

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 25 APRIL 2018**

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso

Absent:

Guests: Linda Segal and Doug Levine (attended for 5 minutes)

Meeting Location: 7:30 pm Wayland Town Building

Minutes

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

- 7:32 1. Call to order
- 7:32 2. Public comment
- 7:32 3. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position and funding for the WWMD collection and treatment facility and the WHS treatment facility was approved at the April, 2018 annual town meeting. The position will 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. 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 ending FY19, with the expectation of continued employment in the following years provided good performance, as judged by a method to be determined, 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 and 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.

The Town Administrator has been advised by Town Counsel that delegation of authority is required. The Town Administrator can then delegate the hiring and oversight of the WOM to the DPW Director.

Rick: Tom Holder and Paul Brinkman have WW licenses. Jane: The WOM will be hired with a grade 4 license and Tom and Paul will be available to consult as needed. Rick: Over the long term we would want the WOM to have the next level wastewater license.

Fred: Nan Balmer, Town Administrator, has the authority to direct the DPW Director (Tom) to oversee the WOM. In the following motion we will be giving Nan the authority to assign this position to the DPW Director per town counsel's advice. Motion: Rick: The WWMDC delegates the authority to hire and to oversee the Wastewater Operations Manager to the Town Administrator. Uday Second. All in favor 3-0.

- 7:46 4. Update of implications of long-term design flow needs for the WWMD.

A. National Development - Request for Connection Application Extension for 60 –

66 Andrew Ave, Town Center 150 Seat Restaurant.

Fred: National Development is asking for an extension on their connection application because it is important that they have the flow available in order to attract restaurants. They are vaguely in discussion with two restaurants. Rick: Is uncomfortable with the 180 day extension and feels National Development can reapply in 90 days per the instructions on the Application. They should follow our process and not set a bad precedent. Fred and Uday are fine with the 180 day extension. Fred: National development is reserving capacity without paying a privilege fee. The WWMDC agreed to add the following comment to the Connection Application: Approval for 90 days only from May 7, 2018. Motion: Rick: Move to approve the Connection Application with the 90 day only limit indicated on the application. Second Uday, All in favor 3-0.

- B. 317 Boston Post Road – Privilege Fee of \$76,977.81 paid on April 11, 2018 for an increase of 1,183 gpd of design flow for former Whole Foods taking over all of CVS, increase 3 seats at the former Water Lily restaurant and a proposed change in use to an 11 chair hair salon at the former Energy Unlimited store. Water Department will be reviewing the meters.

The privilege fee will increase retained earnings and help pay off betterments in the future. The Owners of Wayland Village Plaza notified the WWMDC to ask if the design flow was available. The WWMDC approved their connection application but discussed that all applications are to be approved by the Health Department and then the WWMDC makes a decision on whether the design flow is available.

Bertucci's – The restaurant closed April 16, 2018. This will have some affect on the revenue collected from users.

- 8:00 5. Update on FY2019 budget and rates. WhiteWater non-routine rate change.

Fred: The February, 2018 rate hearing should have been a budget review to allow the WWMDC to further review the FY19 Budget.

WhiteWater Non-Routine Rate change: Jane: The WhiteWater Comparison of Billing Rates schedule shows charges since 2014 for non-routine billable hours, for out of contract items that are seen on monthly invoices. No rate change occurred in FY17. Uday: The biggest change was for Senior Project Manager and Operations Service Manager at 10% each. Rick: Not concerned with the changes because we have the town Engineer to review the invoices. Jane: The contract will be going out for bid when the RFP is completed.

- 8:06 6. Updates from the Town Engineer, Paul Brinkman

- A. Treatment Plant Sanitary Sewer Overflows on Saturday, January 27 and Sunday, January 28, 2018. Board decision on payment of invoices. Reporting to MassDEP as required.

Reviewed billing by Contract Operator for the incident. After investigation of issues that led up to and actions taken during, I recommend the Commission pay through Saturday. On Sunday the incident recurred without notification to WWMDC or action taken by Operator to prevent recurrence. Board decision required.

Fred: This is the first time we have questioned WhiteWater's actions and the resulting billing. Paul's scrutiny over repairs and billing makes this possible. The fact that the Health Department and DEP were involved is a major factor.

Rick: Flow was increasing 20-40% before the incident. This should not have triggered a problem with the plant if WhiteWater had made corrections. Fred: WhiteWater did not respond to the increase nor did they tell Paul or the WWMDC. Saturday resulted in labor and sludge charges of \$2,877 and the problem not being fixed. On Sunday additional labor and sludge charges of \$5,206 occurred.

Uday: Is this gross negligence or abuse? Is this human error? Fred: Paul says this is a failure of WhiteWater to make modifications and WhiteWater should absorb charges for Sunday based on Paul's recommendation. Motion – Fred: To accept Paul's recommendation to propose not paying charges for Sunday based on his analysis. Rick second the motion. Passed 3-0. Jane will ask Paul to draft a letter to WhiteWater and the Board will sign it. Add to the letter DEP had to get involved.

- B. Membrane #1 Cleaning – Observed cleaning over the several day period. Train #2 handled all system flows without issue. Covers were not as difficult as originally anticipated to remove. Membranes and tank were significantly impacted by high solids, sludge. Several causes were attributed to this. They include:
1. Failure to conduct routine cleaning and inspection of membranes.
 2. Unbalanced flow between the two trains. Higher loading rates to train #1.
 3. Clogging of scour air header for membrane cassettes.

Rick: Appreciates Paul's pictures on the membrane cleaning. We have asked WhiteWater about Membranes in the past and we were assured that replacement was down the road. We would expect they would open and inspect the membranes annually. Jane: Per Paul, the contract we have with WhiteWater does not specify annual cleanings. They do clean the membranes during the year using chemicals.

Rick: The estimate for membrane cleaning changed from \$6,700 to \$12,000. If annual maintenance had been done, cleaning costs would not have been so high. WhiteWater should be monitoring the plant and handling this annually. They are not doing their job. Does Paul feel this is reasonable? Jane: Paul is creating an RFP and this will be addressed in the document.

Jane will discuss the Unbudgeted Expenses list with Paul and we will specify what needs to be done during FY2018, what can be pushed until FY2019 and ask WhiteWater to send us the invoices and quotes as needed for each item.

Rick: Since WhiteWater's invoices are not always on a timely basis, we should add a statement to the RFP that bills for all work must be submitted within 90 or less. Fred and Uday agreed.

- C. Membrane #2 Cleaning – Flow rates, pressures, etc. are not displaying issues at levels noted in train #1. Observations of tank surface do not appear to demonstrate significant issues. Recommend tank be taken out of service later in the year for inspection and cleaning – preventative action. Discussed in accordance with handling Membrane #1 in 6B above. Jane: Paul will have the WOM oversee this.

- D. Pump Station #2, River Rock Condo Association - 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.

Jane will talk with Paul about whether this should be called Pump Station #2, River Rock Condo Association and if River Rock is the correct owner. What is the urgency of the repair and should we have WhiteWater do the repair and we bill the Condo Association.

- E. WhiteWater Meeting – Ben Keefe, Joe Malloy, Russ Tierney, Paul and Jane. Discussed Unbudgeted Treatment Plant Repair List, January 27 and 28, 2018 spill, procedure for cleaning membrane #1 and other recommended work. SCADA upgrade was discussed. No discussion.
- F. Other Treatment Plant Repairs: No discussion.
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
- G. Verizon Phone Line Upgrade – Verizon in process of laying new line and tying in. Once complete the SCADA work can be completed. No discussion.
- H. 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 Facilities (Wayland High School) when complete. Expect three month process. No discussion.
- I. Eversource Priority List. No action taken as of yet.
- Rick will look into this.
- J. Tata & Howard - Is doing the design and engineering for a new water main on Boston Post Road. We have received 95% plans and specifications and in process of review to provide comments back to T&H. Discussion about test pits and backfill requirements associated with the work near the sewer lines. No discussion.
- K. 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.
- Rick: Will the WOM be qualified to do this? Jane: It is specified in the job description.
- L. Advanced Metering Infrastructure System for Water Meters – Article failed at Spring TM. No discussion.

M. Treatment Plant Capital Items: No discussion.

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. Awaiting final connection to Verizon upgrade.
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.

- 8:46 7. Status of the land and design flow acquisition from Wayland Meadows.

Jane: The Assessor's Office has written-off the betterment apportionment billed on the Tax Bills. Treasury has taken this off WWMD's books per Zoe Pierce. I will check the accounts to ensure this is final. Rick: How will the write-off of the Capital Account of \$219,000 affect what WWMDC owes? Potential for positive cash flow in the later years.

- 8:48 8. Administrative items:

- A. 234 Boston Post Road – Chris D'Antonio plans to buy the property in the fall. He is gathering the needed documents to renovate the existing garage into a two story office. The Health Department is overseeing this.

Jane: Chris filed the Connection Application with Jane and she discussed the garage changes with the Health Department. The Health Department and Building Department need to review the Connection Application due to the change in building structure. Once the form has been vetted, the WWMDC will review the application and return it to the Health Department.

B. Excess Water Use

Reviewed Fred's summary schedule indicating 44 users exceeded 50% of their design flow and 10 users exceeded 100% of their design flow. Reviewed Billing Spreadsheet showing who exceeded design flow parameters. Fred: The number of people exceeding their allowances is not sufficient to take action on this at this time. Jane: CWO Dental Group has 400 gpd of design flow and they used 1,182 gpd in FY18 Q3. Fred: No action at this time. Rick: Reviewed WWMDC Billing Schedule and CWO Dental and 109 Andrew Ave, Suite 204 have the same water use of 1,182 gpd day. Jane checked this, but Rick feels this should be looked into further.

C. March, 2018 DMR – No violations. – No discussion.

- D. Review of new Sludge and Chemical Reports – Jane: Chemical costs have increased significantly. Jane created a schedule of chemical costs for the last two years and Paul reviewed it. Increase primarily due to Sodium Hypochlorite costs of \$5.04 increasing to \$22.50. No discussion on sludge.

- E. WhiteWater quotes approved by Fred: Membrane Cleaning email/quote and EQ Pump quote – Membrane cleaning discussed in 6B above.

F. 2017 OARS Report – Uday is reviewing the report.

- 9:00 9. Wastewater Rules and Regulations. No discussion.

- 9:00 10. Approve minutes from previous meetings–13 Feb 2018, 14 Mar 2018, 20 Mar 2018.

Rick: Motion to approve February 13, 2018 minutes as written, Fred second, Uday was not at the meeting. Passed 2-0-1.

Fred: Motion to approve March 14, 2018 minutes as written, Uday second, Rick was not at the meeting. Passed 2-0-1.

Rick: Motion to approve March 20, 2018 minutes as written, Uday second. Passed 3-0.

- 9:06 11. Pay Bills, monthly budget update, year-to-date finances, unbudgeted expenses list and monthly commitments.

Invoices related to the January 27 and 28 treatment plant incident are not included in the April billing. An invoice from July, 2017, for the installation of the Wilo Eq Mixer is being paid now because Jane was waiting for WhiteWater to supply the invoices for the equipment and labor. Board reviewed the Monthly Operating Reports. Year-to-date actual is \$56,000 under the year-to-date budget. We are in basically good shape. Unbudgeted expenses will be closely reviewed in May, 2018. Rick: Motion to approve bills as listed, Fred second, passed 3-0. Monthly commitments for March, 2018 and April, 2018 were signed.

- 9:16 12. Website status: recent postings and organization.

Rick: Please have the Town news removed. Rick will look at creating an archive for outdated materials.

- 9:18 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.

- 9:18 14. Calendar: upcoming meetings and events, including hearings.

Upcoming meetings are: May 16, 2018 and June 13, 2018.

- 9:20 15. Public Comment

Linda Segal – The treatment plant opened November, 2012. Is this the first time the membranes have been cleaned? Fred: Yes, we hope for an annual program. Jane: WhiteWater has been doing chemical cleaning each year. Fred: Whitewater has always been our maintenance contractor for close to 6 years.

- 9:23 16. Adjourn

Attachments:

National Development Connection Application

WhiteWater Comparison of Billing Rates

WhiteWater Invoices January 27 and 28, 2018

Unbudgeted Expenses List

Summary of Excess Water Use

WWMDc Billing Schedule-Contains personal information, not included.

Monthly Operating Reports

Commitment Letters for March and April, 2018

Minutes: February 12, March 14 and March 20, 2018

Agenda

WhiteWater Comparison of Billing Rates
May 1, 2014 - May 1, 2018

Created by Jane Capasso
4/24/2018

NON-ROUTINE SERVICES

SERVICE PERSONNEL

Service and Maintenance labor (including service vehicle) rates for non-routine services and/or work above and beyond the activities described in the Scope of Services will be invoiced as follows:

	<u>May 1, 2014</u>	<u>May 1, 2015</u>	<u>May 1, 2016</u>	<u>Note 1</u> <u>May 1 2018</u>	<u>2018-2016</u> <u>% Change</u>
<u>Operations Service Personnel (2014-2017 labeled Service or Maintenance Tech)</u>					
7:00 am - 3:30 pm, M-F	\$80.00	\$80.00	\$87.50	\$90.00	2.86%
3:30 pm - 7:00 am, M-F/Holidays/Weekends/Callbacks	\$110.40	\$110.40	\$117.50	\$130.00	10.64%
<u>Maintenance/Mechanical Personnel (2014-2017 labeled Electrician/Instrumentation)</u>					
7:00 am - 3:30 pm, M-F	\$85.00	\$85.00	\$100.00	\$95.00	-5.00%
3:30 pm - 7:00 am, M-F/Holidays/Weekends/Callbacks	\$117.50	\$117.50	\$130.00	\$137.00	5.38%

A two hour minimum labor charge, portal to portal, will be charged anytime WhiteWater is called between 3:30 pm - 7:00 am, M-F/Holidays/Weekends or for call backs during the normal work hours.

