

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF JANUARY 7, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Blair Davies, Bill Prendergast

Chairman David Schofield called the meeting to order at 7:40 PM.

The purpose of this meeting was to review the FY2009 budget prior to the budget hearing with the Finance Committee.

After discussion, the Commission approved a draft budget with income and expenses of \$308,008.00 for operation of the current treatment plant. The budget provided funding for emergency repair or replacement of the treatment plant clarifier. Income of \$76,983.00 from Retained Earnings was included.

For financing the new or upgraded plant, the budget included a loan of \$3,000,000.00.

The meeting adjourned at 8:30 PM for the Commission to attend the Finance Committee budget hearing.

Respectfully submitted,

William R. Prendergast
February 13, 2008

Distribution:
David Schofield
Blair Davies
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF JANUARY 9, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Blair Davies, Gene Roberts, Bill Prendergast

Chairman David Schofield called the meeting to order at 7:03 PM.

The Monthly Operations Report for November 2007 was reviewed. The Annual Toxicity Report was completed and mailed to DEP and EPA. A cost estimate of \$3,500 was received from Weston & Sampson for the replacement Muffin Monster Control Panel.

Blair Davies reported that there was a problem with aluminum in the Septage sludge and that the source of the aluminum had not been determined. No immediate action by Wastewater was required.

The Discharge Monitoring Report for November 2007 was reviewed. All effluent parameters were met for the month. The average flow through the treatment plant was 7,812 gallons per day. The maximum flow which occurred on November 28 was 12,361 gallons and the minimum flow which occurred on November 22 (a holiday) was 2,092 gallons.

A memo from Mark Allenwood of Weston & Sampson with a suggested agenda for a meeting with EPA, DEP, Twenty Wayland, and Metcalf & Eddy was reviewed along with comments provided by Blair Davies. The Commission directed Blair Davies to send his comments to David Schofield who will forward the comments to Mark Allenwood. David Schofield will suggest three dates for the meeting with DEP and EPA after consultation with Weston & Sampson.

The following invoices were approved for payment:

1. AOS Operating Company (010801WAY) - \$7,851.41
2. Weston & Sampson (156562) - \$5,830.00
3. William R. Prendergast - \$300.00

Bill Prendergast distributed a financial report for FY2008 through December 2007. The report showed revenue of \$108,375.46 and expenses of \$99,200.34.

Bill Prendergast distributed a bank statement showing Retained Earnings of \$507,001.58.

Bill Prendergast estimated income of approximately \$121,000 for the period January 1 – June 30, 2008. The Commission discussed the possibility of increasing user fees for the

last quarter of FY2008. The Commission decided that a user fee increase was not needed unless there was a major expense such as replacement of the treatment plant clarifier. The Commission decided that the best time for a user fee increase is at the beginning of a fiscal year.

Bill Prendergast reported that Wayland Meadows had not paid privilege fee installments of \$50,000 plus interest due on November 30, 2007 and December 31, 2007.

The meeting adjourned at 10:25 PM.

Respectfully submitted,

William R. Prendergast
February 13, 2008

Distribution:
David Schofield
Blair Davies
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF FEBRUARY 13, 2008

MINUTES

In attendance: David Schofield, Blair Davies, Fred Knight, Gene Roberts, Bill Prendergast

Guests: Margery Baston, Member of the Public
Prescott Baston, Member of the Public

Chairman David Schofield called the meeting to order at 7:05 PM.

During the public comment period, Prescott Baston requested a report of a recent meeting with the Massachusetts Department of Environmental Protection (DEP).

David Schofield presented a review of the meeting with DEP on January 30, 2008. Attending the meeting along with DEP representatives were Town Center developer Dean Stratouly and his legal staff, Metcalf & Eddy, Weston & Sampson, Mark Lanza, Fred Turkington, and David Schofield. Dean Stratouly did not invite EPA to attend the meeting. DEP stated that, as a result of the committed capacity, an increase in plant flow will be required. However, according to DEP, there is nothing preventing the issuance of the draft permit in final form with no changes. The draft permit was distributed in February 2006 and the public comment period ended in April 2006. DEP has issued a connection permit to Wayland Meadows. David Schofield stated that he felt that the draft permit allows the Wastewater Commission to meet all current commitments including Wayland Meadows and Town Center. DEP stated that Town Center does not require a connection permit but will require DEP certification.

