

**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, 08 August 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.    Cherry Karlson, Board of Selectmen – Proposed Town Manager Special Act:  
Discussion with and provide feedback to Selectman.

8:00      3.    National Development Connection Application for 150-seat restaurant – Original request was in Fall 2017; 90-day extension was granted in May 2018. National Development is requesting an additional 180-day extension on 5,250 gpd of additional design flow for 60-66 Andrew Ave. See Dave Costello's email (attached) that states they are reviewing pricing received for leaching field option.

8:15      4.    Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position – Advertisements closed on June 22, 2018, candidates were reviewed with four worthy of interviews. One interview was held week ending 26 Jul 2018 and the remaining three in the week ending 3 Aug 2018. DPW Director and Town Engineer have selected a candidate and are going through reference checks and pre-employment activities. Anticipate filling position late August/early September.

8:20      5.    FY2018 Annual Report – Second draft for review

8:35      6.    Update on Combined Water-Wastewater Department

- Fred met with BOPW on 24 Jul 2018. Cherry Karlson attended as well. Discussion followed submission of Fred's perspective in a white paper (see online agenda). Follow-up from the meeting elaborated on the topics discussed (see on line agenda).
- Joint meeting with BOPW in September, 2018
- Schedule to create an Article for 2019 ATM. For reference see Article 18 of the 2011 ATM at <https://www.wayland.ma.us/board-selectmen/files/warrant-annual-town-meeting-april-7-2011>

8:50 7. Paul Brinkman, Town Engineer – Update below:

- A. RFP for Contracting a Treatment Plant Operator for the Wayland High School and the Wastewater Management District – Paul and the new WOM will be working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMD and Facilities (Wayland High School) in early October.
- B. River Rock Pump Station - Registered/Return Receipt Letter sent to Dannin Management Corp (the Condo Association) and WhiteWater, Inc. stating WWMD will cease operations and maintenance of the River Rock Pump Station as of July 1, 2018. No response from the Condo Association. Return receipt card was received by the Condo Association on 7/16/18.
- C. DEP Treatment Plant Inspection on August 1, 2018. A few minor follow-up activities required.
- D. Other Treatment Plant Repairs & Maintenance:
  - 1. Keyes North Atlantic – On July 9, 2018 we were told the key pad and fire panel is obsolete. Keyes and Paul met on August 2, 2018 to discuss ordering a new panel. Jane will follow up in 3 weeks for a quote. Once the key pad has been installed, the Annual Dry Drip Test needs to be scheduled.
  - 2. Plumbing Issues – DPW acquired a camera that can be used in manholes/tanks. The plumbing below the floor in the EQ tank was inspected on July 31, 2018. Plumbing is located well above the normal water level in the tank. No evidence of significant failure.
  - 3. Ejector Pump – WOM activity to obtain qualified Contractor to evaluate the system for defects and/or make repairs.
- E. Phone Line Upgrade and Alarm System – Verizon has completed the change out. SCADA improvements can take place now using Water Department SCADA contractor. Waiting for a coordinated visit. Alarm System will be discussed with WhiteWater and SCADA Contractor.
- F. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.
- G. Tata & Howard – Route 20 Water Main Replacement Project has been delayed due to an injunction filed by a bidder.
- H. Status of Hiring DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Paul is providing this on an interim basis for non-emergency mark-out requests. This will be included in the RFP for O&M services. The WOM would be responsible for this in most cases.
- I. Treatment Plant Capital Items:
  - 1. SCADA System, Security Camera and Alarm System – See note above.
  - 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.

- 9:00 8. Administrative items:
- A. Analyzed FY18 Final Operating Reports: MUNIS Trial Balance, Revenue and Expenses, Wayland Meadows and Brendon Homes (Account 2701100) final accounting. Corrected one abatement (from Assessors Office for Wayland Meadows) and reviewed all commitments for FY18.
  - B. New design for the Monthly Operating Report.
  - C. Use of Retained Earnings – Meeting with Brian Keveny.
  - D. Updated Monthly Operating Report for FY19 including Budget information, column title changes, formula's and zeroing prior year data on Budget, Cash Receipts, Summary of Utility Bills, WhiteWater Summary
  - E. EPA Request for a scan of Toxicity Reports 2004 -2018. Completed and sent on August 1, 2018.
- 9:10 9. Wastewater Rules and Regulations
- 9:11 10. Approve minutes from previous meetings – July 11, 2018.
- 9:11 11. Review bills, unbudgeted expenses, monthly operating budget for FY18 Year-end and August, 2018 and commitments.
- 9:22 12. Website status: Recent postings and organization.
- 9:22 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:23 14. Calendar: Upcoming meetings, events and hearings.
- 9:28 15. Public Comment
- 9:30 16. Adjourn

#### Online Attachments

White Paper  
email messages

Fred Knight, chair of WWMDC

## Summary

This white paper makes a proposal to continue to modernize Wayland's wastewater system by creating a Water-Wastewater Department under the DPW. The Water-Wastewater Department would be overseen by a new commission. This new commission would alleviate responsibility for water oversight from the BoPW and replace the Wayland Wastewater Management District Commission.