MANAGEMENT AND/OR ADMINISTRATIVE

Labor rates for services above and beyond the activities described in the Scope of Services will be billed as follows:

	<u>May 1, 2014</u>	<u>May 1, 2015</u>	<u>May 1, 2016</u>	<u>Note 1</u> <u>May 1 2018</u>	<u>2018-2016</u> <u>% Change</u>
<u>Senior Project Manager</u>					
7:00 am - 3:30 pm, M-F	\$105.00	\$105.00	\$110.00	\$110.00	0.00%
3:30 pm - 7:00 am, M-F/Holidays/Weekends/Callbacks	\$150.00	\$150.00	\$150.00	\$165.00	10.00%
<u>Project Manager</u>					
7:00 am - 3:30 pm, M-F	\$95.00	\$95.00	\$95.00	\$95.00	0.00%
3:30 pm - 7:00 am, M-F/Holidays/Weekends/Callbacks	\$135.00	\$135.00	\$135.00	\$137.00	1.48%
<u>Admin/Research</u>					
8:00 am - 5:00 pm, M-F	\$50.00	\$50.00	\$50.00	\$50.00	0.00%

Notes:

- 1) No rate change for 2017
- Non-labor costs for non-routine services and/or work above and beyond the activities described in the Scope of Services will be billed at **15% Markup**.
- Billing rates are subject to periodic review. Customer will be notified in writing of any and all updates.



Wayland Wastewater Management District (WWMD)
66 River Road, Wayland, MA 01778-2697
508-358-6851 wastewater@wayland.ma.us

Updated 11/20/17

SEWER CONNECTION APPLICATION

(For New Connection or Modification to Existing Connection)

Property Owner/Applicant's Name: BOS RETAIL I LLC Date: 4/13/18
Contact Phone #: 781-501-1595 Contact Email: d.costello@natdev.com
Property Address: 400 BOSTON POST ROAD, WAYLAND, MA (WAYLAND TOWN CENTER)
Describe Proposed Use or Modification: REQUESTING TO EXTEND FOR AN
ADDITIONAL 180 DAYS THE EXTRA 5250 GPD CAPACITY DEDICATED
TO 60 AND 66 ANDREW AVENUE.

Title V Design Flow Calculation: Use MGL, Title V, 310 CMR 15.203. Located on the WWMD website. Review and approval by WWMD & Health Department.						
Reason for Application	Pipe Connection Required? (Yes or No)	Type of Establishment? If a change in use, indicate below.	Unit Type & # of Units. If a change in use, indicate below.	Gallons Per Day per Unit	Total GPD (# of Units X GPD per Unit)	Privilege Fee (\$65.07 X Total GPD)
New User	NO					\$ -
Currently Paying for Design Flow, Requesting Connection	NO	N/A	N/A	N/A	N/A	N/A
Connected, Change in Use and/or Connection	Extension	Extension	Extension	5250	5250	\$ 341,617.50

Property Owner/Applicant Acknowledgement:

- The undersigned has read the rules and regulations and agrees to conform with the laws, rules, regulations and ordinances relating to the use of the WWMD System.
- The undersigned agrees to pay all costs related to the connection of the building to the sewer main.
- The undersigned agrees to notify the WWMD, one day in advance, when the sewer connection is ready for inspection.
- The applicant's Engineer is responsible for: A) Field verifying the location and/or elevation of the lateral prior to work start, B) Preparing detailed engineering and as built plans for the connection, and C) Obtaining and paying for all necessary permits.
- The septic system shall not be abandoned until the sewer connection is completed and approved unless prior written approval is received from the Health Department.
- Approval of this application may be rescinded if the Privilege Fee payment is not received within 90 days.

Signature of Applicant: [Signature] Print Name: DAVID K. COSTELLO Date: 4/13/18

WWMD/TREASURY DEPARTMENT USE ONLY	
Privilege Fee for New Connections: \$ _____ (Design Flow _____ gpd X Fee \$ _____)	
WWMD Approval <input checked="" type="checkbox"/> or Disapproval <input type="checkbox"/> . Signature: <u>[Signature]</u> Date: <u>25 Apr 2018</u>	
Comments: <u>approval for 90 days only from 7 May 2018</u>	
Treasury Department - Privilege Fee: Check #: _____, Date: _____	Received By: _____

Directions: 1) Return the completed Connection Application to the Health Department. 2) You will be informed when the WWMD will meet to review the application. Attendance at this meeting is optional. 3) The WWMD will send their Approval or Disapproval to the Health Department and inform you. 4) If you do not owe a Privilege Fee, contact the Health Department. 5) Privilege Fee payments must be made in person at the Treasurer's Office, 41 Cochituate Road, Wayland, MA by check payable to "Town of Wayland". 6) Treasury signs the Connection Application. 7) Owner/Applicant delivers the application to the Health Department for final approval.

Expires Aug 5, 2018

Capasso, Jane

Subject: FW: FW: FW: Responsibility for spill costs & Sign a work order & Qtrly Billing

From: Brinkman, Paul
Sent: Monday, April 23, 2018 11:12 AM
To: Capasso, Jane
Subject: RE: FW: FW: Responsibility for spill costs & Sign a work order & Qtrly Billing

Jane,

My recommendation on the invoicing of costs is as follows:

WhiteWater, Inc. has requested payment for costs incurred as a result of the high flows sustained by the WWMDC treatment plant on January 27 – 28, 2018. The elevated flows resulted in the overflow of wastewater from the plant to the ground outside the building – a Sanitary Sewer Overflow (SSO) on both days. The SSOs has resulted in scrutiny of the plant by the MassDEP. The costs incurred by WhiteWater are primarily labor and hauling charges for “excess” wastewater from the equalization tank.

I recommend the Commission approve the cost incurred by WhiteWater for the Saturday (January 27) and the reporting costs incurred by WhiteWater. All other costs were as a result of a failure by WhiteWater to make modifications to the plant and/or communicate with the Commission as to the elevated flows being experienced at the plant. This is based upon the following findings.

1. The plant flows were elevated for approximately a two week period before the incident. The elevated flows were between 20%-40% higher than normal. A review of flow data for the last three years does not find this as a routine flow variation. Flows to the plant are typically very stable (not subject to Infiltration and Inflow).
2. The flows increased significantly on Friday January 26th. The maximum flows sustained by the plant appear to be within the capacity of the plant (140,000 gallons per day).
3. WhiteWater attended to the plant on Saturday and had excess wastewater pumped. No changes were made to the plant by WhiteWater to allow the increased flow to be adequately managed at the plant. No notifications were made to the Commission on that date. (Calls from the BoH and FD were left on Town Engineer phone).
4. The incident continued on Sunday, whereby the SSO recurred and several thousand gallons of wastewater was removed from the plant by WhiteWater. Again no notification was made to the Commission. Town Engineer spoke with the FD and BoH on Sunday AM, who had no information beyond the incidence of a SSO on Saturday. Further discussion occurred with BoH when SSO recurred in the afternoon.)
5. Town Engineer arrived on site on January 30th and found that the high flows were still continuing. WhiteWater did not notify the Commission of any issues regarding increased flows until January 29.
6. Town Engineer enabled a communication with Town Center, which within five minutes found and stopped the source of elevated flows.

Paul

January 27-28, 2018 Treatment Plant Spill

				Costs for January 27-28 Treatment Plant Spill Only						
			Month	Contract Fee	Labor	Equip Repairs & Maint	Sludge	Chemicals	15%	
Invoice #	Invoice Date	Amount	Processed	52100	#52101	52116	52122	52125	Mark Up	Total
January 27, 2018 Costs:										
70032755	2/13/2018	\$ 9,454.62			\$ 1,152.00	\$ -	\$ -	\$ -	\$ -	\$ 1,152.00
70033206	3/14/2018	\$ 12,232.59					\$ 1,500.00		\$ 225.00	\$ 1,725.00
January 28, 2018 Costs:										
70033206	3/14/2018	\$ 12,232.59			\$ 1,238.75	\$ -	\$ 3,450.00	\$ -	\$ 517.50	\$ 5,206.25
Total Cost of Spill Based on Above Invoices				\$ -	\$ 2,390.75	\$ -	\$ 4,950.00	\$ -	\$ 742.50	\$ 8,083.25

Note: Per Paul Brinkman - There should be no equipment repair costs associated with this incident.

1/28/18 Breakout of Hours Charged for Spill

Invoice	70033206	Rate	Reg	OT	Total
1/28/18	RStcyr OT	\$ 117.50	0	6	\$ 705.00
1/28/18	SGrenier	\$ 87.50	1	0	\$ 87.50
1/29/18	SGrenier	\$ 117.50	0	1.5	\$ 176.25
1/30/18	JMalloy	\$ 95.00	1	0	\$ 95.00
1/30/18	PWorster	\$ 87.50	2	0	\$ 175.00
Total Hours Charged 1/28 & 1/29, 2018					<u><u>\$ 1,238.75</u></u>



INVOICE

INVOICE #: 70032755
INVOICE DATE: 02/13/18
CUSTOMER NUMBER: WAY002
CUSTOMER PO:

INVOICE TOTAL: \$ 9,454.62

DUE DATE: 03/05/18

TERMS: NET 30 DAYS

WWMDC
ATTN: Jane Capasso
DPW Building
66 River Road
Wayland, MA 01778

Customer: WWMDC
For work performed at:
Wayland WWTP
185 Elissa Ave,
Wayland, MA 01778

- A finance charge of 1.5% per month on unpaid
balance after 30 days from date of invoice.
- No discount allowed unless indicated.

Agreement: W0629
Service Order: 70018323

Agreement Name: Wayland, Town of WWTP

DESCRIPTION	HOURS/ UNIT	QTY	RATE	EXTENDED AMOUNT
Labor				
Lead Maintenance Technician	REG	10.50	87.50	\$918.75
Lead Maintenance Technician	OVT	2.00	117.50	\$235.00
Maintenance Technician	REG	3.00	87.50	\$262.50
Maintenance Technician	OVT	1.50	117.50	\$176.25
Project Manager	REG	1.00	95.00	\$95.00
Senior Service Technician	REG	8.00	87.50	\$700.00
Service Technician	OVT	11.50	117.50	\$1,351.25
Labor Total		37.50		\$3,738.75 labor
Outside Services				
WASTE WATER SERVICE		12/26/17		\$400.00
WASTE WATER SERVICE		01/11/18		\$870.00
WASTE WATER SERVICE		01/11/18		\$1,750.00
WASTE WATER SERVICE		01/23/18		\$1,062.50

REMIT TO: WhiteWater, Inc., C/O RHW Construction 41 Central Street Auburn,, MA 01501
888-377-7678

RECEIVED

FEB 16 2017

Wayland Wastewater
Management District



WATER & WASTEWATER SOLUTIONS

Page 2 of 2

Total

\$4,082.50 *study e*

Materials

ASTRO CHEMICAL

01/04/18

\$848.00 - *chem.*

Lowes Home Centers

12/29/17

\$39.82 - *ERM*

Material Total

\$887.82

Markup on Analysis, Materials and Other Costs

\$745.55

=====

Total Amount Due This Invoice:

