

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: Tuesday, 26 Sep 2017

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Wayland 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. Review status of transfer of land and design flow from Wayland Meadows to Conservation Commission (land only) and to BoS (design flow only) to be allocated to 5 Concord Road.
- 7:40 4. Discussion with Whitewater team and Town Engineer on status of the WWTF. This is an annual review of WWTF operation. There is a little under 1 year left on the 3-year operation contract, and the discussion will focus on the past year's performance and expectations for the next year.
- 8:20 5. Status of WHS treatment facility and vote by Board of Health to request an Executive Director.
- 8:25 6. Paul Brinkman Activities:
 - A. Status of the Treatment Plant capital account and punch list.
 - B. Tata & Howard is doing the design and engineering for a new water main on Boston Post Road. Wastewater sewer line mark-outs will be done by Paul using current as built plans.
 - C. NPDES Permit – Status of EPA approval.
 - D. Toxicity Report – Status on change from quarterly to annually.
 - E. Who is responsible for the second pump station WhiteWater is managing?
 - F. Status of hiring DigSafe, a company to do mark-outs and system maintenance and a contractor for emergencies.
- 8:40 7. Wastewater Rules and Regulations – Rick and Paul Brinkman will discuss possible changes.
- 8:50 8. Discussion and vote on increasing allotment for Account Specialist from 19 to 25 hrs/wk and upgrading of job classification from N-3 to N-4. The increased cost is about \$10,000/year. This would take effect in FY2019. After a successful vote tonight, chair will be arguing for an increase of hours to up to 25 hrs/wk and an upgrade from N-3 to N-4 classification to the Personnel Board on 16 October 2017. If this is successful, action will be taken for the FY2019 budget. Before this occurs, the WWMDDC should approve the two requests for increased hours and new classification. Arguments in favor of this action are at the end of the agenda.
- 8:55 9. Approve minutes from previous meetings–16 Aug 2017.
- 9:00 10. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

- 9:10 11. Other administrative items, if any:
- A. Verizon Upgrade for Treatment Plant and Pump Station
 - B. Demand Letter and \$15 fee for users with account balances over \$100. First letter was sent September 18, 2017. Should I call?
 - C. 21 Cochituate Road (Olde Collins Market) connected to the wastewater system on August 23, 2017.
 - D. Update on the Health Department's topics: 356 BPR, Wayland Foreign Motors; Update on who is responsible for filling out the SSO report (Sanitary Sewer Overflow) and control over condominiums that are zoned as 2 bedrooms being sold as 3 bedrooms.
- 9:20 12. FY2019 draft budget to be approved by the Board tonight. FY19 Budget and Explanatory Statement of Change to be submitted by email to Beth Doucette on September 26, 2017.
- 9:30 13. Status of the approved annual report for submission. Board to approve and the final is due to MaryAnn DiNapoli on September 29, 2017. Pictures?
- 9:50 14. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- 9:55 15. Website status: recent postings and organization.
- 9:56 16. Calendar: upcoming meetings and events, including hearings.
- 10:00 17. Public Comment
- 10:05 18. Adjourn

Agenda item 8. Discussion

After another year of continued need for more hours by the WWMDA Account Specialist and, in addition, increasing autonomy of the job, the chair is renewing a campaign to get the job up to 25 hrs/wk and upgraded from N-3 to N-4. For the calendar year to date, Jane has averaged 3.29 hrs/wk over her allotment of 19 hrs/wk. In addition, she continues to take on more responsibility for quarterly billing, monitoring condo sales, interacting with other Town departments on finances and budgeting, tracking expenses, interacting with the new Town Engineer on emergency response and system maintenance, and bringing other administrative needs to the attention of the WWMDA. These increases are additions to her already long list of tasks. Still, some tasks continue to be put off, e.g., reorganizing the web site and updating the betterment balance sheet.

The WWMDA chair would like to make two modifications to the position of Account Specialist for the WWMDA.

First, the job warrants an upgraded classification from N-3 to N-4 due to the large amount of autonomy now inherent in the job. The current positions in these categories are:

- N-3 Computer Technician
- N-3 Conservation Land Mgr-PT
- N-3 Human Resources Assistant
- N-3 Outreach Coordinator
- N-3 Recreation Program Asst – PT
- N-3 WWMDA Account Specialist

N-4 Administrative Asst – Police

N-4 Benefits Manager

I think N-4 is reasonable. According to the Assistant Town Administrator, the hourly rate would go from \$25.89 to \$27.34, with an possible additional 2% increase due to negotiations, effective 1 July 2017. An argument in its favor is Jane has no Town employee as a supervisor. Another argument is that the original legislation envisioned a Director, which we never instituted. What seems important to me is the autonomy of the position. Even though the Account Specialist consults with the volunteer WWMD chair, the incumbent acts without immediate supervision. The [job description \(http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/WWMDCas.pdf\)](http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/WWMDCas.pdf) encompasses this independence, so the category of N-4 seems more appropriate.

Second, the job is not doable in under 19 hours/week, at its current level. When we hired Jane Capaso in June 2015, we were unsure how much time would be needed due to Jane being new to the Vadar and MUNIS town systems and requiring a learning curve on the WWMD operations. I had thought that initially would be more than the amount being spent by Cindy Cincotta (11-18 hrs/week) who was familiar with all Town fiscal operations, but that the required time would subside as Jane got familiar with the job. It is evident now that there is more to the job on an on-going basis. Since Jane took on the job, there have been a number of additional time-consuming tasks. Some of these are the continued increase in the number of wastewater users as the Lillian Way condos have been built, the incorporation of the quarterly water billing system into the wastewater billing, a significant survey of the Town Center for Title V allocations that has turned up important information, a move of the wastewater operation from the Town Building to the DPW Building, the improved budgeting fidelity and better merging with other MUNIS account structures, understanding of the final disposition of the capital project of building the new Wastewater Treatment Facility, and a general increase in the number of tasks that will remain on an on-going basis.

As a result, I am proposing to increase the FY2019 budget by \$10,000. There needs to be approval by the Personnel Board, which will not occur until 16 Oct 2017 (earliest possible according to the Assistant Town Administrator).