## Near-term History

In 1994, the Wastewater Management Committee was formed by the Town of Wayland to investigate options to provide on-site septic systems and to provide the Town with proposals for developing such options. Special legislation created the Wayland Wastewater Management District Commission (WWMDC) to oversee the implementation of a wastewater collection system in the center of town. In 2011, a proposal to eliminate the WWMD and place the wastewater oversight under the BoPW failed. In FY2017, the WWMD started paying for a portion of the town engineer's time to gain expertise in wastewater operation. This arrangement has been fruitful and continues. During FY2018, there was discussion of how to overcome the predicaments at the Wayland High School wastewater treatment facility and of the need to curtail extra charges from the operator of the WWMD treatment facility. This discussion led to a proposal to create a new position, called the Wastewater Operations Manager (WOM), that was approved at 2018 ATM. Starting in FY2019, the WOM will provide day-to-day management of two treatment facilities. The cost of the WOM is 60% from the WWMD and 40% from the School Department. Per direction of the Town Administrator, the Director of Public Works will supervise the WOM. The intention is that improved operation at the two facilities will lead to savings to offset the cost of the WOM. There will be annual assessment of the WOM's effectiveness.

## Rationale and Needs

There are many reasons to combine water and wastewater operations in Wayland, as has been done in many other towns. Creation of Water-Wastewater Department would put these operations under one commission with professional supervision from the Department of Public Works. The WWMD uses water consumption to bill users. The staff of the current Water Department and the WWMD work together in the same facility. The BoPW has many tasks, so moving water oversight to another body might alleviate a burden. The town now has expertise in both areas in the Water Department supervisor, the Town Engineer, and the Director of DPW. The Director of DPW is now aiding the WWMD operation by hiring and supervising the WOM, approving WWMD staff timecards, and now starting to provide timely approval of WWMD bills. Due to his professional credentials and familiarity with wastewater, the Town Engineer provides a wealth of needed oversight. In addition, the Town Engineer brings new perspectives that could alleviate future costs by utilizing the wastewater treatment facility in better ways. The Water Department supervision has professional wastewater credentials that will aid wastewater operation.

## Proposal

I am proposing that the WWMD and BoPW jointly propose the creation of a water-wastewater department under the DPW. This department's head would be the current Water Department

supervisor and would be overseen by a new commission to put water and wastewater functions under one jurisdiction. The WWMD is in favor of this concept.

## **Discussion**

Questions of interest are at least the following.

1. Is the BoPW in favor of this proposal to reduce their oversight burden?
2. Should we wait until after the WOM is working to make this proposal?
3. Is there too much in water and wastewater for one commission to oversee?
4. Are there sufficient professionals in the DPW to achieve better combined operation?
5. What are the perspectives of the DPW professionals?
6. Is the timing right?
7. Should the School Department be included in this proposal?

## **Next Steps**

The WWMD and BoPW will have a joint meeting in September 2018. I think we should point toward an article for ATM 2019 to propose special legislation.

## **Conclusions**

This white paper makes a proposal to continue to modernize Wayland's wastewater system by creating a Water-Wastewater Department under the DPW. The Water-Wastewater Department would be overseen by a new commission. This new commission would alleviate responsibility for water oversight from the BoPW and replace the Wayland Wastewater Management District Commission. I think it is time to propose an article for ATM 2019 to make this happen.

## **Appendix: WWMD Annual Reports**

See <https://www.wayland.ma.us/wastewater-management-district-commission/pages/annual-reports>.



fred knight &lt;fred.knightway@gmail.com&gt;

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**more explanation**

13 messages

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fred knight <fred.knightway@gmail.com>  
Reply-To: fred@knightway.org  
To: Cliff Lewis <cliffordlewis66@gmail.com>

Tue, Jul 24, 2018 at 9:04 PM

Cliff,

I thought a few comments from me might inform you about the operation of the WWMDC, which oversees the wastewater collection system and treatment facility that serves the center of town—including the Town Center and the condo developments.

Before the Town Center was developed there were only about 40 users, and the system had been quiescent since about 1999. The Board of Selectmen got the Wayland Commons development connected. Then the TC came on line, both the businesses and the Lillian Way condos. Now there are over 140 users.

As to finances, there is an operational budget, self-funded by user fees, and there is a betterment being paid by users (most over a 20-year period) to repay the construction bonds (principle and interest) for the Wastewater Treatment Facility (WTF), which replaced the old Raytheon treatment plant and started operation in late 2012. The betterment was created in 2014; between 2012 and 2014 a surcharge was added to operational billing. Now, the users pay quarterly operational fees based on their design flow (Title V) and actual water use. The operations budgets have been in the black; the WWMDC has applied excess to the future budgets. Although the betterment will eventually cover the bonds, there could be a shortfall in 2027-2030, which the WWMDC is addressing.

