

**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](http://www.mass.gov/ago/openmeeting)

<b>NAME OF BOARD:</b>	<b>BOARD OF PUBLIC WORKS</b>
<b>DATE OF MEETING:</b>	Tuesday December 8, 2020
<b>TIME OF MEETING:</b>	5:00 PM
<b>PLACE OF MEETING:</b>	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=ajNsUXJoZzdBMVJRMmloV1A3ZHErUT09> 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 508-358-6812 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 Opening, Remote Roll Call, & Announcements
- 5:02 Public Comment
- 5:05 Transfer Station Future Financial Structure – Discussion and Vote
- 5:25 Transfer Station Initiatives – Discussion and Possible Vote
- 5:35 Proposed CPC Projects – Discussion and Possible Vote
- 5:45 Director's Operational Report
- 6:05 October Financials (Subject to availability from Finance)
- 6:15 Board Members' Reports, Concerns and Updates
  - Cochituate Field, Gate/Closing
  - Traffic Calming Policy Review
  - Wayland Town Pool Water Balance
- 6:30 Short/Long Term Goals - Parking Lot/Follow Up Items - Annual/Recurring Items Schedule

- 6:35 Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 6:40 Review and Approve Minutes of the 11/24/2020 Meeting
- 6:45 Set Future Meeting Dates
- 6:50 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 12/08/2020**

**Opening, Remote Roll Call,  
& Announcements**

**BoPW Meeting 12/08/2020**

**Public Comment**

## **BoPW Meeting 12/08/2020**

### **Transfer Station Future Financial Structure – Discussion and Vote**

**BoPW Meeting 12/08/2020**

**Transfer Station Initiatives**

**– Discussion and Possible Vote**

**BoPW Meeting 12/08/2020**

**Proposed CPC Projects**

**– Discussion and Possible Vote**

**BoPW Meeting 12/08/2020**

**Director's Operational Report**



# DPW Director's Report

December 8, 2020

## Director's Project Update

(Director to Provide Update at Meeting)

- MassDEP Outstanding Performance Award
- Seeking Plow Contractors
- WayCam & COA Zoom Interviews
- Vactor Repair
- Wayland Hills Paving Update

## Engineering Division

### Town Engineer:

- Old Stone's Bridge project coordination
- Capital drainage replacement project design and permitting. Pod Meadow, Wallace Road, and Maguire Road
- DPW and WWMD C operational and capital budgeting assistance
- Alta at River's Edge coordination
- Sedgemoor water main design
- MassWorks infrastructure grant work. Wastewater connection from Alta to Town system

### GIS Coordinator:

- Stormwater system mapping improvements
- Field assessment of outfalls and other assets
- Conservation trail mapping updates

### Town Surveyor:

- Tree Hearing support.
- Capture of survey for Town projects. Wallace Road and Pod Meadow drainage projects.
- As-built drawing of Town Building traffic/parking.
- South 20 Landfill Plan

## Water Division

### Treatment:

- Performed monthly calibrations on all chemical pumps (stations and plant)
- Performed Monthly Water Quality Sampling
- CIP's Skid 100 & 200
- Continue to repair membrane cartridges Skids 1 & 2
- Installed Transfer Switch Installation at Chamberlain Well for Portable Stand-By Generator

#### Distribution:

- Continuing winter hydrant maintenance program
- Preformed DigSafe Markouts
- Water Meter Reading Cycle 4 completed
- Continue with Fall Clean-up and winterizing Plant and Stations
- 81 West Plain Street – Inspected Fire Hydrant Installation and Inspect 2” Tap
- Inspect water main tap on Bent Avenue for new home
- Witness Pressure Test and Chlorination of Water Main extension at 19 Training Field Road.
- Inspect water main tap at 121 West Plain Street
- Inspect house-side service leak repair at 33 Campbell Road
- Replace main to curb water service at 141 Wood Ridge Road
- Repaired Water Main Break on Heard Road

#### Highway & Park Division

- Wayland Hills, Linn Lane, Smokey Hill, Loring Lane, Clubhouse Lane: binder in place, berm and structures complete
- Renovating 2 soccer fields-Claypit Hill School
- Irrigation systems blown out and winterized
- Cemetery foundations dug and poured for headstone installations
- Fall field maintenance performed
- 8 Burial/Cremation internments
- Leaves clean-up and removal ongoing

#### Transfer Station

- YTD Sticker Sales: 1514 Full – 278 Partial
- Give and Take remains closed (related to Covid-19)



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Kathleen A. Theoharides  
Secretary

Martin Suuberg  
Commissioner

Wayland Water Department  
Don Millette  
66 River Road  
Wayland, MA 01778

December 2, 2020

Dear Mr. Millette:

The Massachusetts Department of Environmental Protection's (MassDEP) Drinking Water Program is pleased to extend its congratulations to the Wayland Water Department for its outstanding performance in 2019. Your system has achieved one of the top compliance scores in the Medium and Large Community System category of the 2020 Public Water System Awards Program.

