

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law
www.mass.gov/ago/openmeeting
PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Board of Public Works
FILED BY: Anita Martin
DATE OF MEETING: March 17th 2020
TIME OF MEETING: 7:00 PM
PLACE OF MEETING: DPW Facility

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

Board of Public Works - MEETING AGENDA

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

- 7:00 Announcements
- 7:05 Public Comment
 - Stan Robinson (by email), unpublished paper for IEEE Access: Electromagnetic Radiation due to Cellular, Wi-Fi, and Bluetooth
- 7:10 Spencer Circle Street Layout and Warrant Article – Discussion and possible vote to Layout and to confirm article language
(easement agreements must be settled to DPW satisfaction and received in time for review)
- 7:20 Route 27 Bridge CIP Revision – Discussion and Possible Vote
- 7:30 Town Meeting – Allocation of Board Member roles
- 7:45 Transfer Station Discussion
 - Mattress Disposal Discussion and Vote
 - Discuss Organics Recycling
 - Discuss Cardboard Recycling
 - Marketing/Outreach
 - Financial status & modeling
- 8:00 Director’s Operational Report
 - Rt. 20 Construction update
 - Old Stone’s Bridget update (Facilities/PMBC project) – DPW participation
 - Lokerville Green signage and illumination
- 8:20 Board Members’ Reports, Concerns, and Updates
 - Chapter 193 Stormwater & Land disturbance regulations - Status
 - Water regulations - Update, discussion, set hearing date
 - AMR - Update
 - PEAS regulations - Concern/Update
 - MWRA study - Update
 - “Branding/Wayfinding” Update
 - DPW impacts if COA/CC locates in ‘Town Center’ property - Concern
 - Future joint discussion with School Committee re: Bus parking on land S. of Rt. 20.

8:50 Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any

8:55 Review and Approve the Minutes of the 2/25/2020 Meeting

9:00 Set or Confirm Future Meeting Dates & Topics/To-Do List

9:05 Adjourn

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda

NOTE: Times are approximate and the Agenda Items may not be discussed in the exact order listed

BOPW Meeting 3/17/2020

Announcements

BOPW Meeting 3/17/2020

Public Comment

Martin, Anita

From: Lowery, Michael
Sent: Tuesday, March 10, 2020 1:06 PM
To: Martin, Anita
Cc: Lewis, Clifford
Subject: Please add to public comment page

Anita, please print and include this page under public comment. Board members have received the article. I want to acknowledge Mr. Robinson's communication with the board.

From: Stan Robinson <stanrob@fastmail.com>
Sent: Saturday, March 7, 2020 11:14
To: Lowery, Michael <mlowery@wayland.ma.us>; Lewis, Clifford <clewis@wayland.ma.us>; Mishara, Jonathan I <jimishara@wayland.ma.us>; Wegerbauer, Michael B <mwegerbauer@wayland.ma.us>
Subject: FINALLY: A thorough, scholarly, peer-reviewed, scientific journal article on wireless technologies (Full Text: <https://ieeexplore.ieee.org/stamp/stamp.jsp?tp=&arnumber=9016183>)

Gentlemen,

Please allow me to bring to your attention the attached journal article. All Wayland residents deserve your careful consideration of this article in juxtaposition with whatever science you may currently think you know.