\$9,454.62

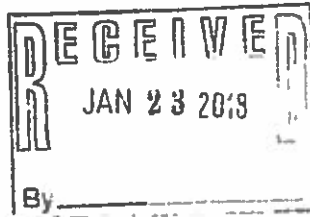
COMMENTS

**REMIT TO: WhiteWater, Inc., C/O RHW Construction 41 Central Street Auburn,, MA 01501
888-377-7678**

Task Date	Service Performed By	Title	Agreement Number	Service Order Number	Location	Details	Regular Hours	OT Hours
12/31/17	PPASCARELLI	SERVICE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ALARM CALL - MBR SHUTDOWN, HIGH EQUALIZER.	-	2.50
1/12/18	KNAUMAN	SENIOR SERVICE TECHNICIAN	W0629	70018323	WAYLAND WWTP	HYPO CLEANING PERFORMED BY MANUAL INJECTION OF HYPO AND MIXED MANUALLY TO TRAIN #1 TO ACHIEVE PROPER DOSING. LET SOAK 4 HRS. PHIL P. PUT PLANT BACK ON LINE.	4.00	-
1/12/18	SGRENIER	SENIOR SERVICE TECHNICIAN	W0629	70018323	WAYLAND WWTP	CHEMICAL CLEANING OF MEMBRANES ON TRAIN # 1.	4.00	-
1/15/18	PWORSTER	LEAD MAINTENANCE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ON SITE TO GATHER INFO ON BLOWER SO RUBY CAN ORDER NEEDED PARTS FOR REPAIRS. ALSO TOOK A LOOK AT ALUMINUM PUMP ISSUES AND HAD SCOTT PUT IN A REQUEST THROUGH, FOR UP-KEEP SO IT CAN BE LOOKED INTO AND REPAIRED.	2.00	-
1/16/18	PWORSTER	LEAD MAINTENANCE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ON SITE TO WORK ON CONTROL ISSUES WITH ALUMINUM PUMPS, WILL NEED A HAND TO FINISH TROUBLESHOOTING AND REPAIRS.	4.50	-
1/17/18	PWORSTER	LEAD MAINTENANCE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ON SITE TO CONTINUE TROUBLESHOOTING AND REPAIRS TO ALUMINUM PUMPING SYSTEM.	4.00	2.00
1/17/18	WGENDREAU	MAINTENANCE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ALUMINUM SULFATE PUMP NOT WORKING EVALUATED AND REPAIRED.	3.00	1.50
1/27/18	JMALLOY	PROJECT MANAGER	W0629	70018323	WAYLAND WWTP	RECEIVED CALLS FROM BEN KEEFE (WAYLAND COMMONS) FOR EMERGENCY RESPONSE FOR SEWAGE SPILLING OUT FROM EQUALIZER MANHOLE. CALLED OPERATOR TO RESPOND, CALL PUMP TRUCK WHILE IN TRANSIT, CALLED SUPERVISOR TO INFORM HIM OF SITUATION, ASKED HIM TO BE AVAILABLE TO OFFER INFORMATION IF NEEDED. APPEARS TO BE BAD VFD FOR ONE OF EQUALIZER PUMPS. PUMP SEQUENCE WAS LOST WHICH RESULTED IN OTHER EQUALIZER PUMP NOT CALLED TO RUN. WWSI PUMPED THREE LOADS TO ENSURE NO PROBLEMS OVERNIGHT. SPOKE TO OPERATOR AT NIGHT, AND AGAIN NEXT MORNING FOR UPDATES & CURRENT STATUS. THE WORKING EQUALIZER PUMP IS RUNNING WHEN CALLED. SCOTT TO UPLOAD PUMP ISSUE ON UPKEEP.	1.00	-
1/27/18	RSTCYR	SERVICE TECHNICIAN	W0629	70018323	WAYLAND WWTP	CALL IN FROM JOE MALLOY: MULTIPLE FACILITY VISITS DUE TO OVERFLOWING EQUALIZER TANK, FAILED EQUALIZER PUMP VFD AND PUMPING BY WSI TO LOWER THE EQUALIZER TANK LEVEL.	-	9.00
				70018323 Total			22.50	15.00

Waste Water Services Inc.

1997 Bedford Street
Bridgewater Ma,02324



Invoice

Date	Invoice #
1/23/2018	23644

Bill To
White Water Inc. 253B Worcester Road Bldg#2 Charlton, MA 01507

Ship To
Wayland Commons WWTP 185 Alissa Ave Wayland, MA 01778 Job #629

P.O. Number	Terms	Project
	30 days	

Quantity	Item Code	Description	Price Each	Amount
8,500	SepticDPT	Septic Disposal, Pumping and Transportation Services 1/2/18 slip# 145678 10879 70018323 40 S	0.125	1,062.50
			Total	\$1,062.50
			Balance Due	\$1,062.50

Phone #
508-697-9974

629

Waste Water Services Inc.

1997 Bedford Street
Bridgewater Ma, 02324

DEC 26 2017

Invoice

Date	Invoice #
12/22/2017	23316

Bill To
White Water Inc. 253B Worcester Road Bldg#2 Charlton, MA 01507

Ship To
Wayland Commons WWTP 185 Alissa Ave Wayland, MA 01778 Job #629

P.O. Number	Terms	Project
	30 days	

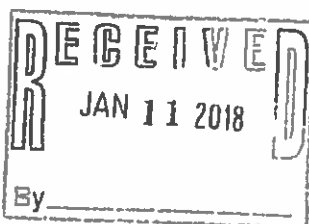
Quantity	Item Code	Description	Price Each	Amount
2,000	GreaseDPT	Grease Disposal, Pumping and Transportation Services 12/19/17 slip# 149699 10879 7001832340	0.20	400.00
			Total	\$400.00
			Balance Due	\$400.00

Phone #
508-697-9974

629

Waste Water Services Inc.

1997 Bedford Street
Bridgewater Ma, 02324



Invoice

Date	Invoice #
12/31/2017	23403

Bill To
White Water Inc. 253B Worcester Road Bldg#2 Charlton, MA 01507

Ship To
Wayland Commons WWTP 185 Alissa Ave Wayland, MA 01778 Job #629

P.O. Number	Terms	Project
	30 days	

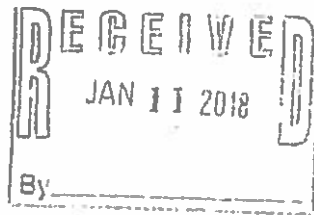
Quantity	Item Code	Description	Price Each	Amount
6,000	SepticDPT	Septic Disposal, Pumping and Transportation Services	0.12	720.00
1	Emergency	12/31/17 slip# 149913 Emergency Call Fee	X 150.00	150.00
10879 7001 8323405				
			Total	\$870.00
			Balance Due	\$870.00

Phone #
508-697-9974

629

Waste Water Services Inc.

1997 Bedford Street
Bridgewater Ma,02324



Invoice

Date	Invoice #
1/3/2018	23402

Bill To
White Water Inc. 253B Worcester Road Bldg#2 Charlton, MA 01507

Ship To
Wayland Commons WWTP 185 Alissa Ave Wayland, MA 01778 Job #629

P.O. Number	Terms	Project
	30 days	

Quantity	Item Code	Description	Price Each	Amount
8,500	SepticDPT	Septic Disposal, Pumping and Transportation Services 1/2/18 slip# 149613	0.125	1,062.50
5,500	SepticDPT	Septic Disposal, Pumping and Transportation Services 1/3/18 slip# 149928	0.125	687.50
10879 7001 832340.S				
			Total	\$1,750.00
			Balance Due	\$1,750.00

Phone #
508-697-9974

629

Page 1 of 1



INVOICE

INVOICE #: 70033206
 INVOICE DATE: 03/14/18
 CUSTOMER NUMBER: WAY002
 CUSTOMER PO:

INVOICE TOTAL: \$ 12,232.59

DUE DATE: 04/03/18

TERMS: NET 30 DAYS

WWMDC
 ATTN: Jane Capasso
 DPW Building
 66 River Road
 Wayland, MA 01778

- A finance charge of 1.5% per month on unpaid balance after 30 days from date of invoice.
 - No discount allowed unless indicated.

Customer: WWMDC
 For work performed at:
 Wayland WWTP
 185 Elissa Ave,
 Wayland, MA 01778

Agreement: W0629
 Service Order: 70018323

Agreement Name: Wayland, Town of WWTP

DESCRIPTION	HOURS/ UNIT	QTY	RATE	EXTENDED AMOUNT
<i>spill</i>				
Labor	<i>Hrs Rate</i>	<i>Total</i>		
Lead Maintenance Technician	<i>2.0 x 87.50</i>	<i>175.00</i>	REG 15.00 87.50	\$1,312.50
Lead Maintenance Technician			OVT 4.50 117.50	\$528.75
Maintenance Technician			REG 4.00 87.50	\$350.00
Project Manager	<i>2.0 x 95.00</i>	<i>95.00</i>	REG 2.00 95.00	\$190.00
Senior Service Technician	<i>1.0 x 87.50</i>	<i>87.50</i>	REG 1.00 87.50	\$87.50
Senior Service Technician	<i>1.5 x 117.50</i>	<i>176.25</i>	OVT 1.50 117.50	\$176.25
Service Technician	<i>6 x 117.50</i>	<i>705.00</i>	OVT 9.00 117.50	\$1,057.50
Labor Total	<i>Labor - spill</i>	<i>1238.75</i>	37.00	\$3,702.50 <i>Labor</i>
Outside Services				
WASTE WATER SERVICE			02/16/18	\$625.00
WASTE WATER SERVICE - <i>sludge</i>	<i>4,950.00</i>		02/05/18	\$4,950.00
Total				\$5,575.00 <i>sludge</i>
<i>Total Spill</i>				
<i>Markup (sludge)</i>				
<i>Total Spill \$</i>				
<i>6931.25</i>				

REMIT TO: WhiteWater, Inc., C/O RHW Construction 41 Central Street Auburn, MA 01501
 888-377-7678

3/13/18 Received by email

Materials

ASTRO CHEMICAL
HOLLAND
UV SUPERSTORE
Material Total

02/13/18	\$360.00]chen - ERM
01/26/18	\$1,277.64	
02/12/18	\$204.83	
	\$1,842.47	

Markup on Analysis, Materials and Other Costs **15%**

\$1,112.62 - MU

Total Amount Due This Invoice:

=====
\$12,232.59

COMMENTS

REMIT TO: WhiteWater, Inc., C/O RHW Construction 41 Central Street Auburn,, MA 01501
888-377-7678

Task Date	Service Performed By	Title	Agreement Number	Service Order Number	Location	Details	Regular Hours	OT Hours
1/28/18	RSTCYR	SERVICE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ALARM CALL - HIGH EQUALIZATION TANK. CALLED WSI.	-	6.00
1/28/18	SGRENIER	SENIOR SERVICE TECHNICIAN	W0629	70018323	WAYLAND WWTP	TIME SPENT ON PHONE OVER WEEKEND ASSISTING ON-CALL OPERATOR WITH PLANT ISSUES.	1.00	-
1/29/18	SGRENIER	SENIOR SERVICE TECHNICIAN	W0629	70018323	WAYLAND WWTP	TIME SPENT REVIEWING PLANT EQUIPMENT SETTINGS AND ALARM FUNCTIONS WITH PAUL FROM TOWN OF WAYLAND AS A RESULT OF WEEKEND OVERFLOW.	-	1.50
1/30/18	JMALLOY	PROJECT MANAGER	W0629	70018323	WAYLAND WWTP	PREPARED SSO NOTIFICATION FORM.	1.00	-
1/30/18	PWORSTER	LEAD MAINTENANCE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ON SITE TO TROUBLESHOOT ISSUES WITH EQUALIZER PUMP AND VFD, FOUND NO ISSUES, PUMP RUNNING FINE AND WILL HAVE OPERATOR KEEP AN EYE ON IT.	2.00	-
2/2/18	JMALLOY	PROJECT MANAGER	W0629	70018323	WAYLAND WWTP	INVESTIGATE BROKEN PIPE IN ELECTOR PUMP SYSTEM. FOUND EVIDENCE OF A BREAK ON DISCHARGE SIDE OF PUMP JUST OUTSIDE OF PUMP HOUSING POD.	1.00	-
2/3/18	PPASCARELLI	SERVICE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ALARM CALL - PA # 2 VALVE FAULT.	-	3.00
2/13/18	PWORSTER	LEAD MAINTENANCE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ON SITE TO TROUBLESHOOT # 1 EQUALIZER TANK TRIPPING OUT AND # 2 NOT PUMPING. # 1 WILL HAVE TO BE PULLED, # 2 WASN'T PLUGGED; BUT WAS AIR BOUND. WAS ABLE TO GET # 2 RUNNING AND PLANT BACK ON LINE. MADE ARRANGEMENT TO HAVE BOB AND BRIAN ON SITE TO HELP IN THE MORNING WITH PULLING OF PUMP.	1.50	4.50
2/14/18	BHOUSTON	MAINTENANCE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ON SITE TO PULL FAILED INFLUENT PUMP FROM THE LOWER LEVEL.	4.00	-
2/14/18	PWORSTER	LEAD MAINTENANCE TECHNICIAN	W0629	70018323	WAYLAND WWTP	LOADING OF NEEDED EQUIPMENT AND PICKING UP OF GANTRY. REMOVE # 1 EQUALIZER PUMP AND FURTHER TROUBLESHOOT VFD. UNIT WILL NEED TO BE REPLACED. DROPPED PUMP OFF AT RUBY ELECTRIC FOR EVALUATION AND REQUESTED PRICING FOR A NEW VFD.	7.50	-
2/14/18	RSIOBERG	LEAD MAINTENANCE TECHNICIAN	W0629	70018323	WAYLAND WWTP	ON SITE TO PULL FAILED INFLUENT PUMP FROM THE LOWER LEVEL.	4.00	-
				70018323 Total			22.00	15.00

Waste Water Services Inc.

1997 Bedford Street
Bridgewater Ma, 02324

Invoice

FEB 16 2018

Date	Invoice #
2/7/2018	23844

Bill To
White Water Inc. 253B Worcester Road Bldg#2 Charlton, MA 01507

Ship To
Wayland Commons WWTP 185 Alissa Ave Wayland, MA 01778 Job #629

P.O. Number	Terms	Project
	30 days	

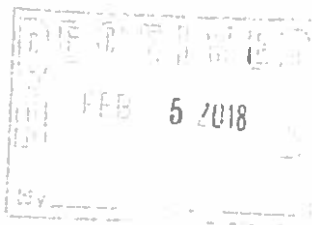
Quantity	Item Code	Description	Price Each	Amount
5,000	SepticDPT	Septic Disposal, Pumping and Transportation Services 2/6/18 slip# 150422	0.125	625.00
10879.7001 832340.S				
			Total	\$625.00
			Balance Due	\$625.00

Phone #
508-697-9974

629

Waste Water Services Inc.

