NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS Posted in accordance with the provisions of the Open Meeting Law www.mass.gov/ago/openmeeting TOWN OF WAYLAND - TOWN CLERK'S OFFICE

PLEASE TYPE OR PRINT LEGIBLY

NOTE: Board of Public Works meetin	PLACE OF MEETING:	TIME OF MEETING:	DATE OF MEETING:	FILED BY:	NAME OF BOARD/COMM:	
NOTE: Board of Public Works meetings are normally recorded for on-demand streaming by WayCam.	DPW Facility	7:00 PM	March 17 th 2020	Anita Martin	Board of Public Works	

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
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7:05 **Public Comment**

- Stan Robinson (by email), unpublished paper for IEEE Access: Electromagnetic Radiation due to Cellular, Wi-Fi, and Bluetooth
- 7:10 confirm article language Spencer Circle Street Layout and Warrant Article - Discussion and possible vote to Layout and to (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

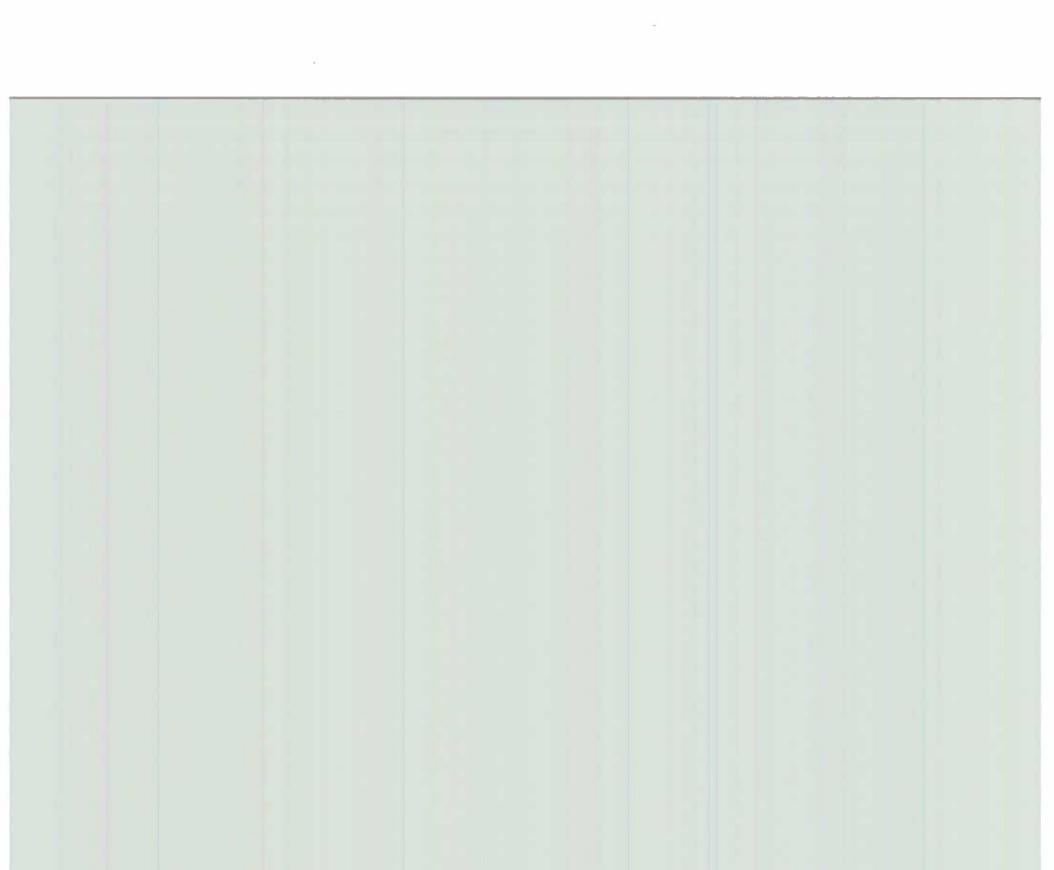
Financial status & modeling

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

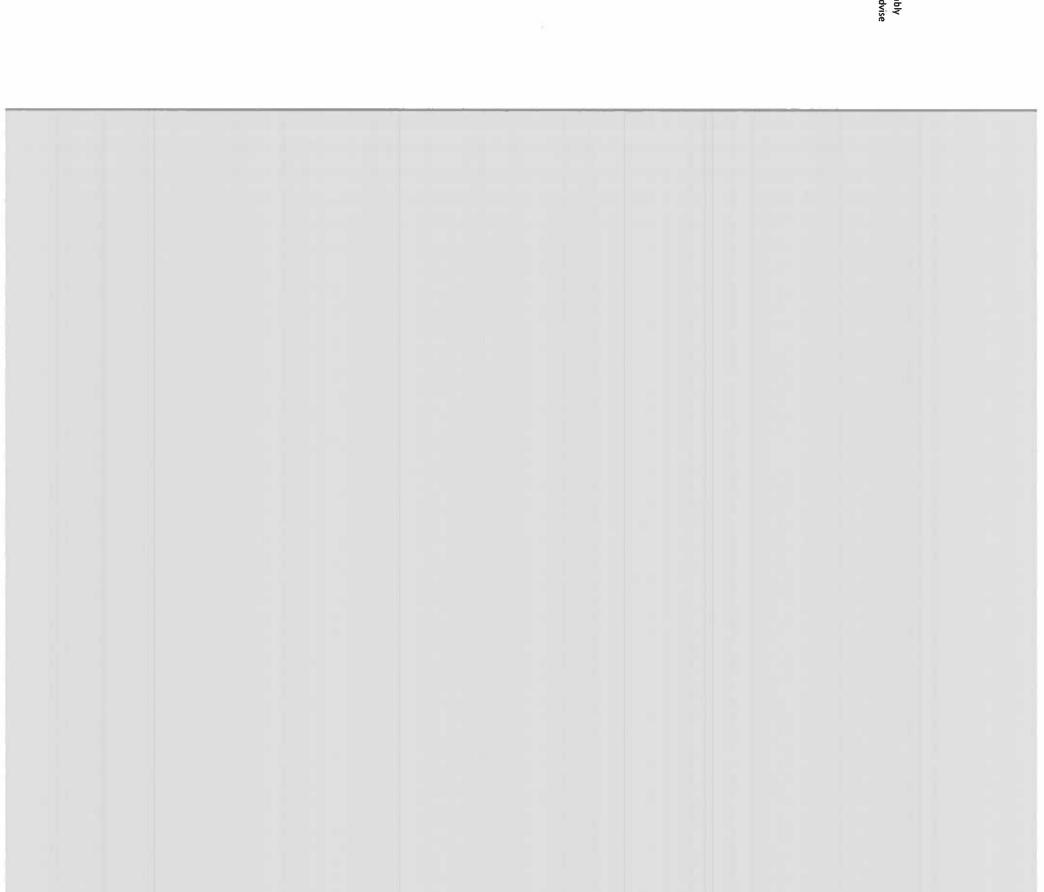
8:20 Board Members' Reports, Concerns, and Updates

- Chapter 193 Stormwater & Land disturbance regulations Status
- Water regulations Update, discussion, set hearing date
- AMR Update
- PFAS 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.

