenic Tree Hearing. Lewis 2nd and a roll call was taken.

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

The Tree Hearing for Scenic Roads was held jointly with the Planning Board. Planning Board Members were in attendance with the Town Planner Sarkisian. The list of scenic trees was reviewed and discussed.

Lowery made a motion on behalf of the BoPW to remove all the scenic trees listed with the exception of #1733. Lewis 2nd and a roll call was taken.

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

Montague made a motion on behalf of the Planning Board to remove all the scenic trees listed with the exception of #1733. Steel 2nd and a roll call was taken.

Montague aye, Steel aye, Murphy aye. The motion was approved 3-0.

Wegerbauer made a motion to close the Public Scenic Tree Hearing. Goldsmith 2nd and a roll call was taken.

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

Items Included in the Packet for Discussion

- *Tree Hearing Fall Summary Table*

- *Electronic link to <https://www.weyland.ma.us/parks-trees> providing access to Tree Hearing 2020 Maps of Tree Locations, Trees descriptor 2020 Tree Hearing, Tree Hearing Fall 2020 Summary Table*

Water Abatement Request – 80 Woodridge Road

Scott Francour of 80 Woodridge Road joined the remote meeting to appear before the Board to discuss his request for an abatement of the 9/23/2020 water bill.

Mishara made motion that the payment due for 80 Woodridge Road be abated by \$3,229.14 and that the new bill should be \$283.85 to a total of 4,033 cubic feet, waving all interest and fees. Lowery 2nd, and a roll call was taken.

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

*Items Included in the Packet for Discussion
- Water Abatement Request*

Water Abatement Request – 28 Clubhouse Lane

Alan Bartman of 28 Clubhouse Lane joined the remote meeting to appear before the Board to discuss his request for an abatement of the 9/30/2020 water bill. He requests that the payment due for 28 Clubhouse Lane be abated by \$355.29, waving all interest and fees.

Holder pointed out that his previous approval was conditional on being satisfied that necessary irrigation related repairs had been successfully completed. This had not been ascertained to date.

Bartman offered to disconnect his irrigation system from the water supply within his house, so it was decided to postpone a Board decision on this abatement until Holder was satisfied that complete disconnection had occurred inside his home. Also the abatement is to be conditional on the owner making a full payment of his account balance.

*Items Included in the Packet for Discussion
- Water Abatement Request*

Route 20 South Landfill Visioning Committee – Discussion and Possible Designate Vote

Lowery reviewed the Visioning Committee proposal. He stressed that the DPW Laydown area must be assured first before land is repurposed. Mishara pointed out that it was mentioned on page 2 of the document and perhaps this establishment of a committee would begin the process.

Mishara made a motion to appoint Lewis to speak on behalf of the BoPW following due deliberation by the Board, including on the matter of our need for the Laydown Area. Lewis 2nd and a roll call was taken.

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

Wegerbauer asked that this be a regular meeting item under Reports and Concerns. It was also emphasized that it is the sense of the Board that a Laydown Area be included at the old Landfill parcel on Rte. 20. It is also the sense of the Board that the BoPW representative should be co-chair of this committee since the majority of the land under consideration is under the custody of the BoPW.

Items Included in the Packet for Discussion

Crosswalk Study – Report and Possible Vote

- Crosswalks on Rte. 27: Spencer Circle/Pequot Road/Happy Hollow School

Holder, the Police Chief, and the Town Administrator evaluated these crosswalks and the Police Chief prepared a memorandum which was included in the meeting packet. The recommendations were actioned and all work was now complete.

Items Included in the Packet for Discussion

- Crosswalks Memorandum from Chief of Police, Patrick Swanick

Director's Operational Report

Holder explained that the Rte. 27 MassDOT Bridge work was advertised, but bids exceeded budget. He thought that the IFB, specifying that the work be done by the end of December (causing contractors to have to deal with the cold temperatures), affected the project cost. MassDOT indicated that they were okay with delaying this phase of the work to May/June 2021. The first phase would not be harmed by delaying this phase.

The Road Share signage uprights had been installed along the Cochituate Rail Trail to the Snakebrook Trail.

The Vactor repair is, in effect, a replacement. The repair costs approx. \$113,000 - \$120,000. A new Vactor would cost \$380,000.

The FY22 budgets have been entered into MUNIS. Holder asked for an additional meeting on Tuesday, November 24, 2020 for the Board to review and vote on the Capital and Operational budgets.

The MWRA RFQ will be going out soon.

Items Included in the Packet for Discussion

- Director's Operational Report 11/10/2020

Board Members' Reports, Concerns, and Updates

- Playground Openings Update
School playgrounds have been open since October 19, 2020. Hannah Williams and Alpine Road are being cleaned and signage is on order. The Board of Health is in support of the opening. Lowery shared that he had sent a personal note to the Town Administrator suggesting that opening playgrounds at this was not wise.
- 195 Main – Possible RecComm Interest
The Town Administrator believes that a CIP would be needed to study a turf field at the property. Wegerbauer will respond.

