

# **WAYLAND BOARD OF PUBLIC WORKS**

DPW Facility  
66 River Road  
Wayland, MA 01778  
October 1, 2019

## **MEETING MINUTES**

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

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), Cherry Karlson, (Chair Board of Selectmen), Doug Levine (Board of Selectmen BOPW Liaison)

Meeting opened at 7:04 PM.

Lowery reviewed the agenda.

### **Announcements**

None

### **Public Comment**

- Email from Carol Plumb – Maintenance of Loker Conservation Area

The Board considered which Departments had responsibilities pertaining to the Loker Conservation Area with a view to clarifying DPW responsibilities. With respect generally to signs, it was noted that there is not a clear delineation of maintenance for Town signs. In addition the condition of signs needs to be addressed and who is responsible should be the subject of a future meeting. It was agreed that DPW are responsible for collecting trash and issues regarding the roadway, otherwise Conservation and Recreation were responsible. Issues regarding trails are to be discussed between DPW and Recreation.

### **Presentation & Discussion – Selectman Doug Levine on proposed Select Board/Town Manager Act**

Levine talked through the principal features of the Town Manager Act and its implications as to the operation and management of the DPW, including the role of the Board. He did this in the context of the wider picture of how neighboring Towns were organizing themselves and why. He made the point that the Town of Wayland has 40-45 Boards and Committees whereas Wellesley has half that with twice the town population. He also talked of recent changes by Massachusetts regarding Public Records in an effort to ensure greater transparency. Mishara had concerns regarding Section 3.3 (Personnel Authority and Responsibilities) and Section 7 (Conflict with

Other Acts or Town Code) of the proposed Town Manager Act. He suggested modifying these sections. Lowery pointed out that a Memorandum of Understanding outlining the role and responsibilities of the BoPW was agreed in 2012. Levine explained that the proposed Town Manager Act would supersede any such previous agreements. Lowery asked Board members for comments in writing. He ask that they consider only issues pertaining to the DPW. These are to be discussed at the October 15<sup>th</sup> Board Meeting. Lowery pointed out that the BoPW will not take a final position on the Act, and any effect on the DPW, until the proposed Act is its final iteration.

***Items Included in the Packet for Discussion and Vote***

*- Most Up-To-Date Version of The Town Manager Act from the Town Website*

**FY2021 Operating Budget – Discussion and Vote**

Wegerbauer asked about what could be spent in the Snow and Ice Budgets. A discussion ensued attempting to pin this down. Deficit spending can only be for items which are exclusively related to snow and ice activity, for example plow or sander repairs. Transmission issues for a truck used all year would not be paid for from snow and ice. Holder explained that money reflecting previous year spend, on vehicle repairs during the winter, has been included in increased budgets elsewhere in the operating budget.

Wegerbauer made a motion to approve FY2021 Operating Budget subject to the adjustments in Vehicle Repair accounts described by Holder.

Mishara 2<sup>nd</sup>, all in favor.

***Items Included in the Packet for Discussion***

*- Proposed DPW FY2021 Operating Budget*

**Director's Operational Report**

Holder reported that DPW are paving Commonwealth Road westerly to the Town Line. The Bus Company area is ready and Rte. 20 Water Main work is starting at Russell's on October 14. The Touch-a-Truck event was very well received, although numbers attending were less than last year due in part to the Town Carnival being held in the same location the previous week. Hydrant flushing will occur in several Town zones over the next five weeks.

**Water Regulations – status, possible scheduling of a hearing**

Comments are awaited from the Fire Chief and the Health Director.

**Redevelopment of South of Rt. 20 Landfill – status of request to Selectmen**

Lowery stated that this item needs to be on the Selectmen's agenda. Over the winter we need to start the design process and the Selectmen should coordinate the convening of all interested departments, such as School, Recreation etc.

### **Consideration of possible recommendations to fill term of T. Abdella**

Lowery pointed out that Abdella's term ends in April at the time of the next Town Meeting. Therefore this vacant position is to be filled to the end of Abdella's term only. The responsibility of the BoPW is to send the Notification of the Vacancy to the Board of Selectmen, it is not to recommend candidates.

Mishara made a motion to send the Notification to the Selectmen.  
Wegerbauer 2<sup>nd</sup>, all in favor.

### **Designate representative to Wayfaring and Signage initiative**

Following a discussion in which Christopher Lowery spoke from the floor, outlining ideas including examples of the way signage employed at the Natick Mall, Wegerbauer made a motion that Christopher Lowery should be designated as the BoPW representative.

Mishara 2<sup>nd</sup>, all in favor.

### **Board Member's Reports, Concerns, and Updates**

- Purchasing PO request turnaround time – status

Presently DPW adding new requisitions to list. Presently the number of newly created requisitions are balanced by the number being converted to Purchase Orders. Weekly meetings with Town Administrator provide guidance to improve Purchase Order process.

- (MW) Status of AMR procurement

RFP approach working well. Next will be the IFB stage.

- (JM) Status update (if any) Spencer Circle

Scheduled to go to Board of Selectmen to consider language. There have been substantive discussions and project moving forward.

- (MPL) Temporary signs placed in the road right of way

This is a topic which will require attention at a future meeting.

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

- Designate participant for Stormwater Task Force

The Board recognized the particular interest of Lowery in this issue.

Lewis made a motion that Lowery be designated as the BoPW representative.  
Wegerbauer 2<sup>nd</sup>, all in favor.

### **Review and Approve the Minutes of the 9/17/2019 Meeting**

Wegerbauer made a motion to approve the minutes of the 9/17/2019 meeting as submitted.

Lewis 2<sup>nd</sup>, all in favor.

#### ***Items Included in the Packet for Discussion***

- 9/17/2019 BOPW Meeting Minutes Draft

Lewis left meeting at 9:30 pm.

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

10/15/2019, 11/05/2019, 11/19/2019 anticipated future meetings (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of month).

To-Do List:

DPW Operating Budgets

- Cemetery costs to be separated from Park for FY2022.

Loker Conservation Area

- Clarify DPW's responsibilities regarding trails with Recreation Dept.

Town Manager Act

- Item on next BoPW meeting agenda. Comments in writing from Board members to be discussed then.

Wayfaring and Signage

- Who looks after the DPW's interest regarding Town signage? Issue to be addressed at future meeting.

Material Storage

Need to have this as a Board of Selectmen agenda item. What do we need to do to make this happen? To discuss at a future meeting.

Wegerbauer made a motion to adjourn.

Mishara 2<sup>nd</sup>, all in favor.

Meeting adjourned at 9:43PM.

Respectfully submitted,

Anita Martin

Business Manager