

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: Thursday, 11 Jan 2018
TIME OF MEETING: 7:30 PM
PLACE OF MEETING: Town Building

PROPOSED AGENDA – Revision's in Yellow

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. Discussion with National Development on their long-term needs for wastewater design flow for the Town Center. National Development will be presenting their plan, followed by discussion. Then, there are two specific topics:
- A. 109 Andrew Ave, Suite 204 – National Development has a new tenant and will be changing the Title V use from doctor to office. Suite 204 has no design flow since it was allocated to Suite 203 for Wayland Personal Physicians. They would like to use design flow from the former Petco. Board to review their Connection Application.
 - B. 109 Andrew Ave, Common Space Bathroom – Located on the second floor and is currently being used by Wayland Personal Physicians since there is no bathroom in Suite 203. The tenants moving into Suite 204 will also be using this bathroom for the same reason. Since Wayland Personal Physicians opened, the flow has changed from 15 gpd (6/27-10/2/17) to 615 gpd (10/3/17-12/20/17). Jane spoke with Dave Costello and his maintenance person said there is a leak. Dave gave WWMD permission to start sending quarterly bills to him. With the WWMD's permission, Jane will start billing for the common space bathroom as of January 1, 2018 since there is no flow history and the actual flow used for Quarter 2 is unknown due to a leak. What Title V design flow should we use?
- 8:35 4. Wayland Village, 317 Boston Post Road – Fred McFadden will present an update on their design flow request and the future of the plaza.
- 8:50 5. Discussion of implications of long-term design flow needs for the WWMD. Chair will present a list of possible additional design flows, including needs of the Town Center, the Wayland Village, 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.
- 9:10 6. Update on the joint meeting with Board of Public Works on January 9, 2018 concerning the proposed position of a Wastewater Operations Manager. This is a full-time position shared by the School Department and the WWMD and reporting to the Director of the DPW.
- 9:25 7. Updates from Paul Brinkman, Town Engineer
- A. 231 BPR Manhole Repair – WWMD gave the DPW permission to spend up to \$XXX and Paul Brinkman to facilitate the repair. Paul has been monitoring the situation. With the recent hard freeze repairs would be difficult and the situation

appears to be stable. The repairs will be reviewed under better weather conditions.

- B. Infiltration/Inflow Control Plan. MassDEP requirement from all sewer system owners due 12/31/17. A report was submitted to MassDEP on December 29, 2017. No response has been received from them as of this writing. The report found that there does not appear to be any outside influences such as wet weather of groundwater levels that increase the wastewater flow.
- C. 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.
- D. 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. Paul has drafted the language for a letter to be issued to the Condominium Association. Board to review the letter.
- E. 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.
- F. 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.
- G. 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.
- H. Met with Wayland Foreign Motors owner regarding the potential connection to the system. No update.

9:45 9. FY19 Budget review for the changes made to reflect the hiring of the Wastewater Operations Manager along with adjustments made by Paul Brinkman. Review the flow numbers used to calculate the rates. WWMDC to decide on the FY19 rates for Quarterly billing.

10:00 10. Administrative Items:

- A. Board approval for two blower pump repairs from WhiteWater for the Treatment Plant. Third quote will arrive soon.
- B. Treatment Plant Emergency - December 28, 2017 Possible Frozen Pipes. Ben Keefe, with Paul's assistance by phone, switched air handler unit #1 to heat and turned on the supply fan. Adjusted thermostats. Pipes cleared and the plant was running fine.
- C. December Discharge Monitoring Report – Review results.

- D. Status of the land and design flow acquisition from Wayland Meadows – The agreement states that \$2,207 paid from the Town will be set aside to pay quarterly wastewater bills for the design flow transferred to the Library at 5 Concord Road. Brian Keveny will transfer the money into WWMDC's miscellaneous revenue account quarterly to cover the bills for the rest of FY18. Municipal Accounting Rules do not allow additions to revenue during a fiscal year. In FY19 Facilities will be billed until the balance of the money transferred is gone.
- E. 21 Cochituate Road – Multiple emails regarding an acupuncturist and a wine bar moving into this space. The person inquiring decided there was not enough parking and is looking elsewhere.
- F. Contact and Emergency Update List – Jane spoke with Tom and Paul. No change to the list until the new Wastewater Operations Manager is hired in FY19.
- G. WWMDC Treatment Plant Catch Basins and Drainage Area – Per Joe Malloy, WhiteWater on January 8, 2018, the catch basins are clear in the street. The drainage areas on both sides of the treatment plant were not cut down before the snow. The distribution boxes within the drainage areas are clear of growth and there is no drainage problem.
- H. FY18 Qtr 2 Billing – Start processing on January 16, 2018 due to Martin Luther King Holiday on Monday.

- 10:10 11. Wastewater Rules and Regulations
- 10:11 12. Approve minutes from previous meetings–20 Dec 2017.
- 10:15 13. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.
- 10:25 14. Topics not reasonably anticipated by Chair 48 hours in advance of the meeting.
- 10:28 15. Website status: recent postings and organization.
- 10:28 16. Calendar: upcoming meetings and events, including hearings. Rate Hearing has been advertised in the Wayland Town Crier for February 13, 2018.
- 10:33 17. Public Comment
- 10:35 18. Adjourn