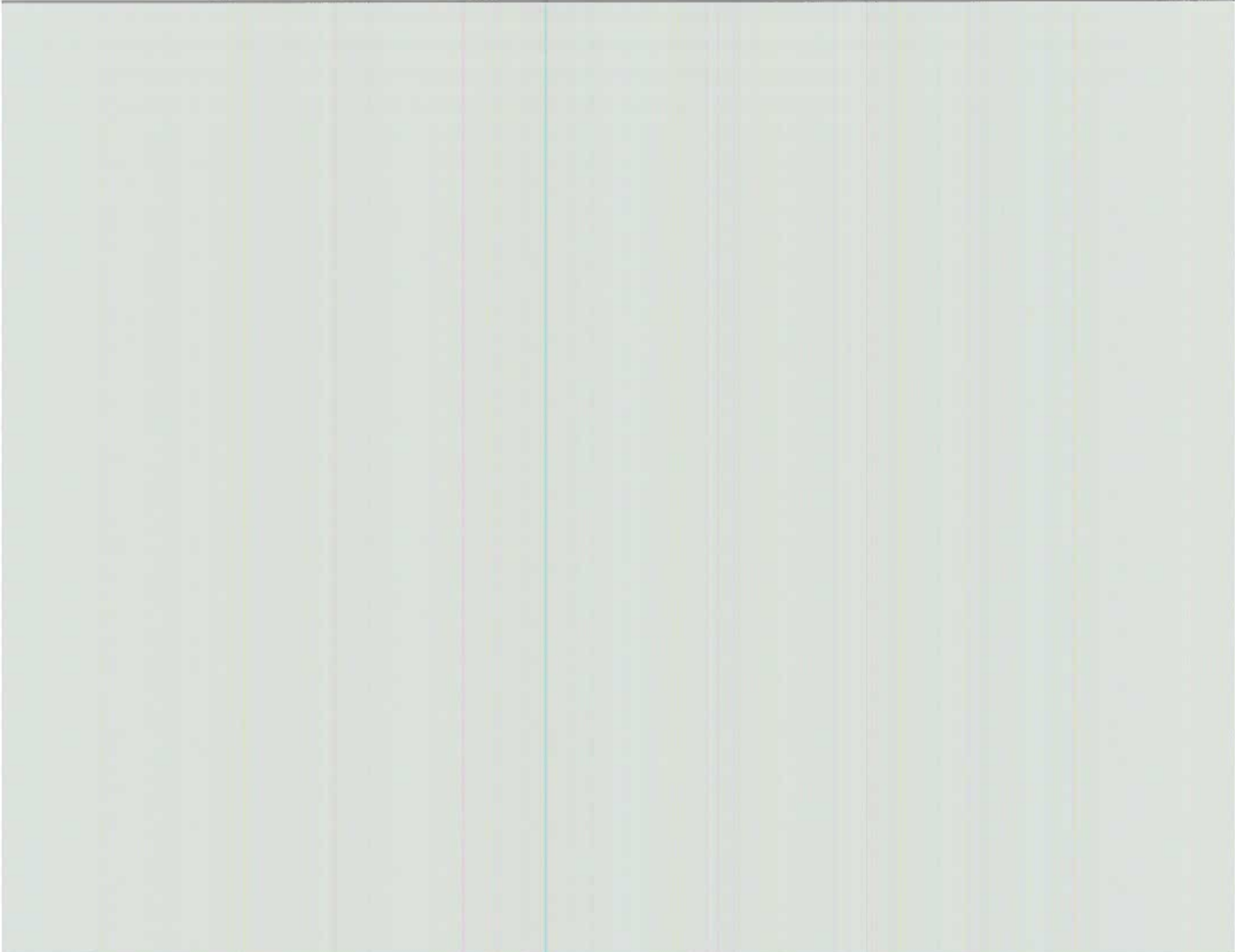


BOPW Meeting 6/30/2020

Meeting Packet

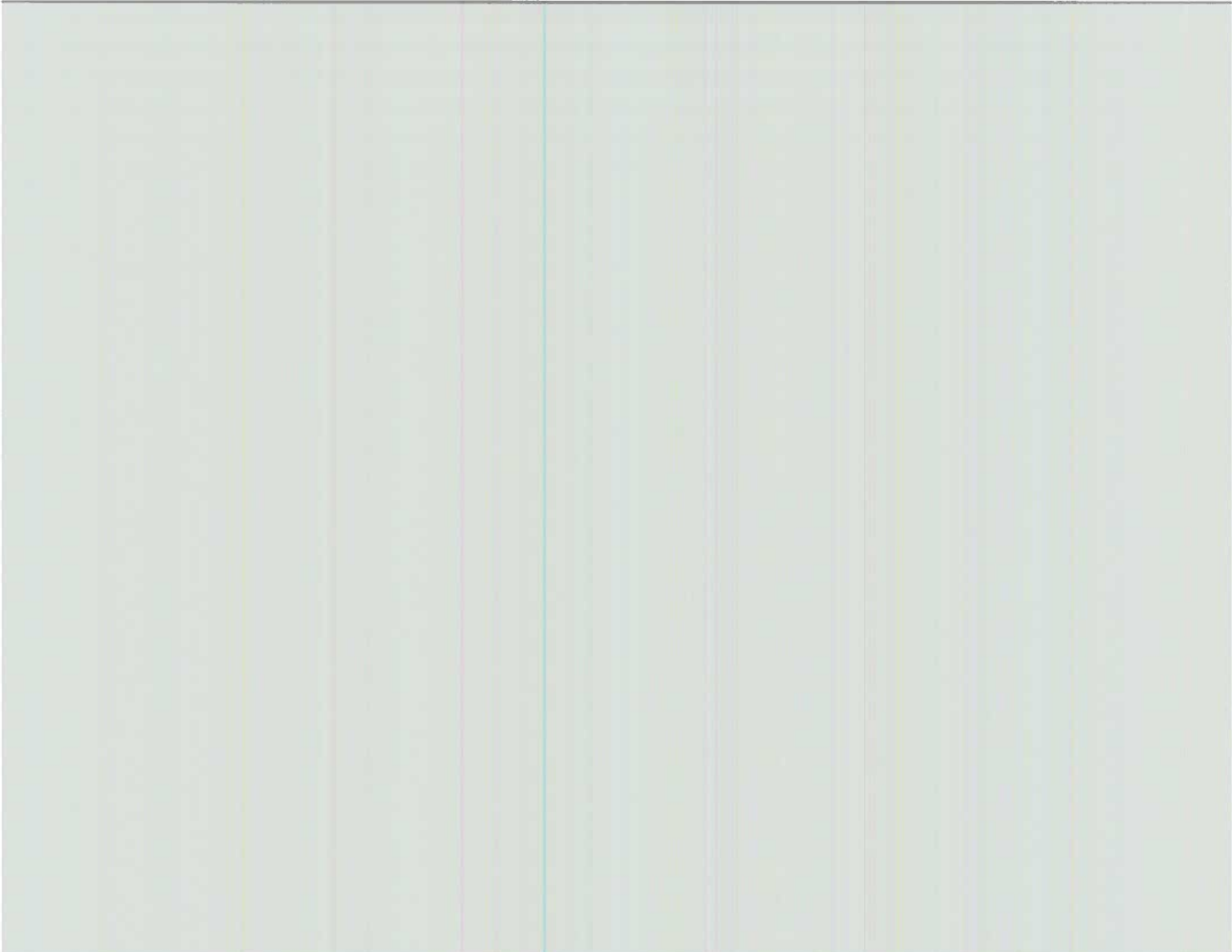


BOPW Meeting 6/30/2020

Announcements

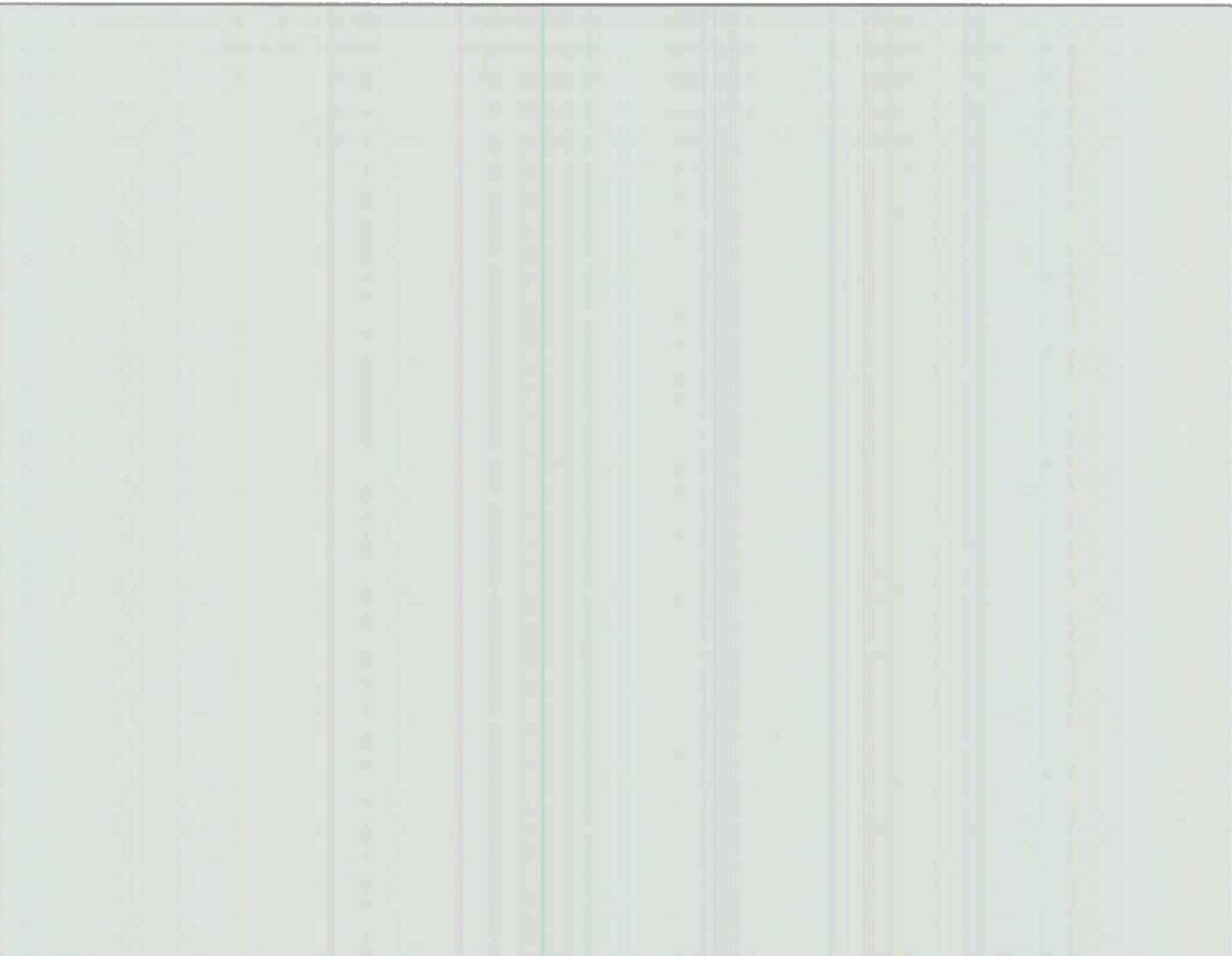
BoPW Meeting 6/30/2020

Town Administrator Update



BopW Meeting 6/30/2020

FY21 Water Rate Hearing



Scenario 1 - Standard Capital Spending Scenario

DPW Water Enterprise Fund

\$ 400,000 One Time Quarterly Acceleration
5% One Time Meter Replacement
2% Annual Reduction in Water Use
2.5% Annual Increase in Water Usage Revenue
3.25% Annual Increase in Salaries and Indirects and OPEB
2.50% Annual Increase in Expenses

