

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
November 15, 2022

MEETING MINUTES

Present via Zoom: C. Lewis (Chair), S. Greenbaum, M. Wegerbauer. Also present: Carol Martin (Select Board Liaison), Robbie Bullard (Zoom Moderator).

DPW Staff in Attendance via Zoom: Tom Holder (Director), Joe Doucette (Superintendent), Don Millette (joined approximately 6:25 PM).

Meeting was conducted remotely via Zoom. Meeting opened at 6:00 PM.

Announcements

None.

Public Comment

Kay Gardner-Westcott attended to address the Cemetery Assessment Report that she had sent in. She had been expecting to speak on this at the previous BoPW meeting, but ultimately she and her group had notified the Board that they were unable to attend. She said that there was a December 1, 2022 deadline to request Community Preservation Act (CPA) funding, and so they would have to proceed with this before the next BoPW meeting.

PFAS Update

Tom Holder gave the update. He said the treatment system was fully operational and had been for some weeks, after the piping repairs that they had made. He also said that samples taken downstream of the treatment system had returned non-detect levels of PFAS, indicating that treatment was working as intended.

Mr. Holder noted that the system was working at lower pressures than originally anticipated, as they were running only two wells out of three, due to the unexpected repairs. He said that the DPW were looking at options to potentially increase volume.

There was discussion of updating the PFAS website with the most recent information; Mr. Holder said that he would follow up about this.

Wegerbauer brought up the possibility of reconfiguring the system to allow for water mixing, as proposed at the previous BoPW meeting. Mr. Holder said that the DPW was not currently considering this, but that he would look into it. He noted that the original stated goal was to produce non-detect water, and that mixing would be a compromise option; he acknowledged, however, that this goal was based on the assumption that the system would be supplying a much higher volume of water than it was.

Emergency Hultman MWRA Connection Update

Mr. Holder gave an update. He said that the contract with Kleinfelder had been signed for the design, permitting, and bidding portions of the project. He also said that the DPW had met privately with the MWRA to plan specifics. He emphasized that MassDEP would play a critical role in determining water blending ratios. He tentatively anticipated a July 2023 activation date.

Developing a Comprehensive Near-Term Water Plan

Tom Holder emphasized that the EPA's changing federal guidelines would likely have the greatest impact on the Town's plans over the next five years. Some of the levels that the EPA were proposing were not yet even detectable by most testing methods. He also said that, contrary to what some believed, the EPA and MassDEP might not provide grant money or other assistance to municipalities to help them meet new requirements.

Permanent MWRA Metro West Deep Tunnel Update

Tom Holder gave the update. He said that the connection would be at Elm Street, and they were evaluating two different options for transporting the water: either a pump station near Wallace Road, or piping to Happy Hollow and installing a pump station there. He said they would evaluate the terrain for the latter option soon.

Wayland Board of Public Works and the Town Manager Act

Greenbaum reviewed the DPW Act and what powers and responsibilities it established. She also reviewed the sections of the Town Manager Act that affected the BoPW as an elected board. She emphasized that Section 8A of the Town Manager Act preserved some preexisting jurisdictions, including the BoPW's (since it was previously established in the DPW Act).

Carol Martin noted that multiple colleagues had disagreed with former Acting Town Manager Stephen Crane's previous assertion of jurisdictional and policy changes under the new Town Manager Act.

There was discussion of publishing a BoPW Mission Statement or Statement of Jurisdiction on the website. There was also discussion of whether to wait until a permanent Town Manager was found to proceed with the South Route 20 Landfill plans. There was discussion of possibly forming a Working Group to coordinate between the BoPW and Select Board. Carol Martin noted that the Town Manager appointed such groups; Tom Holder said he would reach out to Acting Town Manager John Bugbee to see if he could gauge interest within both Boards.

Included in the packet for discussion: documents prepared by Sherre Greenbaum.

South Landfill

Tom Holder gave an update. He said they had met with MassDEP regarding the test pits they had dug to assess the landfill cap, as well as a few overarching categories of proposals the Town had for the land. Mr. Holder said the most immediate takeaway from this meeting was that Wayland needed to condition the cap by cutting down trees, grinding the stumps, and installing groundwater monitoring wells. He emphasized that conditioning measures would need to be taken regardless of how the Town ultimately used the land. Mr. Holder said he would provide cost estimates for this work soon. He said the work would likely need to be outsourced, as DPW Staff would have to neglect other essential duties in order to perform it.

There was discussion of vegetation screening for the area along the roadway. There was also discussion of the possibility of using CPA funds for some of the work. Tom Holder said he believed it was necessary under the Town Manager Act for CPA fund requests to go through the Town Manager; he said that he would reach out to Acting Town Manager John Bugbee about this.

