

# WAYLAND BOARD OF PUBLIC WORKS

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Town Building  
41 Cochituate Road  
Wayland, MA 01778  
November 21, 2023

## MEETING MINUTES

Present: C. Lewis (Chair), E. Chiang, S. Greenbaum, G. Uveges, M. Wegerbauer. Also present: Abigail Shute (Wayland Sustainability Manager), Robbie Bullard (Zoom moderator).

DPW Staff in Attendance: Tom Holder (Director), Joe Doucette (Superintendent).

Meeting was conducted remotely via Zoom. Meeting opened at 6:30 PM.

### **Announcements**

None.

### **Public Comment**

None.

### **Energy Conservation Update**

Abigail Shute shared a powerpoint presentation, highlighting three conservation projects. The first was Electric Vehicle (EV) Charging. The Town's Climate Action Plan goal was to install charging stations at all schools and Town buildings. She said she had contacted three vendors, Atlantic Electrical, Volktek, and DK Power; the last of these was the Power Options Preferred Vendor, meaning that Power Options had pre-negotiated terms for them, and if Wayland chose them, they could skip the Procurement phase. They would also handle all aspects on installation and startup. Ms. Shute said that all three vendors had done site visits, and the charger they recommended was a Level 2 Point Charger, which was dual-port and would require two 40-amp breakers. She said that the ideal use cases for these chargers would vary based on the building.

Ms. Shute said that high-level estimates for fleet-only use were \$35,000 without State & Facility incentives, \$13,100 with incentives. (These figures both included equipment, installation, 5 years of connectivity, and operation & management costs.) The cost with incentives represented a potential savings of \$22,600, or 60%. There was the possibility of a rolling fund to cover the ongoing connectivity software costs.

The next item on Ms. Shute's update was the Net Zero Vehicle First policy for Department Heads. The Town's goal was that every new Town vehicle purchased or leased would be

electric, when cost-effective technology existed. (There was therefore no such requirement for Heavy Duty vehicle electrification.) Adopting this policy would make the Town eligible for the Green Communities Climate Leader Program, presenting more funding opportunities.

Ms. Shute said that this policy would require the purchase or lease of exclusively Net Zero vehicles for light-duty passenger fleet replacements. (Net Zero vehicles included battery electric vehicles (EVs), plug-in hybrid electric vehicles (PHEVs), and Hydrogen fuel cell electric vehicles (HCEVs).) The policy would also require minimizing vehicle miles traveled, where feasible.

Ms. Shute's final topic was solar projects. The Town's goal was to install solar where feasible and cost effective, with 100% coverage of the municipal electrical load by 2030. Highest priority projects were the roof and parking lot solar arrays at the Council on Aging (CoA) building, the Loker Elementary School rooftop array, and the Town-wide solar review of potential sites. Ms. Shute said that Town Meeting Articles were being drafted, one for the CoA Power Purchase Agreement, and another for the Loker Elementary Power Purchase Agreement.

Ms. Shute also addressed some other upcoming and ongoing projects, including the DPW retro-commissioning (to optimize energy savings and efficiencies), and the investigation of solar at the landfill. Greenbaum requested that Ms. Shute look into measures to increase recycling at the Transfer Station.

### **DPW Status and Project Update**

Tom Holder reviewed the two Massachusetts Water Resources Authority (MWRA) projects, the emergency connection and the permanent connection. He said that the work on the emergency connection would begin the following week, starting with excavation along Main Street. Mr. Holder said that, regarding the permanent connection, they had recently met with MWRA representatives. He said that they were working in conjunction with MWRA's designers for the connection at the Hultman Aqueduct, they were evaluation potential sites for a pump station, and they would soon begin a topographical survey for the pipe work.

Mr. Holder said that they had submitted their annual request for a fund transfer to the Cemetery Trust Commission, totaling \$55,000. He emphasized that this was a routine annual item.

Mr. Holder also updated on plans for Hazardous Waste Days, saying that the Health Department had selected 3/23/24 and 11/2/24 for these events. He said that the DPW would host these.

Joe Doucette reviewed the trees designated for removal at the recent tree hearing, saying that three removal dates were slated for December.

Mr. Holder reviewed the issue of commercial use of the Transfer Station. He said that, occasionally, Staff had to turn away commercial vehicles trying to dump materials there, but that they said this task was not onerous. Greenbaum suggested a possible restriction on the maximum number of times per day a user might be permitted to deposit materials.

Joe Doucette reviewed the tree planting plan, in which one new tree was planted for each 4 trees removed. He said that he was still in possession of multiple healthy trees from a previous purchase. DPW prioritized planting in the cemetery and other public land, but he said that they could consider planting trees on residents' properties, if the area was within 20 ft of a public right-of-way.

Tom Holder updated on current DPW projects. He said that the water main replacement project was well underway; the Town was working with C. Naughton on this project, and he said that they would likely be done with their work within a few weeks. Mr. Holder also said DPW Staff were finishing up some late-season paving work as well. Regarding Cochituate sidewalk, Mr. Holder anticipated that this project would be finished within the week.

Wegerbauer asked about the crosswalks, particularly on School Street near the Middle School. Joe Doucette said that they had just installed a set of crosswalk lights there. Tom Holder added that they were documenting all crosswalk improvements on a spreadsheet that catalogued all crosswalks. Wegerbauer asked for this item to be added to a future agenda.

