

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law

[www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting)

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Board of Public Works

FILED BY: Anita Martin

DATE OF MEETING: February 4<sup>th</sup> 2020

TIME OF MEETING: 7:00 PM

PLACE OF MEETING: DPW Facility

**NOTE:** Board of Public Works meetings are normally recorded for on-demand streaming by WayCam.

**Board of Public Works - MEETING AGENDA**

Items may not be taken up in the order shown. Items may require more or less time than shown.

- 7:00 Announcements
- 7:05 Public Comment
- 7:10 Spencer Circle Street acceptance – Discussion and possible Vote on Hearing
- 7:25 Sidewalk Improvement Plan Discussion
- 7:40 Water Abatement Request – 36 York Road
- 7:50 Shredding Feasibility/Desirability/Finances Discussion
- 8:10 Transfer Station Finances/Policies Discussion
- 8:20 Director's Operational Report
- 8:30 Discuss and possible vote on FinCom request for reductions in FY2021 operating budget
- 8:45 Board Members' Reports, Concerns, and Updates
  - Report: Chapter 193 regulations - Status
  - Water Regulations progress (awaiting revised draft from TA)
  - AMR - Status Update
- 9:00 Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 9:05 Review and Approve the Minutes of the 1/21/2020 Meeting
- 9:10 Set or Confirm Future Meeting Dates & Topics / To-Do List
- 9:15 Adjourn

**NOTE:** Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda

**NOTE:** Times are approximate and the Agenda Items may not be discussed in the exact order listed

**BoPW Meeting 2/04/2020**

**Announcements**

# **BoPW Meeting 2/04/2020**

## **Public Comment**

**BoPW Meeting 2/04/2020**

**Spencer Circle Street acceptance –  
Discussion and possible Vote on  
Hearing**

**BoPW Meeting 2/04/2020**

**Sidewalk Improvement Plan Discussion**

**BoPW Meeting 2/04/2020**

**Water Abatement Request**

**– 36 York Road**



Town of Wayland  
Board of Public Works  
66 River Road  
Wayland MA 01778

**RE: High water bill for 36 YORK RD, WAYLAND**

Dear Ms. Doucette,

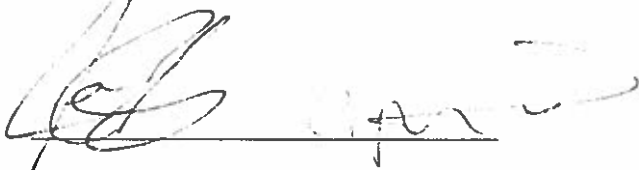
After inspecting our home for suspicious water leaks with the help of a plumber, we found out that the leak was coming from an old toilet in the first floor that was running continuously, which we do not normally use. The problem was last year as we were remodeling our house, we had several construction workers using that toilet, which they left running without us noticing. After the plumbing inspection, the plumber was able to help us resolve the problem which we believe should now be fixed.

Nonetheless we will continue to monitor our water use to make sure that the issue has been resolved. We would kindly request that a smart meter be installed in our home if the town of Wayland is in the process of installing these.

The current water bill came as a surprise to us as we just moved in late last year, and has created significant financial hardship for our family. We therefore request that the bill be reduced by what we believe is a fair value to \$1,600. We calculated this by taking into account normal water use in historical months at this home and multiplying it by the current water rates per 100 cf.

We kindly request that this matter be resolved with the utmost urgency.

Sincerely

A handwritten signature in black ink, appearing to read "Juan and Cynthia Roman", written over a horizontal line.

Juan and Cynthia Roman  
36 York Rd  
Wayland, MA 01778



Town of Wayland  
 Department of Public Works  
 66 River Road  
 Wayland, MA 01778

**OFFICE HOURS**  
 Monday 8:00 AM - 7:00 PM  
 Tues-Thurs 8:00 AM - 4:00 PM  
 Friday 8:00 AM - 12:30 PM

**UTILITY BILL**  
 Customer Copy

Keep this portion for your records  
 BILLS ARE AVAILABLE TO PAY ONLINE AT  
 WWW.WAYLAND.MA.US

Questions regarding invoices should be addressed to the  
 DPW Water Division at 508-358-3672  
 Questions regarding payments should be addressed to the  
 Collector's Office at 508-358-3633