Stan Robinson
stanrob@fastmail.com

BOPW Meeting 3/17/2020

Spencer Circle Street Acceptance

- Discussion and possible vote to**

Layout

BOPW Meeting 3/17/2020

Route 27 Bridge CIP Revision

– Discussion and Vote

BOPW Meeting 3/17/2020

Town Meeting

- Allocation of Board Member roles

BOPW Meeting 3/17/2020

Transfer Station Discussion

FY19 expenses reflect non-payment of trash pickup for 2 months - paid in FY20

Month	Year	Salaries	EXPENSES Incidental	Other	TOTAL	Sticker(s)	PAYT	Tires	Revenue				Bulky	TOTAL	Fund Balance
March	2019				\$11,429	\$738	\$16,089		\$764	\$125				\$17,716	
April	2019				(\$14,476)	\$762	\$7,382		\$665	\$1,135				\$9,944	
May	2019				\$12,885	\$728	\$2,647		\$936	\$375				\$4,686	
June	2019				\$13,212	\$58,390	\$14,672		\$695	\$755				\$74,512	\$71,898
July	2019	\$16,575.29	\$0.00	\$385.00	\$16,960	\$104,478	\$2,992		\$2,017	\$510				\$109,997	\$164,935
August	2019	\$31,640.79	\$242.00	\$0.00	\$31,883	\$79,860	\$14,279		\$846	\$310			\$2,205	\$97,650	\$230,702
September	2019	\$16,845.46	\$51,244.10	\$2,623.67	\$70,713	\$2,745	\$4,411	\$150	\$837	\$405			\$1,180	\$9,578	\$169,567
October	2019	\$10,045.41	\$26,586.39	\$1,778.19	\$38,410	\$12,568	\$1,452		\$653	\$720			\$3,688	\$19,081	\$150,238
November	2019	\$9,918.31	\$16,438.84	\$2,769.04	\$29,126	\$835	\$12,254		\$0	\$475			\$823	\$14,387	\$135,499
December	2019	\$11,451.71	\$13,960.36	\$1,929.53	\$27,342	\$1,630	\$16,901		\$572	\$5,505			\$1,803	\$26,410	\$134,567
January	2020	\$16,244.58	\$18,956.50	\$4,667.82	\$39,869	\$1,503	\$377		\$635	\$635			\$2,688	\$5,837	\$100,535
February	2020				\$40,000	\$1,000	\$4,500		\$600	\$380			\$1,800	\$8,280	\$68,815
March	2020				\$40,000	\$1,000	\$4,500		\$600	\$380			\$1,800	\$8,280	\$37,095
April	2020				\$40,000	\$1,000	\$4,500		\$600	\$380			\$1,800	\$8,280	\$5,375
May	2020				\$40,000	\$0	\$4,500		\$600	\$380			\$1,800	\$7,280	(\$27,345)
June	2020				\$40,000	\$60,000	\$4,500	\$400	\$600	\$380			\$1,800	\$67,680	\$335
					\$454,303	\$266,619	\$75,166	\$550	\$8,560	\$10,460			\$21,386	\$382,740	
July	2020				\$39,000	\$135,000	\$6,333		\$833	\$833			\$2,500	\$145,500	\$106,835
August	2020				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	\$78,335
September	2020				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	\$49,835
October	2020				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	\$21,335
November	2020				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	(\$7,165)
December	2020				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	(\$35,665)
January	2021				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	(\$64,165)
February	2021				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	(\$92,665)
March	2021				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	(\$121,165)
April	2021				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	(\$149,665)
May	2021				\$39,000		\$6,333		\$833	\$833			\$2,500	\$10,500	(\$178,165)
June	2021				\$39,000	\$135,000	\$6,333		\$833	\$833			\$2,500	\$145,500	(\$71,665)
Projected Revenue					Total										
Sticker Revenue					\$ 270,000										\$ 266,115
Recycle Sticker Revenue					\$ -										-
PAYT Revenue					\$ 76,000										\$ 76,619
Metal Revenue					\$ 10,000										\$ 10,925
Electronics Revenue					\$ 10,000										\$ 10,925
Bulky					\$ 30,000										\$ 22,000
					\$ 396,000										\$ 375,659
Existing Revenue Sources					Total										
Sticker Revenue					\$ 241,180										\$ 241,180
Recycle Sticker Revenue					\$ 11,448										\$ 11,448
PAYT Revenue					\$ 72,000										\$ 72,000
Metal Revenue					\$ 10,000										\$ 10,000
Electronics Revenue					\$ 5,000										\$ 5,000
Bulky					\$ -										\$ -
					\$ 339,628										\$ 339,628

- Notes
1. Anticipated Reserve Fund Transfer: \$40,000 in February
 2. Transfers to GF of benefits as required by state law is not included in budget projections
 3. Timing between revenue collection and payment of expenses would require a cash transfer of a minimum of \$70,000 if the transfer station revenue and expenditures are not transferred to the GF
 4. Town has been reflecting the finances of the revolving fund as if it were an enterprise fund
- Revenue and Expenditure Projections are based on actuals collected and expended