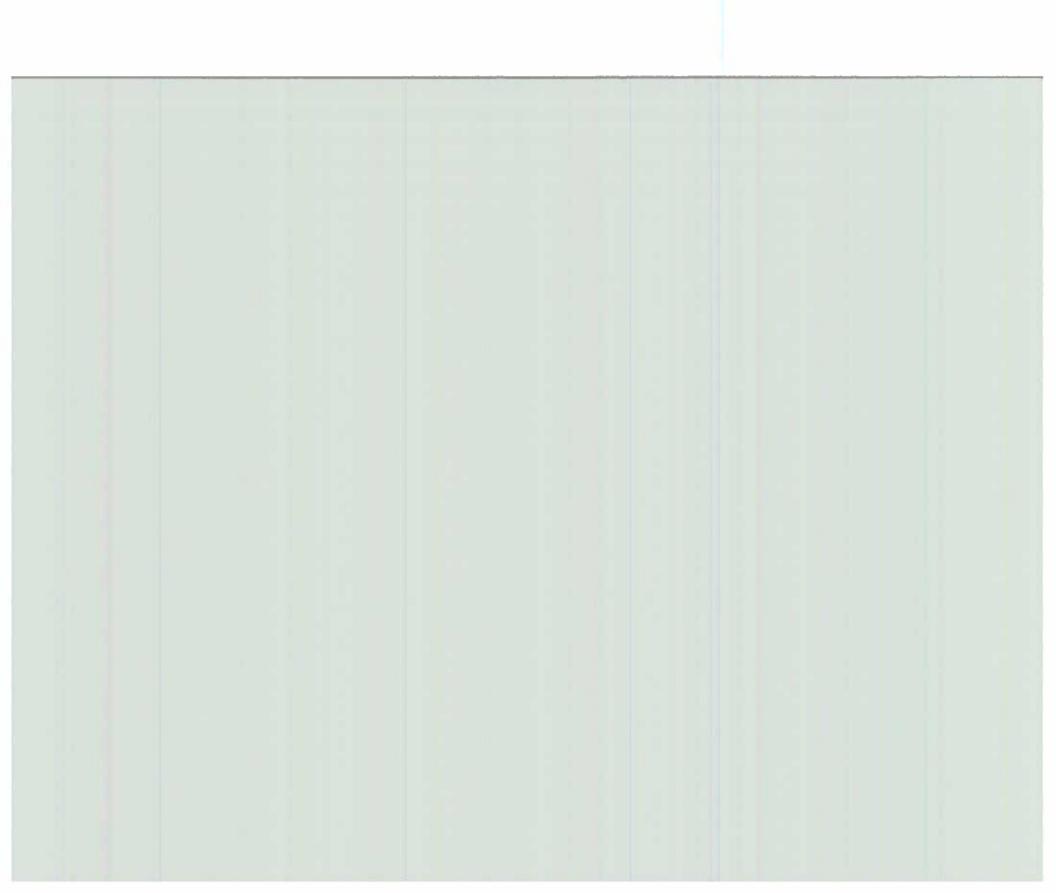


- 8:50 Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 8:55 Review and Approve the Minutes of the 2/25/2020 Meeting
- 9:00 Set or Confirm Future Meeting Dates & Topics/To-Do List
- 9:05 Adjourn
- NOTE: Per changes to the Open Meeting Law, notice of any meeting of a 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

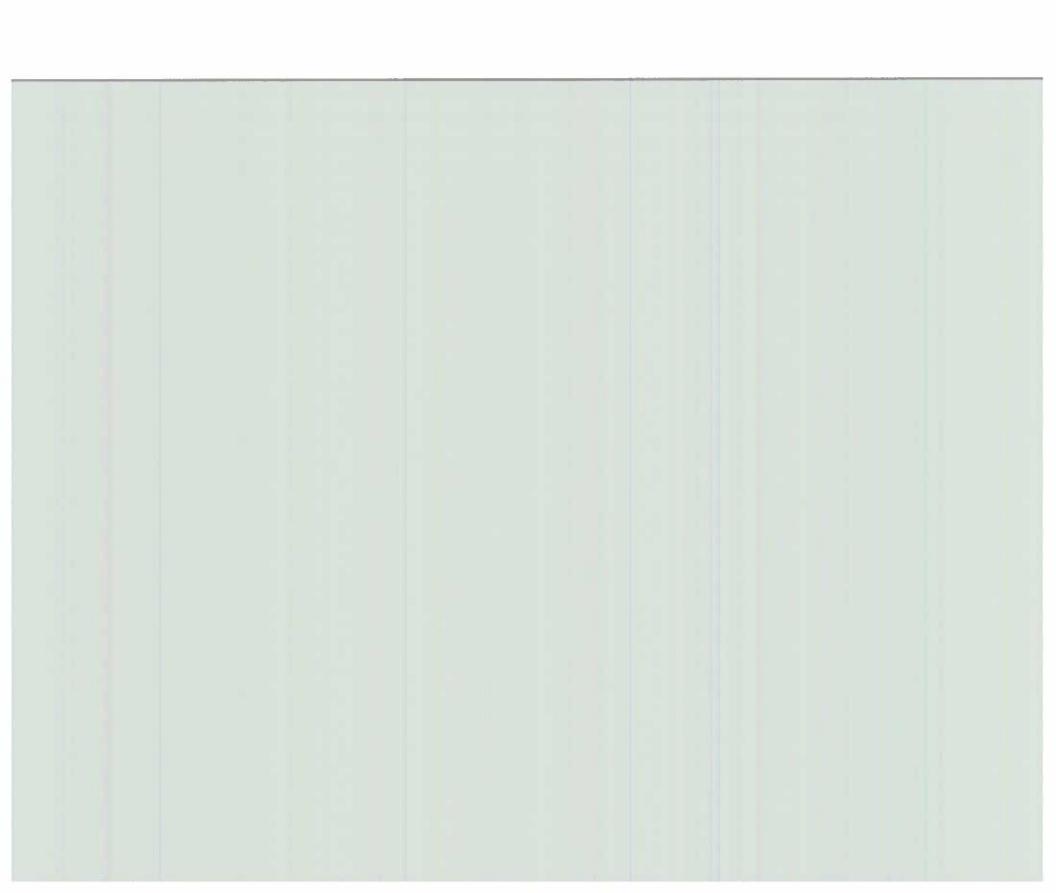
 NOTE: Times are approximate and the Agenda Items may not be discussed in the exact order listed



Announcements



Public Comment



Martin, Anita

To: Cc: Subject: From: Sent: Lowery, Michael Tuesday, March 10, 2020 1:06 PM Lewis, Clifford Martin, Anita