**JUAN ROMAN**  
**36 YORK ROAD**  
**WAYLAND, MA 01778**

CUSTOMER NAME	SERVICE ADDRESS	PARCEL IDENTIFIER	BILL NUMBER				
JUAN ROMAN	36 YORK ROAD	4055	11132				
BILL DATE	ACCOUNT NUMBER	WASTEWATER DESIGN FLOW (Gal/Day)	DUPLICATE DATE				
11/15/2019	2301146		01/20/2020				
CHARGE DESCRIPTION	PREVIOUS READ DATE	CURRENT READ DATE	PREVIOUS READ	CURRENT READ	USAGE (Cubic Feet)	READ TYPE	CHARGE AMOUNT
RESIDENTIAL WATER	06/13/2019	11/04/2019	676200	706400	30200	A	\$3,928.65

CYCLE	USAGE (Cubic Feet)	CYCLE	USAGE (Cubic Feet)	READ CODE	Total Current Billing	
11/19	30200	12/16	20300		\$3,928.65	
06/19	1400	05/16	2800	A = Actual	Previous Balance	-\$34.32
05/19	3100	11/15	26800	E = Estimate	Less Payments Received	\$0.00
11/18	9600	05/15	4300	F = Final	Adjustments	\$0.00
05/18	4100	12/14	30200	W = Water	Interest	\$0.00
12/17	13700	06/14	4700		<b>Total Amount Due</b>	<b>\$3,894.33</b>
06/17	9200					

IF YOUR WATER BILL IS NOT PAID IN FULL WHEN DUE, YOU WILL BE CHARGED INTEREST AT THE RATE OF 14% PER YEAR AND COLLECTION COSTS

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂

JUAN ROMAN  
 36 YORK ROAD  
 WAYLAND, MA 01778

0 - 1,500 = 85.65  
 1,501 - 3000 = 113.10  
 3000 - 8,000 = 439.50  
 8,000 - 14,533 = 918.19  
 \$1,606.44  
 New Bill

**UTILITY BILL**  
 Remittance Portion

Account Number: 2301146  
 Customer Number: 8484  
 Bill Number: 11132  
 Due Date: 01/20/2020  
 Total Due: 3,894.33

Service Location  
 36 YORK ROAD

Town of Wayland  
 P.O. BOX 663  
 MEDFORD, MA 02155-0007

Please write your Account Number on your check and enclose this portion of bill with your payment.

11806042020600011132800003894334



**M&A Contractors LLC**  
76 Summer St. Natick, MA 01760  
**Phone** 860-287-5215  
**Email:** Miguel@macandd.com

January 7, 2020

**BILL TO**                      **SHIP TO**                      **INSTRUCTIONS**

Juan Camilo Roman  
36 York Street  
Wayland, MA

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Bathroom – Toilet inspection and repair		\$789



01/14/2020 13:28  
9858kpet

TOWN OF WAYLAND  
UB Consumption History Report

Account #	Man Meter #	Customer #	Name	Cd	Read Date	By	Bill#	Parcel Curr Read	Usage Repl	Usage Billed	Location Billed Usage	Charge Amt Billed Amt	Status Days
2301146		7204787	ROMERO JAVIER				04-055F				36 YORK ROAD		PAST
10000	1 SEN 09556947		F 06/13/2019		90118587	676,200		1,400	0	1,400		.00	31
10000	1 SEN 09556947		A 05/13/2019		90118597	674,800		3,100	0	3,100		.00	189
10000	1 SEN 09556947		A 11/05/2018		90118603	671,700		9,600	0	9,600		.00	160
10000	1 SEN 09556947		A 05/29/2018		90118598	662,100		4,100	0	4,100		.00	161
10000	1 SEN 09556947		A 12/19/2017		90118585	658,000		13,700	0	13,700		.00	200
10000	1 SEN 09556947		A 06/02/2017		90118588	644,300		9,200	0	9,200		.00	176
10000	1 SEN 09556947		A 12/08/2016		90118605	635,100		20,300	0	20,300		.00	219
10000	1 SEN 09556947		A 05/03/2016		90118606	614,800		2,800	0	2,800		.00	176
10000	1 SEN 09556947		A 11/09/2015		90118584	612,000		26,800	0	26,800		.00	179
10000	1 SEN 09556947		A 05/14/2015		90118593	585,200		4,300	0	4,300		.00	153
10000	1 SEN 09556947		A 12/12/2014		90118583	580,900		30,200	0	30,200		.00	184
10000	1 SEN 09556947		F 06/11/2014		90118607	550,700		4,700	0	4,700		.00	144
10000	1 SEN 09556947		A 01/18/2014		90118591	546,000		29,800	0	29,800		.00	255
10000	1 SEN 09556947		A 05/08/2013		90118594	516,200		4,400	0	4,400		.00	147
10000	1 SEN 09556947		A 12/12/2012		90118601	511,800		16,600	0	16,600		.00	176
10000	1 SEN 09556947		A 06/19/2012		90118600	495,200		5,100	0	5,100		.00	182
10000	1 SEN 09556947		A 12/20/2011		90118602	490,100		28,100	0	28,100		.00	196
10000	1 SEN 09556947		A 06/07/2011		90118608	462,000		4,800	0	4,800		.00	181
10000	1 SEN 09556947		A 12/08/2010		90118596	457,200		27,400	0	27,400		.00	180
10000	1 SEN 09556947		A 06/11/2010		90118599	429,800		10,200	0	10,200		.00	179
10000	1 SEN 09556947		A 12/14/2009		90118604	419,600		8,900	0	8,900		.00	175
10000	1 SEN 09556947		A 06/22/2009		90118595	410,700		8,300	0	8,300		.00	175
10000	1 SEN 09556947		A 12/29/2008		90118590	402,400		16,100	0	16,100		.00	193
10000	1 SEN 09556947		A 06/19/2008		90118589	386,300		22,600	0	22,600		.00	91
10000	1 SEN 09556947		A 03/20/2008		90118586	363,700		42,900	0	42,900		.00	311

