

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 Mar 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

- A. WOM Proposal: A proposal to create a Wastewater Operations Manager (WOM) for the WWMD collection and treatment facility and the WHS treatment facility is to be acted upon by ATM in April 2018. The position is to 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. Assuming passage of funding for the WOM at ATM, 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. Each month, the WOM or DPW Director will provide information to the WWMDC and the School Committee, either in person or through a (written or verbal?) report. The WOM's initial contract will be for one year, with the expectation of continued employment in the following years provided good performance as judged by the DPW Director and with the approval of the WWMDC and the School Department. An important element of the WOM's duties will be to monitor the operations of the two wastewater collection systems and to maintain efficient operations at both facilities to produce savings to offset some of the salary and benefits of the WOM. It is assumed that the WOM will be able to direct day-to-day activities of the wastewater contracted operators and can determine when to involve the DPW Director and Town Engineer. At the end of FY2019, the WOM's performance will be judged in a method to be determined by a combination of the DPW Director, the WWMDC, and the School Committee. The WOM Job Description and Declaration are attached to the on-line agenda.
- B. WOM Oversight: The WWMDC relies on various town departments to aid in the operation of the wastewater collection system and the contracted operation of the wastewater treatment facility, to provide water readings, to provide financial services for paying bills, budgeting, and accounting, to respond to emergencies, and to oversee facilities. The WWMDC budget contains approximately \$25,000 for payment of these services, and there is a formal division of this amount from the Finance Director. For FY2019, there will be less involvement by the Facilities Director and more by the DPW Director and Town Engineer. In addition, these latter two will oversee a new position called the Wastewater Operations Manager (WOM), as described below.
- C. Hiring WOM: As to the process of hiring the WOM, I'll just repeat that Tom has confidence that a good candidate can be found for the proposed salary of \$80,000. Again, the WWMDC appreciates that the DPW Director will oversee the WOM in FY2019. What this means, needs some more discussion, but I

think Tom expressed a willingness to do this at January 2018's joint meeting of the BPW and WWMDC.

- 7:50 4. Update of implications of long-term design flow needs for the WWMD.
- 8:00 5. Update on FY2019 budget and rates
- 8:10 6. Updates from the Town Engineer
- A. Treatment Plant Sanitary Sewer Overflows on January 27 and 28, 2018 – Continuing to explore the causes and needed repairs. Provided a draft SOP to the MassDEP as required. Awaiting feedback. Reporting to MassDEP as required.
 - B. Membrane #1 Cleaning – Reviewing proposal. Awaiting a discussion with WhiteWater.
 - C. 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. Need to discuss with WhiteWater and test to see if there is an issue.
 - 3. Alarm System – Need to discuss with WhiteWater.
 - 4. Chemical feed pumps
 - 5. HVAC
 - 6. Ejector Pump
 - D. 231 BPR Manhole Repair – Manhole pumped, concrete casting repaired and police detail totaled \$3,117. Completed on February 14, 2018.
 - E. Verizon Phone Line Upgrade – Hand hole repaired outside treatment plant on February 16, 2018. Waiting to see if WWMD receives a bill. Verizon will be contacted by the sub-contractor and they will do the upgrade in the spring. Coordinating with Verizon once better weather occurs (thaw). Once complete the SCADA work can be completed.
 - F. 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 WHS when complete. Expect three month process.
 - G. Eversource Priority List.
 - H. Tata & Howard - Is doing the design and engineering for a new water main on Boston Post Road. 95% plans and specifications are planned for March 15, 2018. Discussion about test pits and backfill requirements associated with the work near the sewer lines.
 - I. 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.

No Change:

- J. Advanced Metering Infrastructure System for Water Meters - DPW/Water Department is sponsoring an article at ATM for the purchase of an AMI system. It can be configured to provide daily information on the usage by individual users. This could have been used to prevent the Sanitary Sewer Overflow as the flow to the facility started rising two weeks earlier than the actual problem. The AMI system would flag a high use and the user could be contacted to look into the issue, before it becomes an actual problem.
- K. 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. No update.

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. No update.

- L. Obtained CADD record drawings from Weston & Sampson for the original sewer system construction. Working with Brendan Decker – Town GIS - to get the information placed in the Town GIS system and better field located to assist with mark-outs. Also obtained training with a Town owned device to use GPS to collect information on system. Will be used when weather improves.

- 8:35 7. Status of the land and design flow acquisition from Wayland Meadows. Jane is discussing with Finance and Treasury the payoff of the betterment for the 380 gpd of design flow that was transferred to the Library.

- 8:40 8. Administrative Items:

- A. SSO on January 27 and 28, 2018 at the Treatment Plant – Board to decide who is responsible for paying the bills.
- B. WhiteWater request to replace the compressor on pre-aeration blower #1. Unit was sent out for evaluation. Repair exceeds cost for a new replacement. Board approved the quote on February 13, 2018. Repair has not been made as of March 9, 2018.
- C. Fire Inspection completed by Keyes North Atlantic, Inc - Two batteries have been replaced and a technician determined the keypad assembly needs replacing. A quote for this will be sent shortly.
- D. Wayland Foreign Motors – Julia Junghanns, Health Department, spoke with the owner, Tim Cornu. Julia advised him that the work needs to be done and they discussed May for the installation due to high ground water in the spring. His Connection Application expires on April 16, 2018. Should he reapply? The \$19,521 privilege fee has not been paid for 300 gpd of design flow. Owner has taken out a loan.
- E. 2 Elissa Ave Backup Generator – Fred signed \$3,360.60 quote on February 26, 2018. Generator was repaired March 1, 2018 before the last storm.
- F. Community Center – Health Department is reviewing the Design Flow needs.
- G. Design Flow Approval & Payments List.

- 9:00 9. Wastewater Rules and Regulations

- 9:05 10. Approve minutes from previous meetings–13 Feb 2018.

- 9:08 11. Pay Bills, monthly budget update, year-to-date finances, monthly commitments and unbudgeted expenses. Reconciling Accounts.

- 9:20 12. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

- 9:21 13. Website status: recent postings and organization.

- 9:30 14. Calendar: upcoming meetings and events, including hearings.

- 9:32 15. Public Comment

- 9:35 16. Adjourn

Online Board Package:
WOM Job Description 3.2
WOM Declaration 3.5

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

DRAFT

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 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**

**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 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**