- Stormwater & Wellhead Protection Committee
The Committee was in place at one time and attempts were made to establish a Wellhead Advisory Group. The Board wanted to make sure that information regarding these was accessible on the website. Lowery assured that it was.
- Traffic Calming Policy Review/Update Plan
Wegerbauer voiced a desire to insure the Policy was current and accurate. Holder explained that it was important to differentiate between cautionary signs and regulatory signs in terms of their enforceability. Mishara said he would review the Town policy to see if it was as clear as it could be.
- BOPW Goals Definition
Wegerbauer decided to skip over this item tonight.
- Memo of Understanding Review Plan
A memo of understanding with RecComm and Schools regarding Fields, as well as one involving BOPW, Town Administrator and DPW are in affect. There is an interest in determining if they are being practiced.
- Wireless Meter Project Status
Holder announced that an antenna is designed to be mounted on the Reeves Hill cell tower. The next stage was that MUNIS, the billing software vendor, would start their part of the project.
- Goldsmith shared that the Community Preservation Committee were asking for proposed projects to review in preparation for the 2021 Spring Town meeting. He pointed out the example of the cemetery wall collapse mentioned in previous minutes.

Lowery asked for a status update on the Chateau area boat launch. Holder reported that the Order of Conditions from Conservation is anticipated from ConComm. A request for more information had been made.

Goldsmith asked Holder and Lowery to convene the Water Conservation sub-committee so as to prepare a revision of Chapter 191 of the Town Code regarding lawn irrigation. It was agreed that they could begin crafting a revision with the view to presenting the change at the 2021 Fall Town Meeting.

Goldsmith shared that Emory Ford had emailed him about minutes of previous meetings not being available on the website. Holder pointed out that those for 9/29/2020 and 10/13/2020 were items on tonight's agenda for approval. Also Lowery presented the minutes for the 9/12/2020 meeting which he had prepared. He asked if they could be reviewed under Topics Not Reasonably Anticipated, and the Chair agreed.

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

None by the Chair.

However Lowery presented the outstanding Minutes from the 9/12/2020 BoPW Meeting for approval.

Following discussion Lewis made a motion to approve the minutes of the 9/12/2020 meeting as presented. Goldsmith 2nd, and a roll call vote was taken.

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

*Items Not Included in the Packet for Discussion
- 9/12/2020 BOPW Meeting Minutes Draft provided electronically by Lowery*

Review and Approve the Minutes of the 9/29/2020 Meeting

Mishara made a motion to approve the minutes of the 9/29/2020 meeting as presented. Lewis 2nd, and a roll call vote was taken.

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

*Items Included in the Packet for Discussion
- 9/29/2020 BOPW Meeting Minutes Draft*

Review and Approve the Minutes of the 10/13/2020 Meeting

Mishara made a motion to approve the minutes of the 10/13/2020 meeting as presented. Goldsmith 2nd, and a roll call vote was taken.

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

*Items Included in the Packet for Discussion
- 10/13/2020 BOPW Meeting Minutes Draft*

Set Future Meeting Dates

The next meeting will take place on Tuesday, November 24, 2020 at 5pm. The following meeting will take place on December 8, 2020 at 5pm. All such meetings will be held remotely until further notice.

Wegerbauer asked Holder if the 1st Quarter certified financials had arrived. Holder said no, and Wegerbauer responded that he would follow up on this. In addition, Wegerbauer asked if Holder could also inquire about them at his next meeting with the Town Administrator.

Wegerbauer thanked Holder for including the "To-Do List" in the meeting packet. He asked all members to send items for the list to amartin@wayland.ma.us.

Adjourn

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

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

Meeting adjourned at 8:15 PM.