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Est. YE	Budget	Projection	Projection	Projection	Projection
Costs													
Salaries	\$ 659,201	\$ 658,359	\$ 655,094	\$ 675,805	\$ 624,068	\$ 675,988	\$ 744,874	\$ 777,975	\$ 811,600	\$ 837,977	\$ 865,211	\$ 893,331	\$ 922,364
Expenses	\$ 1,205,400	\$ 1,306,762	\$ 1,266,113	\$ 1,397,457	\$ 1,417,604	\$ 1,331,772	\$ 1,000,650	\$ 1,215,502	\$ 1,496,000	\$ 1,533,400	\$ 1,571,735	\$ 1,611,028	\$ 1,651,304
Contingency return (unspent)									\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Indirect Costs	\$ 273,000	\$ 448,213	\$ 502,989	\$ 335,292	\$ 338,601	\$ 3657	\$ 381,660	\$ 374,779	\$ 362,440	\$ 374,219	\$ 386,381	\$ 398,939	\$ 411,904
Transfer to OPEB					\$ 3,657	\$ 3,475	\$ 7,635	\$ 7,635	\$ 7,883	\$ 8,139	\$ 8,404	\$ 8,677	\$ 8,959
Adjustments to Previous Years' RE (encumbrances)													
Debt Service	\$ 1,215,021	\$ 1,167,749	\$ 1,046,453	\$ 1,064,627	\$ 1,093,106	\$ 1,333,076	\$ 1,292,656	\$ 1,337,510	\$ 1,313,017	\$ 1,313,017	\$ 1,160,686	\$ 1,100,400	\$ 1,061,375
New Debt Service										\$ 72,865	\$ 380,743	\$ 372,850	\$ 531,558
Total	\$ 3,352,622	\$ 3,581,083	\$ 3,470,649	\$ 3,473,181	\$ 3,477,115	\$ 3,900,929	\$ 3,481,576	\$ 3,713,401	\$ 3,940,940	\$ 4,089,618	\$ 4,323,160	\$ 4,335,225	\$ 4,537,464
Revenues													
Water Usage Charges	\$ 3,544,490	\$ 3,353,696	\$ 3,268,487	\$ 3,161,787	\$ 3,340,210	\$ 3,217,522	\$ 3,164,543	\$ 3,343,525	\$ 3,593,264	\$ 3,609,434	\$ 3,806,960	\$ 3,824,091	\$ 3,841,300
One Time Revenue Acceleration (quarterly billing)									\$ -	\$ 400,000	\$ 300,000	\$ 300,000	\$ 300,000
Meter Charge	\$ 242,986	\$ 251,100	\$ 295,966	\$ 304,738	\$ 288,492	\$ 310,157	\$ 298,496	\$ 295,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Misc Revenue	\$ 202,273	\$ 48,088	\$ 110,700	\$ 42,541	\$ 26,635	\$ 42,760	\$ 44,167	\$ 11,218	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Service Order	\$ 31,504	\$ 16,289	\$ 23,595	\$ 28,269	\$ 54,850	\$ 13,373	\$ 19,929	\$ 13,522	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Penalties and Interest	\$ 26,555	\$ 22,136	\$ 23,290	\$ 24,809	\$ 25,750	\$ 27,086	\$ 20,367	\$ 26,861	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Liens	\$ 139,228	\$ 123,820	\$ 133,088	\$ 122,452	\$ 89,900	\$ 115,560	\$ 102,580	\$ 80,188	-				
Capital Improvement	\$ 1,262	\$ 370	\$ -	\$ -	\$ 6,816	\$ 6,846		\$ 5,453	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Interest on late payments	\$ 11,964	\$ 7,980	\$ 6,925	\$ 6,728	\$ 6,816	\$ 6,846	\$ 16,097	\$ 8,399	\$ 3,578	\$ 3,505	\$ 3,860	\$ 3,508	\$ 3,170
Interest on Retained Earnings							\$ 51,362						
Transfers from Water Capital	\$ 82,757	\$ 429,597	\$ -	\$ -	\$ 15,339	\$ -	\$ -	\$ 3,784,165	\$ 3,991,842	\$ 4,407,939	\$ 4,205,820	\$ 4,222,599	\$ 4,239,470
Total Revenue	\$ 4,283,019	\$ 4,253,074	\$ 3,862,051	\$ 3,691,325	\$ 3,847,983	\$ 3,733,303	\$ 3,717,541	\$ 3,784,165	\$ 3,991,842	\$ 4,407,939	\$ 4,205,820	\$ 4,222,599	\$ 4,239,470
Cost/Expense Balance	\$ 930,397	\$ 671,991	\$ 391,402	\$ 218,144	\$ 370,867	\$ (167,626)	\$ 235,965	\$ 70,764	\$ 50,901	\$ 318,321	\$ (117,340)	\$ (112,625)	\$ (297,994)
Direct Expense													
ATM Water Surplus (Direct Capital)*	\$ 910,000	\$ 1,095,000	\$ 1,075,000	\$ 310,000	\$ 450,000	\$ 225,000	\$ 190,000	\$ 50,000	\$ 75,000	\$ 200,000			\$ 95,000
AMI													
STM and Other Adjustments													
Surplus / Deficit	\$ 20,397	\$ (423,009)	\$ (683,598)	\$ (91,856)	\$ (79,133)	\$ (392,626)	\$ 45,965	\$ (1,279,236)	\$ (24,099)	\$ 118,321	\$ (117,340)	\$ (112,625)	\$ (392,994)
Retained Earnings (Fund Balance)	\$ 4,075,597	\$ 4,095,994	\$ 3,672,985	\$ 2,989,387	\$ 2,897,531	\$ 2,818,398	\$ 2,425,772	\$ 2,471,737	\$ 1,192,501	\$ 1,286,724	\$ 1,169,394	\$ 1,056,758	\$ 663,764
Percent Retained Earnings by total budget	122.17%	102.57%	86.13%	83.43%	81.06%	62.18%	70.99%	32.11%	29.65%	31.46%	27.05%	24.38%	14.63%
Tier 1 Rate													
\$ 5.57													
\$ 5.71													
\$ 5.85													
\$ 6.00													
\$ 6.15													
\$ 6.30													
\$ 6.46													
Retained Earnings Goal (20%)+largest failure (\$800,000)													
\$ 1,227,339.20													
Retained Earnings Goal (25%)+largest failure (\$800,000)													
\$ 1,334,174.00													
Retained Earnings Goal (30%)													
\$ 641,009													
Retained Earnings Goal (30%)													
\$ 712,767													
\$ 788,377													
\$ 811,121													
\$ 834,519													
\$ 858,592													
\$ 883,359													