Anita, please print and include this page under public comment. Board members have received the article. I

Please add to public comment page

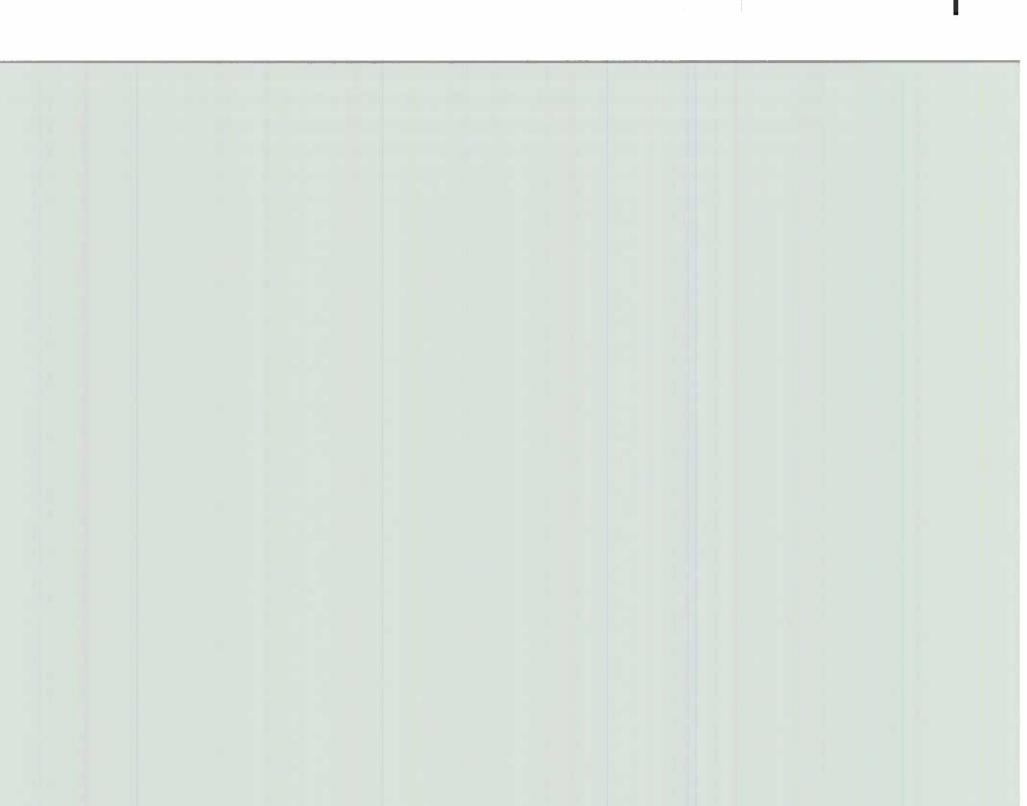
want to acknowledge Mr. Robinson's communication with the board.

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) 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 <jmishara@wayland.ma.us>; Wegerbauer, Michael B <mwegerbauer@wayland.ma.us>

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.