David Schofield reported on a meeting with Dean Stratouly, Town Center developer on February 13, 2008. Mr. Stratouly indicated that he favors a fast track for the permitting and construction of a new treatment plant. When asked by David Schofield, Mr. Stratouly confirmed that Twenty Wayland would pay 70 % of the cost of a new treatment plant. Also, he indicated that Twenty Wayland is not interested in sewer capacity beyond the 45,000 gallons per day specified in the 1999 Agreement.

There was some discussion concerning the possibility of construction of the plant by Twenty Wayland with the plant given to the Town at the completion of construction. The possibility of a lawsuit by the Town's unions was discussed.

There was a comment that an attractive treatment plant could be a tourist attraction.

David Schofield made a motion directing him to communicate to EPA and DEP the desire of the Wastewater Commission for the draft permit to be issued in final form as soon as possible. The motion was seconded by Fred Knight. Blair Davies made a motion to amend Mr. Schofield's motion to request EPA to fast track an expansion of the permit to 80,000 gallons per day at 2 mg/l of phosphorus on the basis that he believes that the Wastewater Commission will need the additional capacity in the future and will not get it later. In return, the Wastewater Commission will commit to 2 mg/l of phosphorus year

around. The motion to amend was not seconded. The vote on the original motion was 2 – 0 in favor with one abstention.

The Monthly Operating Report for December 2007 was reviewed. The report states that equipment such as motors and pipes that are no longer useful will be removed from a storage room in order to store Sodium Aluminate. The assistance of landfill personnel will be requested for transporting the material to the landfill.

The Discharge Monitoring Report for December 2007 was reviewed. All effluent parameters were met for the month. The average plant flow was 8,347 gallons per day. The maximum flow was 11,821 gallons on December 22, 2007 and the minimum flow was 3,461 gallons on December 25, 2007.

The minutes of the meetings of January 7, 2008 and January 9, 2008 were approved.

The following invoices were approved for payment:

1. AOS Operating Company (020801WAY) - \$9,739.39
2. Wayland Business Center (1-16-08) - \$3331.33
3. Weston & Sampson (157514) - \$8,016.25
4. Dave Starmer Disposal (1-10-08) - \$766.80
5. Dave Starmer Disposal (1-14-08) - \$200.00
6. Dave Starmer Disposal (1-18-08) - \$100.00
7. Dave Starmer Disposal (1-29-08) - \$920.55
8. William R. Prendergast - \$300.00

Bill Prendergast distributed a financial report for FY2008 through January 2008. The report showed income of \$133,531.98 and expenses of \$120,013.64. The report showed current debt of \$352,875.14 (principal) and \$36,241.49 (interest). The debt is paid in annual installments with the last payment due on August 1, 2020. The report showed Accounts Receivable of \$54,283.34 and Accounts Payable of \$0.

Bill Prendergast distributed a bank statement showing \$505,301.64 in Retained Earnings.

There was no other business. The meeting adjourned at 10:40 PM.

Respectfully submitted,

William R. Prendergast
March 12, 2008

Distribution:
David Schofield
Blair Davies
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF MARCH 26, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast

Chairman David Schofield called the meeting to order at 7:30 PM.

There was no public comment.

The Monthly Operating Report for January 2008 was reviewed. The report states that, on January 18, 2008, the clarifier drive stopped rotating. Weston & Sampson determined that the main bull gear and drive were worn out. On January 21, 2008, the clarifier main drive assembly was removed for a complete rebuild. On January 25, 2008, the rebuilt drive was installed, tested, and placed on line. On January 28, 2008, the Muffin Monster started making loud grinding noises. It was determined that the bearings were worn out and the unit would need to be removed and rebuilt. On January 30, 2008, the Muffin Monster gear box was removed and rebuilt. It was reinstalled on February 1, 2008. The report noted that heavy usage of soaps has been observed for the past few weeks.

The Discharge Monitoring report for January 2008 was reviewed. Despite the reported problems, all effluent parameters were met for the month. The average flow was 9,089 gallons per day. The maximum flow which occurred on January 18, 2008 was 13,098 gallons and the minimum flow was 5,389 gallons on January 1, 2008.