Project Name

BOND ITEMS

Value

Bond Year

YES/NO

Retained Earnings Goal (20%)+largest failure (\$800,000)

Retained Earnings Goal (25%)+largest failure (\$800,000)

Retained Earnings Goal (30%)

BopW Meeting 6/30/2020

**Eversource Energy Request –
Grant of Location for Utility Pole
(19/104A)**



BOARD OF PUBLIC WORKS
TOWN OF WAYLAND

Entrusted To
Manage The
Public
Infrastructure

Michael Lowery Cliff Lewis Jonathan Mishara Patrick Murphy Michael Wegerbauer
Chair *Vice Chair* *Member* *Member* *Member*

TO: Board of Selectmen

FROM: Board of Public Works

DATE: June 30, 2020

COPY: File

RE: Eversource Energy Request – Grant of Location for Utility Pole (19/104A)

The purpose of this writing is for the Board of Public Works to provide a recommendation to the Selectmen relative to the attached request from Eversource Energy for a Grant of Location for a Utility Pole to be located within the Town Right-of-Way on Old Connecticut Path near the High School Tennis Courts at approximately 746 feet southwest of Nolan Farm Road.

Department of Public Works staff have reviewed this request and find that this proposed pole (19/104A) will not overly impede the use, operation and/or maintenance of the Town's Right-of-Way. It finds that this proposed pole is located in a manner to be consistent with other poles located in this subject vicinity.

The Police Department have also stated they find that this pole will not overly impact traffic sight lines.

It is with the above information that the Board of Public Works voted and recommends that the Selectmen grant this location to Eversource Energy for the installation of this proposed Utility Pole.

On _____ the Board of Public Works voted _____ to recommend to the Selectmen that they grant the PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY FOR LOCATIONS FOR POLE as described in the attachments to this memo.

Cliff Lewis, Acting Chair Date _____

- Attachments:
- Eversource Hearing Letter
 - Eversource Grant of Location Petition
 - Eversource Plan on Old Connecticut Path

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

PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATIONS FOR POLE

To the Board of Selectmen of the Town of Wayland, Massachusetts:

Respectfully represent **NSTAR ELECTRIC COMPANY dba Eversource Energy** a company subject to Chapter 166 of the General Laws (Ter.Ed.), that they desire to construct a line upon, along and across the public way or ways hereinafter specified.

WHEREFORE, your petitioners pray that after due notice and hearing as provided by law the **Board of Selectmen** may by Order grant your petitioners joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line, said poles to be located, substantially as shown on the plans made by **A. Debenedictis** dated **November 21, 2018** and filled herewith, upon along and across the following public way or ways of said town:

Old Connecticut Path – Northwesternly side approximately 746± feet southwest of Nolan Farm Road

Install one (1) new pole # 19/104A

Hearing Required

Also, for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one Cross-arm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the town and used for municipal purposes.

NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY

By: Richard Schifone
Richard M. Schifone
Rights and Permits, Supervisor

Dated this _____ day of _____, 2020

Town of WAYLAND, Massachusetts
Received and filed _____ 2020

June 18, 2020

Board of Selectmen
Wayland Town Hall
41 Cochituate Road
Wayland, MA 01778

RE: Old Connecticut Path
Wayland, MA 01778
W.O. # 2295490

Hearing Required

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY d/b/a as EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install one (1) new pole # 19/104A.

This work is necessary to provide electric service for lighting purposes for basketball and tennis courts (Wayland Recreation).