1997 Bedford Street
Bridgewater Ma, 02324



Invoice

Date	Invoice #
1/29/2018	23722

Bill To
White Water Inc. 253B Worcester Road Bldg#2 Charlton, MA 01507

Ship To
Wayland Commons WWTP 185 Alissa Ave Wayland, MA 01778 Job #629

P.O. Number	Terms	Project
	30 days	

Quantity	Item Code	Description	Price Each	Amount
9,600	SepticDPT	Septic Disposal, Pumping and Transportation Services 1/27/18 slip# 150056 & 150058	0.125	1,200.00
2	Emergency	Emergency Call Fee	150.00	300.00
22,800	SepticDPT	Septic Disposal, Pumping and Transportation Services 1/28/18 slip# 15009, 149864, 149863 & 149865	0.125	2,850.00
4	Emergency	Emergency Call Fee	150.00	600.00
10879-7001 832340				
			Total	\$4,950.00
			Balance Due	\$4,950.00

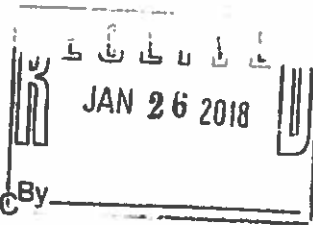
Phone #
508-697-9974

629

Holland COMPANY INC
153 HOWLAND AVENUE

ADAMS, MA 01220-1199

(TEL) 413-743-1292 (FAX) 413-743-1298



Invoice Number
8167

Cust. PO #
1132

Bill to:

Whitewater, Inc. - Wayland
Manager Wastewater Division
253B Worcester Road
Charlton MA 01507
USA

Ship to:

Whitewater - Wayland
Town of Wayland
WWMCD
Wayland MA 01778
USA

Customer Number:

1491

Invoice Date:

1/25/2018



Order Number:	Ship Date:	Freight	Standard Terms:	Delivery
7659	1/24/2018	Delivered	Net 30	FOB Adams, MA

Description	Quantity:	UOM	Unit Price	Amount
Commercial Aluminum Sulfate Bulk	702	GL	\$ 1.82	\$1,277.64

Freight: \$0.00

Sales Tax: \$0.00 ✓

Fuel Surcharges
or Miscellaneous: \$0.00

Total: \$1,277.64

10879 7001 832340.M

Terms and Conditions: Notwithstanding any inconsistent or additional terms that may be embodied in your purchase order, we accept your order subject only to the terms of the written contract between us under which your order is placed. If no such contract exists, we accept your order only on the express condition that you assent to the terms contained above and on our website, www.hollandcompany.com, and your acceptance and receipt of the goods shipped hereunder shall constitute assent to such terms.

629



820 TUCKER CT
WINDER, GA 30680

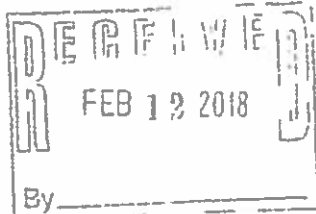
INVOICE

Invoice Number: 120322
Invoice Date: Feb 12, 2018
Page: 1

THIS INVOICE WILL BE EMAILED ONLY

Bill To:

WHITEWATER, INC.
253B WORCESTER ROAD
CHARLTON, MA 01507



Ship to:

WHITEWATER, INC.
253B WORCESTER ROAD
ATTN: WADE SINCLAIR
CHARLTON, MA 01507

Customer ID	Customer PO	Payment Terms	
WHITEWATER-MA	70018323	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
P5	UPS GROUND PP&A	2/12/18	3/14/18

Qty	Description	Unit Price	Amount
6	P/N 1886 (AKA G64-302418) ULTRAVIOLET LAMP, 2 PIN WITH BARRIER	25.00	150.00
	SHIPPING CHARGES		54.83
	TRACKING NUMBER: 1ZY5X5010346591172		
10879 7001 8323 40.M			

Please Remit To:

820 TUCKER CT
WINDER, GA 30680

Subtotal	204.83
Sales Tax	
Total Invoice Amount	204.83
Payment/Credit Applied :	

Voice: (770) 307-3882

TOTAL IN USD

204.83

Thank You

629

WWMDC FY18 Unbudgeted Treatment Plant Expenses			Updated: 4/24/2018		
Vendor	Reason	Status/Date Completed	Amount of Quotes		Final Cost
WhiteWater Unbudgeted Expenses:					
WhiteWater	Tmt Plant Generator/Alarms - Backup generator did not work and alarms did not sound.		\$ -		
WhiteWater	WTTP Spill on Jan 27 and 28, 2018	Costs on invoices #70032755 and 70033206. WWMDC deciding on this 4/25/18.	\$ -		
WhiteWater	Equalization Pump #1 - Removal, minor repair and installation. (WWI "VFD Ok": Watch)	Equalization Pump #1 dropped off for evaluation. Quote to repair and install pump = \$2,265. 4/23/18 Joe M-2 weeks for repair. Invoice 70033206 shows Labor to remove and evaluate pump \$2,016.25.	\$ 2,265.00	Quote.	\$ 2,016.25
WhiteWater	Bad VFD for WILO Equalization Pump #2 (WWI "VFD Ok": Watch).		\$ -		
WhiteWater	Invoice 70032784 12/6/17 Frozen DO Controller. Swapped out the DO Controller with PH Controller as a temporary fix.	12/7/17 Wade to price out a new unit.	\$ -		
WhiteWater	Invoice 70032755 1/15-1/17/18. Aluminum Sulfate Pump repaired.	Repaired 1/17/18. 12 hours to do this. Waiting for invoice.	\$ -		
WhiteWater	Invoice 70033206 2/2/18. Broken pipe in Ejector Pump System.		\$ 5,000.00	Paul's Est.	
WhiteWater	Kaeser Preaeration Blower #1 needs compressor, more cost efficient to buy new blower.	Board signed quote 2/13/18. Old compressor was returned to Tmt Plant. Invoice 70032755, 1/15/18-labor to reiew parts to be ordered. 4/23/18 Joe M will order parts.	\$ 5,816.00	Quote	
WhiteWater	HVAC System, PM Filter, Air Valves & Boiler Maintenance		\$ 2,000.00	Paul's Est.	
WhiteWater	Chemical Feed Pumps \$5,000-\$10,000		\$ 10,000.00	Paul's Est.	
WhiteWater	Membrane Cleaning #1	Fred agreed to \$6,700 (\$2,200 Inspection + \$4,500 Cleaning) by email. Paul observed the cleaning. 2.5 extra days were needed due to condition of membranes. 4/23/18 Joe M. invoice in May	\$ 12,000.00	Est. Joe Malloy	
WhiteWater	Membrane Cleaning #2-Paul Brinkman suggests cleaning during FY19.	WOM to oversee this and get a quote.			
Total WhiteWater Unbudgeted Expenses			\$ 37,081.00		\$ 2,016.25
Other Unbudgeted Expenses:					
Verizon	Treatment Plant Hand Hole damaged & frozen.	Repaired February, 2018. Verizon's equipment, we may get a bill.			

Keyes North Atlantic	Fire Alarm Keypad at Tmt Plant.	Waiting for a Quote. Paul considering waiting until FY19. Tech worked on keypad and charged us labor of \$747.50. Labor paid 4/25/18.	\$ 1,000.00	Paul's Est.	\$ 747.50
???	Treatment Plant-Plumbing evaluation/repairs.				
Total Other Unbudgeted Expenses			\$ 1,000.00	*	\$ 747.50
Total WhiteWater & Other Unbudgeted Expenses			\$ 38,081.00		

*For Unbugeted FY18 expenses WWMD has on reserve \$25,000 Contingency and \$35,000 Pipeline Maintenance/ Emergency account totaling \$60,000

\$20,000 Capital Account - Repairs:					
LCS	SCADA System & IT. Security Camera's	Waiting for the Hand Hole to be repaired.	\$ 9,000.00	Paul's Est.	
LCS	Repair SCADA for Alum Pump(s) (one for sure). Cost included with SCADA System.		\$ -		
???	HVAC System Upgrade		\$ 9,000.00	Paul's Est.	
Total Capital Account Repairs			\$18,000.00		

WWMDC FY18 Unbudgeted Projects Completed			Updated: 4/24/2018		
WhiteWater	Wilco Equalization Mixer #1	Replaced July, 2017. Estimate \$8,464. 3/12/18 Russ Tierney adjusting amount. 3/22/18 invoice & backup received. 4/20/18 PO Approved.	\$ -	Actual Paid 4/25/18	\$ 6,988.00
WhiteWater	Reseal Kaeser Pre-Aeration Blower #2. Leaking Oil.	Quote signed for \$1,320. Paid in March.	\$ -		\$ 1,164.28
WhiteWater	Reseal Kaeser Process Blower # XXX. Leaking Oil.	Quote signed for \$1,320, work done, waiting for invoices. Paid in March.	\$ -		\$ 1,164.28
WhiteWater	Invoice 70032784 12/18/17 Installed a new Flow Meter.	Labor and Mark Up not included in total (4 hours @ \$87.50 = \$350. \$238.97 X 15% = \$35.85)	\$ -		\$ 238.97
Total WhiteWater			\$ -		\$ 9,555.53

WWMDC FY18 Unbudgeted Projects Completed			Updated: 4/24/2018		
South Shore Generator	2 Elisa Ave backup generator repair	2/26/18 Fred signed quote \$3,360.60. Repaired 3/1/18. Paid 4/25/18.	\$ -		\$ 3,212.68
Keyes North Atlantic	2, 12V 7AH sealed batteries for main panel.	Keyes installed batteries \$58. Paul was going to do this.	\$ -		\$ 58.00
Various	231 BPR Manhole Repair	Board approved \$5,000. Actual: Regan bill for pumping \$217, Police Detail \$400, Ellingwood Construction \$2,500	\$ -		\$ 3,117.00
Total Other					\$ 6,387.68
Total FY18 Unbudgeted Projects Completed					\$ 15,943.21

WWMDC - Summary of Water Use
Table 1

4/25/2018
Fred Knight

Stat	amount	Unit
total design flow	77,304	gpd
total water use	26,854	gpd
# of users	144	
# of connected users	136	
total design flow of connected users	68740	gpd
average usage	39%	
# of users with water use over 50% of design flow	44	
# of users with water use over 100% of design flow	10	
total water use over 50% of design flow	4,250	gpd
total amount charged	\$47,511.28	
CapacityRate (\$/gpd)	\$1.94	\$/gpd-
FlowRate (\$/gpd)	\$1.21	\$/gpd-
PenaltyRate (\$/gpd)	\$3.64	\$/gpd-

Change in Design Flow Since September 15, 2017

	GPD
FY18 Q1 Billing Spreadsheet	76,396
FY18 Q2-New, 5 Concord Road	820
FY18 Q3-GCD Consulting, 109 Andrew Ave Ste 204	88
Total	77,304
FY18 Q4-317 BPR Privilege Fee Paid 4/10/18 for:	
Former Whole Foods/CVS additional	95
Former Water Lily, 3 seat addition	105
Former Energy Unlim., additoinal design flow to change to 11 seat hair salon	983
317 BPR Additional	1,183
Total Design Flow 4/25/18	78,487

WWMD Treatment Plant
Chemical Costs for FY18 & FY17

Updated 3/19/2018

<u>Invoice</u>	<u>Date</u>	<u>Chemical</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
70030258	10/13/2017	Astro Chem Sodium Hypochlorite 15%	5/Gal	\$22.50	\$112.50
		Astro Chem Sodium Hypochlorite 15%	25/Gal	\$22.50	\$562.50
		Holland Co Commercial Liquid Alum	554/GL	\$1.59	\$880.86
Total					<u>\$1,555.86</u>
70031625	11/15/2017	Astro Chem Citric Acid Liquid 50%	300/lb	\$1.45	\$435.00
		Astro Chem Container Deposit			\$50.00
		Astro Chem Container Return			(\$60.00)
		Holland Co Commercial Liquid Alum	700/GL	\$1.59	\$1,113.00
Total					<u>\$1,538.00</u>
70031491	12/14/2017	Astro Chem Sodium Hypochlorite 15% (Invoice says 30/Gal @ \$5.12 \$153.6 plus \$50 container. Bill for \$101.80).			\$101.80
		Holland Co Commercial Liquid Alum	700/GL	\$1.82	\$1,274.00
Total					<u>\$1,375.80</u>
70032755 *	2/13/2018	Astro Chem Sodium Hydroxide Liquid 50% 2, 200 lb containers	400/lb	\$0.87	\$348.00
		Container Deposit			\$50.00
		Astro Chem Sodium Hypochlorite 15% 4, 5 gal containers	20/Gal	\$22.50	\$450.00
Total					<u>\$848.00</u>
70032784 *	2/22/2018	Holland Co Aluminum Sulfate	714.00	\$1.82	\$1,299.48
70033206 *	3/14/2018	Holland Co Aluminum Sulfate	702.00	\$1.82	\$1,277.64
Year-To-Date Chemical Cost for FY18					<u><u>\$7,894.78</u></u>

* Not on WhiteWater Invoices Paid Schedule

Chemical Costs for FY18 increased primarily due to increase in sodium hypochlorite.

