

WAYLAND BOARD OF PUBLIC WORKS

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Town Building
41 Cochituate Road
Wayland, MA 01778
May 13, 2020

MEETING MINUTES

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

Absent: Patrick Murphy

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

Other: Louise Miller (Town Administrator)

Meeting opened at 2:00 PM.

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 commended the DPW for ensuring the Town continued to enjoy clean running water, sanitary disposal of trash, and open roads.

Louise Miller – Town Administrator – Update: 2020 Local Elections, 2020 ATM, FY2021 Capital Appropriations

Miller provided a COVID update explaining that we were awaiting further instruction, concerning the phased reopening of all Town services, from the State. Specific instructions on employee safety, as people are brought back into work spaces, have been received. Departmental managers are currently preparing reopening plans. Staff will return gradually. Normal Town operations will resume during the summer.

The Town Local Elections will take place on June 9, 2020. They have already been rescheduled but will not be rescheduled again. Early and absentee voting are being made available.

The Annual Town Meeting is currently in a cycle of postponements, 30 days at a time, resulting in postponement through May 30, 2020. The Board of Selectmen will discuss further postponing the Open Town Meeting to September at their May 15th meeting.

Not having the Annual Town Meeting prior to the end of the FY20 means that from July 1st, the Town will be required to provide monthly budgets to the Department of Revenue. The Town will start FY21 using FY20 actual spend data, and will assume the same levels of service as for FY20. Additionally, in the absence of the FY21 Capital Appropriations vote, all capital expenditure is put on hold. The Department of Revenue have explained that any decisions to spend on capital may run the risk of not being approved once the Annual Town Meeting takes place.

Miller shared her concern regarding two areas of DPW capital spend. She pointed out that the RTE. 27 bridge work project was time sensitive and the Town has filed with the Department of Transportation to use Chapter 90 funds to move the project along. Wegerbauer asked if we were at risk of funds not being made available. Holder shared that we have funds from prior year Chapter 90 allocations and having submitted an application to MassDOT, receiving a verbal agreement.

Lowery made a motion that the Board approve going ahead with the RTE. 27 Bridge Project. Wegerbauer 2nd, and a roll call vote was taken.

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

Miller's second area of concern was the possible delayed purchase of critical items of equipment. Holder replied that we could continue to operate while awaiting the Annual Town Meeting vote in September.

Lewis asked about the reopening of parks and playgrounds. Miller said that we were awaiting state guidance. Lowery pointed out that the Board would need to vote on the reopening of all playgrounds under DPW control. No DPW controlled playground to be reopened without a BoPW vote. Miller noted this.

Cemetery deeds: Vote to authorize Chair to sign on behalf of full Board during Remote Meeting Period

Holder asked that the Chair be authorized, during this remote meeting period, to sign Cemetery Deeds on behalf of the Board. Wegerbauer made a motion to authorize the Chair to sign Cemetery Deeds on behalf of the Board, and Lowery seconded. However when Lewis asked if there was any further discussion Mishara then asked if there were any by-laws or regulation that would prevent this happening. Holder reminded the Board that Cemetery Deeds are regularly signed prior to Board meetings without being discussed as an agenda item.

Lowery amended the motion to authorize the Chair to sign Cemetery Deeds on behalf of the Board for as long as the State emergency declaration period lasted. The deeds signed should be listed in the minutes to be approved at the next meeting.

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

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

List of Deeds for signature:

- Lot 67 B, Section B in North Cemetery (2 full earth burials)
- Lot 111 B, Section S in Lakeview Cemetery (2 full earth burials)
- Lot 94A, Section B in North Cemetery (1 full earth burial)

- Lot 94B, Section B in North Cemetery (1 full earth burial)
- Lot 94C, Section B in North Cemetery (1 full earth burial)
- Lot 133C, Section S in Lakeview Cemetery (1 full earth burial)
- Lot 133D, Section S in Lakeview Cemetery (1 full earth burial).

Transfer Station Finances: FY21 Fee Structure Discussion and Possible Vote

Holder presented the latest Transfer Station account balance sheet showing projections for the remainder of FY20 and for FY21. Wegerbauer asked about variable monthly Pay As You Throw (PAYT) income and Lowery asked about mattress recycling now that the DEP mattress recycling grant could no longer be renewed. Holder asked the Board to decide about the Sticker Price for the coming year and also the need to charge for recycling mattresses and box springs. Lewis asked about increasing the sticker price and Lowery made a motion to increase the sticker fee from \$165 per annum to \$170. However Mishara pointed out that doing so might reduce the chance of attracting new customers and alienate existing customers. Wegerbauer stressed that the focus must be to increase the customer base by using every opportunity to market the Transfer Station. Since there had been no 2nd to existing motion, Lewis asked for an alternate. Wegerbauer made a motion to keep sticker fees as they are but introduce a mattress fee of \$25. Mishara 2nd, and a roll call was taken.

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

Lewis asked that it be noted that once we are able to fully reopen following the COVID emergency then we need to address recycling at the Transfer Station.

Water Enterprise Fund Financial/Rate Forecasting Discussion

Holder explained that we can't hold a hearing at present but we can discuss the FY21-FY25 period projections and obtain feedback from the Board. Brinkman outlined how we always begin rate setting with an iterative process by obtaining Board feedback and incorporating it into further model development. Brinkman then proceeded to show the Board a live spreadsheet but pointed out that we do not have updated usage data or debt schedule data as yet.

Brinkman 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 Board discussed funding and timing of capital projects.

The Water Rates for FY21 will be set in June. The hearing to be held remotely.

Item Shared Electronically for Review:

- *Water Rate Discussion Live Spreadsheet*

Board Member's Reports, Concerns, and Updates

- AMI

Miller reported that the company which had been recommended by the Evaluation Committee also was the lowest bidder. The Board of Selectmen would be signing the contract at their May 27, 2020 meeting. The next stage of the project is the installation of the water meters, which necessitates access to homes. 3,400 homes will be affected.

- Town Roadways

Wegerbauer asked Holder about delays in paving streets. Holder assured him that once some conditional issues from last fall are rectified the paving will go ahead. Lowery asked about the status of work on RTE. 20 and the certificate of completion. Miller confirmed that there was no update on Spencer Circle.

Mishara left the meeting at 3:25 pm.

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

None

Public Comment

None

Review and Approve the Minutes of the 3/25/2020 Meeting

Lowery made a motion to approve the minutes of the 3/25/2020 meeting as presented. Wegerbauer 2nd, and a roll call vote was taken.

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

Items Included in the Packet for Discussion

- 3/25/2020 BOPW Meeting Minutes Draft

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

Lowery aye, Wegerbauer aye, Lewis aye.

Meeting adjourned at 3:40 PM.

Respectfully submitted,
Anita Martin
Business Manager