

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, 16 May 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.

Per the advice of Town Counsel, delegation of authority to the DPW Director is required. Last month the WWMDC delegated the authority to hire and to oversee the Wastewater Operations Manager to the Town Administrator. The Town Administrator delegated the hiring and oversight of the WOM to the DPW Director.

7:50 4. Update of implications of long-term design flow needs for the WWMD.

8:00 5. Finalizing FY2019 budget and rates.

8:10 6. Updates from Paul Brinkman, 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. Jane: Letter emailed and mailed to WhiteWater indicating WWMDC will only pay for costs incurred on January 27, 2018. Russ Tierney is reviewing.

- 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. River Rock Pump Station - 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. Paul attempted to contact them last week. No response to voice mail as of this agenda date.
- E. 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. South Shore Generator performed annual maintenance. Issue resolved.
 3. Alarm System – Need to discuss with WhiteWater.
 4. Chemical feed pumps
 5. HVAC
 6. Ejector Pump
- G. Verizon Phone Line Upgrade – Verizon has completed the change out. SCADA improvements can take place now.
- 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 a review was completed. The plans and specification include several provisions for the protection of the WWMDC infrastructure.
- 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. 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. Upgrade was done. Will contact SCADA.
 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. Unbudgeted Expenses List
 - B. Review of Betterment and Retained Earnings
 - C. April, 2018 DMR – Aluminum above permitted limit. WhiteWater believes this was caused by an overfeed of the Aluminate for Phosphorous control.
 - D. 2017 OARS Report – Uday reviewing.
- 9:00 9. Wastewater Rules and Regulations
- 9:05 10. Approve minutes from previous meetings—April 25, 2018.
- 9:08 11. Pay Bills, monthly budget update, year-to-date finances 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