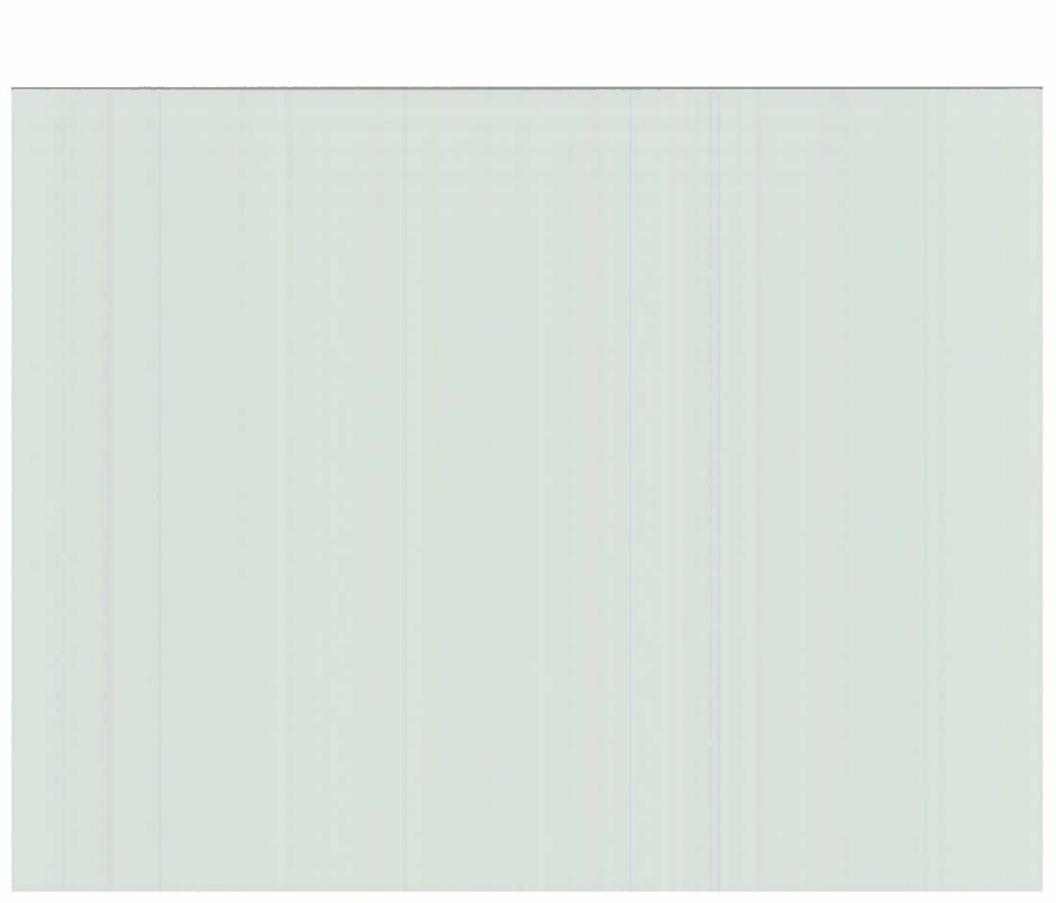
Stan Robinson stanrob@fastmail.com



Spencer Circle Street Acceptance

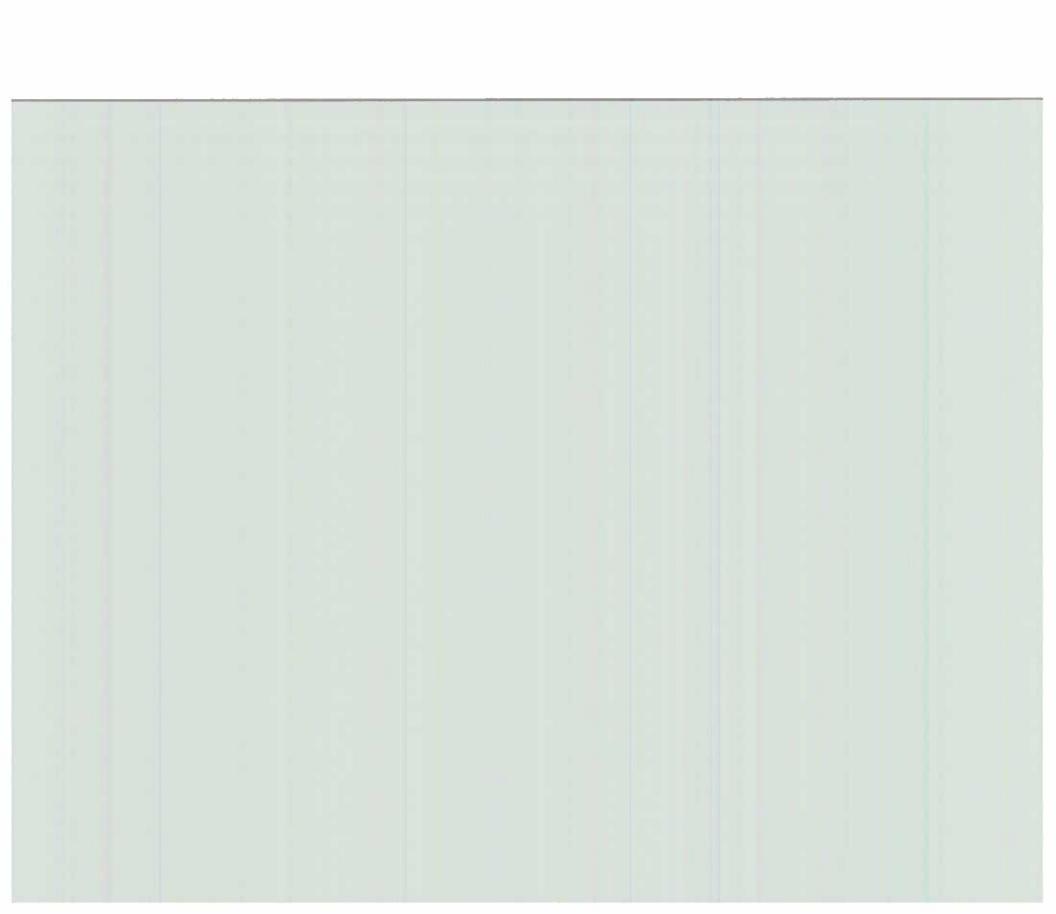
- Discussion and possible vote to

Layout



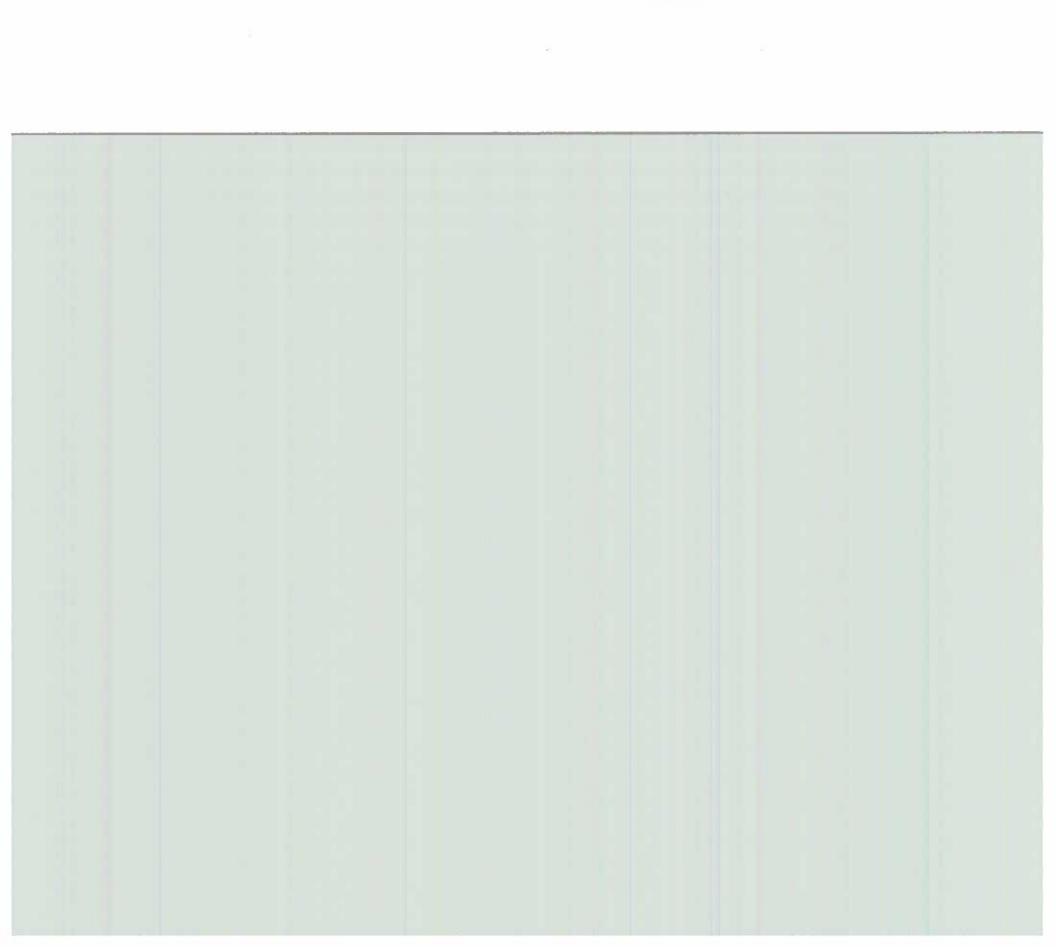
Route 27 Bridge CIP Revision

- Discussion and Vote

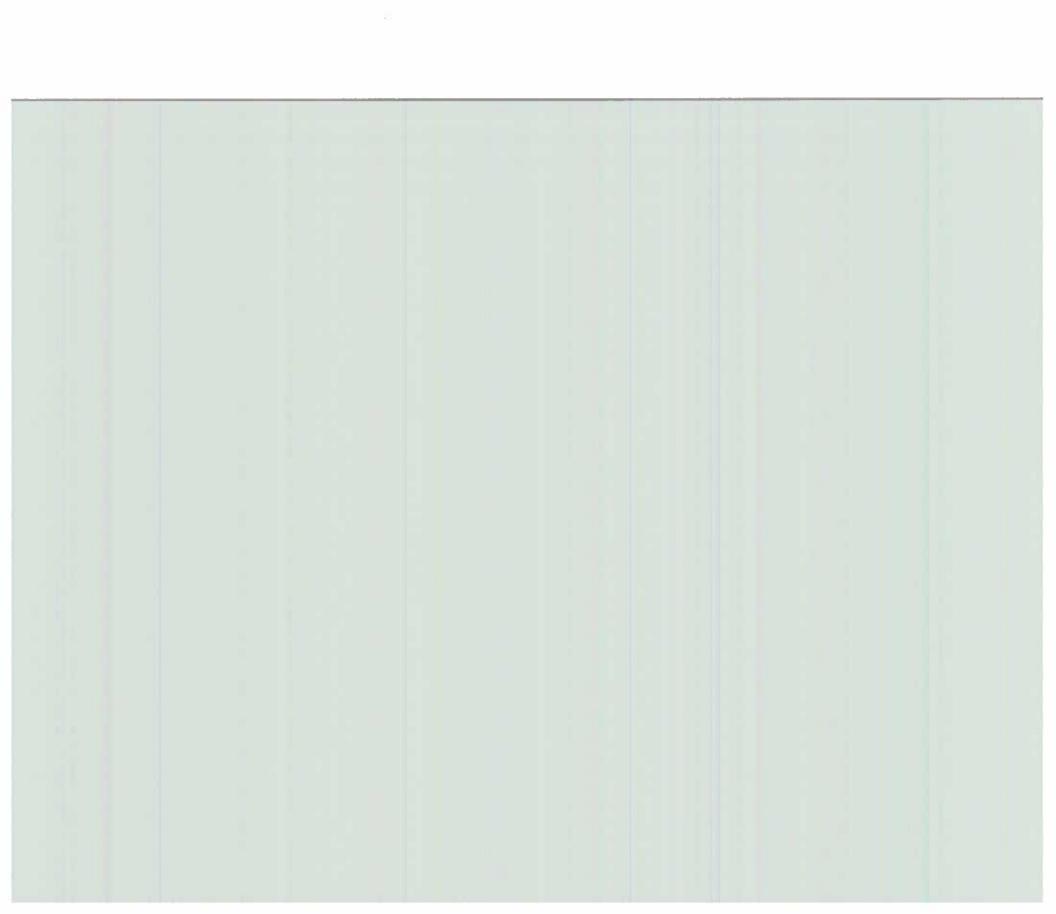


Town Meeting

Allocation of Board Member roles



Transfer Station Discussion



TS FY20 PROJEC
TION A

Monthly Account Balance

(\$71,665)	\$145 500	\$2 50n	CC	2537		とたい ひひ	000 5515	000 053				2021	
(\$178,165)	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2021	May
(\$149,665)	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2021	April
(\$121,165)	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2021	March
(\$92,665)	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2021	February
(\$64,165)	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2021	January
(\$35,665)	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2020	December
(\$7,165)	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2020	November
\$21,335	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2020	October
\$49,835	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2020	September
\$78,335	\$10,500	\$2,500	\$833	\$833		\$6,333		\$39,000				2020	August
\$106,835	\$145,500	\$2,500	\$833	\$833		\$6,333	\$135,000	\$39,000				2020	yuly
	\$382,740	\$21,386	\$10,460	\$8,560	\$550	\$75,166	\$266,619	\$454,303					
\$335	\$67,680	\$1,800	\$380	\$600	\$400	\$4,500	\$60,000	\$40,000				2020	June
(\$27,345)	\$7,280	\$1,800	\$380	\$600		\$4,500	\$0	\$40,000				2020	May