FY19 Actual

TRANSFER STATION FY20 PROJECTION VERSION A

FISCAL 2020 NEEDS TO BE ESTIMATED															
7-MONTHS ACTUAL					5-MONTHS ESTIMATED										
FY		Sticker Sales		FY	Sticker Sales		Remaining		FY						
2016		SSF SRF		2017	SSF SRF		5-Months		2020						
43245	TRANSFER STATION STICKER FEES	279,892	2,083	207	226,928	1,907	179	241,180	1,932	160	203,618	1,910	0	62,593	266,211
43246	TRANSFER STA RECYCLING FEES (METAL)	4,250			8,684			11,448			5,783			2,536	8,319
43247	TRANSFER STATION PAYT FEES	118,223			83,971			78,920			52,665			22,366	75,031
43249	MISC. REVENUE (Inc.DEP GRANT)	6,705			6,485			6,700			8,560			1,900	10,460
43250	TRANSFER STATION TIRES										150			400	550
43252	TRANSFER STATION BULKY WASTE										12,385			9,000	20,415
49740	TRANSFERS FROM CAPITAL TOWN							29,282							0
TOTAL REVENUE		409,070			326,068			367,530			283,161			98,795	380,986
51001	SALARIES	123,888			127,539			119,566			86,546			62,000	148,546
51004	TEMPORARY SEASONAL OVERTIME	21,010			8,799			16,735			21,733			2,000	23,733
52101	PROFESSIONAL SERVICES	69,881			15,497			12,101			4,443			5,000	9,443
52116	EQUIPMENT REPAIRS & MAINTENANC	11,272			11,156			3,726			1,282			2,000	3,282
52118	EQUIPMENT RENTAL	4,874			18,615			11,029			3,679			10,000	13,679
52123	WASTE BAN DISPOSAL	34,864			1,949			1,996			935			1,800	2,735
52148	TIPPING FEES	142,268			349			3,838			4,182			4,000	8,182
53100	UTLITIES	0			159,889			207,006			123,246			105,000	228,246
54100	SUPPLIES	19,179			11,728			11,196			2,725			5,000	7,725
54111	VEHICLE GASOLINE	2,368			12,833			2,582			3,542			2,500	6,042
54115	UNIFORMS	4,800			2,338			1,698			1,991			1,000	2,991
54199	EXPENSE	591			3,969			221			0			0	0
54500	SMALL EQUIPMENT				0			78			0			0	0
59710	TRANSFERS TO G/F	47,726			18,311			821			0			0	0
59784	TRANSFER TO OPEB	384			37,000			0			0			0	0
59740	TRANSFER TO CAPITAL				374			0			0			0	0
TOTAL EXPENSES		483,105			412,400			392,594			254,304			200,300	454,604
Net Revenue / Expenses															
Beginning Fund Balance:															
Total Revenues										71,898					
Total Expenses										98,795					
Net change										200,300					
Current Fund Balance:										454,604					
										-73,618					
										-1,720					

BOPW Meeting 3/17/2020

Director's Operational Report

DPW Director's Report

March 17, 2020

Director's Project Update

(Director to Provide Update at Meeting)

- DPW Procedures/Planning – COVID-19
- Water Management Act Update
- Stonebridge/Potter Road Bridge Project

Engineering Division

Town Engineer:

- Phase I and III Water Main construction administration / project management. Project closeouts.
- Old Stonebridge Project permitting coordination.
- Potter/Stonebridge Road and Old Sudbury bridges project management.
- Town Administrator/Board of Selectmen assistance with Alta at River's Edge.
- Concord Road Culvert design and permitting.
- Dudley Pond boat launch permitting and design.
- South Landfill rehabilitation permitting.

GIS Coordinator:

- Field reconnaissance of MS4 system. System mapping and conditional assessment.
- Electronic indexing of plot plans for Town parcels.
- Updates to online utilities layers and databases.

Town Surveyor:

- Field reconnaissance of MS4 system. Data collection, outfall location and inspection.
- Capture of survey/plan information for Town projects. Plan development for Dudley Pond Boat Ramp.
- Highway/Parks coordination of private/public trees.
- Setting/adjusting recreational field locations.