WWMD Treatment Plant Chemical Costs for FY17

Created 3/19/2018

<u>Invoice</u>	<u>Date</u>	<u>Chemical</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
70021378	8/17/2016	Commercial Liquid Alum- 6/30/16	866/GL	\$1.59	\$1,376.94
70023324	11/16/2016	Astro Chem Sodium Hypochlorite 15% 2, 15 gal containers Container Deposit	30/Gal	\$5.04	\$151.20
					\$50.00
Total					\$201.20
70025050	2/15/2017	Holland Co Commercial Liquid Alum- 8/31/16	713/GL	\$1.59	\$1,133.67
		Holland Co Commercial Liquid Alum- 10/31/16	409/GL	\$1.59	\$650.31
		Holland Co Misc. Fuel Charges?			\$85.00
		Holland Co Commercial Liquid Alum- 1/6/17	500/GL	\$1.59	\$795.00
Total					\$2,663.98
70026216	4/17/2017	Astro Chem Sodium Hypochlorite 15% 1, 15 gal containers Container Deposit	15/Gal	\$8.84	\$132.60
		9 Containers Returned \$225 and \$45 serice charge.			(\$180.00)
		Astro Chem Commercial Liquid Alum- 3/8/17	1008/GL	\$1.59	\$1,602.72
Total					\$1,580.32
70024459	6/30/2017	Holland Co Commercial Liquid Alum	517/GL	\$1.59	\$822.03
Total Chemical Costs for FY17					\$6,644.47

WWMDC FY2018 BUDGET

March 13 - April 17, 2018

April, 2018

SUMMARY		ACTUAL YTD	BUDGET	ANNUAL BUDGET	NOTES				
User Charges	\$	155,099.46		747,744					
Total Operating Expenses	\$	148,025.55		747,744					
Net Operating Income:	\$	7,073.91		-					
INCOME DETAILS		ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	ACTUAL MTD	BUDGET MTD	MTD VARIANCE	NOTES
User Charges		155,099.46	143,340.00	11,759.46	191,120	6,062.31	-	6,062.31	FY18 Qtr 2 billed January 26, 2018.
Other		85,319.31	-	85,319.31	-	79,503.39	-	79,503.39	Pen & Int. Liens, Misc Rev & Int Eamd on Sav's
Old Betterment - Principal		12,843.20	19,221.00	(6,377.80)	38,442	467.06	-	467.06	Betterment Exp. # = Income. Pmts rec'd Feb/May
Old Betterment - Interest		1,896.51	3,675.00	(1,778.49)	7,350	70.06	-	70.06	Betterment Exp. # = Income. Pmts rec'd Feb/May
New Betterment - Principal		105,954.45	122,500.00	(16,545.55)	245,000	3,998.54	-	3,998.54	Betterment Exp. # = Income. Pmts rec'd Feb/May
New Betterment - Interest		86,932.54	90,132.50	(3,199.96)	180,265	3,867.53	-	3,867.53	Betterment Exp. # = Income. Pmts rec'd Feb/May
Unapp WW Better TC Rev		24,336.52	-	24,336.52	-	-	-	-	Unbudgeted Betterments Paid in Advance
Unapp WW Better TC Int		1,065.63	-	1,065.63	-	-	-	-	Unbudgeted Betterments Paid in Advance
WW Retained Earnings		-	-	-	85,567	-	85,567.00	(85,567.00)	Note 1
Transfers from Capital-Town		49,647.00	-	49,647.00	-	-	-	-	Town PILOB, 380 gpd Des. Flow-Way, Meadows
Total Income/MUNIS:	\$	522,894.82	\$ 378,868.50	\$ 144,026.32	\$ 747,744	\$ 93,988.89	\$ 85,567.00	\$ 8,401.89	
EXPENSE DETAILS		ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	ACTUAL MTD	BUDGET MTD	MTD VARIANCE	NOTES
PERSONAL SERVICES		22,752.76	24,629.17	1,876.39	29,555	2,318.80	2,462.92	144.12	
Salaries (Account Specialist)		-	-	-	28,831	-	-	-	
Indirect/Admin (Town Services)		-	4,166.67	4,166.67	5,000	-	416.67	416.67	
Legal Services		-	-	-	-	-	-	-	
PROFESSIONAL SERVICES		39,000.00	39,750.00	750.00	47,700	3,900.00	3,975.00	75.00	
Facility Operating Contract		12,201.24	13,689.17	1,487.93	16,427	2,368.25	1,368.92	(997.33)	
Fac. Labor & Other Prof. Serv.		-	-	-	-	-	-	-	
Engineering Fees		-	-	-	-	-	-	-	
NPDES Permit		-	-	-	-	-	-	-	
Total Pers. & Prof. Expenses	\$	73,954.02	\$ 82,235.00	\$ 8,280.98	\$ 127,513	\$ 8,585.05	\$ 8,223.50	\$ (361.55)	
Percent of Total	48%				17%				
REPAIRS & MAINT EXP.		450.00	1,866.67	1,216.67	2,000	-	166.67	166.67	
Building Repair & Improvement		10,733.89	5,572.50	(5,161.39)	6,687	9,935.07	557.25	(9,377.82)	
Equipment Repairs & Maint.		3,117.00	25,000.00	21,883.00	35,000	-	5,000.00	5,000.00	
Pipeline Maint/Emergency		11,820.00	21,806.67	9,986.67	28,168	2,125.00	2,180.67	55.67	
Sludge Disposal		7,010.38	2,322.50	(4,687.88)	2,767	2,540.72	232.25	(2,308.47)	
Chemicals		3,831.93	4,455.00	623.07	5,346	1,587.40	445.50	(1,141.90)	
Markup & Other		7,066.00	7,066.00	-	7,068	-	-	-	
Surface Water Testing (Oars)		-	-	-	-	-	-	-	
Total Repairs & Maint Exp.	\$	44,029.20	\$ 67,889.33	\$ 23,860.13	\$ 85,054	\$ 18,188.19	\$ 8,582.33	\$ (7,605.86)	
Percent of Total	28%				11%				
OPERATING EXPENSES		660.68	890.83	230.15	1,069	95.26	89.08	(6.18)	
Disposal (BP Trucking/Trash)		2,468.45	2,792.50	324.05	3,351	328.18	279.25	(48.93)	
Natural Gas-WT Grid & Dir. En.		25,395.20	26,843.33	1,448.13	32,212	2,839.24	2,884.33	(154.91)	
Electricity -Eversource		1,046.85	1,096.67	49.82	1,316	116.54	109.67	(6.87)	
Telephone -Verizon		270.00	810.00	540.00	972	13.62	81.00	67.38	
Water -TOW		201.15	166.67	(34.48)	200	-	16.67	16.67	
Admin Serv's (Other/Vader Trng)		-	20,833.33	20,833.33	25,000	-	2,083.33	2,083.33	
Contingency		-	53,433.33	53,433.33	64,120	-	-	-	
Total Operating Expenses	\$	30,042.33	\$ 53,433.33	\$ 23,391.00	\$	\$ 3,392.84	\$ 5,343.33	\$ 1,950.49	
Percent of Total	19%				9%				
TOTAL EXPENSES	\$	148,025.55	\$ 203,557.67	\$ 55,532.12	\$	\$ 28,186.08	\$ 22,149.17	\$ (6,036.91)	
TOTAL OPER & CAP EXP'S					747,744				
CAPITAL EXPENSES		Debt Paid YTD	ANNUAL BUDGET		NOTES				
Old Debt-Principal		27,446.99	38,442		Paid in August and February				
Old Debt-Interest		1,209.98	7,350		Subsidy pays interest in Aug. Payment due Feb.				
New Debt -Principal		245,000.00	245,000		Paid in August and February				
New Debt -Interest		180,265.00	180,265		Paid in August and February				
Total Capital Expenses:	\$	453,921.97	\$ 471,057						

Notes:
 1. Wastewater Retained Earnings-Current year transfer \$35,000 for pipeline maint/emerg. Account (approved November, 2017 Town Meeting) & \$50,567 overage from FY16 revenue and expenses used to reduce user charges.
 2. 317 BPR Privilege Fee \$76,977.81 paid April, 2018.

FY2018 Cash Receipts YTD

Revenue Codes	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018
6302 WW User Charges	7/1-7/12/17 \$ 1,048.35	7/1-8/11/17 \$ 31,607.00	8/12-9/5/17 \$ 32,285.73	9/26-10/13/17 \$ 1,680.30	10/14-11/6/17 \$ 547.70	11/7-12/15/17 \$ 43,260.33	12/17-1/9/18 \$ 576.88	1/10/18-2/9/18 \$ 5,153.86	2/10-3/12/18 \$ 32,877.00	3/13-4/17/18 \$ 6,062.31	0 \$ -	0 \$ -
63105000/42105												\$ 155,095.46
6308 Penalties & Interest *	\$ 0.17	\$ 9.19	\$ 72.86	\$ 42.20	\$ 3.66	\$ 168.95	\$ 2.81	\$ 23.92	\$ 0.37	\$ 20.30	\$ -	\$ -
63105000/41750												\$ 344.43
6303 Miscellaneous Rev *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 438.00	\$ -	\$ -	\$ -	\$ 76,977.81	\$ -	\$ -
63105000/43299												\$ 77,415.81
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,064.19	\$ 111.95	\$ 467.06	\$ -	\$ -
63105000/47501												\$ 12,643.20
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,809.65	\$ 16.80	\$ 70.06	\$ -	\$ -
63105000/47502												\$ 1,896.51
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												\$ -
6307 Int. Earned on Savings *	\$ -	\$ -	\$ 744.25	\$ -	\$ 360.54	\$ 1,234.83	\$ -	\$ 507.89	\$ 584.01	\$ 1,155.55	\$ -	\$ -
63105000/48210												\$ 4,587.07
6309 Wastewater Users *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 901.87	\$ -	\$ 720.40	\$ -	\$ 1,349.73	\$ -	\$ -
63105000/42111												\$ 2,971.00
6311 WW Better TC Rev	\$ 357.89	\$ -	\$ 357.89	\$ -	\$ -	\$ -	\$ 2,147.34	\$ 96,757.32	\$ 2,335.47	\$ 3,998.54	\$ -	\$ -
63105000/47503												\$ 105,954.45
6312 WW Better TC Int	\$ 322.10	\$ -	\$ 322.10	\$ -	\$ -	\$ -	\$ 1,825.23	\$ 79,907.02	\$ 688.56	\$ 3,867.53	\$ -	\$ -
63105000/47504												\$ 86,932.54
6313 UNAPP WW Better TC Rev	\$ 21,693.20	\$ -	\$ 2,643.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47505												\$ 24,336.52
6314 UNAPP WW Better TC Int	\$ 950.12	\$ -	\$ 115.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47506												\$ 1,065.63
63 Wastewater Retained Earn's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48600												\$ -
63 Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,647.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49740												\$ 49,647.00
49761 Trans from wtr fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49761												\$ -
Total Revenue	\$ 24,371.83	\$ 31,616.19	\$ 36,541.66	\$ 1,722.50	\$ 911.90	\$ 95,650.98	\$ 4,552.26	\$ 196,944.25	\$ 36,614.16	\$ 93,968.89	\$ -	\$ 522,894.62

Notes:

- Unapportioned WW Better TC Rev & Int - Betterments paid: 11 Lillian in full and 39 Lillian partial payment.
- Miscellaneous Revenue 5438 from Wayland Meadows Agreement (November, 2017) to cover Administrative Costs. \$76,977.81 317 Boston Post Road Privilege Fee
- Wastewater Retained Earnings - New Account. Current Year transfer from Wastewater's Retained Earnings Account (operations only) for \$35,000, approved at November, 2017 Town Meeting
- Budgeted line added 12/7/17 (no money added) to the schedule to cover the new pipeline maintenance account
- Transfer from Capital-Town- New account: Paid in Lieu of Betterment \$49,647 from the town for 380 gpd of design flow from the Wayland Meadows Agreement, November, 2017
- Other for Budget Reporting

WhiteWater Invoices

Fiscal Year 2018

March 13 - April 17, 2018

Invoice #	Invoice Date	Amount	Month Processed	Equip Repairs					Chemicals	Sludge	Mark Up	Total
				Contract Fee	Labor	& Maint	Sludge	Chemicals				
				52100	#52101	52116	52122	52125	#52151			
70028264	7/24/2017	\$ 95.31	June (1)	\$ -	\$ -	\$ 82.88	\$ -	\$ -	\$ 12.43	\$ -	\$ -	\$ 95.31
70028766	8/14/2017	\$ 1,325.00	June (1)	\$ -	\$ 1,050.00	\$ -	\$ 275.00	\$ -	\$ -	\$ -	\$ -	\$ 1,325.00
70027882	7/7/2017	\$ 3,900.00	Aug (2)	\$ 3,900.00								\$ 3,900.00
70028505	8/1/2017	\$ 3,900.00	Aug	\$ 3,900.00								\$ 3,900.00
70028766	8/14/2017	\$ 1,752.50	Aug		\$ 672.50		\$ 1,080.00					\$ 1,752.50
70029205	9/1/2017	\$ 3,900.00	Sep	\$ 3,900.00								\$ 3,900.00
70029589	9/13/2017	\$ 55.18	Sep			\$ 47.98			\$ 7.20			\$ 55.18
70029874	10/2/2017	\$ 3,900.00	Oct	\$ 3,900.00								\$ 3,900.00
70028766	8/14/2017	\$ 203.25	Nov (3)	\$ 3,900.00					\$ 203.25			\$ 203.25
70030547	11/1/2017	\$ 3,900.00	Nov	\$ 3,900.00								\$ 3,900.00
70030258	10/13/2017	\$ 3,802.72	Nov		\$ 1,817.50	\$ 170.42		\$ 1,555.86	\$ 258.94			\$ 3,802.72
70031163	12/1/2017	\$ 3,900.00	Dec	\$ 3,900.00								\$ 3,900.00
70031625	11/15/2017	\$ 5,607.32	Dec (4)		\$ 1,400.00	\$ 20.54	\$ 2,100.00	\$ 1,538.00	\$ 548.78			\$ 5,607.32
70031729	1/5/2018	\$ 3,900.00	Jan	\$ 3,900.00								\$ 3,900.00
70031491	12/14/2017	\$ 11,616.92	Jan (5)		\$ 2,858.75		\$ 6,240.00	\$ 1,375.80	\$ 1,142.37			\$ 11,616.92
70032301	2/1/2018	\$ 3,900.00	Feb	\$ 3,900.00								\$ 3,900.00
	2/12/2018		No Bill Rec'd									\$ -
70032893	3/1/2018	\$ 3,900.00	Mar	\$ 3,900.00								\$ 3,900.00
70032511	2/6/2018	\$ 1,164.28	Mar		\$ 890.00	\$ 238.50			\$ 35.78			\$ 1,164.28
70032512	2/6/2018	\$ 1,164.28	Mar		\$ 890.00	\$ 238.50			\$ 35.78			\$ 1,164.28
70033447	4/2/2018	\$ 3,900.00	Apr	\$ 3,900.00								\$ 3,900.00
70032784	2/22/2018	\$ 4,379.69	Apr		\$ 2,547.65	\$ 271.89		\$ 1,299.48	\$ 260.67			\$ 4,379.69
70033352	3/20/2018	\$ (702.61)	Apr		\$ (677.65)				\$ (24.96)			\$ (702.61)
70033807	4/16/2018	\$ 3,871.18	Apr									\$ 3,871.18
70029726	9/22/2017	\$ 6,988.00	Apr (7)		\$ 496.25	\$ 5,645.00			\$ 846.75			\$ 6,988.00
												\$ -
												\$ -
Totals		\$ 80,323.02		\$ 39,000.00	\$ 11,945.00	\$ 6,715.71	\$ 11,820.00	\$ 7,010.38	\$ 3,831.93			\$ 80,323.02

