

# 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  
March 25, 2020

## MEETING MINUTES

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

DPW Staff in Attendance: Tom Holder (DPW Director)

Other: Louise Miller (Town Administrator), Doug Levine (Board of Selectmen BoPW Liaison)

Meeting opened at 2:00 PM.

Lowery called the meeting to order and pointed out that this meeting was being held in compliance with the revised Open Meeting Law requirements. The meeting will be live streamed on WayCAM, with all BoPW members participating by teleconference. Public comment would be received by phone at 508-358-6812. The phone number would be active during the public comment portion of the meeting. Then Lowery handed over the meeting to Lewis, who reviewed the agenda.

### **Announcements**

Lewis commended Holder and his staff for ensuring the Town continued to enjoy clean running water, sanitary disposal of trash, and open roads.

Lewis referenced an article in The Boston Globe newspaper reminding the public that now people were using more hand wipes they should dispose of them appropriately. They were not biodegradable and would compromise septic systems and clog pipes.

### **Louise Miller – Town Administrator – Update on COVID-19 and instructions on Continuity of Business for the Board/Committee**

Miller explained that only essential functions were being undertaken. Employees were being asked to work from home with a paired down complement present in the workplace. Work schedules had been changed to ensure staff in the workplace are isolated from each other. Police, Fire, Health and Treasury are working with usual staffing; Finance, Assessors, Facilities IT and DPW have reduced staffing. Those buildings in use are being cleaned by contractual cleaners and custodians. The salary schedule is being maintained on base level only. Overtime, etc. will be paid once a month. Expenses are to be curtailed by purchasing essential items only. All Town buildings are closed to the Public except for Public Safety. The Schools and the Library have been cleaned and are now locked until further notice apart from the High School providing lunches to eligible students.

## **Director's Operational Report**

DPW have implemented an Essential Employee sustainability plan. Holder explained that a rotating schedule was in operation with a quarter of staff present at any one time.

The Transfer Station is closed on Tuesdays but continues to be open on Thursdays and Saturdays, 7am – 4pm. The Give-n-Take has been closed and the Electronics Day for April has been cancelled. The distribution of rain barrels will probably be postponed.

The Playgrounds and Fields have been closed and locked where possible. It is yet to be determined how to sanitize post-crisis.

Groups at the cemeteries are being limited to 10. The DPW are presently considering regulations regarding full body internments. The Board of Health will also be involved.

The DPW Building is closed to the public and signage has been placed at each door. The Public can make appointments with staff if essential; social distancing is required. Non-essential meetings have been cancelled. Field crews have been assigned individual vehicles for their sole use on the job.

The Water Division continues to be fully operational and are meeting all water sampling and reporting requirements. However, discretionary work orders are being postponed and house-entry is eliminated when possible. Touchpads are being used for “Final Bill” reads and residents are submitting meter photos if touchpads are not working. MassDEP and EPA understand present challenges and are sensitive to deadline issues allowing emailing of documents. Lowery asked if water bills were being sent out, and Holder confirmed that they had been.

Holder explained that staff rotation at the Wastewater facilities was occurring using staff with the appropriate skill sets, including at the High School treatment plant since the kitchen is in use. Wegerbauer asked what was happening with the high school kitchen for it to remain open and the Town Administrator explained that free and reduced cost lunches were being prepared there. Holder added that the Taurus and the Expedition, had been repurposed to Town Building for use performing Town functions such as meal delivery.

Examples of work continuing at this time are Catch Basin Cleaning, Mosquito Control, investment in field assets, and contributing to the design and repair of three town bridges.

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

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

- Transfer Station

Lowery asked if the Transfer Station could be closed an additional day such as Thursdays but Holder assured him that this was not necessary at present. Mishara was concerned about closing it on Thursdays citing Public Health concerns. Miller shared that Transfer Station financials were under continuing review.

- Town Meeting

Miller reported that the Town Election had been postponed until June 9<sup>th</sup> assuming a resumption of normalcy. The Board of Selectmen decided on the date within the parameters set by state law. Levine added that if circumstances warranted it could be moved again.

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

None

**Public Comment**

None

**Review and Approve the Minutes of the 2/25/2020 Meeting**

Lowery made a motion to approve the minutes of the 2/25/2020 meeting as presented. Wegerbauer 2<sup>nd</sup>, and a roll call vote was taken.

Lowery aye, Lewis aye, Mishara aye, Wegerbauer aye.

*Items Included in the Packet for Discussion*

*- 2/25/2020 BOPW Meeting Minutes Draft*

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

Miller explained that Boards and Committees should confer with the Selectmen's Office before scheduling Meetings. Meetings need to comply with Open Meeting Law and will be coordinated centrally on a need basis only. Lewis made a motion that Lowery should coordinate future meetings with the Selectmen's Office. Wegerbauer 2<sup>nd</sup>, and a roll call was taken.

Lowery aye, Wegerbauer aye, Mishara aye, Lewis aye.

Lowery made a motion for Lewis to continue as the BoPW COVID Liaison. Mishara 2<sup>nd</sup>, and a roll call was taken.

Wegerbauer aye, Mishara aye, Lowery aye, Lewis aye.

Wegerbauer made a motion to adjourn. Mishara 2<sup>nd</sup>, and a roll call was taken.

Lewis aye, Lowery aye, Mishara aye, Wegerbauer aye.

Meeting adjourned at 2:40 PM.

Respectfully submitted,  
Anita Martin  
Business Manager