

WAYLAND BOARD OF PUBLIC WORKS

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Town Building
41 Cochituate Road
Wayland, MA 01778
November 24, 2020

MEETING MINUTES

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

DPW Staff in Attendance: Tom Holder (DPW Director), Joe Doucette (DPW Superintendent), Anita Martin (DPW Business Manager)

Other Attendees: Pam Roman (Finance Committee), Jason Adams, Host (Technology)

Meeting opened at 5:03 PM.

Wegerbauer called the meeting to order and explained that this meeting was being held in compliance with the revised Open Meeting Law requirements. The meeting would be live streamed on WayCAM, with all BoPW members participating by teleconference. Public comment would be received by phone at 508-358-6814. The phone number would be active during the public comment portion of the meeting. To make a public comment via Zoom, perform a virtual “hand raise”. The meeting moderator will contact you via a chat message to acknowledge your request and will inform the chair of your request to comment. Instructions for performing a virtual “hand raise” can be found at <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

Wegerbauer reviewed the agenda.

Announcements

Holder informed the Board that the Town had just been awarded a \$2.2 Million MassWork Grant to facilitate a sewer line on Rte. 20.

Public Comment

Anette Lewis asked for clarification concerning what water pipes are going in on Route 20. She asked about a sewer line going under a bridge, and Holder explained that there were 3 or 4 “bays” built in under the bridge to act as conduits to facilitate wires, water or whatever, to travel across the bridge. Each “bay” is sealed off from the others so, if one was used as a sewer, another could be used for water without detriment.

Wegerbauer talked about an email from Molly Upton asking if the Transfer Station oil drop, the “Give and Take”, and the Book Table were open. Holder replied that the oil drop was open but that the “Give and Take” and Book Table were closed for COVID safety reasons.

Lowery shared that he had sent a personal note to the Town Administrator suggesting that opening fields and playgrounds at this time was a concern. However, since the decision has been taken to open them, the Board now needs to discuss how to ensure the safety of Cochrane Field usage.

Goldsmith shared that a patch has been done on the Concord Road, and it was greatly improved.

Director's Financial Report – Review 1st Quarter Financials

Holder presented the official first quarter financials for DPW, as received from Finance. He reminded the Board that for the first three months of FY21 the Town had been allowed by the Department of Revenue to operate on one twelfth of the budget per month until the Town Meeting voted on approving the FY21 budgets. Consequently, discretionary spend was curtailed during the first quarter.

Mishara reminded the Board of the issues facing the Transfer Station, and asked for a discussion and vote regarding the Transfer Station Revolving Fund migrating to the General Fund or to an Enterprise Fund to be included on the agenda for the December 8th meeting.

Review of Proposed FY22 Capital and Operational Budgets – Discussion and Vote

Wegerbauer introduced the discussion, beginning with the proposed FY22 Operational Budget. The Board went through each budget, evaluating spend from FY2019 to date.

Following discussion, Mishara made a motion to approve the FY22 Operational Budget including a proposed \$10,000 increase to the Tree Replacement line in the Park Budget. Lewis 2nd, and a roll call vote was taken.

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

Wegerbauer proceeded to next review the proposed FY22 Capital Budget. Following discussion, Mishara made a motion to approve the FY22 Capital Budget including an increase to \$700,000 and a 3% annual increase in the Roadway Improvements line, and amendments to the CIPs. Lewis 2nd, and a roll call vote was taken.

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

Items Included in the Packet for Discussion

- Proposed FY22 Operating and Capital Budgets

CPC Funded Projects – Discussion

Wegerbauer decided that this item should be rescheduled for the next meeting on December 8th, 2020.

Goldsmith informed the Board that the CPC are requesting project proposals and those received will be approved at their scheduled meeting on January 6th, 2021.

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

None by the Chair.

However Holder had one item. He explained that each year, at around this time, the BoPW votes on proposed water liens. The approved list is then sent to the Assessor's for their vote. He thought that this could be voted at our next meeting on December 8th, but learned this morning from the Assessor's office, that they are meeting on November 30th to vote this item. Consequently, he asked the Board to consider this item and vote under Topics Not Reasonably Anticipated.

Following discussion, recommendations were made regarding Town accounts. Mishara made a motion to approve the proposed liens, and Wegerbauer asked to include that Holder be authorized to sign on behalf of the BoPW Chair. Goldsmith 2nd, and a roll call vote was taken.

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

Items Not Included in the Packet for Discussion
- Lien Information

Review and Approve the Minutes of the 11/10/2020 Meeting

Mishara made a motion to approve the minutes of the 11/10/2020 meeting as presented with the caveat that the list of trees discussed at the Tree Hearing be attached.
Lewis 2nd, and a roll call vote was taken.

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

Items Included in the Packet for Discussion
- 11/10/2020 BOPW Meeting Minutes Draft

Set Future Meeting Dates

The next meeting will take place on December 8, 2020 at 5 pm. All BoPW meetings will be held remotely until further notice. Future meeting dates will be set at the December 8th meeting.

Wegerbauer asked all members to send items for the list to amartin@wayland.ma.us.

Adjourn

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

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

Meeting adjourned at 8:10 PM.

Respectfully submitted,
Anita Martin
Business Manager