

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
September 3, 2019

MEETING MINUTES

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

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

Others Present: George Uveges (Finance Committee BOPW Liaison)

Meeting opened at 7:00 PM.

Lowery reviewed the agenda.

Announcements

- Abdella leaving Wayland - stepping down from BOPW as of 9/4/2019.
- Financial Summit to be held at 7:15 pm on 9/9/2019 in the Town Hall.
- Energy & Climate Committee Hazard Warning Plan to be presented to the public and responses to be solicited.
- 9/17/2019 is the closing date for appeals re: Private Road Plowing.
- Historical Commission proposal to repair a fence, and install LED lighting, at the 1st Parish Church Wayland (located at route 27/20 intersection).

Public Comment

Lowery passed on a citizen's praise for a Water Division employee who was particularly helpful.

Purchase Requisitions Approval Process and Backlogs

Holder reported back on a meeting with the Town Administrator (T.A.) and Assistant Town Administrator. Of the 149 purchase requisitions in the system, a further 16 had been converted this week bringing the total to 74 converted to date. Another meeting will take place on Thursday September 12th. Communications opening up. Lowery asked if any learning is happening in terms of how the process is structured. Holder shared that a change in procedure was being considered. The current procedure requires waiting for the conversion of the requisition to a purchase order before spend is committed. The proposed procedure would mean that once the T.A. approves a purchase requisition it would then be converted to a Purchase Order. Holder to consider metrics to monitor purchase requisition approval progress.

Initial Discussions/presentations FY2021 Capital Budget

The DPW 5-Year Capital Plan was reviewed by the Board with particular emphasis on FY2021 proposals. Holder elaborated on each FY2021 line item. The CIP Forms were also available. Uveges pointed out that the Finance Committee and others will consider each capital item spend in the light of previous actuals and the capability of DPW to actually spend the money. He advocated thinking of projects in terms of a two year model with design being done in the first year and construction in the second year.

Amendments were made and the revised Capital Plan FY2021 will be presented at the next BOPW Meeting on September 17th for approval.

Items Included in the Packet for Discussion
- proposed DPW 5-year Capital Plan

Item Not Included in the Packet but Presented at Meeting
- A CIP form for each Item under Review for FY2021

DPW Director's Operational Report

The Annual Report is due September 30th.

The work proposed at 265 Concord Road was discussed and Lowery would like the Board to review this permit application and process. The High School Field project is going well and the DPW commitment to the Mass DOT Property site preparation will be less than \$10,000 in total. Road Paving will be brought onto a December to December cycle. Cochrane and Commonwealth Roads will be paved as night work.

Holder informed the Board that he will be arranging a meeting with the Finance Director and T.A. to discuss Transfer Station financing. For FY2021; he sees the Transfer Station being incorporated as a DPW Division and no longer remaining as a revolving fund.

Items Included in the Packet for Discussion
-DPW Operational Report

Status Update on RFP for Meter/AMR Installation

During the 07/30/2019 BOPW Meeting the Board had requested clarity as to who is doing the work, the schedule and identification of the tasks requiring completion. The Town Administrator took responsibility for moving this forward and provided the requested Advanced Meter Reading Project Procurement Timeline memorandum in time for this meeting. The Timeline was welcomed although it was noted that implementation was going to take longer than expected.

Lowery noted that Abdella had been a BOPW representative on the Evaluation Committee with Wegerbauer. He needed to be replaced immediately since this committee will be active on September 11th, September 18th and November 15th as per the AMR Procurement Timeline.

Mishara made a motion that Lowery should replace Abdella.

Lewis 2nd, all in favor.

Board Members' Reports, Concerns, and Updates

GIS data access for the BOPW

- Lowery shared that the GIS Coordinator had provided him with data upon request.

Status: Selectmen's response regarding project to create laydown area on land south of Route 20

- The Board discussed the need to pin down what the Town will do to ensure DPW has a laydown area before we give up any existing space. A material management area is a DPW necessity and perhaps a more formal process should be established. The Board agreed that Lowery should send an informal email to the Board of Selectmen; copied to the T.A.

Status: Town obtaining easements for open stormwater drainage system involving 14 Stanton and other properties

- Holder to establish a drainage easement evaluation process to be applied consistently across all properties and situations. It should contain a criteria and checklist.
- The Selectmen are to consider easement language at their September 9th meeting. The BOPW will be asked to consider more technical issues following this. Mishara suggested that Holder could be the reviewer on behalf of the BOPW.

Status: Legal Resources for Water Regulations Review

- Holder invited to teleconference with KP-Law.

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

None were presented.

Review and Approve the Minutes of the 8/20/2019 Meeting

The minutes were approved subject to amendments being made.

Mishara made a motion to approve the minutes of the 8/20/2019 meeting as amended.

Lewis 2nd, all in favor.

Items Included in the Packet for Discussion

- 8/20/2019 BOPW Meeting Minutes Draft

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

9/17/2019, 10/01/2019 and 10/15/2019 anticipated future meetings (1st and 3rd Tuesdays of month).

To-Do List:

DPW Capital and Operating Budgets

- Prepare in accordance with Town Timetable. Present Capital Budget to BOPW for approval and Operating Budget for review and discussion at 9/17/2019 Meeting.

Purchase Requisition Approval Process and Backlogs

- Holder to consider metrics to monitor purchase requisition approval progress.

Easement Policy

- Holder to establish a drainage easement evaluation process to be applied consistently across all properties and situations. It should contain a criteria and checklist.

Material Management Area

- A material management area is a DPW necessity and perhaps a more formal process should be established. The Board agreed that Lowery should send an informal email to the Board of Selectmen; copied to the T.A.

Director's Operational Report

- The work proposed at 265 Concord Road was discussed and Lowery would like the Board to review the permit application and process.

Mishara made a motion to adjourn.
Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:43PM.

Respectfully submitted,
Anita Martin
Business Manager