Mattress and Boxspring Fee Adjustment

Tom Holder gave an update. He reminded all present that the BoPW had previously voted to itemize charges for some bulky item disposal. He said, after contacting multiple companies, that it would cost the Town \$50 to dispose of a boxspring or non-recyclable mattress—this latter category was usually determined by heavy soiling. (He said that the cost for recyclable mattresses was still \$25.) The current Transfer Station fee for these was \$25, so Mr. Holder was asking for a commensurate increase.

Wegerbauer made a motion to increase the fee for non-recyclable items, such as mattresses or boxsprings, from \$25 per item to \$50 per item. Greenbaum seconded, and a vote was taken.

Lewis aye, Greenbaum aye, Wegerbauer aye. Motion passed (3-0-0).

Included in the packet for discussion: Memorandum of itemized charges previously approved by the BoPW, as prepared by Tom Holder.

Discussion of DPW Capital Budget

Tom Holder gave an update. He said the draft Capital Budget had been submitted to the Finance team, and that they were currently reviewing it. He said there was some confusion or disagreement among the DPW and the Finance Director and FinCom about how flexible this long-term budget could be.

Carol Martin clarified that the new 5-Year Capital Planning process was meant to reduce the occurrence of Capital funds being appropriated but unspent. She noted that there were currently 140 appropriated but incomplete projects in Town.

There was discussion of the new Project Manager position that had been approved the past year. Tom Holder clarified that they had interviewed some candidates and made an offer to a very promising one, but that the candidate declined based on the salary offer. He said that they had since resumed the Project Manager search.

There was discussion of funding for the permanent and emergency MWRA connections. Carol Martin clarified that the Select Board had already approved the use of ARPA funds for design and construction of the emergency connection. She

said that similar funds for the design of the permanent connection were being considered.

Discussion of DPW Operating Budget

Tom Holder gave a brief review of the Operating Budget process thus far. He noted that the DPW were resuming the use of seasonal employees. He also pointed out that they were recommending an increase in the budget for Snow and Ice. He said that their Training budget had also increased, partially due to licensing fees for employees (which were determined by the Federal Highway Administration). He said that, even with all the increases, they had been able to remain within the requested total budget increase of 4.5% (excluding Utilities).

Discussion of Cemetery Budget, Costs, Endowment and Fees

Joe Doucette gave an update. He briefly reviewed the income from Cemeteries, primarily from sale of lots. He clarified that about 25% of the money from these sales went into a Capital account, and about 75% went into a Trust Fund. He said that, in FY22, \$16,342.50 into the Capital account as a result, and approximately \$40,000-50,000 into the Trust. He said that the total balance of the Capital account, used for cemetery expansion, was \$72,465.73. He noted that the DPW made a withdrawal of \$55,000 annually, which went toward salaries and supplies. All other income from Cemeteries, such as burial fees and foundation setting, went back into the Town's General Fund. In FY22, this contribution was \$35,380. Mr. Doucette said that Wayland's fees were slightly below the average for comparable Towns; he said that he would have suggestions soon for possible updated fee structures.

Update on Weston Day Care Center

Wegerbauer gave an update. He said they were still waiting on files from the Town Manager's office to best understand where they stood.

Tom Holder said that the project applicant had met with MassDOT a few weeks prior, after which Wayland reached out to MassDOT. He said that the main option under consideration was a curb cut on Plain Road in Wayland, which would require a DPW Staff review beforehand. There was also the possibility that it would require Planning Board approval, as it was a Scenic Road. Mr. Holder said that they had not yet had the opportunity to express the BoPW's objections to the left turn-only proposed for the Plain Road exit.

Mr. Holder emphasized that, whatever determinations the BoPW ultimately made regarding the curb cut, it was not in their purview to halt the daycare project and related traffic altogether. He said that MassDOT had stated clearly that the location did not meet the Warrant requirements for installing a traffic light.

Website Update

There was discussion of making general improvements to the website. There was also discussion of making more regular updates to it. Greenbaum suggested that the site might need a major overhaul. Tom Holder suggested that she might review the website with a member of Information Technology (IT) Staff in real time to propose improvements. Greenbaum agreed to this.

Director's Report

Tom Holder reviewed his monthly report. He highlighted the building permits necessary to install the cell tower data collector for remote meter readings; he said that they had finalized these permits, and they were now awaiting installation. He emphasized the need for large-scale public outreach regarding installation of the new meters and the new meter-reading process generally. Mr. Holder anticipated that the system would be fully installed and converted by around November or December 2023.

Included in the packet for discussion: DPW Director's monthly report.

Project Update

Tom Holder reviewed his prepared list of Town projects that were active, completed, and delayed (or on hiatus). All present agreed that this was very helpful. There were some suggestions for slight reorganization of the information. Wegerbauer also requested that Mr. Holder add anticipated completion dates to the list of active projects.