Water Division

Treatment:

- Performed monthly calibrations on all chemical pumps (stations and plant)
- Performed monthly Treatment Plant and Station Maintenance.
- Calibrated and performed maintenance on Ozone and Chlorine Analyzers
- Monthly Water Sampling
- Training 2 new hires on the Treatment side of the Water Department

Distribution:

- Replaced Fire Hydrant on Wayland Hills Road
- Preparing for Spring Paving work
- Meter Reading Cycles 1 & 2 completed
- Completed daily work orders and dig safes
- Started Spring Clean-up at Stations and Plant

Highway & Park Division

- Athletic fields, being measured, and start of installations
- Grind and pave sections of roadway too large for pot hole repairs
- Assist Engineering with culvert locations, clearing, and assessments ,
- Assist Water Division with 1 water break and 3 hydrant replacements
- Cut back and brush cut portion of Rail Trail near Depot
- 4 Burial interments
- Installed New Cochituate Memorial sign
- Worked with contractor to install new Flag pole light at Cochituate Memorial
- Playground assessments and additional wood chips added as needed
- Treated roadway as a result of fire at Indian Dawn condominium complex
- Set up and take down voting booths

Transfer Station Division

- New entry sign should be finished and installed within the next few weeks
- Give and Take closed temporarily due to health concerns related to COVID-19
- Sticker sales as of 3/11/20 \$203,935
- Working with Kaat Vander Straeten setting up Spring Clean Up day as well as Rain Barrel distribution

BOPW Meeting 3/17/2020

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

BOPW Meeting 3/17/2020

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

BOPW Meeting 3/17/2020

**Review and Approve the Minutes
of the 2/25/2020 Meeting**

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
February 25, 2020

MEETING MINUTES

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

DPW Staff in Attendance: Paul Brinkman (Town Engineer) for Tom Holder (DPW Director), Joe Doucette (DPW Superintendent), Anita Martin (DPW Business Manager)

Other: Scott McQuilkin (Water Abatement)

Meeting opened at 7:02 PM.

Lowery reviewed the agenda.

Announcements

None

Public Comment

None

Spencer Circle Street acceptance – Updates/Discussion

Lowery reported on last night’s the Board of Selectmen’s meeting last night and remarks by Karlson (Chair) that the Spencer Circle easement language was not yet settled. The residents were still considering the easement language, but were aware of the March 17th meeting prior to the April 5th, 2020 Town Meeting.

Lewis reminded the Board that Holder needed time to review the easement language prior to the March 17th meeting. Lowery asked Mishara to tell Karlson that the BoPW needs to receive the easements a few days before March 17th for review.

Lowery reported that Karlson will need a map showing the irrigation at 6 Spencer Circle for the Town Meeting. Lowery suggested that Mishara should present at Town Meeting. He also said that allocation of roles to BoPW Board Members should be an agenda item at the next meeting.

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

The previous CIP for the Route 27 Bridge Project is being amended. An agenda item is to be included at the next meeting for the BoPW to vote on the updated CIP. A list of capital items will be reviewed at the next meeting to decide who will speak on each item at the Town Meeting.

Water Abatement Request – 27 Lake Road

Scott McQuilkin of 27 Lake Road appeared before the Board to discuss his request for an abatement of the 2/08/2020 water bill. Lowery observed that an automatic meter reading (AMR) system would have likely alerted the presence of the leak much more quickly.

Wegeberbauer made motion that the payment due for 27 Lake Road be abated by \$2,333.35 and that the new bill should be \$468.98 to a total of 5,733 cubic feet, waving all interest and fees.

Mishara 2nd, 4 in favor, 1 abstention (4-0-1)

Director's Financial Report

Brinkman reviewed the Financial Report.

Brinkman explained that the Water Enterprise fund balance might look high but to remember that Indirects and Debt Service were charged at specific times during the year rather than on a monthly basis.

Lowery queried the Snow and Ice budget spend in the light of snow amounts this winter. Doucette explained that we have had 13 snow/ice events since the end of November. He said that it hadn't been the amount of snow that mattered as much as the number of ice/sleet events which had used hundreds of tons of material.

Lewis reported that he had spoken with the Town Administrator about the difficulties of overseeing the Transfer Station finances when information was so out of date. Lowery said that previously information had been reasonably current but now that we had to use officially released Finance Department monthly close-out figures we were not sufficiently current to make meaningful decisions. Brinkman was asked to make a presentation to the BoPW regarding Transfer Station financials at a future meeting.

