

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, 12 December 2018
TIME OF MEETING: 7:30 PM
PLACE OF MEETING: Town Building

PROPOSED AGENDA

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

7:30 1. Call to order

7:31 2. Public comment

7:31 3. Written update from Paul Brinkman, Town Engineer & Richard Pezzolesi,
Wastewater Operations Manager.

- A. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District – Paul and Pezz are working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMDC and Facilities (Wayland High School). Current plan is to solicit by the end of the calendar year.
- B. A number of repairs have been completed and the identification of other issues is ongoing. They are being addressed based upon cost and priority. Many of them have been implemented at a cost far less than an outside service.
- C. Residuals management (sludge) quotes were received and the firm currently managing for the Town submitted the lowest cost. A contract is being drafted to retain them.
- D. Ovivo (OEM WWTP equipment) representative on-site to review the facility and assist in resolving issues. Staff training and information sharing was conducted as well. Photos of the facility, as part of start-up, were provided to the Town.
- E. Other Treatment Plant Repairs & Maintenance:
 - 1. Cleaning of Equalization Tank
 - 2. Repair to Anoxic Mixer train #2
 - 3. Alarm System troubleshooting
 - 4. Inter-connection valve repair
 - 5. SCADA tuning
- E. Phone Line Upgrade and Alarm System – Data has been enabled at the WWTP. The SCADA contractor is anticipated to be on site on 12/12/18.
- F. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.
- G. Route 20 Water Main replacement project has started construction. Pezz and Paul working with contractor and coordinating mark-out efforts. No issues to date.
- H. DigSafe - Paul and Pezz are doing this at this time.

- I. Treatment Plant Capital Items:
 1. SCADA System, Security Camera and Alarm System – See note above.
 2. HVAC System, PM Filter and Air Valves – Pezz working with Contractor to install necessary upgrades.
- 7:40 4. Formation of an ad hoc committee to discuss the future of wastewater in Wayland. The chair feels that the WWMDC operation can be sustained in its current configuration, but that the charge to the ad hoc committee should be to study options. As of 6 Dec 2018, there is only an initial draft of a charge to the committee by the Town Administrator. More work is necessary, including revising the draft and forming the committee.
- 7:45 5. Administrative Items:
 - A. FY20 Rate Hearing Planning
 - B. FY19 MOR and FY20 Budget – Adding new accounts and realigning existing amounts to stay within Budget. Effective January, 2019 MOR.
 - C. Set up 12 new commercial accounts for Pezz and integrated new accounts into the MOR.
 - D. Updated Emergency Contact list for Police, Fire and DPW.
 - E. Wayland Emergency Climate Committee request for electric and gas use at the TC treatment plant. Multiple calls to Anne Harris and discussion with Paul.
- 7:55 6. Wastewater Rules and Regulations.
- 7:55 7. Approve minutes from previous meetings – November 14, 2018.
- 8:00 8. Review Monthly Operating Report.
- 8:05 9. Website status: Recent postings and organization. Added Tom Holder and Pezz as Staff Contacts. Updated Commissioners email and phone numbers. Pezz listed as the emergency contact.
- 8:10 10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:11 11. Calendar: Upcoming meetings, events and hearings. Proposed January 16, 2018.
- 8:15 12. Public Comment. None
- 8:20 13. Adjourn