

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, 20 Dec 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. Board discussion on 317 Boston Post Road, Katz Properties, plans and connection application.
- 7:45 4. Katz Properties to present their plan for the plaza at 317 Boston Post Road and a connection application for more design flow.
- 8:05 5. Update on the status of the proposal to fund a new full-time position to oversee the operation of the two treatment plants in Wayland, the one for WWMD and the one at the Wayland High School. Paul Brinkman presented potential savings in a position paper. The WWMD and BOPW had a joint meeting on 28 Nov 2017. Uday attended last week's BOPW meeting to hear further discussion. The WWMD will discuss this proposal in preparation for a January 2018 joint meeting of the BOPW and WWMD.
- 8:25 6. Final preparation for National Development to present long-term plans for Town Center at the January 2018 WWMD meeting. The WWMD approved additional design flow for a 150-seat restaurant at the Town Center with the caveat that National Development provide a long-term plan for other requests for additional design flow.
- 8:35 7. Status of finding contractors to provide emergency response, preventative maintenance and DigSafe functions.
- 8:40 8. Status of the land and design flow acquisition from Wayland Meadows.
- 8:45 9. Updates from Paul Brinkman, Town Engineer are in blue:
- A. **New:** 231 BPR Manhole Repair – Tom Holder, Joe Doucette and Paul Brinkman are asking for the board's approval to facilitate the repair. Attached memo explains the repair. Board to sign approval letter.
 - B. Infiltration/Inflow Control Plan. MassDEP requirement from all sewer system owners due 12/31/17. Requires analysis of flow data and submittal of a plan. There is no waiver allowed. [Catalogued flow of historic flow information, effluent discharge volumes and water use by sewer users.](#)
 - C. Meeting with Uday on Cost Analysis to for the addition of a Wastewater Operations Manager position. [E-mail information contains back up details.](#)
 - D. 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. Paul completed mark-outs for the proposed borings and met with

the boring contractor prior to the work starting. 5 were within or near the existing sewer. 4 were not near the existing sewer. [The borings were complete without incident.](#)

- E. Second Pump Station – Researched the ownership of the property and determined responsible party. Assessor’s Office has been called. It is the condo associations’ responsibility, and have a contact for them. [Seeking advice from Commission as to continue the process.](#)

No Update on the following:

- F. 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. No Update.

G. Treatment Plant Capital Items:

- 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.
- 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.

H. 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. No update.

I. Met with Wayland Foreign Motors owner regarding the potential connection to the system. No update.

9:00

10. Administrative items:

- A. Connection Application - Approve changes.
- B. Treatment Plant RFP – Paul Brinkman will start in February preparing a combined RFP with the WWMD and High School treatment plants. The current WhiteWater contract ends 10/15/18.
- C. Rate Hearing Dates: What month should we do the rate hearing? The notice needs to be in the Wayland Town Crier 30 days in advance of the meeting. In FY17 the add was placed in the paper on January 26, 2017 and the meeting was March 1, 2017.
- D. 21 Lillian Way Connection Application – Board review and procedure question: Since there is no change in design flow, does the Health Department have to wait for the WWMD to sign the connection application?
- E. Changes to Contact and Emergency Updates.

F. WWMDC Treatment Plant Catch Basin Mowing – Joe Malloy said this should have been done and he hopes, weather permitting, to have it cleaned out the week of December 18, 2017.

- 9:15 11. Wastewater Rules and Regulations – Further comments from Rick
- 9:17 12. Approve minutes from previous meetings– 8, 15 and 28 Nov 2017.
- 9:27 13. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.
- 9:37 14. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:40 15. Website status: recent postings and organization.
- 9:40 16. Calendar: upcoming meetings and events, including hearings.
- 9:42 17. Public Comment
- 9:45 18. Adjourn