\$5,375	\$8,280	\$1,800	\$380	\$600		\$4,500	\$1,000	\$40,000				2020	April
\$37,095	\$8,280	\$1,800	\$380	\$600		\$4,500	\$1,000	\$40,000				2020	March
\$68,815	\$8,280	\$1,800	\$380	\$600		\$4,500	\$1,000	\$40,000				2020	February
\$100,535	\$5,837	\$2,688	\$635	\$635		\$377	\$1,503	\$39,869	\$4,667.82	\$18,956.50	\$16,244.58	2020	January
\$134,567	\$26,410	\$1,803	\$5,505	\$572		\$16,901	\$1,630	\$27,342	\$1,929.53	\$13,960.36	\$11,451.71	2019	December
\$135,499	\$14,387	\$823	\$475	\$0		\$12,254	\$835	\$29,126	\$2,769.04	\$16,438.84	\$9,918.31	2019	November
\$150,238	\$19,081	\$3,688	\$720	\$653		\$1,452	\$12,568	\$38,410	\$1,778.19	\$26,586.39	\$10,045.41	2019	October
\$169,567	\$9,578	\$1,180	\$405	\$837		\$4,411	\$2,745	\$70,713	\$2,623.67	\$51,244.10	\$16,845.46	2019	September
\$230,702	\$97,650	\$2,205	\$310	\$846	\$150	\$14,279	\$79,860	\$31,883	\$0.00	\$242.00	\$31,640.79	2019	August
\$164,935	\$109,997		\$510	\$2,017		\$2,992	\$104,478	\$16,960	\$385.00	\$0.00	\$16,575.29	2019	July
\$71,898	\$74,512		\$755	\$695		\$14,672	\$58,390	\$13,212				2019	June
	\$4,686		\$375	\$936		\$2,647	\$728	\$12,885				2019	May
	\$9,944		\$1,135	\$665		\$7,382	\$762	(\$14,476)				2019	April
FY19	\$17,716		\$125	\$764		\$16,089	\$738	\$11,429				2019	March
	TOTAL	Bułky	Electronics	Metal	Tires	PAYT	Sticker(s)	TOTAL	Other	Incidential	Salaries		
Fund Balance				Revenue						EXPENSES		<u>Year</u>	<u>Month</u>

- 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

Sticker Revenue \$
Recycle Sticker Revenue \$
PAYT Revenue \$
Metal Revenue \$
Electronics Revenue \$
Bulky \$

