

**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: Tuesday, 20 Mar 2018  
TIME OF MEETING: 5:30pm – 7:00pm  
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.*

- 5:30 1. Call to order
- 5:31 2. Public comment
- 5:35 3. Review 14 Mar 2018 meeting discussion:

The WWMDC met with a quorum of 2 out of 3 members. We discussed the proposal that Nan put forward in the form that was available for distribution in the agenda, namely the version that I received last Wednesday. Both of the WWMDC members present expressed eagerness to keep the Town Engineer involved with the day-to-day oversight of operation of the WWTP and collection system. The expertise of the Town Engineer has been an increasing element of importance due to Paul's knowledge and experience. In addition, we anticipate fruitful results from the future management by the DPW Director of the WOM (see attachment 3.2). In brief, the WWMDC is eager for implementing the proposed changes.

Per the Town Administrator's request (see attachment 3.3), we passed the motion contained below in Attachment 3.1. As I said, it is based on the version that was available at the time our agenda was composed and published (Friday, 9 Mar 2018) and has two modifications. The modifications indicate the WWMDC's desire to further define the responsibilities of the WWMDC and to somehow establish the time of implementation of the oversight, which was omitted from the draft.

See attachment 3.1

- 5:40 4. Topics for discussion tonight  
In addition, the WWMDC wants to solidify the oversight actions and determine more concretely who does what. As a result, the WWMDC wants to have a meeting with the DPW Director, Town Engineer, and Town Administrator and possibly a School Department representative. The main questions are: what responsibilities are to be transferred from the WWMDC and when will they be transferred? In particular, the following topics are of interest for discussion:
  - a. How should bills be paid? What form of oversight should remain with the WWMDC? For example, tonight there were a number of charges where the WWMDC could not offer meaningful input due to its ignorance, but where the Town Engineer is qualified to determine the reasonableness of the charges. We simply want to define some boundaries concerning what charges need WWMDC approval and what are

more appropriate for the Town Engineer.

- b. How will the duties of the Account Specialist be determined? The WWMDC certainly appreciates the advice from the Town Engineer to Jane. Who will sign Jane's time card? The WWMDC chair votes for the DPW Director.
- c. In the short term, the WWMDC wants to retain oversight on billing, approvals of changes in design flow, interactions with users, annual budgeting, and Rules and Regulations. At the same time, we welcome inputs from the DPW Director and Town Engineer in these areas.
- d. Over time, say 2-3 years, we hope that a move toward a water-wastewater department can be made.
- e. The WWMDC continues to benefit from the Town Engineer's perspective on growth of the WWMD. We appreciate his knowledge and global viewpoint, both toward increases in design flow and time scale of growth.
- f. Is there an immediate desire to implement the managerial oversight of the DPW Director? I had not appreciated this, thinking that the transition would occur with the WOM coming on board at the start of FY2019. Sooner appears to be the operating assumption. The WWMDC is ok with that; we just want to clarify.

In summary, the WWMDC has definite enthusiasm for involving the DPW Director in the WWMDC operation, and the WWMDC wants to facilitate changes. However, the WWMDC just wants to clarify the actions to be taken and when they will occur.

- 6:30 5. Calendar: upcoming meetings and events, including hearings.
- 6:31 6. Public Comment
- 6:35 7. Adjourn

### Attachment 3.1

Chair moved, per the draft from the Town Administrator with **two changes in bold red font**, that

#### 1. WWMDC AND SCHOOL COMMITTEE'S AUTHORITY AS GOVERNING BODIES OVER WASTEWATER FACILITIES:

- a. OVERALL JURISDICTION FOR THE TOWN CENTER WWTP AND COLLECTIONS FACILITIES REMAINS UNDER THE WWMDC
- b. OVERALL JURISDICTION FOR THE HIGH SCHOOL WWTP REMAINS UNDER THE SCHOOL COMMITTEE THROUGH THE SCHOOL SUPERINTENDENT

#### 2. MANAGERIAL OVERSIGHT OF THE OPERATIONS AND MAINTENANCE OF THE WWMDC WWTP AND COLLECTIONS SYSTEM AND HIGH SCHOOL WWTP:

- a. WWMDC AND SCHOOL COMMITTEE ARE ASKED TO VOTE TO AUTHORIZE THE DPW DIRECTOR\* TO OVERSEE MANAGEMENT OF THEIR RESPECTIVE WASTEWATER FACILITIES, SCOPE OF **day-to-day** MANAGERIAL OVERSIGHT TO INCLUDE:
  - i. SUPERVISION OF SUPPORT STAFF
  - ii. IN COORDINATION WITH WWMDC AND SCHOOL BUDGET MANAGERS, APPROVAL OF PURCHASES, INVOICES, CONTRACTS, PROCUREMENT

- iii. APPROVAL OF CORRESPONDENCE AND REPORTS TO DEP
- iv. APPROVAL OF RECOMMENDATIONS TO WWMDC AND SCHOOL COMMITTEE FOR ANNUAL OPERATING BUDGETS INCLUDING FUTURE ALLOCATION OF COSTS FOR PERSONNEL TO WWMDC AND SCHOOL DEPARTMENT
- v. APPROVAL OF RECOMMENDATIONS TO SCHOOL COMMITTEE AND WWMDC FOR CAPITAL IMPROVEMENTS

**b. Responsibilities of the Account Specialist and 60% of the WOM remain with the WWMDC and cannot be changed without the approval of the WWMDC.**

\*Note that the DPW Director may take on these duties under the direction of the Town Administrator as memorialized through a memorandum. The DPW Director also acts by, for and under the policy direction of the BOPW in carrying out the Board’s responsibilities which do not include wastewater.

- 3. SUPPORT STAFF REPORTING TO DPW DIRECTOR TO INCLUDE:
  - i. OPERATIONS: WASTEWATER OPERATIONS MANAGER PERMANENT, NEW TOWN UNION POSITION IN DPW, SUBJECT TO AFSCME (1) COLLECTIVE BARGAINING AGREEMENT JOB DESCRIPTION ATTACHED
  - ii. ENGINEERING SUPPORT (REASONABLY LIMITED SO AS NOT TO INTERFERE WITH OTHER DUTIES ): TOWN ENGINEER
  - iii. BUILDING MAINTENANCE AND IMPROVEMENTS: PUBLIC BUILDINGS DIRECTOR
  
- 4. FUNDING:
  - a. WWMDC: PERSONNEL
    - i. DPW DIRECTOR, TOWN ENGINEER, AND PUBLIC BUILDINGS DIRECTOR - PAYROLL COSTS ARE INCLUDED IN THE DPW GENERAL FUND BUDGET AND OFFSET THROUGH WWMDC ENTERPRISE FUND INDIRECT COSTS
    - ii. WASTEWATER OPERATIONS MANAGER PAYROLL AND BENEFITS COSTS ARE CHARGED FOR FY 19 – 60 % TO GENERAL FUND DPW BUDGET AND OFFSET THROUGH WW ENTERPRISE INDIRECT COSTS
  - b. SCHOOL DEPARTMENT / HIGH SCHOOL PLANT – PERSONNEL
    - i. DPW DIRECTOR, TOWN ENGINEER COSTS ARE PAID DIRECTLY FROM GENERAL FUND THROUGH DPW BUDGET FOR SCHOOL DEPARTMENT – THIS IS CONSISTENT WITH THE TOWN’S ARRANGEMENTS FOR THE PUBLIC BUILDINGS DIRECTOR AND IT DIRECTOR
    - ii. PUBLIC BUILDINGS DIRECTOR IS PAID TO OVERSEE SCHOOL FACILITIES BY TOWN GENERAL FUND
    - iii. WASTEWATER OPERATIONS MANAGER PAYROLL COSTS ARE CHARGED FOR FY 19 – 40% TO SCHOOL DEPARTMENT BUDGET / SINGLE PAYCHECK
  - c. OTHER REASONABLE EXPENSES FOR WASTEWATER OPERATIONS MANAGER – CHARGED DIRECTLY TO WWMDC / SCHOOL COMMITTEE / NOT TO EXCEED \$3,000 :
    - I. VEHICLE, FUEL
    - II. OFFICE FURNISHINGS AND COMPUTER

Attachment 3.2

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** Wastewater - Operations Manager