MassDEP realizes that it is no easy task to keep up with the ever-evolving federal and state drinking water regulations. Your compliance efforts have not gone unnoticed.

MassDEP encourages you to continue this level of excellence in carrying out your work of protecting and supplying safe and fit water to our citizens. If you have any questions regarding the Awards Program, please contact [Program.Director-DWP@mass.gov](mailto:Program.Director-DWP@mass.gov), Subject: Awards - Marie Tennant.

Please be aware that because of the current pandemic that there will be no live Awards Day Celebration this year, however, we would like to virtually celebrate all award recipients. If you wish your system to be included in our award winners' pictorial montage on our webpage, please email one to three digital photos and/or a short 20-second video (cell phones are fine) of you and your staff possibly at your facility holding your award certificate or even

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.  
TTY# MassRelay Service 1-800-439-2370  
MassDEP Website [www.mass.gov/dep](http://www.mass.gov/dep)

Printed on Recycled Paper

action shots of your staff completing tasks. Send them to:  
[Program.Director-DWP@mass.gov](mailto:Program.Director-DWP@mass.gov), subject: Awards – Marie Tennant.

The award recipients' photos will be compiled into a montage and be posted on the web at: <https://www.mass.gov/info-details/2019-public-water-system-awards>.

Please send in your photos/video by **December 16, 2020**. The montage will be up on the website by December 23, 2020.

Congratulations,

A handwritten signature in black ink, appearing to read "Yvette DePeiza".

Yvette DePeiza, Program  
Director Drinking Water Program

Attachment



The Commonwealth of Massachusetts  
Department of Environmental Protection  
Drinking Water Program

2020

*Public Water System Award*

is presented to the

*Weyland Water Department*

PWS ID 3315000

For Outstanding Performance and Achievement

In the Medium and Large Community Systems Category in 2019.

*C. W. Souza de Souza*

Yvette dePeiza - Program Director  
MassDEP Drinking Water Program

**BoPW Meeting 12/08/2020**

**October Financials**

**(subject to availability from Finance Dept.)**

# **BoPW Meeting 12/08/2020**

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



## **BoPW Meeting 12/08/2020**

### **Short/Long Term Goals**

- Parking Lot/Follow Up Items**
- Annual/Recurring Items Schedule**



# Short/Long Term Goals - Parking Lot/Follow Up Items Annual/Recurring Items Schedule

## Short/Long Term Goals

- Define Annual/Periodic Responsibilities and Schedules
- Review Processes and Procedures - Update as Required
- Review Inter-Board Communications/Engagement

## Parking Lot/Follow Up Items

- Traffic Calming Policy Updates - differentiate cautionary vs. regulatory signs
- Tree Inventory - discuss at future meeting - \$30k cost
- Tree Replacement Planning
  - coordinate w/planning – possible focus on West Plain/Pemberton? Volunteers?
  - Eversource has a program towns can apply for trees (up to 10 annually) - 30 under 30 document for species
  - review replacement policy - 1 for 4 may be in the bylaw
  - coordinate Waltham/Lincoln tree plantings

## Annual/Recurring Items Schedule

- Tree Hearings Schedule
  - Fall - set target meeting (October?)
  - Spring - set target meeting (May?)
- BoPW/RecComm Joint Meeting - set target meeting (March?)
- Rate Setting Activities
  - Transfer Station Rate Setting Hearing (April?)
  - Water Rate Setting Hearing (May?)
  - Cemetery Rate Review (periodic)
- Memos of Understanding Review
  - BoS/TA/DPW Dir/BoPW
  - School/BoPW/RecComm
- BoPW Annual Report (March?)
- Road Maintenance Plan/Prioritization Review

### 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

**BoPW Meeting 12/08/2020**

**Topics Not Reasonable Anticipated by  
the Chair 48 Hours Prior to Posting,  
If any**

**BoPW Meeting 12/08/2020**

**Review and Approve Minutes of the  
11/24/2020 Meeting**

# **WAYLAND BOARD OF PUBLIC WORKS**

Posted in accordance with the provisions of the Open Meeting Law  
[www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting)

Town Building  
41 Cochituate Road  
Wayland, MA 01778  
November 24, 2020

## **MEETING MINUTES**

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

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

Other Attendees: Pam Roman (Finance Committee), Jason Adams, Host (Technology)

Meeting opened at 5:03 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**

Holder informed the Board that the Town had just been awarded a \$2.2 Million MassWork Grant to facilitate a sewer line on Rte. 20.