Current month total without Contract Fee \$ 14,536.26

Notes:

- 1) Invoice #70028766 received with June and July expenses. June was reported on a purchase order for FY17 carryover, booked by Finance in FY18.
- 2) Invoice #70028264 purchase order for FY17 carryover was booked by Finance in FY18.
- 3) Invoice #70027882 for July Contract Fee. Monthly Operating Reports not done for July.
- 4) Markup not recorded at year-end.
- 5) New Invoice #70031625 correcting Invoice #70031058 which included an invoice for Raco Alarm Co. Per Joe Malloy, this is no longer functional - deduct \$600 and \$90 for Markup.
- 6) Invoice #70031491 corrected. Overcharged for sludge.
- 7) WWMD to decide on 3/14/18 who is responsible for the spill that occurred on 1/27 & 1/28, 2018. Estimated cost for the spill as of 3/13/18: \$ -
- 8) Invoice #70029726 - WLO Eq Mixer was installed July, 2017. Invoice received 3/22/18.



Wayland Wastewater Management District Commission
66 River Road, Wayland, Massachusetts 01778-2697
508-358-6851 wastewater@wayland.ma.us

**TOWN OF WAYLAND
FISCAL YEAR 2018**

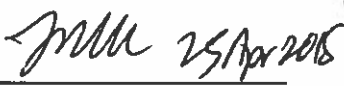
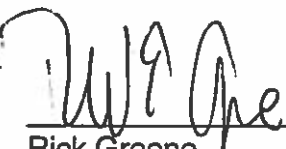
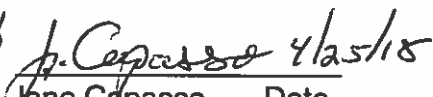
TQ: Treasurer/Collector
Town Accountant

You are hereby notified of **Commitments** for the month of **MARCH, 2018**
listed below:

Cycle: Wastewater FY2018/Q3
Finals: 1
Quarterly Billing: 0

AMOUNT OF COMMITMENTS

31 Hastings Way-Final Sale	\$185.33
TOTAL WASTEWATER/WASTE(63-13101)	<u>\$185.33</u>

 Fred Knight WWMD Chair	 Rick Greene Commissioner	 Jane Capasso Account Specialist
<u>25 April 2018</u> Date	<u>25 April 18</u> Date	<u>4/25/18</u> Date



Wayland Wastewater Management District Commission
66 River Road, Wayland, Massachusetts 01778-2697
508-358-6851 wastewater@wayland.ma.us

**TOWN OF WAYLAND
FISCAL YEAR 2018**


TQ: Treasurer/Collector
Town Accountant


You are hereby notified of Commitments for the month of **APRIL, 2018**
listed below:

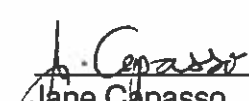
Cycle: Wastewater FY2018/Q4
Finals: 1
Quarterly Billing: 1

AMOUNT OF COMMITMENTS

38 Hastings Way-Final Sale	\$ 15.56
FY18 Q3 Billing	<u>\$47,511.28</u>
TOTAL WASTEWATER/WASTE(63-13101)	<u>\$47,526.84</u>

 25 Apr 2018
Fred Knight Date
WWMDC Chair

 4/25/18
Rick Greene Date
Commissioner

 4/25/18
Jane Capasso Date
Account Specialist

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 13 FEBRUARY 2018**

In Attendance: Fred Knight, Rick Greene and Jane Capasso
Absent: Uday Virkud (out of town)
Guests: Paul Brinkman, Town Engineer
Meeting Location: 7:30 pm Wayland Town Building

Draft Minutes

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

- 7:32 1. Call to order
- 7:32 2. Public comment - No public comment
- 7:33 3. Rate Hearing for FY2019

The budget for FY2019 is detailed on the attached page. The budget was formulated by the WWMD Account Specialist with input from the Finance Director, the Treasurer, and the Town Engineer and has been scrutinized by the WWMD and the Finance Committee. The expenses are calculated using the past two years' figures and expected changes. Two new expenses have been added for the Wastewater Operations Manager (WOM) and the routine maintenance, emergency response, and DigSafe requests. In FY2018 (the current year), there is no WOM, and the latter three were covered by a transfer from retained earnings. The WOM is discussed below. The income consists of operational charges based on rates calculated to meet expenses and the on-going betterment. There is an additional payback to users of \$80,000 due to income exceeding expenses in FY2017.

The rates for next year are up ~\$1 per gallon per day for both design flow (capacity) and actual flow. Rates are based 80% on gallons per day (gpd) of Title 5 design flow and 20% on actual flow based on water usage, also measured in gpd. This allocation reflects the actual amounts of fixed expenses (80%) and variable expenses (20%). The design flow rate will go from ~\$1.94/gpd for FY2018 (this year) to \$2.67/gpd for FY2019. The actual flow rate will go from \$1.21/gpd to \$2.01/gpd. This means a user in a 2-bedroom condo, with 220-gpd design flow and 110-gpd actual flow (typical), will be charged \$809/year in FY2019 versus \$560/year for FY2018 (this year). This is an increase of \$249/year or 45%. This increase is due to \$69,000 for a new salaried position, called the Wastewater Operations Manager (WOM), plus \$35,000 for infrastructure maintenance. The maintenance is necessary due to the aging of the piping. This combination of new expenses has increased operating expenses significantly.

The new Wastewater Operations Manager (WOM) is an investment in our future in that we hope to recoup salary and benefits by saving operating expenses in future years. The WOM is shared between the WWMD (60%) for the system in the center of town and the School Department (40%) for the High School treatment plant. The WWMD considers this extra expense as an investment in the future. The payback in FY2019 will be due to savings for overhead expenses (estimated to be \$6,000 or about 10% of WOM cost). In future years, there are anticipated cutbacks in contracted services that will be significant and, we hope, will pay for the WOM. There will be annual assessments of this payback.

On another front, the WWMD is working on further ways to enhance the financial situation. At this spring's ATM, an article requests that the Town assume \$220k of WWMD debt. This will help our bottom line. In addition, in ten years starting in

2027, the betterment income will be insufficient to pay for bond payments. This will be a temporary situation. The fact that the Town is assuming part of the bond repayment will help this future temporary situation. Also, the WWMDC is working on other initiatives to generate income and improve the bottom line by utilizing the WWTF more effectively. We are fortunate to have a new town engineer, Paul Brinkman, who has significant experience in wastewater treatment. He has recognized that the WWTF can handle more actual flow. Hence, the WWMDC is considering ways in which increased flow to the WWTF can generate more income for users. We will be reporting on developments over the next few months.

Fred: Moved to open the rate hearing. Rick Second, approved 2-0. Fred summarized the information above.

Fred: The forecasted FY19 expenses are offset, as we have done in prior years, by the excess in expenses over revenue of about \$40,000. Our operational rates are then created based on this. We have a large increase in operational rates due to new expenses. This is a 66% increase in our operational rates. The FY19 budget has two columns for proposed budgets. We are deciding on whether to use \$40,000 or \$80,000 from retained earnings to lower user rates. If we use \$80,000, our rates will increase 45%. The second paragraph above talks about the specific results of the increases. Just to be specific, using \$40,000 of retained earnings in FY19 results in a \$932 user charge for the year and using \$80,000 results in \$809 per year. FY18 was \$560 per year.

Rick: On the FY19 Budget, the current allocated capacity number does not include the 5,250 gpd we verbally approved for the 150 seat restaurant in the Town Center. Fred: Since we do not know when the restaurant will be built, it is prudent not to include this. The resumed flow is based on the discharge flow versus water flowing into the plant. Water flowing into the plant is 10% to 20% higher than the discharge flow. Paul: By basing this on discharge flow versus water flow we create a bit of cushion based on the variable flow amount. Fred: This would result in a 5% difference in the rate. It is safer not to change this in order to leave a cushion for emergencies.

Retained earnings have increased minimally over the last two years due to the use of \$50,567 in FY17 and \$40,000 in FY18 to reduce user charges. At the end of FY17 there was \$1,339,191 of retained earnings. Of this amount \$159,389 can be used to pay operating expenses and \$1,179,802 is betterment related. Paul: Suggested the WWMD should reserve a minimum of \$25,000 for operations, but \$100,000 would be more prudent in case of emergencies. Jane explained how the retained earnings account is broken out between operations and betterment collections. Board reviewed the betterment payoff schedule expecting the payoff to be positive in the later years. Discussed the differences in the cash flow schedule created several years ago.

Fred: We should finalize expenses tonight. Jane: Explanation of \$94,965 Indirect charges. Fred: Essentially \$70,000 for new WOM and the rest is our regular fees of \$25,000 paid to the Town for their services. Paul: The new employee may not need health and life insurance, which will lower this amount. The WhitWater contract will be rebid this spring for both plants. Combining our contract with the high school may attract new vendors. He will include in the RFP what the basic costs for an emergency are, sludge removal and a statement that ensures the operator has responsibility for problems with the plant. The monthly fee should be broken into charges so we are not paying if the plant is shut down. There are 3 to 5 firms that manage treatment plants. Repackaging the RFP will cause vendors to think more

seriously. Fred: We are rewriting the RFP as a new vehicle to combine the two systems in Town looking for savings and efficiencies. Paul: Communication is an on-going problem with WhiteWater and he needs to be informed in order to help solve problems. Paul: He does not anticipate that the Pipeline Maintenance/Emergency account will need all of the \$35,000. The balance of this account will float forward each year and will be used more as the plant gets older and needs more repair. Having a WOM will allow the WWMD to better manage sludge being pumped and hauled away, which will reduce markup charges.

Fred: We do not have to finalize the rates tonight and we do not have to close the rate hearing. Paul: Most people wait until year-end to do their rates so you have a better idea of the actual expenses.

Fred: Right now, the WOM is costing more money than saving. This is an investment in the future by getting a better handle on the operation expenses and reducing large increases in user rates. The WWMD is looking at future ways to improve operations by giving more capacity to Town Center and other potential users and looking for more cost effective ways to keep our discharge to the river at the same level by using ground water discharge. For tonight, we have finalized the expenses. Rick moved to suspend the rate hearing until a future meeting. Fred second, passed 2-0.

- 8:28 4. Update of implications of long-term design flow needs for the WWMD. Chair will give some information on additional design flows, including needs of the Town Center, the Wayland Village shopping center, River's Edge, and other possible users. The motivation for this discussion is the existence of requests for more design flow and a need to keep low risk of triggering the forced engineering of a leaching field at the Town Building in the case the actual flows exceed 41,600 gpd over 6 months.

Paul and Fred are looking at ways for the treatment plant to process more wastewater.

- 8:32 5. Updates from Paul Brinkman, Town Engineer

- A. Treatment Plant Sanitary Sewer Overflows on January 27 and 28, 2018 – Health Department request for a report. MassDEP communications, Inspection and follow-up requirements. Town Center Bathroom Update.

Paul: Saturday, January 27, 2018 Fire Department heard an alarm going off outside the treatment plant on the ejector pump that provides sanitary flow pumping for the building. WhiteWater, Ben and Julia were called. Water was flowing out from a vent and the manhole cover for the ejector pump onto the pavement into the catch basin and to the stormwater management system. A pump truck was called and two loads of influent wastewater removed from the equalization tank. Alarms stopped and WhiteWater determined the problem had stopped.

Julia came by on Sunday afternoon and found the situation in an overflow condition again. Two more loads of wastewater removed from the site.

Monday, Paul onsite to investigate the situation. The ejector pump system was turned off. Facility flows are still high. Contacted Town Center and a broken toilet was identified for the reason for the high flow. Initially thought that a failed check valve on the ejector was the source of the failure/overflow. After

reviewing the information further, Paul believes that it was occurring through inflow into the internal plumbing from the equalization tank to the ejector system. If the equalization tank level is high, the flow would go to the pump station, which is designed for a small amount of flow. We need to verify if the piping is broken, which is difficult to get to.