9,600 + 13,700 + 20,300 = 43,600  
 43,600 / 3 = 14,533.33 avg

01/14/2020 13:28  
9858kpet

TOWN OF WAYLAND  
UB Consumption History Report

P 2  
utdmnding

Account # Service	Man Meter #	Customer Cd	Name Read Date	By	Bill#	Parcel Curr Read	Usage Repl Usage	Location Billed Usage	Charge Amt Billed Amt	Status Days
2301146 10000	1	SEN 09556947	7204787 A 05/14/2007	ROMERO JAVIER	90118592	335,100	4,300	0 36 YORK ROAD 4,300	.00 .00	PAST 157

\*\* END OF REPORT - Generated by Kristen Peters \*\*

## **BoPW Meeting 2/04/2020**

**Shredding**

**Feasibility/Desirability/Finances**

**Discussion**

**BoPW Meeting 2/04/2020**

**Transfer Station Finances/Policies**

**Discussion**

**BoPW Meeting 2/04/2020**

**Director's Operational Report**

# DPW Director's Report

February 4, 2020

## Director's Project Update

(Director to Provide Update at Meeting)

- Route 20/Cochituate Road - MassDOT Evaluation
- StreetScan Technology
- 265 Concord Road
- Route 27 Bridge Project

## Engineering Division

### Town Engineer:

- Phase III Water Main construction administration / project management.
- Engineering Consultant and Capital Construction Contract coordination and administration.
- Old Stonesbridge Project updates and permitting review.
- Wastewater assistance; WWMDC Meeting attendance, Connection application update, RFP for operations, RFQ for WHS system engineering services (complete).
- Old Sudbury Road Bridge coordination.
- Town Administrator/Board of Selectmen assistance with Alta at River's Edge.
- Procurement assistance for DPW capital contracts.

### GIS Coordinator:

- Field reconnaissance of MS4 system. System mapping and conditional assessment.
- Electronic indexing of plot plans for Town parcels.
- Updates to online utilities layers and databases.

### Town Surveyor:

- Field reconnaissance of MS4 system. Data collection, outfall location and inspection.
- Capture of survey/plan information for Town projects. Preliminary plan development for Dudley Pond Boat Ramp.
- Highway/Parks coordination of private/public trees.

## Water Division

### Treatment:

- Performed monthly calibrations on all chemical pumps (stations and plant)
- Performed Monthly Water Quality Sampling
- CIP's Skid 100 & 200
- Repair membrane cartridges Skids 1 & 2
- Gathering quotes for VFD replacement at Campbell Well

### Distribution:

- Inspected Water main installation to new bathrooms at High School Field
- Training new staff (Treatment and Distribution)
- Rt. 20 water main now active
- Finished Cycle 1 Water Meter Reading



## Highway & Park Division

- 1 Storm events requiring roadway treating and plowing
- Contractor removing tagged trees
- Up branch program continuing in Right of Way
- Cutout and repaved 40' of damaged sidewalk
- 5 Burial interments
- Laid out, bound new (B) section of North Cemetery
- Man lift delivered to High School School
- Continued final leave clean ups as weather permitted
- Fill pot holes with hot mix as needed
- Represented Wayland at funeral of fallen Lawrence DPW employee
- Assisted Mass mosquito control of clearing Stanton Street
- Assist Engineering with drainage/outfall locating and clearing

