

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
January 7, 2020

MEETING MINUTES

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

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

Other: Louise Miller, Town Administrator (re: Transfer Station Discussion), Brian Keveny, Finance Director (re: Transfer Station Discussion)

Joy Alamgir (re: Water Abatement Discussion)

George Bernard (re: WWII Memorial Flagpole Light), Richard Turner (re: WWII Memorial flagpole light)

Meeting opened at 7:02 PM.

Lowery reviewed the agenda.

Announcements

None

Public Comment

Lowery said that since Susan Reed was not going to be in attendance for the Shredding Finances Discussion, this item should be postponed until the next Board of Public Works Meeting on January 21st 2020.

Transfer Station Finances Discussion

Lowery commenced the discussion by reviewing the nature of a Revolving Fund in relation to the specifics of the Transfer Station. Holder pointed out that recycling fees had increased significantly in the last three years. Miller and Keveny noted that monthly expenses were now outstripping revenue and that a significant increase in revenues will not occur until FY2021 when permits go on sale in June, 2020.

Holder shared that discussions had taken place with Miller and Keveny about converting the Transfer Station to a General Fund division of the DPW in FY2021. This was discussed and Miller and Keveny put forward an interim proposal whereby a line item would be included in the FY2021 Highway Budget in the General Fund to address a projected shortfall. This would allow time to consider in greater depth options for future financial restructuring.

The implications of this on the previously agreed FY2021 Operating Budget were noted and it was recognized that a change to incorporate an additional Tipping Fees Reserve line in the Highway Budget would need a vote by the Board.

Wegerbauer made a motion for the Board to support a change to the previously agreed FY2021 Operating Budget to allow a fund transfer to a Tipping Fees line in the Highway Budget. Mishara 2nd, 4 in favor, Lewis abstained.

Lowery asked that the General Fund transfer be allocated to a Tipping Fees line in the Highway budget which would be clearly described as a “Reserve”.

Wegerbauer made a motion for the Board to support a Reserve Fund Transfer to a Reserve line, for the Transfer Station, in the Highway budget for this financial year (FY2020). Mishara 2nd, 4 in favor, Lewis abstained.

The Board agreed to further discuss the Transfer Station finances at the next meeting on January 21st 2020.

Items Included in the Packet for Discussion

- Transfer Station Spreadsheet showing actuals to date and projections

Miller spoke about the financial consequences of a DOE Inspection Report regarding ST27 Old Sudbury/Sudbury River. Funding for design and construction would need to be accelerated to allow the process to begin immediately. Transfers for the Transfer Station and the Route 27 Bridge could happen at the same time resulting in the need to prioritize work forecasted for FY2022.

Wegerbauer made a motion for the Board to authorize Lowery to write a letter to FinCom to reprioritize spend of \$125,000 to FY2021 and change source of funding to a Reserve Fund Transfer.

Mishara 2nd, all agreed.

Water Abatement – 23 Brooks Road

Joy Alamgir of 9 Caulfield Road appeared before the Board to discuss his request for an abatement of the 3/21/18 water bill for 23 Brooks Road. Holder described how a Water Division employee had observed signs of a major water leak at 23 Brooks Road and that an automatic meter reading (AMR) system would have likely alerted the presence of the leak much more quickly.

Lowery reminded the Board that this request had been considered previously and that a motion had been approved to waive interest and fees. He also pointed out that Alamgir had been asked to explore insurance options. Alamgir replied that he had received a denial letter from his insurance provider which he shared with the Board.

The Board discussed the matter further resulting in the bill being revised.

Mishara made motion that the payment due for 23 Brooks Road be abated to a total of \$4,300.00.

Wegerbauer 2nd, all in favor.

Shredding Finances Discussion

Deferred to next meeting.

Request by George Bernard/Richard Turner to install light on the WWII Memorial flagpole

Bernard explained that the flagpole had been accidentally knocked down in 2014 and was replaced by insurance monies. The former Police Chief paid for a light to illuminate the Flag but it never worked. The request was that the Board would buy, install, and maintain a replacement light.

The flagpole is situated in park land which is maintained by the DPW.

Lowery made a motion that Holder should devise a plan, ensuring no property in the vicinity would be affected by the light and to be agreed by the Police Chief and Town Planner. If the cost was greater than \$2,000.00 then he should return to the Board before taking action.

