

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 2nd, 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 2nd, 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 in 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 awaited. 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 2nd, 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 2nd, 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 1st and 3rd 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 4th meeting and have this item on the agenda.

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

Meeting adjourned at 9:47PM.

Respectfully submitted,
Anita Martin
Business Manager