

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
July 30, 2019

MEETING MINUTES

Present: M. Lowery (Chair), C. Lewis (Vice Chair), T. Abdella, J. Mishara, M. Wegerbauer (remotely by telephone)

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

Others Present: Dave D'Orlando (Commissioner of Trust Funds), Margo Melnicove (member of public)

Meeting opened at 7:00 PM.

Lowery noted that the meeting would be recorded by WayCam.

Martin advised that she was making an audio recording of the meeting which would transcribe itself.

Lowery reviewed the agenda.

Announcements

No Announcements noted.

Public Comment

No Public Comments

195 Main Street – Discussion and possible vote to rescind the motion taken on October 19, 2016

As per schedule at 7:05 pm Wegerbauer joined Board on telephone to take part in this item discussion and possible vote. Mishara pointed out that even though all Town Boards and Commissions have been given notice of this meeting, and the possible vote, no representatives are in attendance.

Lowery reiterated that it is not up to the BoPW to decide what should happen to this land. Rather it is up to the Board to make it available to the Town to be used as the Town sees best, as long as DPW itself doesn't need the use of it. Holder confirmed that the DPW did not need it. Lowery stated that if the BoPW votes to rescind the October 19, 2016 motion then he will request the Town drafts an agreement to be approved at Town Meeting.

Lowery asked if there was any reason not to do this. Since no reason was offered Mishara made a motion that the BoPW rescind the motion of October 19, 2016. Lewis 2nd, and a roll call vote was taken.

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

Items Included in the Packet for Discussion

- Property at 195 Main Street documentation, including original October 19, 2016 motion

Cemetery Trust Fund Management - Discussion of Fund Statement

Holder made available documentation for consideration during discussion. D'Orlando, the Cemetery Commissioner, described the role of the Commission namely to manage all three cemeteries in the Town of which two are active presently. He then explained the Cemetery Funds documentation in detail including the role of Bartholomew & Co., the investment company used to manage funds. They take a conservative position taking the average of 20 trailing quarters. 6% return of which less than 3.4% of the total balance of the fund recommended sustainable drawdown resulting in approx. 2.5% growth.

D'Orlando explained that there were two fund balances to consider, namely Perpetual Care and Robsham Cemetery Trust. Their balance as of 06/30/2019 was \$1,618,204 consisting of a Perpetual Care balance of \$1,559,407 and Robsham Cemetery Trust balance of \$58,797. The annually requested use of funds by the Park Division consisted of Salaries of \$50,000 per annum and Landscape Materials of \$5,000 per annum.

The Robsham Cemetery Trust consists of a capital account of which \$28,000 is not expendable. Previously \$12,000 was used for cemetery expansion.

The Perpetual Care fund is augmented by the sale of cemetery lots, for example, a single grave fee is \$840.00 of which \$510.00 goes to the Perpetual Care fund. Burial Fees go to General Fund account. Cemetery Burial Fees amount to \$42,000.00 - \$49,000.00 per annum.

Lewis suggested that the BoPW meet with a Cemetery Commissioner at the end of each fiscal year from now on. Wegerbauer asked Holder to explore if Cemetery Burial Fees supplement the Parks Division Salaries Line and confirm that this is so.

Items Included in the Packet for Discussion

- cemetery funds documentation

Town Manager Act – Discussion to identify areas of concern that might affect how the DPW operates or affect how the BOPW interacts with the DPW

Lowery reported on his anticipated meeting with Doug Levine. Lowery will update him regarding Board Members' concerns. Lewis has printed his views and forwarded them to Cherry Karlson (Board of Selectmen). Lowery has also given feedback on certain points to Lea Anderson (Board of Selectmen) which subsequently influenced the present draft. BoPW

members to send specific concerns to Holder for Martin to compile and convey to Levine for consideration.

Items Included in the Packet for Discussion
- Town Manager Act

DPW Director's Operational Report

Holder reported on the parking issues at the Library. Rail trail users leaving cars at the Library results in reduced parking for patrons and staff. Town Administrator and Town Planner are now involved. Options are under consideration including parking at Stop and Shop.

Natick Route 9 Project – bridge over route 9 will be coming down end of September/early October over a three night period and traffic will be diverted into Wayland from 10 pm to 5 am on the third night. Details will be posted on social media.

Lowery asked about progress with obtaining Purchase Orders. Holder shared that DPW's ability to purchase at present is severely restricted. He spends about 70% of his time on this and Martin spends nearly 100%. Holder described the activities undertaken and the list of all those involved in the approval process including the Town Administrator. Holder to continue to refine the Financial Report developing a way to show reducing balances on Purchase Orders.

Items Included in the Packet for Discussion
-DPW Operational Report

Wegerbauer signed off at 8:22 pm.

Board Members' Reports, Concerns, and Updates

Spencer Circle Easements – Mishara reported that the Town is revising the easement language over the next couple of weeks.

Status of Town Meeting/CPC funded Boat Access Ramp on Dudley Pond – Holder reported that no change on planned progress, matters in hand.

Transfer Station – Holder will attempt to arrange a shuttle bus to collect Board members and other meeting attendees from 66 River Road at 7:00 pm on August 20th to visit the Transfer Station Access Road Improvements, and then will return to DPW Building to continue scheduled Board meeting.

Dudley Pond – Lowery pointed out that the outlet is temporarily blocked during a herbicide application. Holder shared that the Stormwater presentation to the Board of Selectmen on the prior night was well received and will be found on the DPW Water Division webpage.

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

None were presented.

Review and Approve the Minutes of the 6/04/2019 Meeting

The minutes were approved subject to amendments being made.

Mishara made a motion to approve the minutes of the 7/16/2019 meeting as amended.

Lewis 2nd, all in favor.

Items Included in the Packet for Discussion

- 7/16/2019 BOPW Meeting Minutes Draft

Set or Confirm Future Meeting Dates & Topics / To-Do List

8/20/2019, 9/03/2019 and 9/17/2019 anticipated future meetings.

To-Do List:

195 Main Street

- Since the BoPW voted to rescind the October 19, 2016 motion Lowery will request the Town to draft an agreement to be approved at Town Meeting.

Town Manager Act

-Lowery asked the BoPW members to send specific concerns to Holder. Martin will compile and send to Levine for consideration.

Transfer Station Access Road Project

- Weston & Sampson are tasked with obtaining the Certificate of Completion.

Cemetery Trust Fund Management

- Holder to explore if Cemetery Fees supplement the Parks Division Salaries Line and confirm that this is so.

Director's Operational Report

- Holder to continue to refine the Financial Report developing a way to show reducing balances on Purchase Orders.

Mishara made a motion to adjourn.

Lewis 2nd, all in favor.

Meeting adjourned at 8:47 PM.

Respectfully submitted,

Anita Martin

Business Manager