

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, 27 February 2019
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. Review and approval of the revised FY20 Budget. Review the retained earnings calculation to determine how much should be reserved and the amount available to offset user rates. The amount for user rates will be reported to the Finance Director and can fluctuate \$20,000.
- 8:00 4. Budget Hearing to review the FY20 Budget and preliminary rates. The FY20 Budget can be found on the WWMDC website at:
https://www.wayland.ma.us/sites/waylandma/files/uploads/wwmdc_fy20_budget_0.pdf
- 8:15 5. Review a list of savings and expenses for the WOM.
- 8:25 6. Formation of an ad hoc committee to discuss the future of wastewater in Wayland.
- 8:35 7. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager – Paul Brinkman plans to be in attendance.
- 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).
- B. A number of repairs have been completed and the identification of other issues is ongoing. The most recent include:
1. Permeate Pump #1 – rebuilt
 2. Return Activated Sludge Pump 2 – seal replacement complete.
 3. Upgrades to HVAC complete – glycol added to system.
 4. SCADA preliminary work complete. Remote Access provided
 5. Generator fuel system - done
 6. Back-up anoxic mixer repair – purchase of back-up on the list.
 7. Repairs to sprinkler system – complete.
 8. EQ pumps to be assessed for repairs.
 9. SCADA System adjustments in queue.
 10. Moved influent sampler to get more representative sample and reduce chance of EQ pump air-binding issue.
- C. Both membrane sets were chemically cleaned by Pezz with sodium hypochlorite. Trans-membrane pressures improved significantly.
- D. Communication with WhiteWater continues to improve.

- E. Eversource Priority List. Paul contacted Eversource and had the list modified to include the wastewater pump station and wastewater plant placed on priority list. Complete
- F. Route 20 Water Main replacement project has commenced. Currently in winter weather shutdown, likely to resume in March. Pezz and Paul working with contractor and coordinating mark-out efforts. No issues to date.
- G. DigSafe - Paul and Pezz are doing this at this time.
- H. Treatment Plant Capital Items:
 - 1. SCADA System. Remote operation with cellular enabled tablet completed. Minor tweaks to SCADA logic to be completed. Can now be done remotely by SCADA contractor.
 - 2. HVAC System – System circulator fluid was changed to Glycol based to limit chance of failure due to deep freeze weather.
- I. Significant increase in influent flows during wet weather events. Located private manhole on Hastings Way that has damaged asphalt and a frost heave that directs street runoff into sewer. Working with property manager to repair. New property manager has also officially accepted responsibility for River Rock pump station.

8:55 8. Administrative Items:

- A. 309 Boston Post Road Connection Application - Nail salon with pedicures and waxing. Located in the Wayland Village Plaza in the former Water Lily space. Darren MacCaughey of Board of Health proposes an initial (first-year) amount of 800 gpd design flow, but this amount is his estimate and is an approximation. Darren proposes that this amount be adjusted after one year based on water use in the first year of operation. This is a new methodology for the WWMD, namely adjustment of an assigned design flow based on initial operation. We should carefully consider whether this has implications for other users.
- B. MUNIS Revenue Billing Project – Worked with MUNIS representative for 2 hours to create a WWMD billing process. Emails answering questions. Testing and continued set-up until it goes live July, 2019.
- C. Working with Treasury and Finance to resolve open items on WWMD's books.

9:05 9. Wastewater Rules and Regulations.

9:05 10. Approve minutes from previous meetings – January 16, 2019.

9:10 11. Review Monthly Operating Report.

9:20 12. Website status: Recent postings and organization - FY20 Budget Posted.

9:20 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

9:21 14. Calendar: Upcoming meetings, events and hearings.

9:25 15. Public Comment. None

9:30 16. Adjourn