Respectfully submitted,
Anita Martin
Business Manager

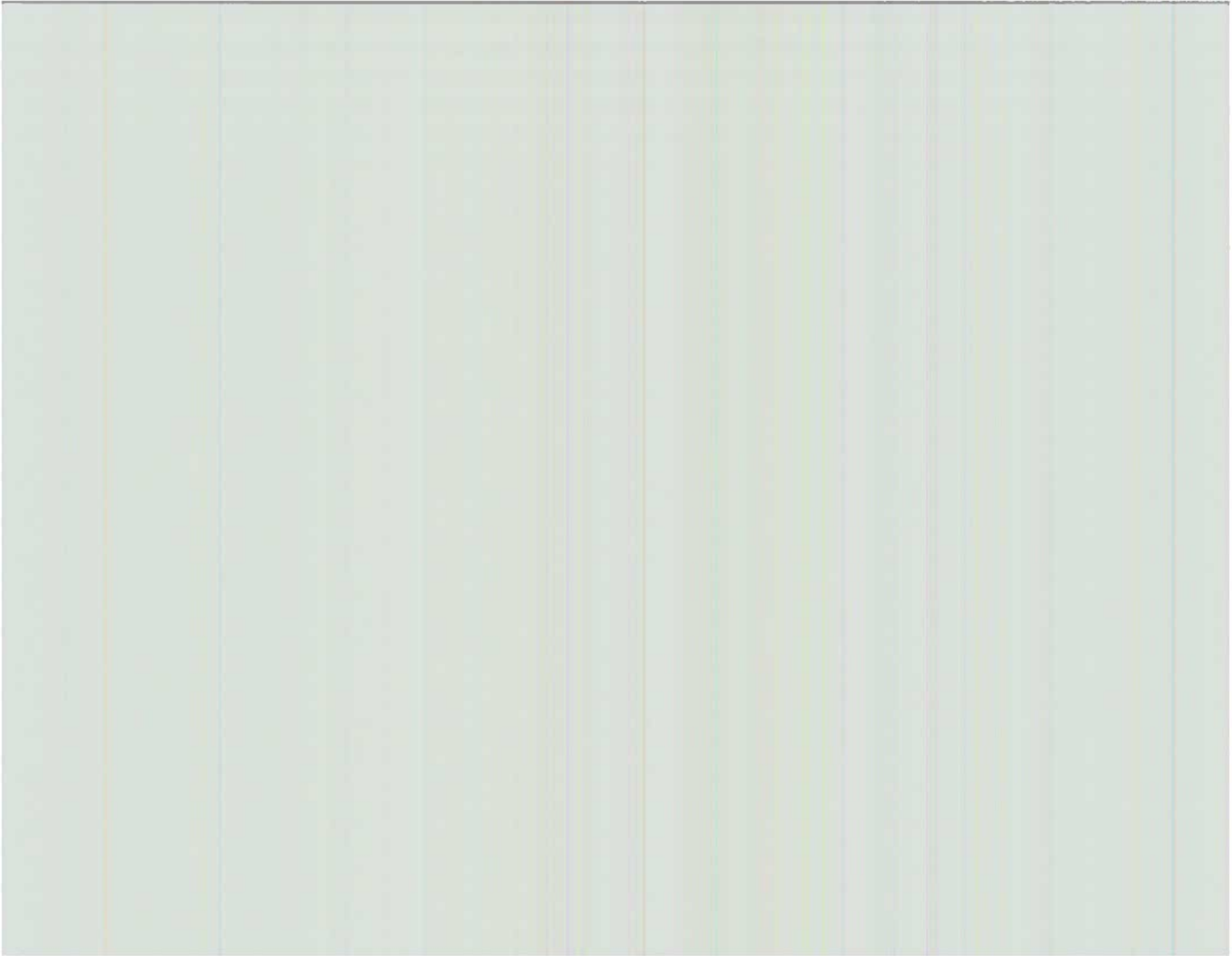
DRAFT

BOPW Meeting 11/24/2020

Set Future Meeting Dates

BOPW Meeting 11/24/2020

Adjourn



TO-DO LIST

Approved Financials Review Schedule

- September - 1st meeting - Jul/Aug uncertified expenses/revenue
- October - 1st meeting - prior year certified close
- November - 1st meeting - 1st quarter certified
- November - 2nd meeting - upcoming FY operating/capital budget
- December - 1st meeting - October certified
- January - 1st meeting - November certified
- February - 1st meeting - December certified
- March - 1st meeting - January certified
- April - 1st meeting - February certified
- May - 1st meeting - March certified
- June - 1st meeting - April certified
- July - 1st meeting - May certified
- August - 1st meeting - June certified
- Tree Hearing Schedule
- Fall - set target meeting (October?)
- Spring - set target meeting (May?)
- BoPW/RecComm Joint Meeting - set target meeting (March?)
- Rate Setting Hearings
- Transfer Station (April?)
- Water (May?)

Notes for upcoming agenda items (not cleaned up or organized yet), FYI.

- Transfer Station - General Fund or Enterprise Fund
- Transfer Station - book shed, give & take, metal day, charge for recycle
- Tree Inventory - discuss at future meeting - \$30k cost
- Tree Replacement Plan - coordinate w/planning - West Plain/Pemberton - Eversource has a program towns can apply for (send 10 trees) - 30 under 30 document for species - review policy for replacement - volunteer group? (Susan Ford) - 1 for 4 may be in the bylaw - coordinate Waltham/Lincoln tree plantings
- Proposed CPC Projects Discussion
- BoPW Goals Discussion
- Memos of Understanding Review - BoS/TA/DPW Dir/BoPW - School/BoPW/RecComm
- Traffic Calming Policy Updates - differentiate cautionary vs. regulatory signs
- Annual Schedule - review