The Monthly Operation Report for February 2008 was reviewed. The report states that the last of three sodium aluminate lines became clogged during the month. A temporary chemical feed system has been set up. Although the phosphorus levels increased as a result of the clogged line, the monthly permitted level for phosphorus was maintained.

The Discharge Monitoring Report for February 2008 was reviewed. All effluent parameters were met for the month. The average flow was 10,075 gallons per day. The maximum flow, occurring on February 7, 2008, was 15,793 gallons and the minimum flow was 6,822 gallons on February 26, 2008.

David Schofield reported that there was no further news from DEP on the issuance of the permit. According to DEP, the issuance is imminent. David reported that Mark Allenwood has left Weston & Sampson but he would be available through a subcontract with Weston & Sampson. David reported that Allenwood is organizing a meeting with DEP within a few days.

The Commission agreed that selection of the designer of the new plant is critical. David Schofield will meet with Town Counsel concerning the legal aspects of designer selection. The Commission wishes to avoid being forced to accept the lowest bid.

The options for building the new plant were discussed. The options are:

1. The Commission builds the plant.
2. Twenty Wayland builds the plant and returns the new plant to the Wastewater Commission for operation.

3. The Wastewater Commission sells or gives the current plant to Twenty Wayland and Twenty Wayland builds and operates the new plant.

Bill Prendergast stated that he recalled reading a report of a meeting during which it was stated that the owner of a wastewater treatment plant was required to be a public utility and not a private company. He offered to locate the report and advise the Commission.

The subject of a new Commissioner was discussed. Prior to the meeting, there was a suggestion that Prescott Baston might be interested in becoming a Commissioner. David Schofield discussed this suggestion with Town Counsel and was advised that Mr. Baston was not eligible to become a Commissioner.

The minutes of the meeting of February 13, 2008 were approved.

The following invoices were approved for payment:

1. AOS Operating Company (030801WAY) - \$8,464.04
2. Weston & Sampson (158526) - \$728.75
3. Wayland Business Center – (2/22/08) - \$2,461.39
4. Dave Starmer Disposal (3/10/08) - \$175.00
5. Dave Starmer Disposal (3/10/08) - \$770.70
6. William R. Prendergast - \$225.00

Bill Prendergast distributed a financial report for FY2008 through February 2008 showing income of \$164,052.35 and expenses of \$120,013.64. He pointed out that the Commission's bills were not paid during February resulting in Accounts Payable of \$23,374.32. Accounts Receivable were \$28,369.37.

Bill Prendergast distributed a bank statement showing a balance of \$538,535.97.

Bill Prendergast reported that payment of approximately \$160,000 had been received from Wayland Meadows representing payments of \$50,000 plus interest for each of the months of November 2007, December 2007, and January 2008.

There was no other business.

The meeting adjourned at 9:30 PM.

Respectfully submitted,

William R. Prendergast

Distribution:
David Schofield
Fred Knight
Blair Davies
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF APRIL 9, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Blair Davies, Bill Prendergast
Guest: Chuck Terry, AOS Operating Company

Chairman David Schofield called the meeting to order at 7:06 PM.

There were no Monthly Operating Reports or Discharge Monitoring Reports for review.

Chuck Terry distributed copies of a proposed amendment to the contract for operation of the wastewater treatment plant. Under the amendment, the working hours of the plant operator would be increased from 30 hours per week to 40 hours per week effective July 1, 2008 in anticipation an increased work load as Wayland Meadows and Town Center progress. The increase in working hours was planned and the cost was included in the FY2009 budget. David Schofield made a motion to accept the amendment and the motion was seconded by Blair Davies. The vote on the motion was 3 – 0 in favor.

David Schofield reported that, on April 3, 2008, he had met with DEP and EPA along with representatives of Weston & Sampson and with Mark Allenwood, formerly of Weston & Sampson. David reported that he was advised that the treatment plant permit would be issued in three weeks. The permit would be the same as the draft permit issued some time ago. The subject of the new plant was discussed. It was pointed out that the Wastewater Commission has an obligation to provide 45,000 gallons per day of sewer capacity but has no commitment from the developer of Town Center concerning the construction of the development. The Wastewater Commission cannot commit to a new plant until the Commission knows the future of Town Center.