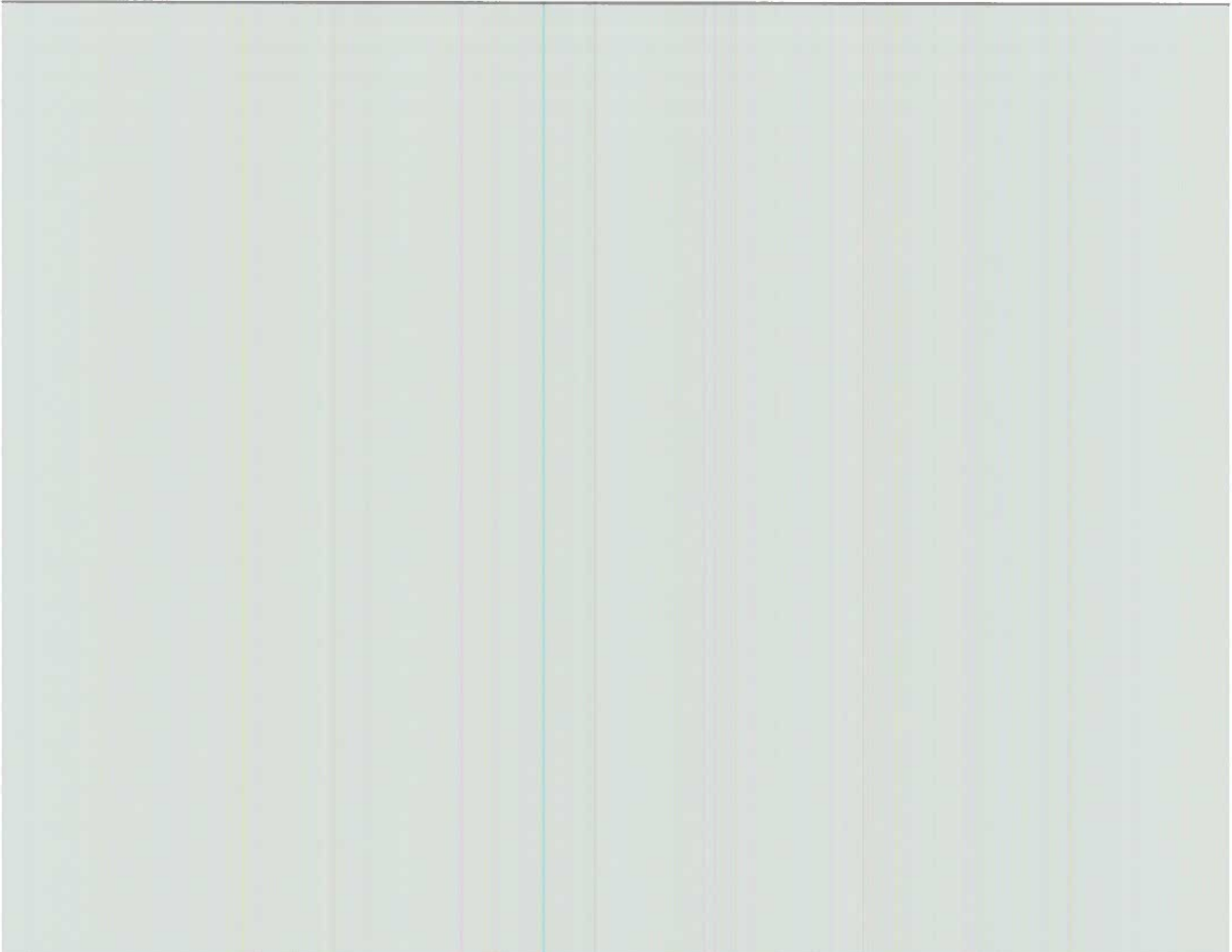
If you have any further questions, contact Chris Cosby @ (508) 305-6989.
Your prompt attention to this matter would be greatly appreciated.