Mishara 2nd, all in favor.

ATM Warrant Article - Street Acceptance - Spencer Circle, Discussion and Vote

Lowery asked for a status report and Mishara explained that the residents had not yet responded. He pointed out that the ATM article could be made conditional on the residents' response within 120 days. We could go forward and await the residents' response. Lowery or Holder can authorize the article to proceed, pass over, or remove at the ATM. Lowery stated that he would not vote to accept the road layout without the easement in place prior to the Town meeting.

Mishara made a motion that Lowery and Holder to workout final language and submit an article for the Board of Selectmen acceptance.

Lowery noted that the Board of Public Works and the Board of Selectmen were the article sponsors. A discussion followed as to whether the Board would have the authority to pass over or remove the article if the process steps had not been completed before Town meeting. It was agreed that the process steps would need to be explicitly stated in the article itself or in the associated motion.

Wegerbauer 2nd subject to the article being recommended only if these conditions are met.
All in favor.

Director's Operational Report

The Board queried that the Salt and Ice spend in the light of the weather events through December. We are 50% spent down after 8 weeks. The Beaver issues on Millbrook are being dealt with by the Conservation Commission.

Holder reported that the neighbor of 265 Concord is concerned about property rights in the light of planned changes and is now working with an attorney. Holder explained that all engineering requirements are being met in the plans but they would need to comply with property rights issues.

The NOI for the Old South RT20 Landfill is being crafted.

Mass DEP have proposed reduced levels of six of the compounds referred to as PFAS. There were no MCL before this. Wayland will sample in the near future at four town sites.

- Items Included in the Packet for Discussion

-DPW Operational Report

Board Member's Reports, Concerns, and Updates

- Proposed Chapter 193 draft regulations by Conservation Commission

Lowery pointed out that comments on the proposal are to be submitted to the Board of Selectmen by the deadline of January 20th 2020. Lowery made a motion for the Board to authorize Lewis to send comments to the Conservation Commission and Town Administrator in addition to the Board of Selectmen.

Mishara 2nd, all in favor.

- Water Regulations Report

Staff are working with the TA to produce a revised version for BoPW review.

- Complete (“Smart”) Streets’ program and Sidewalks Evaluation

Sarkisian (Planning) is the point person. A subcommittee will be appointed to define the process. Holder to let Sarkisian know that we are interested and to proceed with appointing the subcommittee. Sarkisian to complete and submit Complete Streets Application.

- AMR Purchasing Process

Holder reported that the Evaluation Committee are deciding on dates to review responses. A meeting will take place in January.

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

- Cochituate Sign

Sarkisian is the point of contact and he has said he would find funds to improve it. Lowery said that we need to make this right and Holder to expedite. Holder to expedite.

Review and Approve the Minutes of the 12/10/2019 Meeting

Mishara made a motion to approve the minutes of the 12/10/2019 meeting as presented.

Wegerbauer 2nd, all in favor.

Items Included in the Packet for Discussion
- 12/10/2019 BOPW Meeting Minutes Draft

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

01/21/2020, 02/04/2020 and 02/25/2020 - anticipated future meetings (normally 1st and 3rd Tuesdays of month).

To-Do List:

FY 21 Operational Budget – Holder to apply to FinCom for alteration re: FY21 Fund Transfer to Transfer Station via Highway Budget line item. Transfer Station to be agenda item for January 21st meeting.

FY21/22 Capital Budget – Lowery to write to FinCom to reprioritize Route 27 Sudbury Bridge.

Light at WWII Memorial flagpole – Holder to expedite.

ATM Warrant – Lowery and Holder to submit article (with conditions) to Board of Selectmen.

Water Regulations – Holder to provide a progress report at next meeting. To be an Agenda item for January 21st meeting.

AMR Purchasing Process - Holder to provide a progress report at next meeting.

Complete Streets – Holder to let Sarkisian know that we are interested and to proceed with appointing the subcommittee. Sarkisian to complete and submit Complete Streets Application.

Chapter 193 Draft – Lewis to submit comments by January 20th deadline.

Lewis to prepare a draft concerning state of sidewalk in front of 1st Parish Church and send to Holder.

Cochituate Sign – Holder to expedite repair or replacement.

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

Meeting adjourned at 9:46PM.

Respectfully submitted,
Anita Martin
Business Manager