

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, 14 November 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. Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager. Attending.

A. Introduction of Pezz (Richard Pezzolesi), Wastewater Operations Manager to the WWMDC.

B. 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). Current plan is to solicit by the end of the calendar year.

C. A number of repairs have been completed and the identification of other issues is ongoing. They include chemical feed piping, heating system, odor control system, hot water system, roofing, back-up power, sludge hauling management, process control, etc.

D. Operating Contract Interim Communication – Pezz and Paul met with WhiteWater and formal communication issued regarding the continuation as well as other items issued.

E. 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 Keyes North Atlantic – On July 9, 2018 we were told the key pad and fire panel is obsolete.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 contacted a company who repaired for \$500.

2. Ejector Pump – Pezz and Paul evaluated. Currently no apparent issue with the system. No repairs required.

E. Phone Line Upgrade and Alarm System – IT department has authorized the work order to activate data service to WWTP. Pezz and Paul arranging for SCADA to be onsite to make improvements.

F. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.

G. Route 20 Water Main replacement project has started construction. Pezz and Paul working with contractor and coordinating mark-out efforts. No issues to

date.

H. DigSafe - 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 – Pezz working with Contractor to install necessary upgrades.

J. Sanitary Sewer Overflow. Plant experienced an SSO on November 3, 2018. Pezz and Paul completed the reporting.

- 8:05 3. Decision on how much future design flow can be added. Are we ready to say that a low-risk addition is 8,000 gpd of design flow?
- 8:20 6. Formation of an ad hoc committee to discuss the future of wastewater in Wayland. Rick Greene update on his meeting with Board of Public Works on October 23, 2018.
- 8:30 8. Administrative Items:
- A. WWMD to approve properties to be liened for non-payment over \$100. A demand letter was sent with 30 days for payment.
 - B. 45 Andrew Ave, X Golf – Decision on design flow and approval of Connection Application.
 - C. 17 River Rock – Adding a gym, no design flow change. Board comment on the need for a Connection Application and approval.
 - D. Two Betterments were paid in full totaling \$33,524.55 in principal and interest.
 - E. Detailed review of WWMD's debt schedules to the Treasury Department/Town accounts. Several discussions with Tom Holder, Treasury and Finance on the amount of capital transferred from the Treatment Plant capital account and the actual transfer.
 - F. MUNIS Revenue Billing project – Integration of new meter reading software with MUNIS system. Vadar will no longer be used. New report for WWMD.
 - G. Set up 6 new commercial accounts for Pezz and integrated new accounts into the MOR.
 - H. 71-81 Andrew Ave, Building1C – Excessive water use.
- 8:50 9. Wastewater Rules and Regulations.
- 8:51 10. Approve minutes from previous meetings – October 10, 2018.
- 8:55 11. Review Monthly Operating Report.
- 9:00 12. Website status: Recent postings and organization.
- 9:00 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:05 14. Calendar: Upcoming meetings, events and hearings. Proposed December 12, 3018.
- 9:10 15. Public Comment. None
- 9:15 16. Adjourn