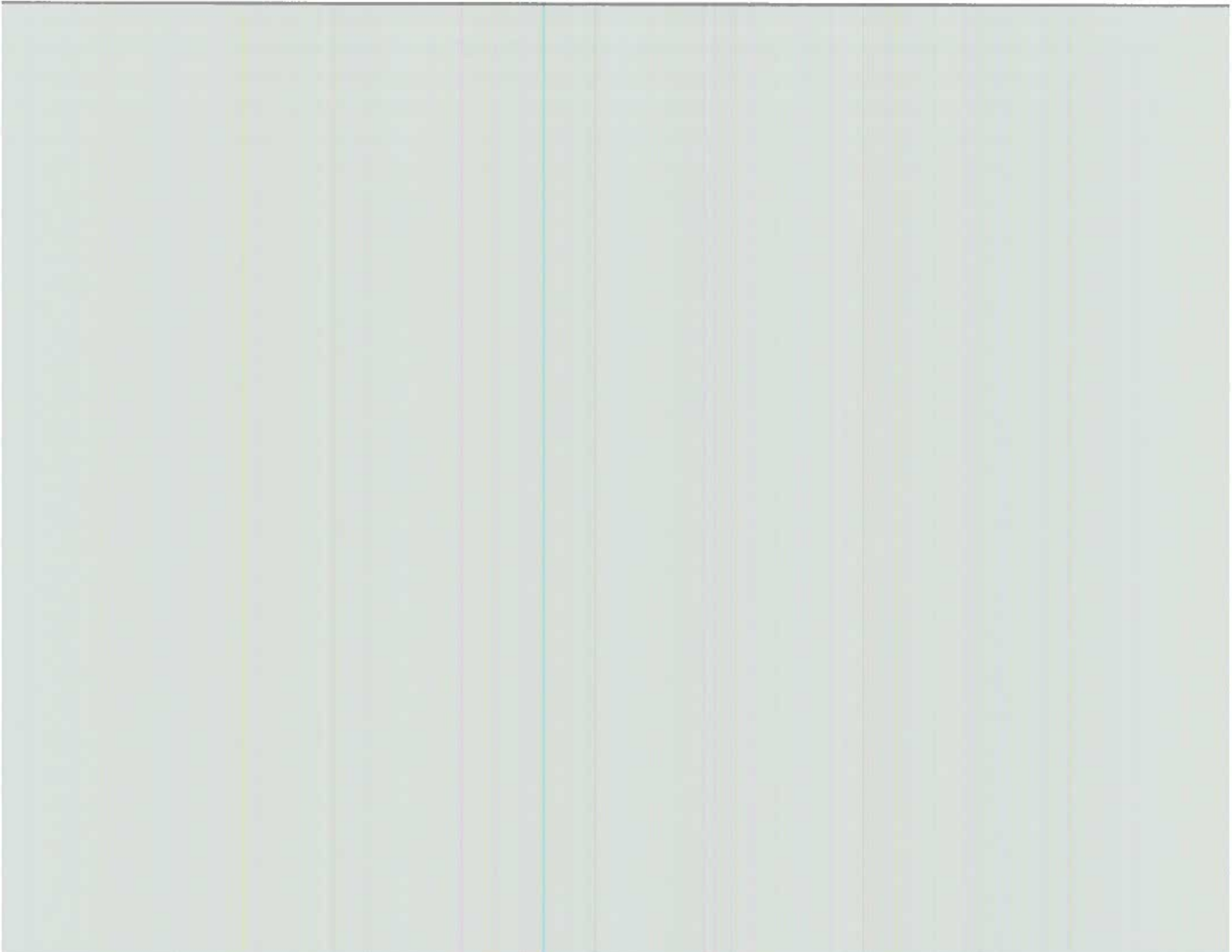
Very truly yours,

Richard Schifone

Richard M. Schifone
Rights and Permits, Supervisor

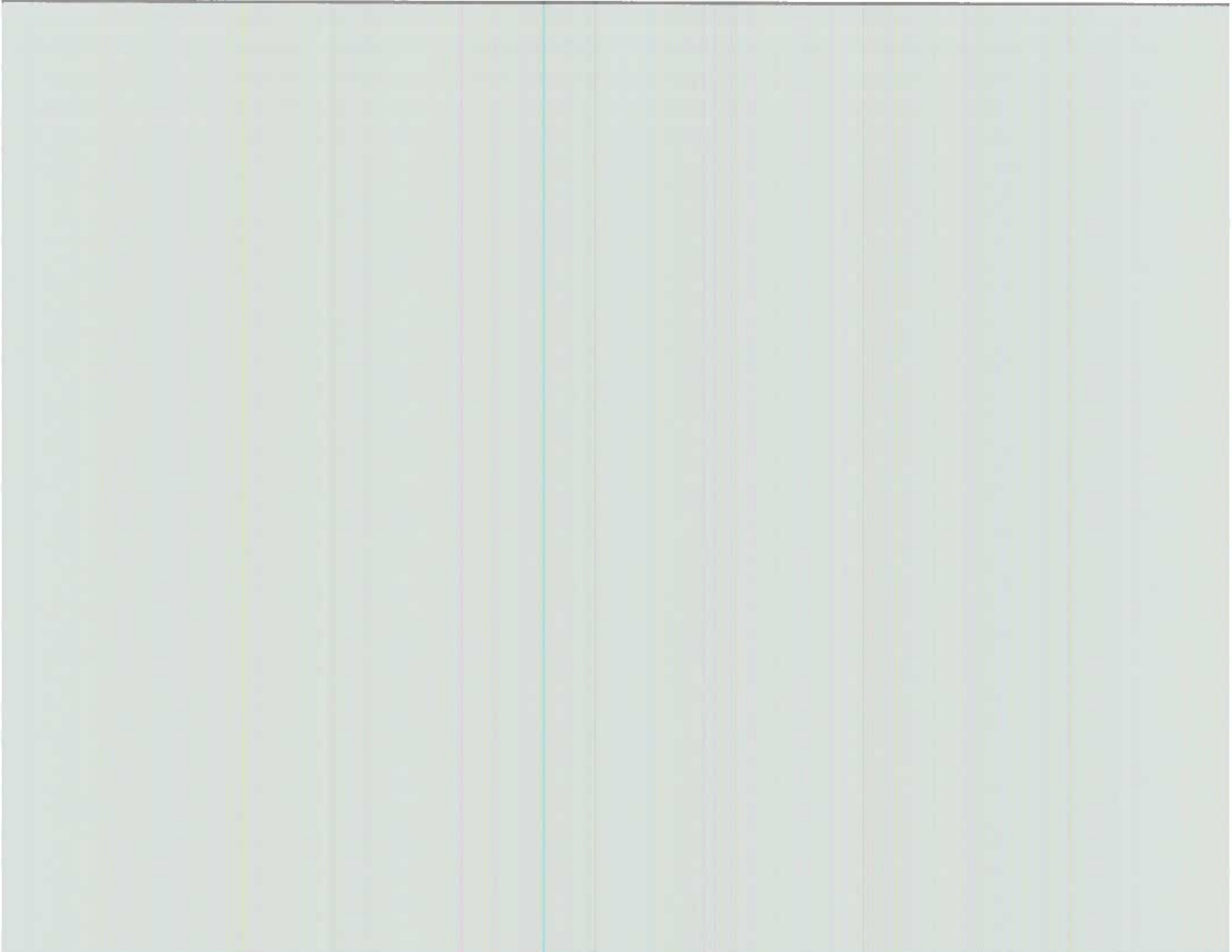
RMS/sky
Attachments





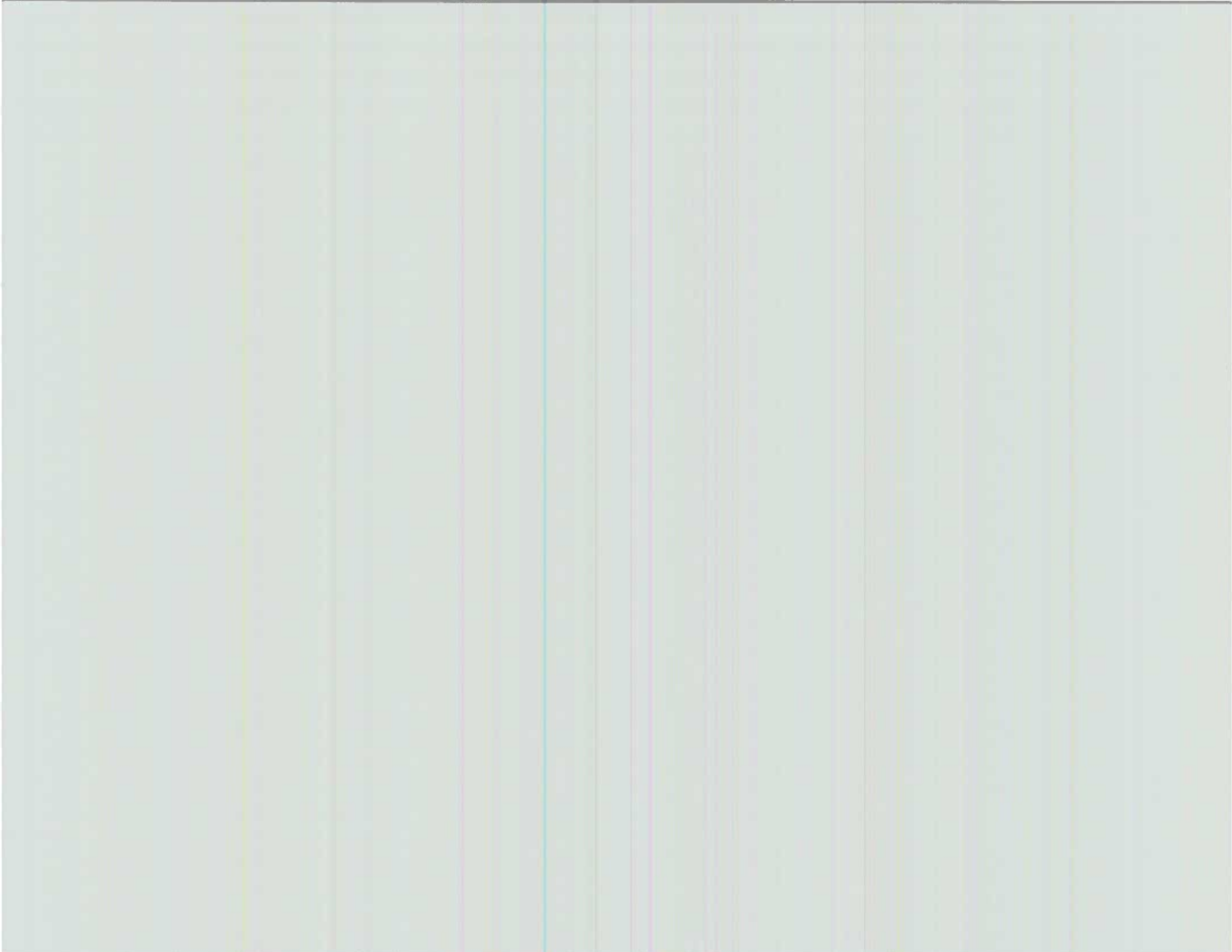
BopW Meeting 6/30/2020

**Appoint Community Preservation
Committee Liaison Member**



BOPW Meeting 6/30/2020

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

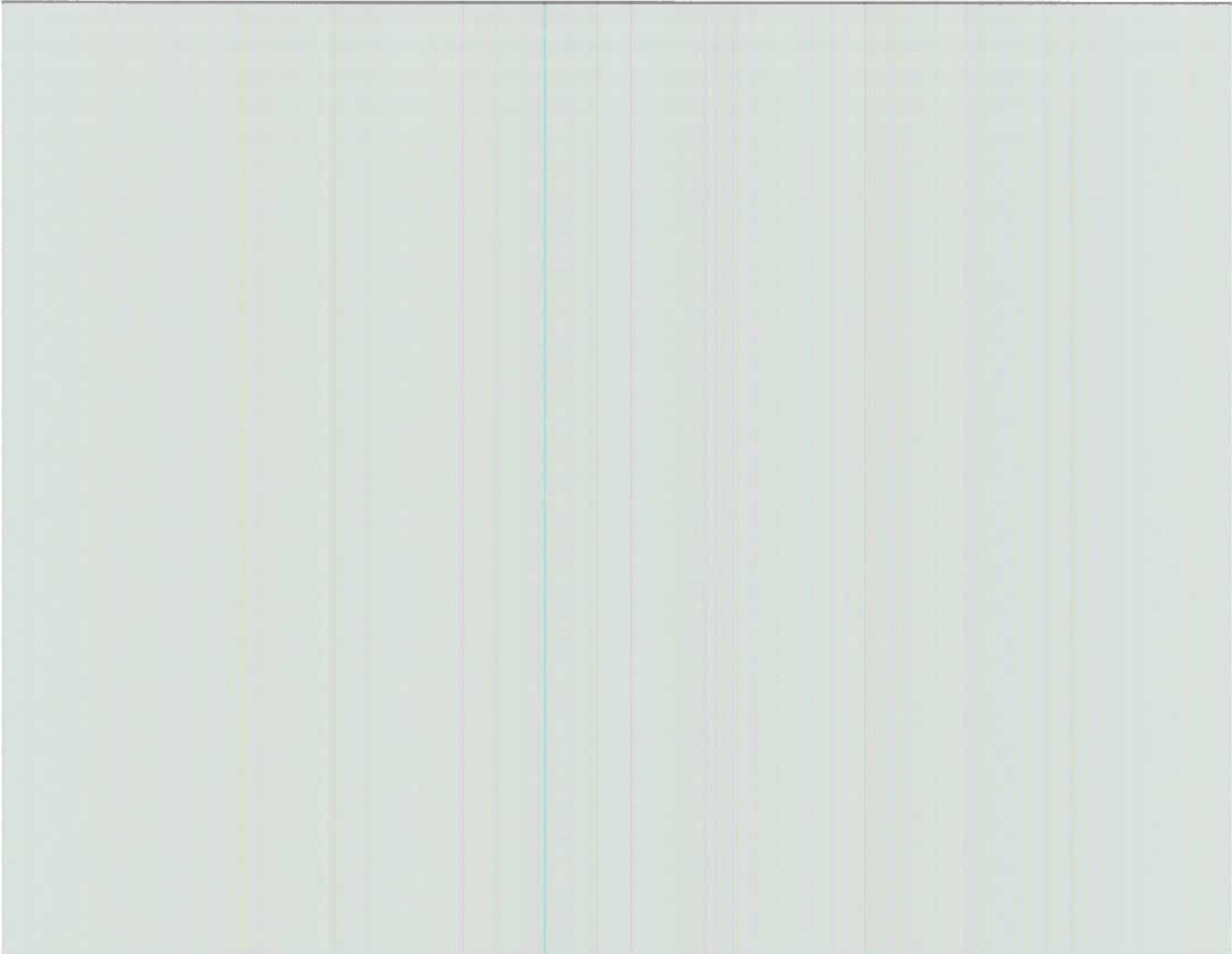


BOPV Meeting 6/30/2020

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

BOPW Meeting 6/30/2020

Public Comment



BOPV Meeting 6/30/2020

Review and Approve the Minutes of the 6/4/2020 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 Cochrane Road
Wayland, MA 01778
June 4, 2020

MEETING MINUTES

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

DPW Staff in Attendance: Tom Holder (DPW Director), Paul Brinkman (Town Engineer)

Meeting opened at 9:00 AM.

