

**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, 10 October 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

7:32      3. Design Flow Allocation Procedure –

- At the September 2018 meeting of the WWMDC, the members agreed that there should be a statement of how much additional design flow could be handled by the system without jeopardizing the Administrative Consent Order (ACO) from the DEP. In other words, how much more design flow could be added to the system still keeping a low risk of exceeding the level specified in the ACO? This amount is specified in actual flow of 41,600 gpd averaged over nine months. Currently the actual flow is ~26,500 gpd and about 3,000 gpd of design flow is not connected. If all current users were connected, the actual flow might be 28,000 gpd. The chair feels that a conservative amount of 4,000 gpd of actual flow could be added, making the estimated total for all users of 32,000 gpd. Adding 4,000 gpd of actual flow is equivalent to adding 8,000 gpd of design flow.
- The discussion should center on whether the WWMDC feels this is reasonable. For example, is the risk of exceeding the ACO limit still low if there is a buffer of 10,000 gpd of actual flow? If the WWMDC feels this jump is too large, we might add a smaller increment now and assess the situation annually. Another aspect is the implication of this increase.
- The chair thinks that the method of requesting more design flow will not change. An existing or new user can request design flow using the normal application process. The meaning of this statement that an additional 8,000 gpd of design flow is available means only that the WWMDC feels the system could handle this increase. Requests for additional design flow still have to go through the normal process.
- As a motion, this might be:  
Given the current aggregate actual flow of 26,000 gallons per day (gpd) with about 3,000 gpd of design flow not connected, the WWMDC believes that 8,000 gpd of Title V design flow could be added to the system without significantly increasing the risk of exceeding the Administrative Consent Order from the DEP (at 41,600 gpd actual flow) and also the less stringent operating specification from the EPA (at 52,000 gpd actual flow).

7:55      4. Review draft Budget (Due 10/19/18) – Final chance to look at the draft budget.

8:00      5. Wastewater Operations Manager (WOM) - Richard Pezzolesi's (Pezz) first day was October 1, 2018. Paul Brinkman has been getting Pezz up to speed on both treatment plants and Town operations. His typical work week will be 6:30 am - 2:30 pm, Monday through Friday.

- 8:03 6. Future status of the WWMDC - Board of Public Works will meet on 23 Oct 2018 to discuss this topic. This is not a joint meeting with the WWMDC, but the WWMDC members are invited. A perspective from the WWMDC chair will be included in the packet for the BOPW. See the attachment.
- 8:20 7. Paul Brinkman, Town Engineer
- A. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District – Paul and Pezz are working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMDC and Facilities (Wayland High School).
  - B. Operating Contract Interim Letter – Beth Doucette and Paul Brinkman are working on a letter to WhiteWater Inc.
  - C. 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. Quote came in at \$16,600. Two additional quotes are required over \$10,000. Pezz is managing this effort.
    - 2. Ejector Pump – Pezz 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.
  - F. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.
  - G. Tata & Howard – Route 20 Water Main replacement project to start in a couple of weeks. Pezz and Paul to do mark-outs.
  - H. DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Paul and Pezz are doing this at this time.
  - 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.
- 8:25 8. Administrative Items:
- A. 45 Andrew Ave, X Golf – Status of Connection Application.
  - B. 14 Elissa Ave, Giacomo Restaurant – Review & approval of Connection Application.
  - C. 356 BPR, Wayland Foreign Motors - New connection status.
  - D. Annual Report - FY2018 Annual Report.
- 8:35 9. Wastewater Rules and Regulations. No discussion.
- 8:35 10. Approve minutes from previous meetings – September 20, 2018.
- 8:40 11. Review Monthly Operating Report and any unbudgeted expenses.
- 8:45 12. Website status: Recent postings and organization.

- 8:45 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:50 14. Calendar: Upcoming meetings, events and hearings.
- Upcoming Board Meeting: November 14, 2018.
- 8:52 15. Public Comment. None
- 8:55 16. Adjourn

#### 10/10/18 Agenda Attachment:

Fred Knight's Perspective on the future of the Wastewater Management District  
Commission (WWMDC)  
2 Oct 2018

#### Options:

1. No change; keep water and wastewater separate
  2. Incorporate wastewater into DPW/BoPW; eliminate WWMDC
  3. Form a new commission for water and wastewater (e.g.,WWWC)
- Pros and cons for creating a combined water-wastewater operation

#### 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 WWMD C 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.

## Fred's perspective

- One caution is that the School Department is not involved. Since nobody there has any detailed knowledge of the WHS system, they wouldn't contribute at this phase. In addition, I think they want help in getting that treatment plant on a firmer operational footing and would go along with our decision. However, any change in governance of their operation will need their involvement, so I think we should be copying them on these discussions.
- The WWMD C continues to need professional help, so I want to continue the involvement of Tom Holder, for day-to-day oversight of the WOM and the Account Specialist, and Paul Brinkman, for engineering expertise on operation of the treatment plants and the infrastructure. This involvement needs to be paid for, as it currently is.
- How big-picture oversight of wastewater operations is conducted is an open question, but the current system of using the WWMD C has issues. As the BoPW members have pointed out, the commissioners have insufficient expertise in the operations, but it is important to continue their role (by some means) of overseeing annual budgets, setting rates, and generally monitoring month-to-month and year-to-year performance. Combining this with the same for water seems like a good option to me.
- I understand the BoPW chair's cautionary perspective to have the DPW Director report to two boards. Given the incumbent's willingness (for which I am grateful), I think we have a working system that demonstrates feasibility.
- As to schedule, I applaud the BoPW's willingness to engage with WWMD C. Moving forward toward an article at spring 2019 ATM is my goal. We need to form that article, and I think we have time to do it.