There was a discussion of regulatory standards for wastewater treatment plants. The Commission agreed that technology capable of meeting the phosphorus standard would be needed. There was a comment that the regulatory standard for copper in the plant effluent was not being enforced in many cities and towns in Massachusetts due to the high copper content in the water supply.

The subject of a new Commissioner was discussed. The possibility that Gene Roberts, former Commissioner and Chairman, might be willing to serve on an interim basis until a new Commissioner could be appointed. David Schofield offered to discuss the matter with Mr. Roberts.

The FY2009 budget was reviewed and discussed for the presentation at Town Meeting. David Schofield advised the Commission that he would be out of town for the first night of Town Meeting. Fred Knight agreed to make the presentation if Town Meeting reached the Commission's budget article during the first night.

The minutes of the meeting of March 26, 2008 were approved.

Bill Prendergast distributed a financial report for FY2008 through March 2008 showing income of \$108,419.75 and expenses of \$99,200.34. Accounts Receivable were \$27,121.01 and Accounts Payable were \$0.

Bill Prendergast distributed a bank statement showing a balance of \$666,665.18. He reported the payment of \$162,524.95 from Wayland Meadows representing payments of \$50,000 each for the months of November and December, 2007 and January 2008 plus interest due to late payment. The final \$200,000 is due on August 10, 2008.

There was no other business.

The meeting adjourned at 9:30 PM.

Respectfully submitted,

William R. Prendergast
May 12, 2008

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF MAY 12, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast

Chairman David Schofield called the meeting to order at 7:08 PM.

The purpose of the meeting was to discuss questions raised by Fred Turkington in his Email message of May 9, 2008 prior to meeting with the Board of Selectmen.

David Schofield reported that there was nothing new to report on the issuance of a new permit. DEP is still estimating three weeks.

It was agreed that the Commission needs to select a consultant to design the new treatment plant. The estimate of maximum cost is \$5.2 million.

Bill Prendergast reported that he had received from Metcalf & Eddy a drawing showing possible location of the new plant northeast of the current plant.

David Schofield reported that Twenty Wayland had advised him that they planned to have some commercial units at Town Center complete by Fall 2009. The Commission's tentative schedule is for completion of the new plant by November 2009.

David Schofield reported that the consulting engineering firm of Weston & Sampson had complete their work of arranging meetings with DEP and EPA.

At 8:30 PM, the Commission adjourned the meeting to meet with the Board of Selectmen.. The meeting resumed at 9:15 PM.

The minutes of the meeting of April 9, 2009 were approved by a vote of 2 – 0.

The following invoices were approved for payment:

AOS Operating Company (040801WAY) - \$3541.76

AOS Operating Company (050801WAY) - \$9031.78

Dave Starmer Disposal (4/30/08) - \$781.40

Twenty Wayland (4/16/08) - \$2502.61

Town of Wayland (Water) - \$43.40

William R. Prendergast - \$250.00

The Monthly Operations Report for March 2008 was reviewed. It was reported that United Water health and safety personnel had inspected the treatment plant for OSHA violations. Chemical storage and minor electrical changes need to be corrected.

The Discharge Monitoring Report for March 2008 was reviewed. The average discharge was 10,292 gallons per day with a maximum of 18,271 gallons on March 8, 2008 and a minimum of 6,506 gallons on March 17, 2008. All plant effluent parameters were met for the month.

Bill Prendergast distributed a financial report for FY2008 through April 2008 showing income of \$188,816.65 and expenses of \$160,110.16. The Meadows account had a balance of \$415,910.17 which represents \$400,000.00 in privilege fees and \$15,910.17 in interest due to late payment. The current debt was \$352,875.14.

Bill Prendergast distributed a bank statement showing a balance of \$682,480.48.

There was no other business.

The meeting adjourned at 9:30 PM.

Respectfully submitted,

William R. Prendergast
June 11, 2008

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF MAY 27, 2008

MINUTES

In attendance: David Schofield, Fred knight, Gene Roberts, Mark Lanza, Bill Prendergast

Chairman David Schofield called the meeting to order at 7:10 PM.