**Department:** Public Works

**Appointing Authority:** Public Works Director

**Affiliation:**

**Salary:**

**Personnel Board Approved:**

**Effective Date:**

### **Summary of Duties**

The Operations Manager is primarily responsible for the proper operation and maintenance of the Town of Wayland's WWTP'S's (Wastewater Treatment Plants) located at the Town Center and High School as well as of the wastewater collection and conveyance infrastructure located within Town. Ensures plants and systems are in compliance with the Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) permit as well as Massachusetts Department of Environmental Protection (MassDEP) Groundwater Discharge Permit and ensures the day-to-day functions of the systems occur in an efficient and effective manner. The Operations Manager is required to perform supervisory, professional, and specialized technical work relating to the administration, operation, installation, maintenance, repair and testing of the WWTP'S equipment and processes, and all other related work as required.

### **Supervision**

The Operations Manager works under the general direction of the Director of Public Works. The Operations Manager is required to use sound judgment and function independently in the management and administration of the WWTP'S, wastewater pumping stations, chemical storage and application, SCADA (Supervisory Control and Data Acquisition) system and all associated operations to ensure the proper function of the WWTP'S. The Operations Manager supervises all other employees employed at the WWTP'S, as well as Town contracted service companies and their personnel, and ensures the continued and reliable operation and maintenance of the WWTP'S. The Operations Manager is expected to monitor the work of other employees and to make adjustments to ensure the proper operation of the WWTP'S.

### **Job Environment**

The work done by the Operations Manager is generally performed within the WWTP'S facilities located at the Town Center and at the High School. This position will also manage the ancillary lift stations and Town wastewater collection and conveyance infrastructure. The working environment includes administrative (office), controlled laboratory, interior shop and process, outside tank and manhole structures, and other related facility and infrastructure areas. There are areas which contain hazards including exposure to excessive noise, pathogens, general construction environments, confined spaces, hazardous atmospheric conditions, fumes or airborne particles, oils, solvents, hazardous chemicals, mechanical crushing, trips and falls, and the potential for electrical shock. A portion of the work is performed outdoors under all weather conditions. The Operations Manager will operate a variety of equipment including but not limited to blowers, compressors, pumps, electrical systems, control systems, laboratory equipment, sand filters, sludge collectors, sludge thickening equipment, fine-bubbler diffusers, automatic bar screens, back-up power generation systems, ultraviolet disinfection equipment and other specialized equipment related to the operation of a wastewater treatment plant and its associated facilities. The Operations Manager will also operate light trucks, forklifts and automobiles as well as standard office equipment.

## **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Performs process control, oversees sludge processing and laboratory work, required to perform the duties of other WWTP'S personnel, including the maintenance of mechanical equipment and laboratory duties.

Conducts visual inspections of the WWTP'S and equipment, performing daily walk-throughs and maintaining records, checklists and logbooks regarding the operation of critical equipment and supply inventory.

Maintain records in conformance with Massachusetts Department of Environmental Protection (MassDEP) and EPA requirements.

Monitors the WWTP'S and responds to alarms from the WWTP'S and ancillary outstation telecommunication systems or as requested to support other WWTP'S personnel as needed.

Perform the duties of the other WWTP or contract service staff, as needed, in an emergency situation.

Makes regular contact with vendors, regulatory personnel, engineering consultants, DPW Divisions, Facilities Department, industries which discharge pollutants to the WWTP'S, and the general public.

Attend and make presentations to Town Board and Committee meetings generally held at night.

Perform and manage any emergency response associated with system failures, breakdowns or other system repairs. Errors and omissions as a result of the actions of the Operations Manager may result in delay or loss of service, legal ramifications, damage to buildings and equipment, danger to public health/safety, injury to self or others, environmental harm, and monetary loss for the town.

May be assigned to other Public Works programs on an interim basis as needed or on an emergency basis.

Identify and coordinate the performance of scheduled and emergency building repairs and maintenance. Will coordinate with Facilities Department in the repair and maintenance of non-process building needs.

In conjunction with the Wastewater Administrator, will perform and oversee all administrative duties associated with the functions of the WWTP's and infrastructure. This includes but is not limited to budgeting, contract management, permit reporting, payroll, system monitoring and tracking & other clerical functions typical in the operation of WWTP's and infrastructure.

