

WAYLAND BOARD OF PUBLIC WORKS

Posted in accordance with the provisions of the Open Meeting Law

www.mass.gov/ago/openmeeting

Town Building
41 Cochituate Road
Wayland, MA 01778
December 8, 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),

Other Attendees: Louise Miller (Town Administrator), Pam Roman (Finance Committee), Tom Fay (Board of Selectmen Liaison), Richard Turner (Veterans Grave Officer/PCC Chair), Jason Adams, Host (Technology)

Meeting opened at 5:03 PM.

Opening, Remote Call, & Announcements

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 508-358-6812. 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.

Holder announced that the Wayland Water Department had received the 2020 Public Water System Award from the MassDEP for outstanding performance and achievement. This is the second time in a row that the Water Division has received this great commendation. Wegerbauer offered the congratulations of the Board, noting that it was nice when hard work is recognized.

Public Comment

Richard Turner thanked Doucette and the DPW for their wonderful response to the snow storm on December 5th. He also thanked them for volunteering to assist with the Wreaths Across America Project. Wreaths will arrive at the DPW on December 16th to be stored and then brought to North Cemetery on December 19th. Volunteers will place these on veterans’ graves. Wegerbauer thanked the volunteers for their help.

Transfer Station Future Financial Structure – Discussion and Vote

Holder reminded the Board that approximately 80% of revenues are taken in the first 2 months of each operating year. In spite of rates being increased in FY19, the revenues have struggled to finance expenses. Expenses can't be reduced in any meaningful way since they are dominated by tipping fees. Now with the downturn in revenue from recycling, the legal requirements for a Revolving Fund are becoming hard to ensure. Consequently, the Town Administrator and Finance Director were exploring financial structures such as transferring to an Enterprise Fund model or becoming part of the General Fund. Holder stressed that the Transfer Station would not be closing, just funded differently.

Wegerbauer asked if the Town would have to maintain a recycling center even if we don't continue with a Transfer Station. Holder replied that he had contacted our MassDEP liaison to obtain a formal answer to that question. He has asked if there are regulations or ordinances which specifically clarify requirements. Once he hears back he will inform the Board.

Wegerbauer introduced the Town Administrator who had circulated to the Board a memorandum regarding advantages or disadvantages of an Enterprise Fund and of the General Fund. For the Enterprise Fund the main advantage is future flexibility in terms of operations of a Transfer Station or potentially curb-side pick-up. The disadvantage is that the Enterprise Fund would be expected to carry the burden of capital items. For the General Fund, the main advantage is the ability to adjust the budget to reflect market conditions, which have been particularly volatile. The main disadvantage is that operational changes that significantly change expenses would need to be evaluated against the needs of all other Town departments.

If the BoPW decides to opt to move directly to an Enterprise Fund, then the Finance Committee will need to know by January 15, 2021. Such a transition would need a Town Meeting vote. The Town Administrator explained that this would be a three stage process. Firstly the Town would vote to set up an Enterprise Fund for the Transfer Station. Secondly the Town would vote a budget for it. Thirdly, the Town would vote the dissolution of the Revolving Fund with any resulting funds transferred to the Enterprise Fund.

Holder knew of no other municipality that operated their Transfer Station as a Revolving Fund. Goldsmith pointed out that Southborough is run as an Enterprise Fund but that 22.5% of their revenue comes from taxes. Wegerbauer said he was in favor of an Enterprise Fund as long as the Transfer Station can rely on support from the General Fund if necessary.

Mishara moved that the Transfer Station should be established as an Enterprise Fund. Lowery 2nd. Goldsmith made an amendment that the motion should include a mechanism for the town to subsidize the Transfer Station, if required. Lowery 2nd the amendment. Wegerbauer asked for a roll call for the amendment vote.

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

Wegerbauer asked for a roll call vote on the first motion.

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

Mishara thanked the Town Administrator for her very helpful memorandum. Holder confirmed that he would work with the Town Administrator preparing the articles for the Town meeting.

Items Not Included in the Packet for Discussion

- Town Administrator Memorandum re: TS financial structure
- Best-practice-Enterprise Funds primer
- Southborough TS Funding PPT

Transfer Station Initiatives – Discussion and Possible Vote

The Board discussed purchasing a shed for book sharing. Concern was expressed about COVID and whether it was wise to share books when even libraries have been closed. Next, metal recycling was considered. The Board talked about opening a container to collect metal from all residents, not necessarily only Transfer Station users. Lewis suggested instituting a cardboard day similar to the shredding event proposed for next spring. The Board agreed that a curbside pickup study should be done. This is to be added to the Parking Lot list.