The purpose of the meeting was to discuss a Request for Proposals for the design of a new wastewater treatment plant.

David Schofield provided a draft Request for Proposals for the design of the new wastewater treatment plant.

For the design/build scenario, the cost must exceed \$5 million.

Mark Lanza explained the turnkey scenario in which the construction contractor builds the structure in accordance with provided plans. He stated that the Cochituate School apartment project was an example of a turnkey scenario.

Mark Lanza suggested a turnkey project for the treatment plant with WWMDC providing the design. Twenty Wayland would build the plant on their property with their financing. After completion, WWMDC would pay Twenty Wayland for 30 % of the cost and the land swap would take place. Mark Lanza stated provision for cost audit would be written into the construction contract. He stated that he had a preliminary discussion with Twenty Wayland and received a favorable response. He pointed out that Twenty Wayland would have an incentive to control construction because they would be paying 70 % of the cost.

Mark Lanza proposed a single design contract for preliminary design and for final design.

Gene Roberts agreed with the proposal for a single design contract. When the design is 30 % complete, it would be submitted to EPA/DEP for approval. Also, WWMDC would apply for funding from the State Revolving Fund (SRF) when the design is 30 % complete.

Mark Lanza stated that the construction of the treatment plant was a building project, not a public works project.

The meeting agreed on the following actions:

1. David Schofield will discuss the design RFP with Weston & Sampson.
2. Mark Lanza will meet with Fred Turkington on Thursday, May 29, 2008 to arrange further discussion with Twenty Wayland on a turnkey project for building the new treatment plant. WWMDC should be represented at the meeting.

3. Fred Knight will review the Request for Proposals for design of the treatment plant and will prepare a draft.

In the matter of temporary power for the current treatment plant, David Schofield will contact Mark MacRae of Twenty Wayland. Bill Prendergast will provide David Schofield with the name and Email address of a contact at NSTAR.

The meeting adjourned at 9:05 PM.

Respectfully submitted,

William R. Prendergast
June 11, 2008

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF JUNE 11, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Gene Roberts, Bill Prendergast, Alan Reiss

Chairman David Schofield called the meeting to order at 7:08 PM.

Alan Reiss announced that he was taping the meeting to be shown on the Wayland channel.

The Monthly Operating Report for April 2008 was reviewed. The office printer was replaced at a cost of \$100. The report stated that the chemical feed pumps need to be rebuilt and parts have been ordered. An estimate for installing a new heater in the storage room has been requested. A total of 12,901 gallons of sludge was removed during the month.

The Discharge Monitoring Report for April 2008 was reviewed. All plant effluent parameters were met for the month. The average discharge was 9,057 gallons per day with a maximum of 12,477 gallons on April 29, 2008 and a minimum of 3,666 gallons on April 8, 2008. Phosphorus was 0.33 mg/l.

David Schofield reported that he had contacted Paul Hogan of DEP concerning the new permit and was advised that it would be issued in 2 – 4 weeks.

Fred Knight distributed copies of the Request for Proposals for designing the new wastewater treatment plant. David Schofield made a motion to approve the Request for Proposals. The motion was seconded by Fred Knight. The vote to approve was 2 – 0 in favor. Fred Knight reported that the Request for Proposals had been requested by eleven prospective contractors.

David Schofield reported on a meeting held on June 6, 2008. In attendance were Adam Weisenberg (attorney for Twenty Wayland), Town Counsel Mark Lanza, Town Administrator Fred Turkington, and Commission Chairman David Schofield. Items discussed included time frame for 30 % design, treatment technology, the Request for Proposals and its time frame, legal issues, and paying for the new plant. The technology selection will be included in the 30 % design. Twenty Wayland reported that they would sell the residential units and lease the commercial units.

Actions required:

1. Review the response to the Request for Proposals
2. Contact DEP concerning issuance of the new permit.
3. Meet on Monday, July 14, 2008 to review the proposals for designing the new plant.

4. Conduct interviews, if required, with prospective contractors.

The minutes of the meetings of May 12, 2008 and May 27, 2008 were approved with corrections.