### **Public Comment**

Anette Lewis asked for clarification concerning what water pipes are going in on Route 20. She asked about a sewer line going under a bridge, and Holder explained that there were 3 or 4 "bays" built in under the bridge to act as conduits to facilitate wires, water or whatever, to travel across the bridge. Each "bay" is sealed off from the others so, if one was used as a sewer, another could be used for water without detriment.

Wegerbauer talked about an email from Molly Upton asking if the Transfer Station oil drop, the "Give and Take", and the Book Table were open. Holder replied that the oil drop was open but that the "Give and Take" and Book Table were closed for COVID safety reasons.

Lowery shared that he had sent a personal note to the Town Administrator suggesting that opening fields and playgrounds at this time was a concern. However, since the decision has been taken to open them, the Board now needs to discuss how to ensure the safety of Cochrane Field usage.

Goldsmith shared that a patch has been done on the Concord Road, and it was greatly improved.

### **Director's Financial Report – Review 1<sup>st</sup> Quarter Financials**

Holder presented the official first quarter financials for DPW, as received from Finance. He reminded the Board that for the first three months of FY21 the Town had been allowed by the Department of Revenue to operate on one twelfth of the budget per month until the Town Meeting voted on approving the FY21 budgets. Consequently, discretionary spend was curtailed during the first quarter.

Mishara reminded the Board of the issues facing the Transfer Station, and asked for a discussion and vote regarding the Transfer Station Revolving Fund migrating to the General Fund or to an Enterprise Fund to be included on the agenda for the December 8<sup>th</sup> meeting.

### **Review of Proposed FY22 Capital and Operational Budgets – Discussion and Vote**

Wegerbauer introduced the discussion, beginning with the proposed FY22 Operational Budget. The Board went through each budget, evaluating spend from FY2019 to date.

Following discussion, Mishara made a motion to approve the FY22 Operational Budget including a proposed \$10,000 increase to the Tree Replacement line in the Park Budget. Lewis 2<sup>nd</sup>, and a roll call vote was taken.

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

Wegerbauer proceeded to next review the proposed FY22 Capital Budget. Following discussion, Mishara made a motion to approve the FY22 Capital Budget including an increase to \$700,000 and a 3% annual increase in the Roadway Improvements line, and amendments to the CIPs. Lewis 2<sup>nd</sup>, and a roll call vote was taken.

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

*Items Included in the Packet for Discussion*  
*- Proposed FY22 Operating and Capital Budgets*

### **CPC Funded Projects – Discussion**

Wegerbauer decided that this item should be rescheduled for the next meeting on December 8<sup>th</sup>, 2020.

Goldsmith informed the Board that the CPC are requesting project proposals and those received will be approved at their scheduled meeting on January 4<sup>th</sup>, 2021.

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

None by the Chair.

However Holder had one item. He explained that each year, at around this time, the BoPW votes on proposed water liens. The approved list is then sent to the Assessor's for their vote. He thought that this could be voted at our next meeting on December 8<sup>th</sup>, but learned this morning from the Assessor's office, that they are meeting on November 30<sup>th</sup> to vote this item. Consequently, he asked the Board to consider this item and vote under Topics Not Reasonably Anticipated.

Following discussion, recommendations were made regarding Town accounts. Mishara made a motion to approve the proposed liens, and Wegerbauer asked to include that Holder be authorized to sign on behalf of the BoPW Chair. Goldsmith 2<sup>nd</sup>, and a roll call vote was taken.

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

*Items Not Included in the Packet for Discussion*  
*- Lien Information*

### **Review and Approve the Minutes of the 11/10/2020 Meeting**

Mishara made a motion to approve the minutes of the 11/10/2020 meeting as presented with the caveat that the list of trees discussed at the Tree Hearing be attached.  
Lewis 2<sup>nd</sup>, and a roll call vote was taken.

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

*Items Included in the Packet for Discussion*  
*- 11/10/2020 BOPW Meeting Minutes Draft*

### **Set Future Meeting Dates**

The next meeting will take place on December 8, 2020 at 5 pm. All BoPW meetings will be held remotely until further notice. Future meeting dates will be set at the December 8<sup>th</sup> meeting.

Wegerbauer asked all members to send items for the list to [amartin@wayland.ma.us](mailto:amartin@wayland.ma.us).

### **Adjourn**

Lowery made a motion to adjourn. Goldsmith 2<sup>nd</sup>, and a roll call was taken.

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

Meeting adjourned at 8:10 PM.

Respectfully submitted,  
Anita Martin  
Business Manager

**BoPW Meeting 12/08/2020**

**Set Future Meeting Dates**



## **BoPW Meeting 12/08/2020**

**Adjourn**

## **BoPW Meeting 12/08/2020**

### **Parking Lot/Follow Up Items**

- Traffic Calming Policy updates – differentiate cautionary vs. regulatory signs
- Tree Inventory – discuss at future meeting - \$30K cost
- Tree Replacement Planning
  - 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