

WAYLAND BOARD OF PUBLIC WORKS

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Town Building
41 Cochituate Road
Wayland, MA 01778
December 19, 2023

MEETING MINUTES

Present: C. Lewis (Chair), E. Chiang (joined approximately 6:35 PM), S. Greenbaum, G. Uveges, M. Wegerbauer. Also present: Carol Martin (Select Board Liaison to the BoPW).

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

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

Announcements

Tom Holder noted that a holiday breakfast and training session would be happening the following day at the DPW facility.

Public Comment

None.

Water Abatement 14 Glezen Lane

Proponent Mike McLean was present for the case. He said that he received a bill in April 2023 of approximately \$18,000, which was about 10 times larger than his standard winter bill. Mr. McLean consulted with his irrigation company to make sure there was no leak, a finding that was later verified by a plumber Mr. McLean hired. Mr. McLean said that the plumber replaced all the hardware for the irrigation system and that he suggested the problem might have been a leaking toilet. Mr. McLean subsequently got the toilet fixed and has since monitored the water usage, which he said was much more in line with usual consumption.

Tom Holder added that DPW had since conducted multiple site visits to verify that there were no additional leaks and that, although this was a lot of water to attribute to a leaking toilet, they had conducted an exhaustive investigation and found no other cause. There was discussion of the timing of recorded plumbing repairs and how they might have affected usage. There was also discussion of the timing of the abatement request, as it was later than was typical.

Wegerbauer made a motion to abate the amount \$17,099.20, as well as waiving all related fees and interest. Uveges 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: bills, receipts, and other case documents pertaining to 14 Glezen Lane.

MWRA Status and MWRA Outreach Update

Tom Holder said that they had taken delivery of the pump station for the emergency MWRA connection, and that this would soon be connected to the outflow pipe. He believed it would be ready for service in late January. He said that the system would be exercised periodically, even though its proper usage would be reserved for emergency supply.

There was discussion about current and potential outreach about the Town's MWRA projects on social media and the Town website. There was also discussion of documents that might be shared with the public, regarding the goals and logistics of the projects. Members reviewed the main task list that the DPW was working with.

Mr. Holder said that Kleinfelder was currently working on data distribution, the L Street connection, and surveys of the existing conditions, among other things. He also said that they were in regular contact with the MWRA.

PFAS Update

Mr. Holder said that they were in contact with ECT2 to discuss resin replacement, which would likely be needed in FY 2025. He reminded Members that the equipment lease was due to expire in June 2024. They were currently budgeting for a lease renewal, though buying equipment outright was also a possibility.

Mr. Holder said that the Select Board were contemplating the lawsuit against 3M and Dupont. He believed that some of the relevant minutes were under executive session and had not yet been approved for public release.

Route 20 South Landfill Visioning Committee Update

Mr. Holder said that this committee had been meeting roughly every 4 weeks, and that their primary focus had been trying to understand the nature of the 17 acres of property before making a usage or project recommendation to the Select Board. He said that they were working with a group called The Collaborative, which had experience in housing, parks, and other land use projects.

Cochituate Road Sidewalk Ribbon Cutting Update

Mr. Holder said that the students the DPW had worked with a couple years prior had been invited to attend this ribbon cutting, which was a successful event.

Proposed Water Department Regulation Revisions for Shut-Off of Water for Non-Payment of Non-Residential Accounts

Greenbaum gave a presentation. She said that the goal was to review enforcement options for unpaid, non-residential accounts. The usual procedure for residential accounts after a certain period of delinquency was to institute a lien on the property. She wanted to know if it was possible to shut off water for long-term non-payment of a commercial account.

There was discussion of the current procedure for lien notices on residential accounts. Mr. Holder clarified that demand letters and lien notices were not sent out until 6 months after a bill was overdue. He said that sending these letters out more frequently would be administratively impractical for the DPW. He noted ongoing staffing issues for the department.

Mr. Holder emphasized that shutting off a building's water would require the support of the Board of Health, the Fire Department, and Town Counsel. Members suggested policy revisions to Greenbaum's draft of regulations. Members also requested that Tom Holder provide a list of commercial accounts so that they could better understand the scale of the issue. Uveges agreed to work with Greenbaum to draft policy language for terminating service to commercial Water accounts in cases of non-payment.

Included in the packet for discussion: draft regulation revisions, prepared by S. Greenbaum.

Draft Memo Regarding Non-Authorized Materials Stored at 195 Main Street

Members reviewed the draft memo prepared by Lewis. Members suggested revisions. There was discussion of Town vehicle storage overall. Mr. Holder said that they were within weeks of getting surplus vehicles removed from the property. There was discussion of possible towing or otherwise forcibly removing the other vehicles and material. There was also discussion of possibly creating policy to officially permit use of the property by various departments.

Uveges made a motion to authorize Lewis to send the memo, as revised, to the heads of the Schools and Facilities Departments, as well as a copy to the Town Manager. Wegerbauer 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 memo, prepared by C. Lewis.

Sidewalk Inventory

Wegerbauer noted that this agenda item was intended to read "Crosswalk Inventory."