Total
241,180
11,448
72,000
10,000
5,000

FY19 Actual

339,628

Bulky

Electronics Revenue Metal Revenue

76,000 10,000 10,000 30,000 396,000

\$ 22,000 \$ 375,659

\$ 76,619 \$ 10,925

FY20 proposed March 2019
FY20 projected

\$ 266,115

Existing Revenue Sources

PAYT Revenue

Recycle Sticker Revenue

Sticker Revenue

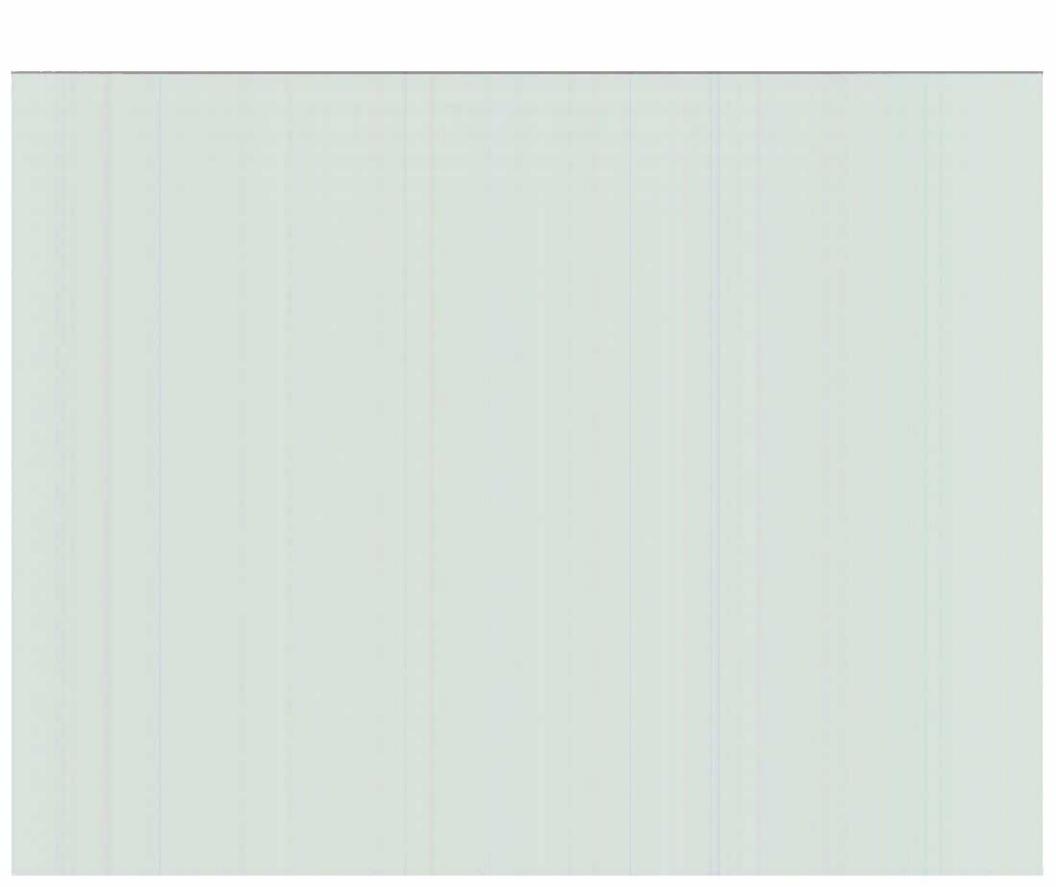
270,000

Projected Revenue

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

71,898 380,986 454,604 -73,618	98,795 200,300 -101,505	71,898 283,161 254,304 28,857	1,962 367,530 297,594 69,936 71,898	88,294 326,068 412,400 -86,332 1,962	231,234 390,800 533,740 -142,940 88,294	305,269 409,070 483,105 -74,035	Net Revenue / Expenses Beginning Fund Balance: Total Revenues Total Expenses Net change Current Fund Balance:
454,604	200,300	254,304	392,594	412,400	533,740	483,105	TOTAL EXPENSES
0	0	0	0	9.	88,000	64	59740 TRANSFER TO CAPITAL
0 0	0 0	o c		37,000	71,961	47,726	
<u> </u>	0	0 0	821	365	18,311		
0	0	0	78	0	520	591	54199 EXPENSE
0	O Onn'T	1,991	1,698	2,338	4 840	2,368	
6,042	2,500	3,542	2,582	12,833	15,326	19,179	
7,725	5,000	2,725	11,196	11,728	10,180	0	53100 UTILITIES
228,246	105,000	123,246	207.006	150 880	1/3 010	34,864	
8.182	1,800 4 000	4 182	1,996	1,949	1,419	4,874	
13,679	10,000	3,679	11,029	18,615	20,790	11,272	_
3,282	2,000	1,282	3,726	11,156	15,104	69,881	
9,443	5,000	4,443	12,101	15,497	26,473	21,010	S1004 TEMPORARY SEASONAL S1140 OVERTIME
148,546 23 733	62,000	86,546	119,566	127,539	114,562	123,888	
380,986	98,795	283,161	367,530	326,068	390,800	409,070	TOTAL REVENUE
0 0.417	5,000	12,385	29,282				43252 TRANSFER STATION BULKY WASTE 49740 TRANSFERS FROM CAPITAL TOWN
550	400	150					
10,460	1,900	8,560	6,700	6,485	5,650	6,705	43247 IKANSHER STATION PAYT FEES 43249 MISC. REVENUE (Inc. DEP GRANT)
8,319 75,031	2,53b	5,783	11,448	8,684	7,100	4,250	
266,211	62,593	203,618 1,910 0	241,180 1,932 160	226,928 1,907 179	284,846 1,934 197	279,892 2,083 207	43245 TRANSFER STATION STICKER FEES
	ESTIMATED		1				
2020	Remaining 5-Months	FY Sticker Sales 2020-JAN SSF SRF	FY Sticker Sales 2019 SSF SRF	FY Sticker Sales 2018 SSF SRF	FY Sticker Sales 2017 SSF SRF	FY Sticker Sales	
MATED	5-MONTHS ESTIMATED	7-MONTHS ACTUAL					
	ESTIMATED	FISCAL 2020 NEEDS TO BE ESTIMATED					

Director's Operational Report



DPW Director's Report March 17, 2020

(Director to Provide Update at Meeting)

Director's Project Update

- 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 Stonesbridge 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.

