

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission
FILED By: Jane Capasso
DATE OF MEETING: Wednesday, 25 Apr 2018
TIME OF MEETING: 7:30 PM
PLACE OF MEETING: Town Building

PROPOSED AGENDA

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

- 7:30 1. Call to order
- 7:31 2. Public comment
- 7:35 3. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position and funding for the WWMD collection and treatment facility and the WHS treatment facility was approved at the April, 2018 annual town meeting. The position will be jointly funded by the WWMDC (60%) and the School Department (40%). The job description has been drafted by DPW Director, Tom Holder and Town Engineer, Paul Brinkman. They will advertise the position and hire the WOM to start in July 2018. For FY2019, the DPW Director will direct the day-to-day activities of the WOM. The WOM will report to the DPW Director. Each month, the WOM or DPW Director will provide information to the WWMDC and the School Committee, either in person or through a (written or verbal?) report. The WOM's initial contract will be for one year ending FY19, with the expectation of continued employment in the following years provided good performance, as judged by a method to be determined, by the DPW Director and with the approval of the WWMDC and the School Department. An important element of the WOM's duties will be to monitor the operations of the two wastewater collection systems and to maintain efficient operations at both facilities and to produce savings to offset some of the salary and benefits of the WOM. It is assumed that the WOM will be able to direct day-to-day activities of the wastewater contracted operators and can determine when to involve the DPW Director and Town Engineer.

The Town Administrator has been advised by Town Counsel that delegation of authority is required. The Town Administrator can then delegate the hiring and oversight of the WOM to the DPW Director.

Proposed action: The WWMDC delegates the authority to hire and to oversee the Wastewater Operations Manager to the Town Administrator.

- 7:50 4. Update of implications of long-term design flow needs for the WWMD.
 - A. National Development - Request for Connection Application Extension for 60 – 66 Andrew Ave, Town Center 150 Seat Restaurant.
 - B. 317 Boston Post Road – Privilege Fee of \$76,977.81 paid on April 11, 2018 for an increase of 1,183 gpd of design flow for former Whole Foods taking over all of CVS, increase 3 seats at former Water Lily and a proposed change in use to an 11 chair hair salon at former Energy Unlimited. Water Department will be reviewing the meters.
- 8:00 5. Update on FY2019 budget and rates. WhiteWater non-routine rate change.

8:10 6. Updates from the Town Engineer

- A. Treatment Plant Sanitary Sewer Overflows on Saturday, January 27 and Sunday, January 28, 2018. Board decision on payment of invoices. Reporting to MassDEP as required.

Reviewed billing by Contract Operator for the incident. After investigation of issues that led up to and actions taken during, I recommend Commission pays through Saturday. On Sunday the incident recurred without notification to WWMDC or action taken by Operator to prevent recurrence. Board decision required.

- B. Membrane #1 Cleaning – Observed cleaning over the several day period. Train #2 handled all system flows without issue. Covers were not as difficult as originally anticipated to remove. Membranes and tank were significantly impacted by high solids, sludge. Several causes were attributed to this. They include:
 - 1. Failure to conduct routine cleaning and inspection of membranes.
 - 2. Unbalanced flow between the two trains. Higher loading rates to train #1.
 - 3. Clogging of scour air header for membrane cassettes.

- C. Membrane #2 Cleaning – Flow rates, pressures, etc. are not displaying issues at levels noted in train #1. Observations of tank surface do not appear to demonstrate significant issues. Recommend tank be taken out of service later in the year for inspection and cleaning – preventative action.

- D. Pump Station #2, River Rock Condo Association - WhiteWater notified us that there are accumulations of debris in the wet well. They recommended wet well to be cleaned and skimmed to remove heavy mat. Paul spoke with the Condo Association. They are reviewing their documents.

- E. WhiteWater Meeting – Ben Keefe, Joe Malloy, Russ Tierney, Paul and Jane. Discussed Unbudgeted Treatment Plant Repair List, January 27 and 28, 2018 spill, procedure for cleaning membrane #1 and other recommended work. SCADA upgrade was discussed.

- F. Other Treatment Plant Repairs:
 - 1. Blower related repairs – 2 of the 3 blowers have been repaired
 - 2. Generator – Did not start after power failure during 3/7-8, 2018 storm. Need to discuss with WhiteWater and test to see if there is an issue.
 - 3. Alarm System – Need to discuss with WhiteWater.
 - 4. Chemical feed pumps
 - 5. HVAC
 - 6. Ejector Pump

- G. Verizon Phone Line Upgrade – Verizon in process of laying new line and tying in. Once complete the SCADA work can be completed.

- H. RFP for Contracting a Treatment Plant Operator – Priority has been increased. Will be started in the next couple of weeks. Coordinating with Ben Keefe. Will draft and get input from WWMDC and Facilities (Wayland High School) when complete. Expect three month process.

- I. Eversource Priority List. No action taken as of yet.

- J. Tata & Howard - Is doing the design and engineering for a new water main on Boston Post Road. We have received 95% plans and specifications and in process of review to provide comments back to T&H. Discussion about test pits and backfill requirements associated with the work near the sewer lines.
- K. Status of Hiring DigSafe - A company to do mark-outs and system maintenance and a contractor for emergencies. Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Once the process is set up Paul can provide interim services for non-emergency mark-out requests. This will be included in the RFP for O&M services. The new WOM would be responsible for this in most cases.
- L. Advanced Metering Infrastructure System for Water Meters – Article failed at Spring TM.
- M. Treatment Plant Capital Items:
 - 1. SCADA System and Security Cameras – Paul met with the SCADA Contractor for the Water Department at the Treatment Plant and he is willing to assist. He received a budget for the work, which was forwarded to the Board. A back-up of the SCADA programming and computer licenses have been received from the equipment manufacturer. Awaiting final connection to Verizon upgrade.
 - 2. HVAC System, PM Filter and Air Valves – The Town HVAC Contractor is to provide a quote for remaining HVAC issues and maintenance on the boiler.

- 8:35 7. Status of the land and design flow acquisition from Wayland Meadows.
- 8:40 8. Administrative items:
 - A. 234 Boston Post Road – Chris D’Antonio plans to buy the property in the fall. He is gathering the needed documents to renovate the existing garage into a two story office. The Health Department is overseeing this.
 - B. Excess Water Use.
 - C. March, 2018 DMR – No violations.
 - D. Review of new Sludge and Chemical Reports.
 - E. WhiteWater quotes approved by Fred: Membrane Cleaning email/quote and EQ Pump quote.
 - F. 2017 OARS Report.
- 9:00 9. Wastewater Rules and Regulations
- 9:05 10. Approve minutes from previous meetings–13 Feb 2018, 14 Mar 2018, 20 Mar 2018.
- 9:08 11. Pay Bills, monthly budget update, year-to-date finances, unbudgeted expenses list and monthly commitments.
- 9:20 12. Website status: recent postings and organization.
- 9:22 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:22 14. Calendar: upcoming meetings and events, including hearings.

9:27 15. Public Comment

9:28 16. Adjourn