Bill Prendergast distributed a financial report for FY2008 through May 2008. The report showed income of \$192,850.86 and expenses of \$178,261.11. Bill Prendergast noted that he expected the Commission to finish FY2008 with a small surplus and without using Retained Earnings. Accounts Receivable were \$38,724.57 and Accounts Payable were \$0. The Meadows account was \$415,910.17.

Bill Prendergast distributed a bank statement showing a balance of \$672,363.60 in Retained Earnings. He noted that this balance included the Meadows account of \$415,910.17.

There was no other business.

The meeting adjourned at 8:45 PM

Respectfully submitted,

William R. Prendergast
July 21, 2008

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF JULY 21, 2008

MINUTES

In attendance: David Schofield, Fred Knight, John Moynihan, Bill Prendergast

Chairman David Schofield called the meeting to order at 7:06 PM.

The purpose of the meeting was to rank the firms that submitted proposals for the task of designing the new wastewater treatment plant.

David Schofield, Fred Knight, and John Moynihan reported on telephone calls that they had made to references provided by the three firms that submitted proposals. The three firms were Onsite Engineering, Tighe & Bond, and Weston & Sampson. The references such as the Town of Sturbridge gave a very favorable report on the performance of Tighe & Bond.

David Schofield made a motion to rank the firms with Tighe & Bond ranked first, Weston & Sampson ranked second, and Onsite Engineering ranked third. The motion was seconded by Fred Knight. The vote was 2 – 0 in favor of the motion.

John Moynihan was directed to advise the firms of the ranking and to schedule a meeting with Tighe & Bond to begin negotiations concerning the cost of the design project.

Fred Knight made a motion to enter negotiations with Tighe & Bond with a team consisting of John Moynihan, Wayland Public Building Director, and one Commissioner. The motion was seconded by David Schofield.. The vote was 2 – 0 in favor of the motion.

Fred Knight made a motion assuming successful cost negotiation with Tighe & Bond to permit the design project to proceed without another meeting of the Wastewater Commission. The motion was seconded by David Schofield. The vote was 2 – 0 in favor of the motion.

At this point John Moynihan left the meeting to attend another meeting.

The minutes of the meeting of June 11, 2008 were approved with changes and corrections.

The following invoices were approved for payment:

AOS Operating Company (070801WAY) - \$8458.77

Dave Starmer Disposal (6/30/08) - \$100.00

Town of Wayland (Water) - \$25.00

William R. Prendergast - \$275.00

The subject of providing temporary electrical power for the present treatment plant was discussed. Temporary power is required because power is connected through the buildings which will be demolished before the new plant is built and the current plant

must remain in operation. Twenty Wayland reported in an Email message that NSTAR required a temporary gravel road along the line of poles and suggested that the Commission should pay for this road. The Commission felt that Twenty Wayland should pay for the road.

David Schofield offered to contact Fred Turkington to set up a meeting to discuss plans for building the new treatment plant.

The Discharge Monitoring Report for May 2008 was reviewed. All effluent parameters were met for the month. The average plant flow was 9,162 gallons per day with a maximum of 12,288 gallons on May 7 and a minimum plant flow of 5,169 gallons on May 25.

The Monthly Operations Report for May 2008 was reviewed. The following cost estimates were received for repair and maintenance:

1. Emergency generator - \$24,350
2. Return activated sludge pump - \$8,500
3. Muffin Monster control panel - \$3,500
4. Duplex receptacles - \$1,200
5. Heaters - \$2,800

David Schofield offered to discuss these cost estimates with the Area Manager for AOS Operating Systems.

The Discharge Monitoring Report for June 2008 was reviewed. All plant effluent parameters were met for the month. The average plant flow was 9,079 gallons per day with a maximum of 13,040 gallons on June 23 and a minimum of 6,549 gallons on June 22.

The Monthly Operations Report for June 2008 was reviewed. It was reported that the gravity feed pipe from the aeration basin to the secondary clarifier was being blocked more frequently. It was felt that the cause was grease from a Shopping Center restaurant, hair from hair salons, and deli food cleanings. It was reported that potential contractors for the design of the new treatment plant had visited the treatment plant.

There was no other business.

The meeting adjourned at 8:38 PM.

