

**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, 11 July 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

7:31      3. National Development Update – Email from Dave Costello on July 6, 2018:  
Received pricing on the leaching field option and ownership is reviewing.

7:35      4. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position – Email update from Tom Holder, DPW Director: Advertisements closed on June 22, 2018, candidates were reviewed with four worthy of interviews. One interview was held this week and the remaining three are scheduled for next week. We will likely make a selection and have that candidate return for a second interview with Uday. We will then make an offer and move forward with hiring. That would have the position filled by end of month.

7:40      5. FY2018 Annual Report – Draft for review

7:50      6. Update on Combined Water-Wastewater Department.

8:00      7. Paul Brinkman, Town Engineer – Update below:

A. 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. No response to voice mails.

B. Other Treatment Plant Repairs & Maintenance:

1. Keyes North Atlantic – July 9, 2018 key pad is obsolete. Keyes and Paul will meet to discuss ordering a new panel. June 13, 2018 Alarm for lab smoke detector which was replaced on June 18, 2018. Annual Dry Drip Test was not done on 6/8/18 due to the key pad on the panel needing repair.
2. Plumbing Issues – DPW acquiring camera that can be used in manholes/tanks. Will inspect when available.
3. HVAC
4. Ejector Pump

C. 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. No Change.

D. RFP for Contracting a Treatment Plant Operator – 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) when complete.

E. Eversource Priority List. No action taken as of yet.

F. Tata & Howard – Water Main Project is bidding is under review.

G. Status of Hiring DigSafe - 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.

H. Treatment Plant Capital Items:

1. SCADA System, Security Cameras 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.

- 8:15      8. Administrative items:
- A. Wayland Meadows Status of Land and Design Flow – Betterment transfer from WWMD's books to the Town.
  - B. Account 2701100, Brendon Homes – Account deemed uncollectable at the June 13, 2018 board meeting. Abatement for \$1,605.80 in billing charges. Interest was removed by Treasury. Account is closed.
  - C. Monthly Operating Report – New design.
  - D. Signature on Wastewater Rate Schedule
  - E. Signing FY19 bills, abatements and commitments
- 8:30      9. Wastewater Rules and Regulations
- 8:31      10. Approve minutes from previous meetings – June 13, 2018.
- 8:35      11. Review bills, unbudgeted expenses, monthly operating budget, abatements, and commitments.
- 8:50      12. Website status: Recent postings and organization.
- 8:51      13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:55      14. Calendar: Upcoming meetings, events and hearings. Planned August 8, 2018.
- 9:00      15. Public Comment
- 9:05      16. Adjourn