

WAYLAND BOARD OF PUBLIC WORKS

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Town Building
41 Cochituate 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 relationship 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