Paul presented an analysis of flows from the total collection system (pump stations) in blue and the treatment plant in red. It appeared the elevated flows started a couple of weeks before the overflow event. Town Center reported they had been attempting to repair the toilet for a couple of weeks before the total failure of the flushometer over the weekend. Paul: The plant is tuned to manage flows at a certain rate – to allow for processing of the wastewater over a 24-hour period. The SCADA system needs to be manually adjusted to handle significant flow changes. The WhiteWater person, who came in on Monday, January 29, 2018, did the original set up of the plant and he adjusted the flow for the higher flows being experienced. An upgrade to the SCADA system will be able to show us better what is happening at the plant. DEP inspected the facility on Friday, February 2, 2018 and gave the WWMDC a list of things to do, Paul will report weekly to the DEP.

B. Other Treatment Plant Repairs:

1. Blower related repairs – Signature on a third quote. See 6A below.
2. Chemical feed pumps – Are under constant use for mixing the chemicals. At least one pump will need repair. This will tie into the future SCADA system upgrade.
3. SCADA/IT improvements – This will be funded from the \$20,000 remaining capital account money. Once the handhole outside the plant is repaired, Verizon can upgrade the plant to fiber and then the SCADA system can be installed.
4. HVAC – Needs to be brought up to a safe state. Freeze sensor needs to be installed to prevent coils from freezing.
5. Ejector Pump – Doesn't appear to be operating. This is the one related to the incident on January 27, 2018. Paul is looking into this.

C. 231 BPR Manhole Repair – WWMDC gave authorization to spend up to \$5,000. Paul Brinkman to facilitate the repair. Manhole was emptied and the concrete adjustment for the casting is breaking down. Ellingwood has provided a verbal estimate to complete the repair. Work to be completed during better weather for concrete placement. Digsafe notification has been completed by Ellingwood.

Waiting for warmer weather.

- D. Verizon Phone line upgrade – Hand hole damaged and frozen soil around the line is preventing replacement. Coordinating with Verizon once better weather occurs (thaw). Once complete the SCADA work can be completed. No update.**
- E. RFP for Contracting a Treatment Plant Operator – This will be taken on as time permits. Coordinating with Ben Keefe. No update.**
- F. Advanced Metering Infrastructure (AMI) 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. No update.

- G. Tata & Howard is doing the design and engineering for a new water main on Boston Post Road. The project requires a number of borings as part of the design process. The borings were completed without any disruption to the sewer system. 90% plans and specifications are anticipated soon. Paul's review will include making sure there is appropriate pay items and construction details to facilitate the contract from making any repairs required. No update.
- H. Status of hiring DigSafe, a company to do mark-outs and system maintenance and a contractor for emergencies. This is awaiting the designation of funds at Special Town Meeting. 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 is a task that the new staff person would be responsible for in most cases. No Update.
- I. 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.
- J. 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.

New surveyor started Monday. He has a new GIS locator, which will help Paul with creating as builts for the whole sewer system to be entered into the computer.

- K. Fire Inspection. Inspection passed? Future potential need to replace control panel. Fire extinguishers were inspected and the backup generators are being inspected within the next week per contracts.

Inspection completed for fire extinguishers and the alarm system. Alarm system is not working as expected due to it being in a moist room. It should be in an enclosed cabinet. Repair may be needed this year or next.

- L. Met with Wayland Foreign Motors owner regarding the potential connection to the system. Jane spoke with the Health Department and no plans have been submitted as of January 6, 2018.

No update. Fred: There Connection Application will expire soon. We shouldn't chase them to get this done.

9:03

6. Administrative Items:

- A. 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 approval required.

Paul: The motor is still good, but the compressor needs to be replaced. It is more cost efficient to replace the compressor than to repair it. The quoted price is in the range. We have asked WhiteWater to return the damaged compressor. Fred signed the quote.

- B. Capital Account – Reallocation of the debt related to the treatment plant capital account to the Town/High School Treatment Plant. Bonded debt schedules updated. Board to approve the reallocation. FY19 Budget updated for new debt and indirect admin numbers.

Jane reviewed the percentage of how the capital account debt was split between WWMD and the Town. Reviewed the bank debt schedules and the final updated debt schedules. Fred: Felt the numbers should be different and he needed more time to review.

9:22-9:32: Further review of the schedules and a discussion on the interest rate used to calculate the original cash flow schedules used to bill the apportionments. Jane: Mark Abrahams schedules included retained earnings from operations, which should be reserved for operations use. Fred signed the letter approving the transfer of \$220,000 in debt from the capital to the Town.

- C. Contact and Emergency List – Updated and emailed to the Police, Fire, Health Department, DPW and Facilities.

Jane: When the new Wastewater Operations Manager is hired, he will handle all emergencies for WWMD and the high school.

9:03 7. Wastewater Rules and Regulations No update

9:04 8. Approve minutes from previous meetings–11 Jan 2018.

Fred added a comma and Rick changed NSTAR to Eversource. Fred: Motion to approve minutes as amended. Rick second. All in favor 2-0.

9:06 9. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments. FY18 Q2 billing was sent out totaling \$46,290.

Commitment letter for monthly billing was signed. Jane highlighted 4 changes to the regular bills: Increase in BP Trucking's Contract for trash disposal, rate hearing advertising charge, Keane Fire for fire extinguisher inspection and 231 Boston Post Road pumping for manhole repair. Fred: motion to approve the monthly expenses, Rick second. Approved 2-0.

9:16 10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting - None.

9:16 11. Website status: recent postings and organization.

Jane has been working on learning the new website. No training will be given from the IT Department. Half hour online trainings are happening weekly. Gay Hughes, Water Department, will help Jane with training since she hasn't had time to watch online trainings.

9:19 12. Calendar: upcoming meetings and events, including hearings.

Next meeting is March 14, 2018 at 7:30 pm. Rate Hearing remains open.

9:21 13. Public Comment – None

9:32 14. Adjourn

Attachments:

FY19 Budget

Retained Earnings Calculations

Betterment Payoff Schedule

Paul's Analysis of Flows

Blower Quote

Bonded Debt Schedule

Bonded Debt Transfer Letter

Contact and Emergency List

January 11, 2018 minutes

Commitment Letter

Monthly Operating Reports

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 14 MARCH 2018**

In Attendance: Fred Knight, Uday Virkud and Jane Capasso

Absent: Rick Greene

Guests:

Meeting Location: 7:30 pm Wayland Town Building

Draft Minutes

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

7:32 1. Call to order

7:33 2. Public comment - None

7:33 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 WWMD (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 WWMD 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 WWMD 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 WWMD, and the School Committee. The WOM Job Description and Declaration are attached to the on-line agenda.
- B. WOM Oversight: The WWMD 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 WWMD 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 WWMD appreciates that the DPW Director will oversee the WOM in FY2019. What this means, needs more discussion, but I think Tom expressed a willingness to do this at January 2018's joint meeting of the BPW and WWMD.

Fred: The WOM position is defined in the attached job description #3.2. The DPW Director and Town Engineer have wastewater experience and will supervise this person's day-to-day operations for the WWMD and the School Committee. Sharing of costs with the School Department is reasonable. Initial contract for the WOM is one year and we are hoping for a payback for his expenditure over time. Hiring process involves passing this at Town Meeting as part of the budget and then the job description will be released to hire a candidate. Tom and Paul will do the interviewing with an expected hiring date of July 1, 2018. There may be questions at Town Meeting as to why this is cost effective since our rates will be going up. The FY19 Rates were not finalized at the rate hearing on February 14, 2018. Two proposals were discussed to offset the increase in expenses by using retained earnings to offset expenses. One using \$40,000 and one for \$80,000.

Nan Balmer would like an official statement that WWMD is on board with the Declaration Proposal on attachment #3.5. Nan sent an updated proposal dated March 12, 2018. Fred is reading an earlier proposal from his computer and the Board will vote off of this. Uday: Is the intent of the changes for WWMD to be phased out and DPW will take over? Fred: In a couple of years there will be a separate Water/Wastewater Department. Nan said she has the ability, as the Town Administrator, to assign other duties such as the WOM to the DPW. Uday: Feels Rick should be voting on this and there should be more detail on who reports to the Director of the DPW.

Fred: Questions not addressed: What does "Supervision of all staff" mean. Is this the Account Specialist and the WOM? Should the DPW Director attend our monthly meetings to update the WWMD or is a written report sufficient? The intent of the Declaration is to make the operator of the plant more responsive and reduce expenses and keep the WWMD as the oversight of WWMD. This is a positive development. On the attached Declaration #3.5, the WWMD maintains supervision of the WWTP and control over budgets and operations.

Motion by Fred: Approve the text on the attached Declaration #3.5 excluding items 5 and 6 and with the modification of adding day to day in paragraph 2A before Management oversight. Add to 2B "Responsibility of the Account Specialist and 60% of the WOM remain with the WWMD and cannot be changed without approval of the WWMD". Uday second the motion. All in favor 2-0. Discussion ended at 8:33 pm.

Resumed at 9:00 pm in Item 6: Fred: Motion to set up a meeting between WWMD and DPW professionals to discuss what responsibilities are being transferred from WWMD to the DPW and when will they be transferred? Uday second the motion, all in favor 2-0. Fred will discuss this with Nan. Jane will set up a meeting with Tom, Paul and the WWMD.

8:33 4. Update of implications of long-term design flow needs for the WWMD.

Jane: Two Connection Applications are expiring in April. Fred: Do not contact applicants, but update the Board in a couple of months. Jane: The Town Center was given verbal approval for a 150 seat restaurant and 5,250 gpd of design flow. They have not filed a Connection Application as of today. Fred: Do not contact the Town Center, but update the Board in a couple of months. Fred: The Board of Selectmen has set up a subcommittee to discuss future development with National Development and the possibility of that they will build a leaching field with WWMD's cooperation. National Development expressed they would like a

reservoir off design flow for developing the plaza.

8:44 5. Update on FY2019 budget and rates

Fred: At the February 14, 2018 meeting the expenses were reviewed and no changes were made. Rates were not set for FY19 and the hearing was left open for future discussions.

8:46 6. Updates from the Town Engineer via the agenda.

- 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.

Jane: Paul feels WhiteWater is responsible for the overflow because they knew the flows were up 2 weeks before the spill happened, they did nothing and they did not notify Paul or the WWMD. In Paul's opinion it is WhiteWater's responsibility. The WWMD agreed to hold off on paying the invoices relating to the spill until Paul meets with WhiteWater next week.

- B. Membrane #1 Cleaning – Reviewing proposal. Awaiting a discussion with WhiteWater.

Jane: Review of the Unbudgeted Treatment Plant Expenses list with the Board. There is approximately \$50,000 in unbudgeted expenses plus the cost for the 1/27 and 1/28 spill that is not included in the total. Paul is overseeing this.

Fred: We are incurring more expenses than in the past due to repairs.

- C. Other Treatment Plant Repairs: No discussion.

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. No discussion.

- 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. No discussion.

- 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 WWMD and Wayland High School (WHS) when complete. Expect three month process.

Fred: Contract for WHS comes due at a different time than WWMD. Combining both plants will be done to save money.

- G. Eversource Priority List. No discussion.

- 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. No discussion.
- 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. No discussion.
- K. Treatment Plant Capital Items: No discussion.
 - 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. No discussion.

- 9:15 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.

Jane: The betterment remains on Wastewater's books. Zoe Pierce, Treasurer, is researching whether the PILOB received from the Town should be used to pay this off. Zoe is also researching an abatement for apportionments billed Wayland Meadows through their Tax bills. Fred will discuss how the betterment should be dissolved and the use of the PILOB with Zoe.

- 9:27 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. Discussed above in items 6A.
 - 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 were 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. Discussed in Item 4.
- 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 for the existing 10,000 sqft building and possible future addition of 10,000 more sqft for a total of 20,000 sqft. Fred will be the contact person on this with the Health Department.
- G. Design Flow Approval & Payments List – Discussed in #4.

9:35 9. Wastewater Rules and Regulations – No discussion.

9:36 10. Approve minutes from previous meetings–13 Feb 2018.

February 13, 2018 meeting was held with Fred and Rick, Uday was not in attendance. Since Rick is not present at today's meeting there was no quorum to approve the minutes.

9:37 11. Pay Bills, monthly budget update, year-to-date finances, monthly commitments and unbudgeted expenses. Reconciling Accounts.

Monthly bills were reviewed and approved by the Board. Monthly budget reviewed and the List of Unbudgeted Expenses. Jane: Worked on reviewing and reconciling the WWMD accounts.

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

Discharge Monitoring Report (DMR) – Copper and aluminum numbers were high. WhiteWater feels the Aluminum may be due to a lab error. They will monitor this for next month.

9:50 13. Website status: recent postings and organization.

Jane updated agenda and attachment information.

9:50 14. Calendar: upcoming meetings and events, including hearings.

Fred will not be available April 6 through April 20, 2018. The next board meeting will be April 25, 2018.