*Items Included in the Packet for Discussion
-DPW Financial Report*

Board Member's Reports, Concerns, and Updates

- Chapter 193 regulations – Status

Brinkman provided a brief synopsis of the DPW position relative to the permit consistent with the memorandum issued to the Conservation Commission proposed regulations regarding the Chapter 193 Bylaw. Lewis requested that Brinkman forward the Town's National Pollutant Discharge Elimination System permit for the Municipal Separate Storm Sewer System.

- Water Regulations - Status

The revised draft has not been received yet.

Lowery shared that he had requested a status update for today but none was received. It was imperative that we receive one for the next meeting.

- AMR – Status Update

Wegerbauer shared that there is a scheduled discussion tomorrow to review all of the candidate bidders. Lowery pointed out that the Town website had had technical difficulties for the last two days and this was a worry regarding the robustness of technical equipment with regard to AMR. Also any data stored here needed to be backed up and the backups held elsewhere. The sites needed to be disconnected to protect against ransomware attack.

- Transfer Station – Status

Lewis stated that the Transfer Station needed approximately \$75,000 more to operate through June 2020. He queried Doucette about staffing and also the possibility of increasing charges for stickers and refuse bags.

- Transfer Station operating data – Report re: meeting with Town Administrator

Lewis reported that he had spoken with the Town Administrator about availability of financial data. He made it clear that the BoPW should be able to get all the detail we need within a reasonable timescale. It was not acceptable that on February 26th we were looking at December 31st data. He will speak with Holder about what data is available, how we obtain it timely, and how it should be presented to the board.

Wegerbauer discussed ways to publicize the Transfer Station and its facilities. Mishara said that the Transfer Station was a hidden gem. Lowery said that we had to figure out a way to make the Transfer Station a success. Lewis said that we can't close the gap and do business as usual. Lewis will speak with Holder and wants the Transfer Station as an ongoing agenda item.

Lowery summarized that Wegerbauer would work on Transfer Station signage and marketing. Lewis would work on Transfer Station financials.

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

- Lowery thanked the DPW for re-invigorating the Cochinuate sign.
- Installation of WWII Memorial flagpole light

At the BoPW Meeting on January 7th, 2020 the decision was taken for the DPW to install a light. However if the cost was greater than \$2,000.00 then Holder should return to the Board before taking action.

The quote to do the work using the Town of Wayland electrical contractor was for \$2,460.00.

Following discussion Lowery made a motion to pay the invoice.

Mishara 2nd, 4 in favor and 1 abstention (4-0-1)

*Item Not Included in the Packet for Discussion
- 2/20/2020 Invoice from Vendor for the supply and installation of an LED light fixture on telephone pole to light flag*

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

Lewis made a motion to approve the minutes of the 2/04/2020 meeting as amended.

Wegerbauer 2nd, all in favor.

Items Included in the Packet for Discussion
- 2/04/2020 BOPW Meeting Minutes Draft

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

03/10/2020, 03/17/2020 (Spencer Circle Hearing) and 03/31/2020 - anticipated future meetings (normally 1st and 3rd Tuesdays of month).

To-Do List:

- Spencer Circle
 - Holder to review easement language once it is received back from residents in preparation for layout of Spencer Circle Hearing scheduled for March 17th, 2020.
 - Mishara to let Karlson know that the BoPW needs to receive the easements a few days prior to March 17th meeting for review.
- Water Abatement
 - Board to review water abatement policies at a future meeting.
- Transfer Station
 - Lewis to speak with Holder about data availability, and presentation.
 - Holder to action placing an insert in future water bills advertising the Transfer Station. Also to explore the possibility of a flyer being included in the Warrant Package (Wegerbauer assisting).
 - Transfer Station Financial presentation to be scheduled for future meeting.
- Town Meeting
 - Board to decide on who presents capital items at Town Meeting at next meeting.
 - Schedule meeting to vote on Route 27 Bridge CIP revision.
 - Holder to produce a map of Spencer Circle including irrigation at number 6.

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

Meeting adjourned at 8:40PM.

Respectfully submitted,
Anita Martin
Business Manager

BOPW Meeting 3/17/2020

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

BOPW Meeting 3/17/2020

Adjourn