SIS 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

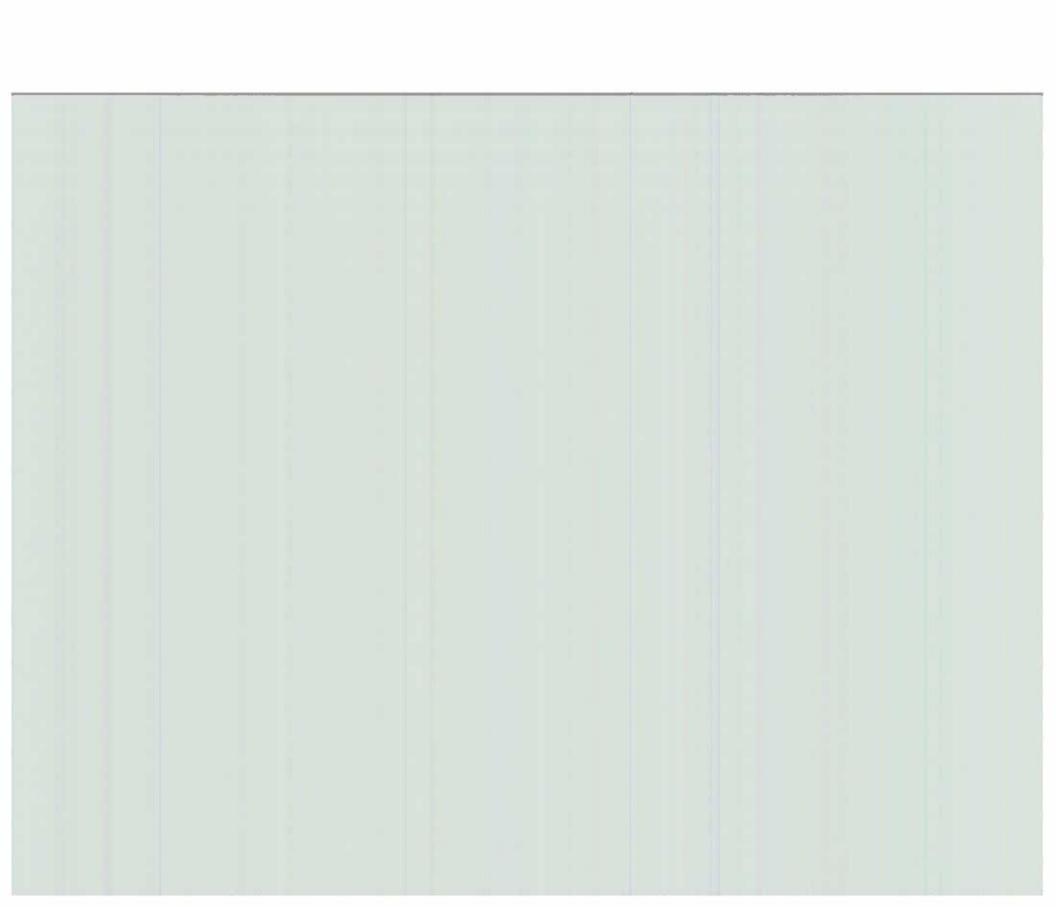


Board Members' Reports,
Concerns, and Updates



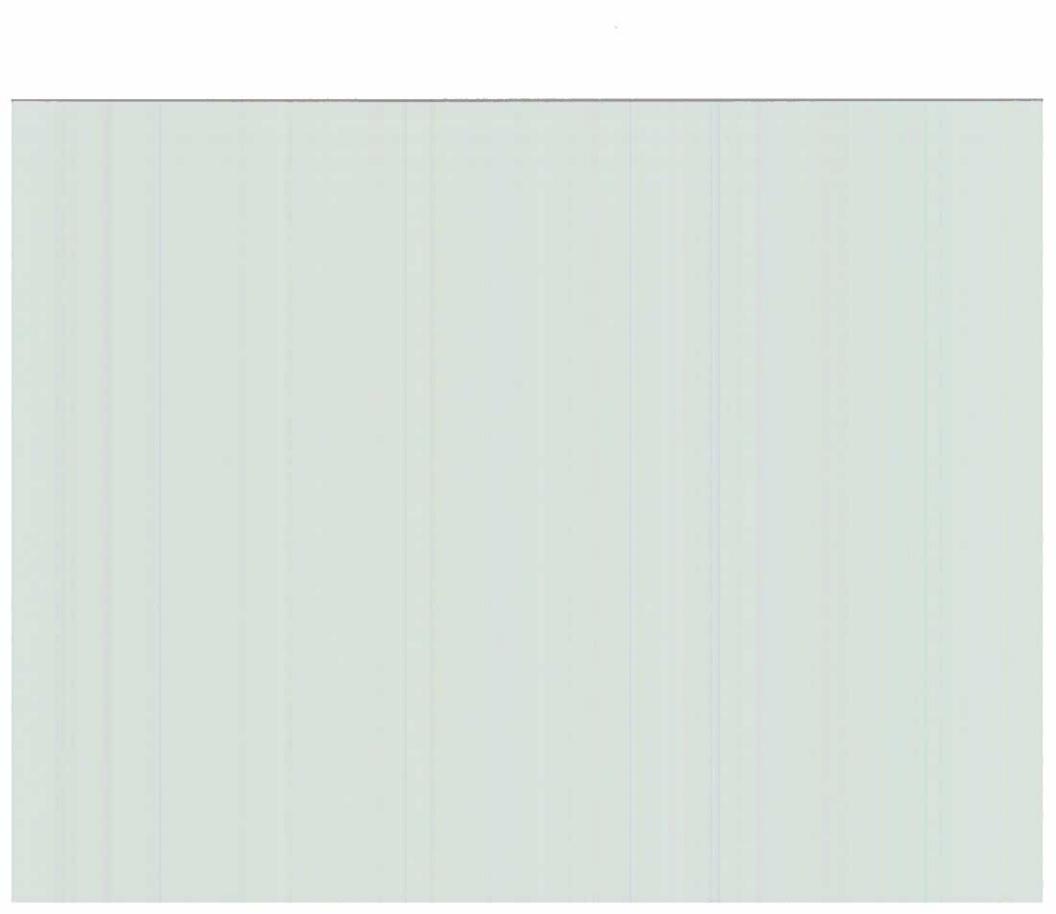
Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting,

if any



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.

Wegerbauer 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

needed to be disconnected to protect against ransomware attack. Also any data stored here needed to be backed up and the backups held elsewhere. The sites days and this was a worry regarding the robustness of technical equipment with regard to AMR. 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

Transfer Station - Status

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

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

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

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

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 Cochituate sign
- Installation of WWII Memorial flagpole light

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

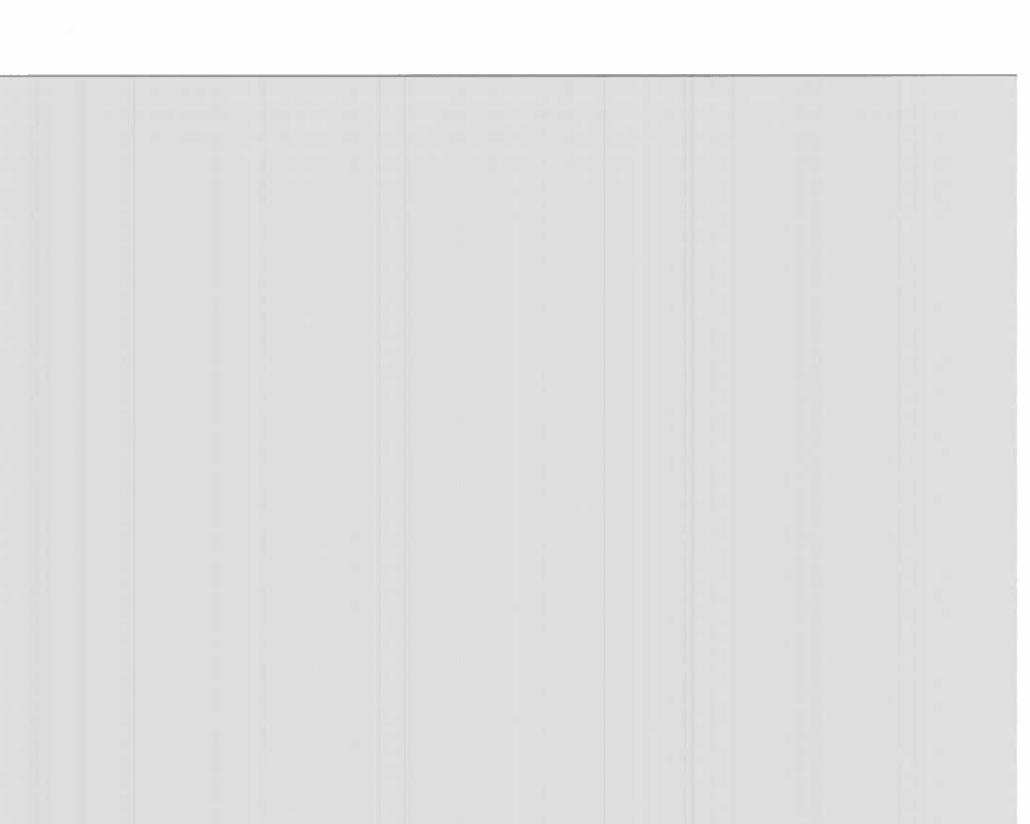
The quote to do the work using the Town of Wayland electrical contractor was for \$2,460.00.