The FY2019 budget is here. It has two parts income and expenditures. The income comes from betterments paid and operational charges. The expenses are mostly for the operation of the WTF. Then there is salary for the one employee, the Account Specialist. The new expenses for FY2019 are infrastructure maintenance, emergency response, and the new Wastewater Operations Manager (WOM), who is shared by the WWMDC and the School Department.

The wastewater rates are set based on the operational expenses. See the bottom of the FY2019 budget page.

The Annual Reports give annual perspectives on what the WWMDC does. Reading one of those might give a flavor of the oversight activities.

I hope this helps. There are many other topics of interest (e.g., permitting, DEP interactions, Town Center operation, River's Edge, oversight of the contractor running the WTF, user interactions, paid DPW support, requests for new design flow, Wayland Plaza, and others) that we could discuss. I'd be glad to talk if you want.

cheers,  
fred

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Fred Knight, fred@knightway.org, 508 358 0834

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Clifford <cliffordlewis66@gmail.com>  
To: fred@knightway.org

Tue, Jul 24, 2018 at 9:46 PM

Fred:

Thanks for the info. Let me work my way through this.

Best Regards,

Cliff

[Quoted text hidden]

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fred knight <fred.knightway@gmail.com>

Fri, Jul 27, 2018 at 7:08 AM

Reply-To: fred@knightway.org

To: Clifford <cliffordlewis66@gmail.com>

Cc: mike lowery dpa harvesting <lowery.mike@gmail.com>, "Holder, Tom" <tholder@wayland.ma.us>, "Karlson, Cherry" <ckarlson@wayland.ma.us>, "Unobskey, Arthur" <arthur\_unobskey@wayland.k12.ma.us>, "Keefe, Ben" <bkeefe@wayland.ma.us>, "Capasso, Jane" <jcapasso@wayland.ma.us>, Paul Brinkman <PBrinkman@wayland.ma.us>

Cliff,

Here are some more comments on my proposal to combine water and wastewater operations under the DPW. I thought more about your and Mike's question about what is wrong and my answer that there is no major problem. Even though the WWMDC activities are in a state of addressing needs, I think the model of combining water and wastewater is a good one. Here is a little more.

#### Pros

- The commissioners lack detailed knowledge of wastewater operations; professional expertise is needed. The part-time help from the town engineer aids big-picture items like efficient use of capacity of the treatment plant, establishing and updating infrastructure contracts, interacting with DEP and EPA, and writing contracts. However, there is a real need for oversight of the contracted (24/7) operation, regular (daily!) attention to plant operation and anomalies, reaction to emergencies, and monitoring of infrastructure (piping, valves, pumps, and manholes). Help from water staff would enable doing the tasks associated with these needs.
- Efficient and effective operation of the treatment plants and infrastructure requires a range of capabilities where the water personnel can help. As is the case in other towns, combining the Wastewater Operations Manager (WOM) job with water personnel yields a complete team. There is synergism of allowing the team to work on both water and wastewater.
- Having the combination of the WOM and current water personnel will alleviate some burden on the Facilities Manager for oversight of treatment plants and infrastructure.
- The Water Supervisor can direct wastewater and water operations.
- Billing for water and wastewater are handled by different people, but having shared knowledge will provide redundancy and seamless office coverage. The quarterly water meter reads provide input to wastewater billing, which requires interfacing that may be improved by combining the operations.
- Checking on the validity of bills now approved by the DPW Director (a recent improvement over WWMDC approval) can be more reliable due to the WOM's knowledge and abilities of the water personnel.
- A team approach can improve wastewater operation, especially with the wastewater infrastructure now more than twenty years old.

#### Cons

- Replacing the WWMDC with a new commission requires administrative changes and legal cost, plus Town meeting action and special legislation.
- More thought needs to be given to including storm water infrastructure under the new commission.

- The alternative of eliminating the WWMD C and enlarging the BPW needs further vetting.
- There may be a desire to delay any change until the (probable) creation of the town manager position is completed.

I hope we can address these issues at the joint WWMD C-BPW meeting in September 2018. I am copying others in the hope of getting more opinions.

—

Fred Knight, fred@knightway.org, 508 358 0834

[Quoted text hidden]

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**Capasso, Jane** <jcapasso@wayland.ma.us>  
To: "Knight, Fred" <fred@knightway.org>

Fri, Jul 27, 2018 at 8:15 AM

Great write up. The End of the July 24 comments is cut off. Please resend this.

Thank you

Jane Capasso  
Account Specialist  
Wayland Wastewater Management  
District Commission  
508-358-6851

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**From:** fred knight <fred.knightway@gmail.com>

**Sent:** Friday, July 27, 2018 7:09 AM

**To:** Lewis, Cliff

**Cc:** Lowery, Mike; Holder, Thomas; Karlson, Cherry; Unobskey, Arthur; Keefe, Ben; Capasso, Jane; Brinkman, Paul

**Subject:** Re: more explanation

[Quoted text hidden]

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Cliff

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