## **Recommended Minimum Qualifications**

### **Education and Experience**

The Operations Manager requires a high school diploma or equivalency and a bachelor's degree in a wastewater related field. Candidate should have at least eight years of experience related to the operation, repair and maintenance of wastewater treatment and collection systems, including the operation of related maintenance equipment

### **Substitutions**

In lieu of full education and experience requirements listed above, a combination equating to a related ten years of overall background in wastewater treatment and collection systems will be considered.

### **Knowledge, Skills and Abilities**

The Operations Manager should have a thorough knowledge of wastewater treatment theory, processes, equipment, facilities, materials, methods and procedures used in wastewater treatment and collection systems. The

Operations Manager shall have the ability to interpret specific chemical and biological analyses and considerable knowledge of wastewater treatment plant operation and maintenance. The Operations Manager shall be knowledgeable in MassDEP and federal regulations and requirements regarding the operation and maintenance of the WWTP'S including NPDES, MassDEP WWTP'S operation, safety, and operator licensing programs. The Operations Manager will be experienced with wastewater process and mechanical, electrical and electro-mechanical system troubleshooting. The Operations Manager shall have skill in the operation of related wastewater treatment equipment and tools. The Operations Manager has knowledge of sewer collection system and treatment plant construction.

The Operations Manager shall have the ability to guide, direct and motivate employees and to organize and supervise the activities of various personnel performing work. The Operations Manager shall be able to communicate effectively, verbally and in writing, and establish and maintain effective working relationships with employees, other department personnel, contract service vendors and the public. The Operations Manager shall be proficient with computer systems including Microsoft Office, SCADA, and Programmable Logic Control interfaces. The Operations Manager shall have good organizational skills for the proper administration of a wastewater treatment plant.

#### **Licenses/Certificates:**

The Operations Manager is required to have a Massachusetts Class D Driver's License and Massachusetts Grade 5 Wastewater Treatment Operating Certification.

#### **Physical Requirements**

The Operations Manager is generally required to do light to moderate physical activity. Occasionally, heavy lifting (50 pounds) is required in the operation and maintenance of the WWTP'S. The Operations Manager must be able to access all areas of a multi-level facility. He or she must have good close, distant, color and peripheral vision, as well as depth perception. The Operations Manager must have the ability to operate a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change*

### Attachment 3.3

#### *DRAFT*

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  - iii. APPROVAL OF CORRESPONDENCE AND REPORTS TO DEP*

iv. APPROVAL OF RECOMMENDATIONS TO WWMD C AND SCHOOL COMMITTEE FOR ANNUAL OPERATING BUDGETS INCLUDING FUTURE ALLOCATION OF COSTS FOR PERSONNEL TO WWMD C AND SCHOOL DEPARTMENT

v. APPROVAL OF RECOMMENDATIONS TO SCHOOL COMMITTEE AND WWMD C FOR CAPITAL IMPROVEMENTS

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c. OTHER REASONABLE EXPENSES FOR WASTEWATER OPERATIONS MANAGER – CHARGED DIRECTLY TO WWMD C / SCHOOL COMMITTEE / NOT TO EXCEED \$3,000 :

I. VEHICLE, FUEL

II. OFFICE FURNISHINGS AND COMPUTER

5. ADMINISTRATIVE ISSUES

A. VOTE BY WWMD C AND SCHOOL COMMITTEE

B. HIRING PROCESS POST TOWN MEETING: WASTEWATER OPERATIONS MANAGER

C. MONTHLY OPERATIONS REPORTS TO SCHOOL SUPERINTENDENT AND WWMD C

6. FUTURE CONSIDERATIONS

1. REVIEW OF WWMD C / SCHOOL DEPARTMENT COST SPLIT FOR WASTEWATER OPERATIONS MANAGER

2. POTENTIAL CHANGE IN GOVERNING BODY JURISDICTION

i. SCHOOL DEPARTMENT WWTP BECOMES A "CUSTOMER" OF WWMD C

ii. ALL WASTEWATER FACILITIES ARE TRANSFERRED TO BOPW