9:52 15. Public Comment – None

9:52 16. Adjourn

Attachments:

WOM Job Description 3.2

WOM Declaration 3.5 9:52

Design Flow Approval and Payment List

FY2019 Budget

Unbudgeted Expenses List
February 13, 2018 Minutes for Approval
Monthly Operating Reports
DMR

Attachment 3.2

**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

Attachment 3.5 - WOM Declaration

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 WWMDL / SCHOOL COMMITTEE / NOT TO EXCEED \$3,000 :

I. VEHICLE, FUEL

II. OFFICE FURNISHINGS AND COMPUTER

5. ADMINISTRATIVE ISSUES

A. VOTE BY WWMDL AND SCHOOL COMMITTEE

B. HIRING PROCESS POST TOWN MEETING: WASTEWATER OPERATIONS MANAGER

C. MONTHLY OPERATIONS REPORTS TO SCHOOL SUPERINTENDENT AND WWMDL

6. FUTURE CONSIDERATIONS

1. REVIEW OF WWMDL / SCHOOL DEPARTMENT COST SPLIT FOR WASTEWATER OPERATIONS MANAGER

2. POTENTIAL CHANGE IN GOVERNING BODY JURISDICTION

i. SCHOOL DEPARTMENT WWTP BECOMES A "CUSTOMER" OF WWMDL

ii. ALL WASTEWATER FACILITIES ARE TRANSFERRED TO BOPW

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 20 MARCH 2018**

In Attendance: Fred Knight, Uday Virkud, Rick Greene and Jane Capasso
Absent: None
Guests: Tom Holder, Arthur Unobskey, Nan Balmer
Meeting Location: 5:30 pm Wayland Town Building

Draft Minutes

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

- 5:35 1. Call to order
- 5:31 2. Public comment
- 5:35 3. Review 14 Mar 2018 meeting discussion:

The WWMD met with a quorum of 2 out of 3 members. We discussed the proposal that Nan put forward in the form that was available for distribution in the agenda, namely the version that I received last Wednesday. Both of the WWMD members present expressed eagerness to keep the Town Engineer involved with the day-to-day oversight of operation of the WWTP and collection system. The expertise of the Town Engineer has been an increasing element of importance due to Paul's knowledge and experience. In addition, we anticipate fruitful results from the future management by the DPW Director of the WOM (see attachment 3.2). In brief, the WWMD is eager for implementing the proposed changes.

Per the Town Administrator's request (see attachment 3.3), we passed the motion contained below in Attachment 3.1. As I said, it is based on the version that was available at the time our agenda was composed and published (Friday, 9 Mar 2018) and has two modifications. The modifications indicate the WWMD's desire to further define the responsibilities of the WWMD and to somehow establish the time of implementation of the oversight, which was omitted from the draft. See attachment 3.1

Fred: Nan sent a memo explaining that the motion mentioned on attachment 3.1 was written in regards to the WOM's position and not the Account Specialist. The WWMD will go forward with the motion, which will be updated by Nan, with Fred's comments from the March 14, 2018 Board Meeting. Nan: This is not a line item at Town Meeting for the WWMD since you are self-funding for the costs of hiring the WOM. The School Department has a line item in their budget. Fred: We see this as an investment in the future, which will reduce costs. Rick: At Town Meeting there may be questions on the cost. Tom Holder and Paul Brinkman will be able to answer any questions that arise. Arthur: I will be taking Annette Lewis and a School Committee member on a tour of the High School Treatment Plant (HSTP). The School Committee member will be able to speak at Town Meeting on cost savings and the need for the WOM. Tom: Both systems are being undermanaged and need direct attention. The WOM will be able to oversee the everyday operations, repairs and hauling of sludge, which will reduce costs. The DEP is requiring biweekly reports on the HSTP which needs to be repaired.

Tom: The Personnel Board approved the WOM position. Once Town Meeting approval is given, the hiring process will be done by Tom and Paul Brinkman. A minor change was made to the WOM's job description. The Wastewater License requirement changed to grade 4 from grade 5. Nan will send Jane a copy of this. Since this is a Union position, it will be advertised internally and then it will be posted with known associations that wastewater engineers review for jobs. Expected date of hire is July 1, 2018.

Tom: An RFP will be done shortly to hire a new contractor for both facilities. The WWMDC's contract expires October, 2018 and the HSTP expired February, 2018. The WOM will have a learning curve, which Tom and Paul will oversee. The RFP will breakout the expenses for both facilities. Jane will oversee the expenses for the WWMD and Ben Keefe will oversee the HSTP. WhiteWater oversees a third treatment plant in Wayland at Traditions/Greenway. The RFP will be quite detailed with particular functions listed with a price for each. There will be a monthly base fee for each facility, which is standard practice and guarantees a payment for the contractor's services. In time, the WOM/DPW will take over more of the responsibilities for operations from the contractor, which will increase our cost savings. The WWMDC and High School will be able to review the contractors who respond to the RFP along with a Town selection committee, Tom and Paul.

Tom: The WOM will be available each month to report to WWMDC and the High School. The WOM will not be required to attend every meeting, but will send a report to each group. Tom and Paul will build an operation report for each facility. In an emergency, the WOM will report to Tom and he will report to the School or WWMDC. Rick: Daily reporting and supervision of the plants will prevent delays and constant repetition of problems. Nan: The WWMDC and High School will review anything out of the ordinary as well as business decisions, capital expenses and you may seek advice from Tom and Paul.

Fred: The WWMDC appreciates the changes being made and the involvement of Tom and Paul. The WWMDC looks forward to the long-term goal of a combined Wastewater and Water Department in the next 2 to 3 years.

- 5:40 4. Topics for discussion tonight – No new information in Item 4. All topics were discussed in Item 3 above.

In addition, the WWMDC wants to solidify the oversight actions and determine more concretely who does what. As a result, the WWMDC wants to have a meeting with the DPW Director, Town Engineer, and Town Administrator and possibly a School Department representative. The main questions are: what responsibilities are to be transferred from the WWMDC and when will they be transferred? In particular, the following topics are of interest for discussion:

- a. How should bills be paid? What form of oversight should remain with the WWMDC? For example, tonight there were a number of charges where the WWMDC could not offer meaningful input due to its ignorance, but where the Town Engineer is qualified to determine the

reasonableness of the charges. We simply want to define some boundaries concerning what charges need WWMD C approval and what are more appropriate for the Town Engineer.

- b. How will the duties of the Account Specialist be determined? The WWMD C certainly appreciates the advice from the Town Engineer to Jane. Who will sign Jane's time card? The WWMD C chair votes for the DPW Director.
- c. In the short term, the WWMD C wants to retain oversight on billing, approvals of changes in design flow, interactions with users, annual budgeting, and Rules and Regulations. At the same time, we welcome inputs from the DPW Director and Town Engineer in these areas.
- d. Over time, say 2-3 years, we hope that a move toward a water-wastewater department can be made.
- e. The WWMD C continues to benefit from the Town Engineer's perspective on growth of the WWMD. We appreciate his knowledge and global viewpoint, both toward increases in design flow and time scale of growth.
- f. Is there an immediate desire to implement the managerial oversight of the DPW Director? I had not appreciated this, thinking that the transition would occur with the WOM coming on board at the start of FY2019. Sooner appears to be the operating assumption. The WWMD C is ok with that; we just want to clarify.

In summary, the WWMD C has definite enthusiasm for involving the DPW Director in the WWMD C operation, and the WWMD C wants to facilitate changes. However, the WWMD C just wants to clarify the actions to be taken and when they will occur.

- 6:05 5. Calendar: upcoming meetings and events, including hearings. - No discussion.
- 6:05 6. Public Comment – None
- 6:05 7. Adjourn

Attachment 3.1

Chair moved, per the draft from the Town Administrator with **two changes in bold red font**, that

1. WWMD C 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 WWMD C
- 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 WWMD C WWTP AND COLLECTIONS SYSTEM AND HIGH SCHOOL WWTP:

- a. WWMD C AND SCHOOL COMMITTEE ARE ASKED TO VOTE TO AUTHORIZE THE DPW DIRECTOR* TO OVERSEE MANAGEMENT OF THEIR RESPECTIVE WASTEWATER FACILITIES, SCOPE OF **day-to-day** 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

b. Responsibilities of the Account Specialist and 60% of the WOM remain with the WWMDC and cannot be changed without the approval of the WWMDC.

*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 WWMDC / SCHOOL COMMITTEE / NOT TO EXCEED \$3,000 :

- I. VEHICLE, FUEL
- II. OFFICE FURNISHINGS AND COMPUTER

**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 (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

Attachment 3.3

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 WWMDC / SCHOOL COMMITTEE / NOT TO EXCEED \$3,000 :

- I. **VEHICLE, FUEL**
- II. **OFFICE FURNISHINGS AND COMPUTER**

5. ADMINISTRATIVE ISSUES

A. VOTE BY WWMDC AND SCHOOL COMMITTEE

B. HIRING PROCESS POST TOWN MEETING: WASTEWATER OPERATIONS MANAGER

C. MONTHLY OPERATIONS REPORTS TO SCHOOL SUPERINTENDENT AND WWMDC

6. FUTURE CONSIDERATIONS

- 1. **REVIEW OF WWMDC / SCHOOL DEPARTMENT COST SPLIT FOR WASTEWATER OPERATIONS MANAGER**
- 2. **POTENTIAL CHANGE IN GOVERNING BODY JURISDICTION**

- i. *SCHOOL DEPARTMENT WWTP BECOMES A "CUSTOMER" OF WWMDC*
- ii. *ALL WASTEWATER FACILITIES ARE TRANSFERRED TO BOPW*

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, 25 Apr 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, including ATM

The Wastewater Operations Manager (WOM) position and funding for the WWMD collection and treatment facility and the WHS treatment facility was approved at the April, 2018 annual town meeting. The position will 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. 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 ending FY19, with the expectation of continued employment in the following years provided good performance, as judged by a method to be determined, 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 and 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.

The Town Administrator has been advised by Town Counsel that delegation of authority is required. The Town Administrator can then delegate the hiring and oversight of the WOM to the DPW Director.

Proposed action: The WWMDC delegates the authority to hire and to oversee the Wastewater Operations Manager to the Town Administrator.

- 7:50 4. Update of implications of long-term design flow needs for the WWMD.
 - A. National Development - Request for Connection Application Extension for 60 – 66 Andrew Ave, Town Center 150 Seat Restaurant.
 - B. 317 Boston Post Road – Privilege Fee of \$76,977.81 paid on April 11, 2018 for an increase of 1,183 gpd of design flow for former Whole Foods taking over all of CVS, increase 3 seats at former Water Lily and a proposed change in use to an 11 chair hair salon at former Energy Unlimited. Water Department will be reviewing the meters.
- 8:00 5. Update on FY2019 budget and rates. WhiteWater non-routine rate change.

6. Updates from the Town Engineer

- A. Treatment Plant Sanitary Sewer Overflows on Saturday, January 27 and Sunday, January 28, 2018. Board decision on payment of invoices. Reporting to MassDEP as required.

Reviewed billing by Contract Operator for the incident. After investigation of issues that led up to and actions taken during, I recommend Commission pays through Saturday. On Sunday the incident recurred without notification to WWMD or action taken by Operator to prevent recurrence. Board decision required.

- B. Membrane #1 Cleaning – Observed cleaning over the several day period. Train #2 handled all system flows without issue. Covers were not as difficult as originally anticipated to remove. Membranes and tank were significantly impacted by high solids, sludge. Several causes were attributed to this. They include:
1. Failure to conduct routine cleaning and inspection of membranes.
 2. Unbalanced flow between the two trains. Higher loading rates to train #1.
 3. Clogging of scour air header for membrane cassettes.
- C. Membrane #2 Cleaning – Flow rates, pressures, etc. are not displaying issues at levels noted in train #1. Observations of tank surface do not appear to demonstrate significant issues. Recommend tank be taken out of service later in the year for inspection and cleaning – preventative action.
- D. Pump Station #2, River Rock Condo Association - 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.
- E. WhiteWater Meeting – Ben Keefe, Joe Malloy, Russ Tierney, Paul and Jane. Discussed Unbudgeted Treatment Plant Repair List, January 27 and 28, 2018 spill, procedure for cleaning membrane #1 and other recommended work. SCADA upgrade was discussed.
- F. 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
- G. Verizon Phone Line Upgrade – Verizon in process of laying new line and tying in. Once complete the SCADA work can be completed.
- H. 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 WWMD and Facilities (Wayland High School) when complete. Expect three month process.
- I. Eversource Priority List. No action taken as of yet.

- J. Tata & Howard - Is doing the design and engineering for a new water main on Boston Post Road. We have received 95% plans and specifications and in process of review to provide comments back to T&H. Discussion about test pits and backfill requirements associated with the work near the sewer lines.
- K. 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.
- L. Advanced Metering Infrastructure System for Water Meters – Article failed at Spring TM.
- M. 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. Awaiting final connection to Verizon upgrade.
 - 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.
- 8:35 7. Status of the land and design flow acquisition from Wayland Meadows.
- 8:40 8. Administrative items:
 - A. 234 Boston Post Road – Chris D’Antonio plans to buy the property in the fall. He is gathering the needed documents to renovate the existing garage into a two story office. The Health Department is overseeing this.
 - B. Excess Water Use.
 - C. March, 2018 DMR – No violations.
 - D. Review of new Sludge and Chemical Reports.
 - E. WhiteWater quotes approved by Fred: Membrane Cleaning email/quote and EQ Pump quote.
 - F. 2017 OARS Report.
- 9:00 9. Wastewater Rules and Regulations
- 9:05 10. Approve minutes from previous meetings–13 Feb 2018, 14 Mar 2018, 20 Mar 2018.
- 9:08 11. Pay Bills, monthly budget update, year-to-date finances, unbudgeted expenses list and monthly commitments.
- 9:20 12. Website status: recent postings and organization.
- 9:22 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:22 14. Calendar: upcoming meetings and events, including hearings.

9:27 15. Public Comment

9:28 16. Adjourn