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

W



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

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

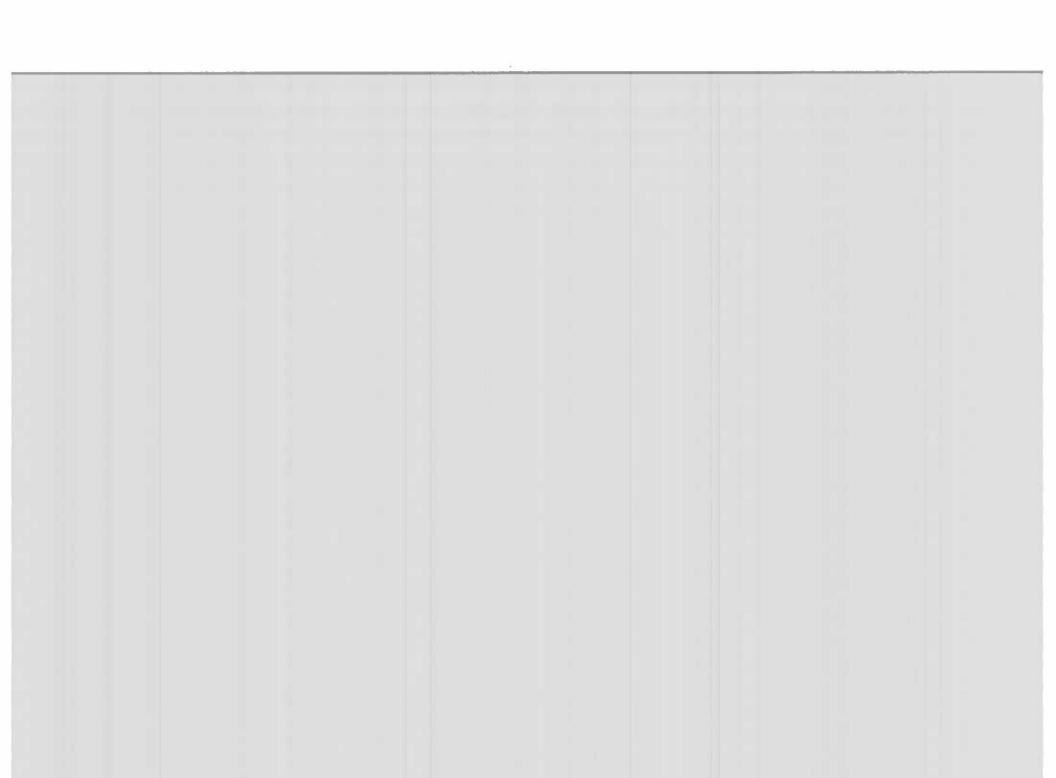
To-Do List:

- Spencer Circle
- for layout of Spencer Circle Hearing scheduled for March 17th, 2020. - Holder to review easement language once it is received back from residents in preparation
- to March 17th meeting for review. - Mishara to let Karlson know that the BoPW needs to receive the easements a few days prior
- 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
- 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.

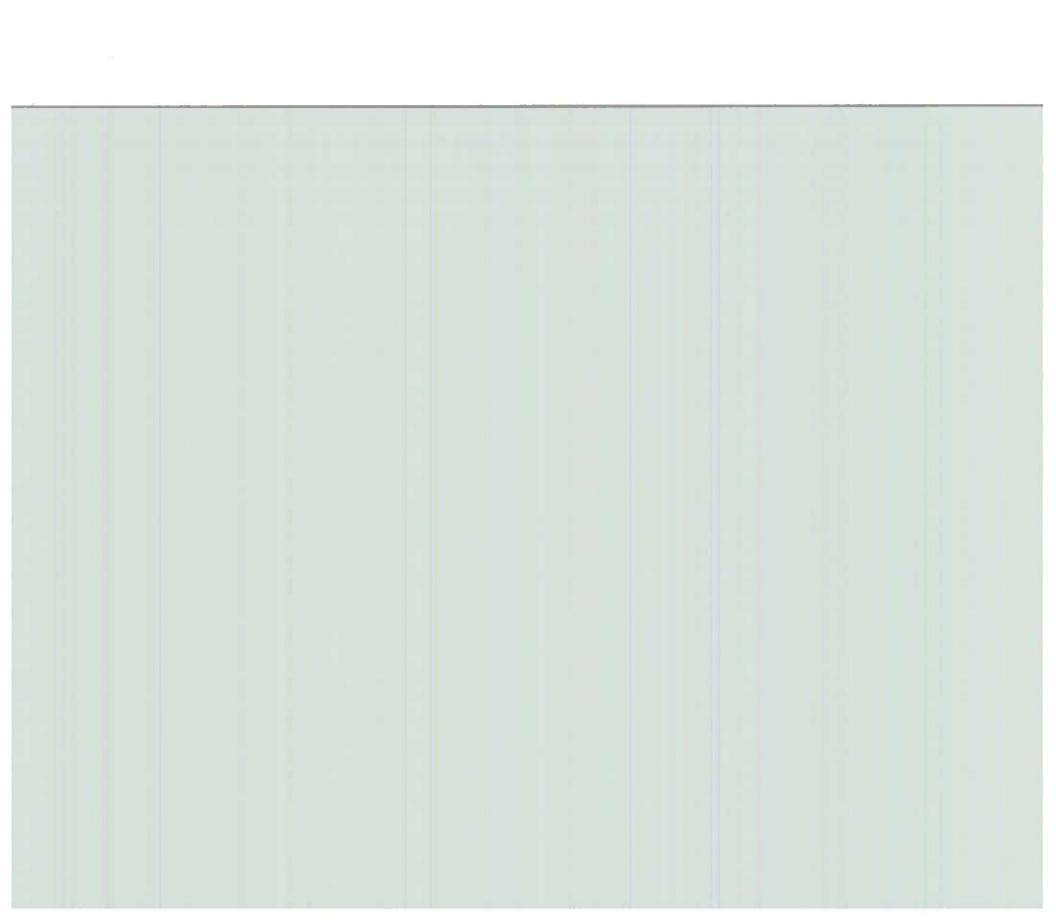
Meeting adjourned at 8:40PM.

Business Manager Anita Martin Respectfully submitted,



Set or Confirm Future Meeting Dates

& Topics/To-Do List



Adjourn