### **Review of Water Model Status**

Tom Holder said that there were a few items in the new proposed water model that were still being finalized, based on feedback from Members and Staff alike. The main question that this process had raised was how much it actually cost the Town to produce water. He believed that the new model would be finalized in time for the February 2024 BoPW meeting, and that it could be used for FY 2025 recommendations. Chiang said that he had requested a diagram of the piping structure to help him understand the discrepancy between the amount of water produced and the amount of water billed; Mr. Holder said he would send this over.

Wegerbauer asked about the status of the new meters. Mr. Holder said that they had just taken delivery of a large number of the end points for the meters, and he anticipated that they could start installing them in early 2024. He said it would likely take most of a year to complete all installations.

Greenbaum asked about liens for unpaid water bills. She said that the Town bylaws language implied that revenue from a lien property was added to the tax bill and returned to the General Fund, not the Water Fund. Tom Holder said that he would follow up about this.

### **Water Abatement Procedure**

Members reviewed the revised Water Abatement Procedure document, prepared by Uveges. Members suggested minor revisions for spelling and grammar. There was discussion of the language restricting households to one abatement per account holder.

Uveges made a motion to approve Water Abatement Procedure, as amended. Greenbaum seconded, and a vote was taken.

Chiang aye, Greenbaum aye, Lewis aye, Uveges aye, Wegerbauer aye. Motion passed (5-0-0).

*Included in the packet for discussion: write-up on water abatement process, prepared by Uveges.*

### **Capital Budget**

Tom Holder reviewed the Capital Budget process for the coming year so far. He showed a spreadsheet, which he said had been sent to the Finance Committee. He spoke about the challenges for estimating a 5-year budget plan. Mr. Holder reviewed the Finance Department's recommendations, compared with the DPW's initial requests. There was discussion of spend schedules and borrowing schedules. There was also discussion of DPW's rolling vehicle replacement schedule, which extended out past the 5-year budget.

Members discussed potential funding sources for large capital projects. There was discussion of the differences between federal and state grants, as well as other types of funding. Mr. Holder said that he anticipated having this draft plan finalized, and CIP's completed, by December.

Mr. Holder then reviewed FY 2025-2029 Department requests in detail. These requests were broken down by the year in which the items were recommended. There was discussion about sidewalk improvements, which Mr. Holder currently had budgeted for every other year.

There was discussion about Route 20, which the Chair noted was not the Town's road. Mr. Holder clarified that MassDOT's Transportation Improvement Project (TIP) made the Town responsible for design elements of what was overall a State project. He said that it was possible that this budget item could be absorbed by another department, but believed the DPW was the only entity that could manage it.

Members asked about Wastewater for the High School. Mr. Holder said that, in years prior, management and maintenance of that facility had been transferred to the DPW. He said that he had a more detailed report to justify the expenses required for this facility, which he would provide to any interested parties.

There was renewed discussion of the vehicle replacement schedule. Members also reviewed budgeted facilities improvements.

### **Route 20 South Landfill Visioning Committee Update**

Lewis said that the Visioning Committee had another meeting, and they had reached out to Collaborative, the company that had designed the Neponset River Greenway. Collaborative had a proposal for initial design for the Route 20 Landfill that they would be submitting.

### **Board Members 'Reports, Concerns and Updates**

Lewis said that he would draft a memo about shipping containers being stored at 195 Main Street after Town Meeting, as he believed other Departments would be more prepared to deal with it at that time.

Greenbaum asked about the Town Pool balance. Tom Holder said that it was about \$19,000. Greenbaum shared material from other Towns about water shutoff for commercial accounts. She suggested that Wayland have a policy in place to shut off water in cases such as the Town Pool. (Both Staff and Members noted that there was an important distinction between commercial and residential accounts, the latter of which should not have water shut off for non-payment.) Tom Holder noted that the landlord of the property was the Town; he said he would forward the lease to Greenbaum.

Uveges moved to authorize Greenbaum to draft policy language for terminating service to commercial Water accounts in cases of non-payment. Wegerbauer seconded, and a vote was taken.

Chiang aye, Greenbaum aye, Lewis aye, Uveges aye, Wegerbauer aye. Motion passed (5-0-0).

Members discussed drainage on a section of Lakeshore Drive. Tom Holder said that he would take any interested Members to view the situation the next time there was a heavy rain.

### **Approve Minutes for Board of Public Works (BoPW) Meetings**

Members reviewed the draft Minutes for the meeting dated 9/19/23. Members suggested minor revisions for clarity; these revisions were made.

Wegerbauer made a motion to approve the minutes of 9/19/23, as amended. Greenbaum seconded, and a vote was taken.

Chiang aye, Greenbaum aye, Lewis aye, Uveges aye, Wegerbauer aye. Motion passed (5-0-0).

*Included in the packet for discussion: draft Minutes for meeting dated 9/19/23.*

### **Set Dates for Upcoming Meetings**

The next regular BoPW meetings were set for 12/19/23, 1/16/24, and 2/20/24.

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

None.

### **Adjourn**

Wegerbauer made a motion to adjourn. Greenbaum seconded, and a vote was taken.

Chiang aye, Greenbaum aye, Lewis aye, Uveges aye, Wegerbauer aye. Motion passed (5-0-0).

BoPW meeting adjourned at 9:14 PM.

Respectfully submitted,

Erin Callahan  
Minutes Taker