There was discussion of the status of some individual projects, in particular the Parkland Road sidewalk project and the Concord Road drainage improvements. The Town had engaged a contractor for the former, and the latter would need to be completed between August-October 2023, as the order of conditions required that the work be done in dry weather. There was also discussion of the water tank rehabilitation funding: Mr. Holder explained that the needs of the project had

changed, and it was no longer necessary to remove a concrete roof that had seemed to pose a threat of collapse. As a result, those funds would be reappropriated. Joe Doucette said that the Pemberton Road traffic calming project was waiting on equipment coming from Canada, which was delayed due to supply chain issues.

There was discussion of the aqueduct crossings not officially being open yet; Members emphasized that the public seemed to believe that they were already open. Wegerbauer also asked about some crosswalks that had not been included in the previous meeting's list. Mr. Holder said that DPW could handle signage and road painting, but that they did not have funding to perform full ADA improvements at the locations in question. He also noted that the Conservation Commission was the organization that identified the three aqueduct crossings for improvement. Mr. Holder said that he would bring Wegerbauer's concerns about improvements at the other crossings to the Safety Department.

Included in the packet for discussion: list of completed, active, and delayed projects, as prepared by Tom Holder.

Water at the Schools

Greenbaum said she had been contacted by a member of the public expressing concern that the water fountains had been turned off at the Schools. (She noted that she was unsure about the BoPW's purview with regard to this issue.) Tom Holder said he believed that the Schools were considering large-scale water filtration; he emphasized that the DPW did not have a say in this decision. He said that there is a School Committee meeting planned at which he was scheduled to speak about PFAS treatment, but that it had been canceled. He requested that future questions about water at the schools go through the Schools' Business Manager, Tom LaFleur, who had more information about the Schools' plans.

Cost and Value of Food Scrap Recycling Program

Joe Doucette gave an update. He said that the program had been running since April of 2022. He said that, so far, total rubbish had been reduced by about 44.8 tons of material compared to the previous year, representing a savings of between \$1,500-\$1,700. He emphasized that it was not possible to be sure how much of this reduction could be attributed to the food scraps program, but that it was the right thing to do, regardless.

Shredding Event Statistics and Plan for 2023

Joe Doucette gave an update. He said that the recent shredding event was well attended, seeing between 70-100 cars. He estimated that they collected and shredded 5 tons of material. Tom Holder said that the cost for the event was about \$1,500, which had come out of the Transfer Station budget. He said that the Town received a credit of \$5,400 from the MassDEP dividends program, in part because they ran these shredding events.

Wegerbauer reiterated his previous concern that the event had not been held at the Transfer Station, saying that an original purpose of it was to promote Transfer Station sticker sales. Mr. Doucette highlighted the traffic problems that the event caused when it was held at the Transfer Station in May 2022. There was discussion of various ways to use the event to promote the Transfer Station, including the possibility of requiring a sticker to attend, or making the event free to sticker holders while charging a fee to others. All agreed to continue discussing options.

Status of Town Pool Water Bill

Tom Holder said that, as of November 14, 2022, there had been no payments made to the outstanding Town Pool Water bill.

Set Dates for Upcoming Meetings

Lewis reminded all present that the BoPW were scheduled for a hybrid meeting with the Select Board on Monday, November 21, 2022, to vote on two potential new BoPW Members.

The next regular BoPW meetings were set for December 20, 2022, January 24, 2023, and February 21, 2023. There would be an additional meeting, tentatively scheduled for December 13, 2022, focused on an update from Kleinfelder.

Board Members' Reports, Concerns and Updates

Greenbaum brought up the possible need to vote on revoking the emergency water restriction. Tom Holder said that it was already the DPW's intention to remove the restriction. There was discussion of whether the bylaws required a vote to authorize the DPW to do so. Don Millette said that they had just received notice from the Drought Task Force that they were no longer in a severe drought. Lewis suggested putting the issue on the agenda for the November 21, 2022 meeting, but

after discussion, it was agreed that a vote on this item could take place during the “Topics Not Reasonably Anticipated” portion of the current meeting.

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

Wegerbauer made a motion to authorize the DPW Director and Water Superintendent to lift the emergency water conservation restriction. Greenbaum seconded, and a vote was taken. Lewis aye, Greenbaum aye, Wegerbauer aye. Motion passed (3-0-0).

The draft Minutes of the September 20, 2022 meeting had been submitted within the previous 48 hours, so there was discussion of whether to review and vote on them at this meeting. It was decided to save this until the next meeting.

Included in the packet for discussion: draft Minutes of September 20, 2022.

Adjourn

Wegerbauer made a motion to adjourn. Greenbaum second, and a vote was taken.

Lewis aye, Greenbaum aye, Wegerbauer aye. Motion passed (3-0-0).

BoPW meeting adjourned at 9:07 PM.

Respectfully submitted,

Erin Callahan
Minutes Taker