## Transfer Station Division

- Initiated new in-house part time hauling of bulky waste
- Evaluating Sharps Disposal & Book Handling Programs
- Received and chipped Christmas trees that were dropped off
- Sticker sales as of 1/27/2020 1910 (Number represents various price values)

**BoPW Meeting 2/04/2020**

**Discuss and possible vote on FinCom  
request for reductions in FY 2021  
operating budget**

**BoPW Meeting 2/04/2020**

**Board Members' Reports,**

**Concerns, and Updates**

**BoPW Meeting 2/04/2020**

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

**BoPW Meeting 2/04/2020**

**Review and Approve the Minutes  
of the 1/21/2020 Meeting**

# WAYLAND BOARD OF PUBLIC WORKS

DPW Facility  
66 River Road  
Wayland, MA 01778  
January 21, 2020

## MEETING MINUTES

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

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

Other: George Uveges (Finance Committee BoPW Liaison), Susan Reed (Shredding Discussion)

Meeting opened at 7:01 PM.

Lowery reviewed the agenda.

### **Announcements**

None

### **Public Comment**

Lowery announced that Murphy will not be running for the open BoPW seat at the Town Election in April. Bob Goldsmith, who was in attendance, announced that he would be running.

Stanley Robinson raised objections to the granting of a water abatement to 23 Brooks Road during the 1/07/2020 BoPW meeting. He asked whether he would be granted an abatement when he objects to the AMR opt-out reading charge. Lowery invited him to attend the Water Rates Meeting in the spring to discuss the matter.

### **Shredding Feasibility/Desirability/Finances Discussion**

Holder and Reed shared their research regarding shredding services being offered by local towns. It would cost in the region of \$750 for one truck to come to the Transfer Station for 4 hours.

The possibility of organizing a shredding pilot event at the Transfer Station was discussed to assess the level of resident interest. In addition, this event could help familiarize residents as to the facilities available at the Transfer Station. Reed, who has marketing experience, offered to help with publicizing the event at the Town Meeting and possibly at the Elections.

Lowery proposed that Holder develop a proposal for a one-off shredding event at the Transfer Station and return to the BoPW for confirmation before proceeding.

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

## **Transfer Station Finances/Policies Discussion**

Holder shared that income from WasteZero for the sale of PAYT bags was now correctly reflected in MUNIS. Lowery asked that this be reflected in future projections on the Transfer Station Spreadsheet.

Murphy shared that when he arrived in Wayland he wasn't even aware of the Transfer Station and that it should be better publicized especially to new residents. The Board asked Holder to brainstorm ways to market the Transfer Station to residents and prepare a Marketing Plan for the BoPW to review. Holder suggested that we could explore a DPW Day in the spring as a marketing possibility. Murphy asked about exploring curbside pickup in Wayland. Lowery directed that the Transfer Station was to be an item for the 2/04/2020 meeting agenda and asked the Board Members to each produce a one page business plan as to how they might ensure the future viability of the Transfer Station.

*Items Not Included in the Packet for Discussion but discussed at meeting*  
- Transfer Station Spreadsheet showing actuals to date and projections  
- Article outlining current recycling challenges

## **ATM Warrant Article - Street Acceptance - Spencer Circle, Discussion and Vote, Board Intention to Lay Out Roadway**

The BoPW are now the sole sponsors of this ATM Article.

Lowery explained that the Board is required to vote on the intention to layout the street. This is needed before it is handed over to Planning. We still are awaiting easement language from Spencer Circle residents but the BoPW can proceed in parallel for the moment. However, the Article cannot go to Town Meeting without the easements. Wegerbauer pointed out that this wasn't our previous plan. Lowery suggested that proceeding in parallel might encourage Spencer Circle residents to complete their review of the easements. He also pointed out that if we don't have the Article in the Warrant then it can't be voted on at the Town Meeting. On the other hand, if it is in the Warrant then we can pull it if the easements are not completed. Lewis pointed out that we can't hold a hearing without the easements. Lowery asked that Holder go ahead and prepare for a Hearing and also to review easement language once it is received back from residents. He directed that the agenda for the 2/04/2020 meeting include a Hearing Vote item.

*Items Not Included in the Packet for Discussion but discussed at Meeting*  
- Proposed wording for BoPW Motion of Intention to Lay Out Spencer Circle as a Public Way  
- Sponsoring Board Article Request for Town Meeting  
- Proposed letter to the Planning Board regarding the Layout of Spencer Circle as a Town Way

## **Response to feedback provided - Chapter 193 draft regulations by Conservation Commission**

Lewis sent the BoPW - authorized impact statement to the conservation Commission by their 1/20/2020 deadline but others have not done so. Lowery shared that he plans to attend the next Conservation Commission Meeting and stress that it is not prudent to vote before all comments are received.