Joe Doucette and Tom Holder said that they had established two priority levels, one and two, and that they were working with the Police Chief to determine which crosswalks were highest priority. Mr. Doucette noted that a lot of the priority one items had already been addressed. Wegerbauer requested a powerpoint presentation, or similar materials, highlighting the crosswalk improvements that had been made, for the purpose of public outreach.

Included in the packet for discussion: spreadsheet inventorying Town crosswalks, prepared by J. Doucette and T. Holder.

Capital Budget

Tom Holder reviewed the draft Capital Budget. He noted that some items were technically part of the Facilities Department Budget. Members reviewed individual items. Uveges noted that inflation could be accounted for more in the 5-year plan.

There was discussion of High School Wastewater, which was recommended at \$5,500,000 for FY 2026. Historically, the BoPW had not dealt with wastewater. There was also discussion of vehicle budgeting, and in particular, sustainable electric and hybrid vehicles. Mr. Holder mentioned that they had requested some administrative vehicles that did not make it into this budget. He also said that some of the Stormwater budget from previous years had gone unspent, so that even though his full recommended amount for the coming year had not been approved, he was comfortable with the surplus they had for Stormwater.

There was discussion of water main design and construction costs. There was also discussion of replacing electric doors at the Baldwin Pond facility.

Uveges made a motion to accept, with reservations, the Capital Budget, while noting its concern about the elimination of requested vehicles. Wegerbauer 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 Capital Budget, prepared by T. Holder.

Operating Budget

Tom Holder reviewed the draft Operating Budget for the Highway department. He emphasized that they had been able to keep increases to a minimum across the board. He said that the unions were currently negotiating Cost of Living increases, but that the funding for these came from sources other than their Department. He also said that they had met with the Finance Team and that the figures were in MUNIS.

Wegerbauer made a motion to approve the Highway Operating Budget. Uveges seconded, and a vote was taken.

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

Members next reviewed the Operating Budget for Parks and Cemeteries. Mr. Holder noted that they would be taking on Loker Field and the Council on Aging Building. He said that they were not asking for staff in this department at this time (though he noted ongoing staffing challenges across departments). There was discussion of the \$50,000 transfer from the Town.

Wegerbauer made a motion to approve the Parks & Cemeteries Operating Budget. Uveges seconded, and a vote was taken.

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

Members reviewed the Engineering Operating Budget. Mr. Holder noted some increases in Employee Training & Education; he said that the Town Engineer and Project Manager were both very interested in professional development, which he supported.

Wegerbauer made a motion to approve the Engineering Operating Budget. Uveges seconded, and a vote was taken.

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

Members reviewed the Transfer Station Operating Budget. Mr. Holder noted that sticker sales for the Transfer Station were holding steady, rather than decreasing, which was better than in some past years.

Uveges made a motion to approve the Transfer Station Operating Budget. Wegerbauer seconded, and a vote was taken.

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

Members reviewed the Water Operating Budget. Mr. Holder noted an amount listed at \$200,000 for contractual services that had been funded elsewhere; he said that this would be updated.

Wegerbauer made a motion to approve the Water Operating Budget. Uveges 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 Operating Budget, prepared by T. Holder.

Approve Minutes for Board of Public Works (BoPW) Meetings

Members reviewed the draft Minutes for the meeting dated 8/15/23. There were no changes proposed.

Greenbaum made a motion to approve the minutes of 8/15/23, as written. [No second was recorded.]

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 8/15/23.

Board Members 'Reports, Concerns and Updates

Greenbaum mentioned that coming up with a schedule for Cemetery fees was something the BoPW had marked as a priority in the previous year; Members agreed to make this a future agenda item.

Lewis asked if the BoPW felt it was necessary for them to draft a letter to other departments about turf field maintenance. Mr. Holder said that he felt that the DPW's duties in this regard were clearly defined and well understood by the other relevant Town departments.

Regarding the Town Pool, Greenbaum noted that they had come before the CPC requesting \$400,000 for renovations. She said that they had \$180,000 more expenses than revenue, and she said that the CPC were surprised to hear that they had not been paying their water bill. She felt that the Town should not be funding renovations until the outstanding water bills were paid.

Regarding drainage on Lakeshore Drive, Tom Holder said that a resolution had yet to be determined but that they were actively trying to work with the property owner.

Uveges mentioned that water bill payments went to the Town Building; he wondered why they weren't going to a P.O. Box. Mr. Holder said that they usually did go to a box and that he would look into why some bills were sent to a different address.

Carol Martin mentioned that Town Meeting would be on May 13, 14, and 15 (if necessary). She asked if the DPW had any proposed Articles for the Warrant that she didn't already know about; Mr. Holder said he did not believe so.

Set Dates for Upcoming Meetings

The next regular BoPW meetings were set for 1/23/24, 2/20/24, and 3/19/24.

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

Mr. Holder noted that, during the course of the meeting, the Sudbury River had overflowed at River Road, and that it was now closed near Route 27.

Joe Doucette commended Staff on the work they had done to clean around 75 trees that had come down in the weather in the last few days. He said that it had been a very trying 24-36 hours, but that Staff had done exemplary work. Members agreed.

Adjourn

Uveges made a motion to adjourn. Wegerbauer 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 9:30 PM.

Respectfully submitted,

Erin Callahan
Minutes Taker