Proposed CPC Projects – Discussion and Possible Vote

The Community Preservation Committee (CPC) have received \$252,000 in State funding this year. Goldsmith informed the Board that the CPC are requesting project proposals by January 4th, 2021 and those received will be approved at their scheduled meeting on January 6th, 2021. Goldsmith suggested that the North Cemetery wall collapse would be a possible project particularly in light of its historical significance to the Town. Lowery suggested improving the dam and walkway at the Mill Pond. Holder agreed that this work was needed but that he was unable to take on large projects since the DPW were already working on 15 active projects at present. It was agreed that Holder and Lowery would prepare the proposal for the North Cemetery wall repair, and Lowery would prepare the Mill Pond proposal. Goldsmith would attend the CPC meeting and champion the two proposals.

Items Not Included in the Packet for Discussion

- CPC form/info

Director's Operational Report

Holder explained that the DPW had lost a number of plow contractors for various reasons. Adverts had been placed on social media sites and a number of people had called as a result.

Holder had been interviewed by Susan Wagner on WayCam about the Department's snow response on December 5th. Also Julie Secord had invited him to take part in a Council on Aging Zoom program regarding the Transfer Station and its services. Mariann Maloney had joined him. This was part of a series of monthly programs where heads of different departments were invited to talk about issues of interest and participate in a question and answer session.

The Wayland Hills paving which started in October has been delayed due to covid issues and weather conditions. The work will be finished in the spring.

The Vactor repair is progressing. Holder has prepared itemized cost valuations for Finance Committee review at their next meeting.

Holder updated the Board on the wireless meter installation. The software lease has been signed. Discussions are underway with the cell tower management to obtain space on the tower. The assistant town administrator has been tasked for help with procurement issues. The next step is to issue the IFB for installation.

Holder reminded the Board that a cemetery deed required signing. Wegerbauer made a motion that Lewis continue to sign these on behalf of the Board while remote meetings were taking place. Mishara 2nd and a roll call vote was taken.

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

Items Included in the Packet for Discussion
- Director's Operational Report

October Financials

The Board asked Holder to explain the Transfer Station available balances. Holder explained that since the Transfer Station was currently a revolving fund, no budgets appear in MUNIS. However for purposes of internal control by the DPW, a budget was prepared as a guideline.

Lewis asked if information concerning uncollected water revenues could be added to the financial summary. Holder said that he would look into the feasibility of doing so.

Items Included in the Packet for Discussion
- Summary of Transfer Station Financials for YTD October 31st

Board Members' Reports, Concerns and Updates

- Cochituate Field, Gate/Closing

Lowery outlined his concern regarding the Cochituate playgrounds. He stressed that it was important to protect residents, and since the playground was open and unsupervised, it could result in the spread of coronavirus. He moved to direct the DPW to build a gate at the Cochituate playground and ensure it was locked. Goldsmith 2nd. Wegerbauer invited discussion.

It was agreed that the BoPW Chair should speak with the Board of Health Chair. This item to be left open until our next meeting.

- Traffic Calming Policy Review

The Board asked Mishara to update the language in the town's traffic calming policy. In particular Mishara should clarify the town's policy regarding lights at crosswalks and who is responsible (the Board of Selectmen or the BoPW).

- Wayland Town Pool Water Balance

Holder will work with the Treasurer/Collector and Town Administrator to ensure that the demand for payment will go out in the next few weeks. Holder assured the Board that efforts were being made to clear the bill. He explained that it was not typical for Water Departments to

send out demand letters. Usually Water Departments send out bills and the Treasurer/Collector deals with payment. He is working to come to an agreement as to Town roles and responsibilities regarding this issue.

Short/Long Term Goals – Parking Lot/Follow Up Items – Annual/Recurring Item Schedule

Wegerbauer invited the Board to review the information provided for discussion. The following items were added to the Parking Lot list:

- Transfer Station vs. curbside pickup study (Goldsmith suggested perhaps hiring a consultant to analyze the impact of options might mean for Transfer Station finances).
- An item for the next agenda is to review Cochituate playgrounds – Board of Health response
- MWRA option review.

Items Included in the Packet for Discussion

- Information prepared by Mike Wegerbauer

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

None.

Review and Approve the Minutes of the 11/24/2020 Meeting

Lewis made a motion to approve the minutes of the 11/24/2020 as amended. Lowery 2nd, and a roll call vote was taken.

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

Items Included in the Packet for Discussion

- 11/24/2020 BOPW Meeting Minutes Draft

Set Future Meeting Dates

The next meeting will take place on January 12th, 2021 at 5 pm, followed by a meeting on February 9th at 5 pm. All BoPW meetings will be held remotely until further notice.

Adjourn

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

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

Meeting adjourned at 7:02 PM.

Respectfully submitted,
Anita Martin
Business Manager