Wegerbauer made a motion that Lewis and Lowery should attend the next Conservation meeting to represent BoPW interests and ensure they include a section from Lewis' impact statement (everything starting from Table 1 to second to last paragraph).

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

### **Sidewalks/Complete Streets Process**

Lowery directed to skip over this item since Sarkisian (Planning) was not in attendance. Holder to invite Sarkisian to attend the next meeting and for this item to be on the 2/04/2020 Agenda.

### **Discuss and Possible Vote on FinCom Request for Reductions in FY2021 Operating Budget**

Holder to ensure this is an item on the 2/04/2020 agenda and bring back to the BoPW all suggestions of budget cuts before sharing with others. Lowery pointed out that the BoPW will have to vote on proposed budget reductions.

### **Director's Financial Report**

Lowery informed the Board that Finance has not made available approved financial information for December. It had been promised that they would have done so by the time the second Board meeting of the month occurred. Wegerbauer asked if the DPW had more up to date information and Holder replied that we can only present Finance approved data. Holder was actioned to ensure up to date financials are available from MUNIS by the second BoPW meeting of each month.

The Board asked why no budget data appears on the finance sheet for the Transfer Station and Martin explained that since the Transfer Station is a Revolving Fund there is no budget as such in MUNIS; only the brought forward current fund balance from the previous fiscal year. Lowery asked Holder to agree with the Town Administrator that we can use Budget numbers in addition to MUNIS data for review of Transfer Station accounts.

Lowery asked Holder if there were any other financial issues of concern. Holder replied that he was reviewing Snow and Ice spend to prepare for making possible transfers at the Town Meeting.

*Items Included in the Packet for Discussion*  
*-DPW Financial Report*

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

- Water Regulations progress (awaiting revised draft from TA)

A revised draft is still awaiting. To be an agenda item for 2/04/2020 meeting.

- AMR – Status Update

Holder reported that Interviews would take place on 1/28/2020.



- 195 Main Street (Old DPW Building)

Discussion on how to use the 5 acres of land at this site.

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

None

**Review and Approve the Minutes of the 12/18/2019 Meeting**

Wegerbauer made a motion to approve the minutes of the 12/18/2019 meeting as presented.

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

*Items Included in the Packet for Discussion  
- 12/18/2019 BOPW Meeting Minutes Draft*

**Review and Approve the Minutes of the 1/07/2020 Meeting**

Lowery made a motion to approve the minutes of the 1/07/2020 meeting as amended.

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

*Items Included in the Packet for Discussion  
- 1/07/2020 BOPW Meeting Minutes Draft*

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

02/04/2020, 02/25/2020, 03/10/2020 and 03/24/2020 - anticipated future meetings (normally 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of month).

To-Do List:

- Shredding at Transfer Station
  - To develop a proposal for a “shredding pilot event” at the Transfer Station and return to BoPW with the proposal for confirmation before proceeding. Work with Susan Reed on publicity.
- Transfer Station Financials
  - To revise Projection Spreadsheet.
  - To brainstorm ways to market the Transfer Station to residents and prepare Marketing Plan for the BoPW to review; include a DPW booth at the Touch-a-Truck event and explore curbside pickup.
  - Include the Transfer Station as an item on 2/04/2020 agenda.
- Spencer Circle
  - To prepare for the possibility of a Hearing and review easement language once it is received back from residents
  - Include a hearing vote on 2/04/2020 agenda.

- **Director's Financial Report**
  - To agree with the Town Administrator on the use of budget numbers in addition to MUNIS data for review of Transfer Station accounts. Stress importance of up to date financials being available from MUNIS.
  - Review Snow and Ice spend to prepare for making transfers at Town Meeting.
- **FinCom Operating Budget Reductions**
  - Ensure this is an item on the next agenda and bring back to the BoPW all suggestions of cuts to be made in budget before sharing with others.
- **Sidewalk/Smart Streets**
  - Invite Sarkisian to February 4<sup>th</sup> meeting and have this item on the agenda.

Wegerbauer made a motion to adjourn.  
Lewis 2<sup>nd</sup>, all in favor.

Meeting adjourned at 9:47PM.

Respectfully submitted,  
Anita Martin  
Business Manager

## **BoPW Meeting 2/04/2020**

**Set or Confirm Future Meeting**

**Dates & Topics / To-Do List**

**BoPW Meeting 2/04/2020**

**Adjourn**