

**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: Thursday, 20 September 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. National Development attending – Update on pricing of leaching field and plan for increasing capacity going forward.
- 8:05     4. FY20 Capital Plan - Board approval. Due 9/21/18.
- 8:15     5. Review draft Budget (Due 10/19/18) & Department of Revenue decision on using retained earnings from operations to offset user fees.
- 8:40     6. Wastewater Operations Manager Update - DPW Director and Town Engineer have selected a candidate who will start working on October 1, 2018.
- 8:45     7. Monthly Operating Report – Approval of new design.
- 8:55     8. Paul Brinkman, Town Engineer – Attending:
  - A. RFP for Contracting a Treatment Plant Operator for the Wayland High School and the Wastewater Management District – Paul and the new WOM will be working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMDC and Facilities (Wayland High School) in early October.
  - B. Operating Contract Interim Letter – Beth Doucette and Paul Brinkman 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 Keyes North Atlantic – On July 9, 2018 we were told the key pad and fire panel is obsolete.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. Paul is working on this.
    - 2. Ejector Pump – WOM 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. Waiting for a coordinated visit. Alarm System will be discussed with WhiteWater and 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 has been delayed

due to an injunction filed by a bidder.

H. DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Paul is providing this on an interim basis for non-emergency mark-out requests. This will be included in the RFP for O&M services. The WOM would be responsible for this in most cases.

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.

- 9:15 9. FY2018 Annual Report – Third and final draft. Due September 30, 2018.
- 9:40 10. Update on Combined Water-Wastewater Department - Possible joint meeting with BOPW on October 9, 2018.
- 9:50 11. Administrative items:
- A. 234 Boston Post Road – Privilege Fee \$4,880.25 paid September 7, 2018 for 75 gpd of design flow to convert garage to an office.
- B. FY19 Demand Bills – Mailed September 12, 2018 to 13 properties totaling \$6,521.73.
- 9:55 12. Wastewater Rules and Regulations
- 9:56 13. Approve minutes from previous meetings – August 8, 2018.
- 9:58 14. Review bills, unbudgeted expenses, monthly operating report and commitments.
- 10:05 15. Website status: Recent postings and organization.
- 10:05 16. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 10:06 17. Calendar: Upcoming meetings, events and hearings.
- 10:10 18. Public Comment
- 10:12 19. Adjourn