Lowery called the meeting to order and pointed out that this meeting was being held in compliance with the revised Open Meeting Law requirements. The meeting will be live streamed on WayCAM, with all BoPW members participating by teleconference. Public comment would be received by phone at 508-358-6812. The phone number would be active during the public comment portion of the meeting. Lowery handed over the meeting chair to Lewis, who reviewed the agenda.

Announcements

Lewis congratulated the DPW for keeping the Town in good order through this difficult time.

Louise Miller – Town Administrator – COVID Update

Holder explained that the Town Administrator was not able to attend due to a last minute conflict but he stressed that the Town of Wayland was carefully following State guidelines regarding field openings. Lewis agreed that the Town was doing well. Holder explained that signage was in line with Phase 1 guidelines and people were doing as they were asked. Holder also reported that the DPW was stable as staff returned to work on a planned basis.

Water Ban Discussion and Possible Vote

The disconnect between Town Code (which requires the BoPW to authorize water bans) and state regulations and law (which requires a timely response to changes in a stream gauge) was discussed. Lowery pointed out that due to our meeting schedules during this time it has been difficult for the DPW to respond to state mandates.

Lowery proposed a motion regarding state-mandated water conservation measures to resolve this situation as follows: The Board of Public Works, under 190-4 of Town Code, delegates to the DPW Director the authority to initiate and terminate water supply conservation measures required by either MA DEP regulations or Wayland's Water Management Act Permit. The DPW shall give public notice as required by 190-6 of town code. This authorization shall be in effect until terminated by the Board of Public Works.

Mishara 2nd , and a roll call vote was taken.

Lowery aye, Mishara aye, Murphy aye, Lewis aye.

Water Enterprise Fund Financial/Rate Forecasting Discussion

Brinkman invited Board member comments and questions about the Spreadsheet included in the meeting packet for discussion. He shared that more water is being produced but revenues are lower because higher tier customer usage is low due to COVID stay at home directives. In general, revenue has slowly decreased over recent years in spite of increasing rates; possibly reflecting usage reduction.

The Water Rates for FY21 will be set at the next BoPW meeting which will be the Water Rates Hearing. The hearing will be held remotely.

Items Included in the Packet for Discussion
- DPW Water Enterprise Fund Scenario 1 Spreadsheet

Director's Report

Holder first reported on COVID related issues, discussing the reentry of Administration staff. Returning staff were reporting that they were comfortable with arrangements made for their reentry. The DPW are now accepting Permit Applications and they are being received through a mailbox placed outside the DPW building, and by email. The DPW were continuing to provide Grocery Pickup at Stop-n-Shop & Donelans as part of a Town of Wayland initiative.

At the Transfer Station, stickers went on sale June 4th using a window at the office for transactions. Other sale transactions, such as for bulky waste, will begin next week on June 9th. The application for the MassDEP Dividends Grant would be submitted by the end of the week.

Water Main Flushing has been completed for Zones 1 and 2. However, flushing in Zones 3 and 10 are dependent on water ban restrictions. Lincoln Road & Hazelbrook Lane have been worked on. Town paving plans will commence in July. Mishara asked about progress with the sidewalk at the RT 27/30 intersection. Holder explained that the MassDOT were involved; he has not seen any progress as yet.

Board Member's Reports, Concerns, and Updates

- Appointment process for Conservation Commission members

Lowery reported that a 1989 Town Meeting motion rescinded the 1968 Town Meeting action giving authority to Water Commissioners to appoint one seat on the Conservation Commission.

- Restoration of evening meetings

Holder assured the Board that this would be the last daytime BoPW Meeting. Future meetings would be in the evenings.

- Cremation area in town cemeteries

Lowery asked Holder to ensure that this issue be included as a future agenda item. He asked that staff review other towns regarding their cremation cemetery areas.

- Erosion Controls along Route 20 Construction

Lowery thanked the DPW for their work on the Rt 20 erosion control fence.

- AMI Update

Lewis queried the security aspects of AMI. Holder assured him that security was a key focus of the RFP terms and contract language.

Mishara left meeting at 9:55 am.

Items Included in the Packet for Discussion

- *Letter from Joe Doucette to the BoPW stating that Michael Connors of 4 Highgate Road has fulfilled his obligation to the Superintendent's satisfaction re: BoPW Meeting June 4, 2019.*
- *Documentation from March 15, 1961 establishing the Conservation Commission and from November 10, 1968 STM regarding the appointment to the Conservation Commission.*

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

None

Public Comment

None

Lowery explained that Richard Turner had attempted to phone in a comment at the May 13th meeting concerning the lighting of the Flagpole near the Villa. He asked for a tree to be pruned back because the flag was getting caught in the tree, and the tree was obscuring the light. Holder shared that the tree had been pruned.

Lowery shared that Carol Plumb complemented the DPW for the work they did to prepare for Memorial Day.

Review and Approve the Minutes of the 5/13/2020 Meeting

Lowery made a motion to approve the minutes of the 5/13/2020 meeting as presented. Murphy 2nd , and a roll call vote was taken.

Lowery aye, Murphy aye, Lewis aye.

Items Included in the Packet for Discussion
- 5/13/2020 BoPW Meeting Minutes Draft

Next Meeting

Lewis asked for a date for the next meeting (the Water Rates Hearing). Holder proposed June 30, 2020 at 6 pm and asked about availability. Lewis pointed out that the Board would have a new member by then, following the Town Elections. Holder pointed out that the new member would not be official until the next Town Meeting, and then would have to be sworn in by the Town Clerk.

Adjourn

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

Lowery aye, Lewis aye, Murphy aye.

Meeting adjourned at 10:00 AM.

Respectfully submitted,

Anita Martin

Business Manager

BopW Meeting 6/30/2020

Adjourn