Respectfully submitted,

William R. Prendergast
August 13, 2008

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF AUGUST 13, 2008

MINUTES

In attendance: David Schofield, Fred Knight, John Moynihan, Bill Prendergast
Guest: Chuck Terry, AOS Operating Company

Chairman David Schofield called the meeting to order at 7:03 PM.

There was no public comment.

John Moynihan reviewed the negotiation with Tighe & Bond concerning the cost of design of the new wastewater treatment plant. The Commission rated Tighe & Bond first among the companies that responded to the Commission's Request for Proposals for the design of the plant. The original cost proposed by Tighe & Bond was \$856,000. The Commission felt that this cost was too high considering the estimated construction cost in the range \$4.0 - \$4.5 million. It was pointed out that the second-rated company, Weston & Sampson, was capable of designing the plant. John Moynihan pointed out that the Commission was required to break off negotiations with Tighe & Bond before negotiating with Weston & Sampson and once broken could not be resumed. John Moynihan recommended that the Commission stay with Tighe & Bond. John Moynihan reported that he had received a new proposal from Tighe & Bond in which the cost was reduced to \$661,100.

Fred Knight made a motion to accept the revised cost proposal of \$661,100 dated August 13, 2008 and the revised scope of work dated August 13, 2008. The motion was seconded by David Schofield. The vote on the motion was 2 – 0 in favor of the motion.

It was agreed that John Moynihan would advise Tighe & Bond that their revised proposal had been accepted by the Commission.

There were no Discharge Monitoring Reports or Monthly Operations Reports for review.

Plant maintenance problems were discussed. The most important and persistent problem is stoppage in the underground pipe that connects the aeration tank to the clarifier. There is a valve in this pipe and it may be partially closed. Low flow appears to worsen the problem. When stoppage occurs, it is necessary to employ an outside vendor to clear the stoppage. Chuck Terry suggested using clean water and a camera to attempt to identify the problem. This would be step 1. Step 2 would be digging up the pipe after the problem is identified.

Fred Knight made a motion to authorize Chairman David Schofield to expend an amount not to exceed \$2000 for camera inspection of the pipe. The motion was seconded by David Schofield. The vote was 2 – 0 in favor of the motion.

Fred Knight made a motion to authorize Chairman David Schofield to expend an amount not to exceed \$10,000 to correct any problem discovered as a result of the camera inspection. The motion was seconded by David Schofield. The vote was 2 – 0 in favor of the motion.

Fred Knight made a motion to permit Chairman David Schofield to initiate procurement of an emergency generator for backup power for the existing treatment plant. The motion was seconded by David Schofield. The vote was 2 – 0 in favor of the motion.

The project involving the installation of temporary electrical power service to the treatment plant was discussed. John Moynihan agreed to contact Mark MacRae to determine the current status of the project.

The minutes of the meeting of July 21, 2008 were approved with a correction (Online should be Onsite).

Bill Prendergast distributed a financial report for FY2008 showing income of \$226,855.93 and expenses of \$201,654.87 for a surplus of \$25,201.06.

Bill Prendergast distributed a bank statement showing a balance of \$680,945.09.

There was no other business.

The meeting adjourned at 9:03 PM.

Respectfully submitted,

William R. Prendergast
September 10, 2008

Distribution:
David Schofield
Fred Knight
Board of selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF SEPTEMBER 10, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Gene Roberts, John Moynihan, Bill Prendergast

Chairman David Schofield called the meeting to order at 7:07 PM.

There was no public comment.

The Monthly Operations Report for July 2008 was reviewed. The report included the comment that approval of plant improvements and capital repairs is awaited. Also included was the comment that plant flow is the lowest in the history of the plant. (This report is substantiated by the decrease in water usage by users of the system to less than 50 % of the water usage in 2001.) Camera investigation of gravity line blockage is scheduled for August 18, 2008.

The Discharge Monitoring Report for July 2008 was reviewed. All plant parameters were met for the month. The average plant flow was 7,633 gallons per day with maximum flow of 14,303 gallons on July 8, 2008 and minimum flow of 3,319 gallons on July 13, 2008 (Sunday).

John Moynihan reported that Tighe & Bond had submitted the State Revolving Fund (SRF) application on time.

John Moynihan provided a cost estimate of \$70,000 for installation of temporary electrical power for the treatment plant. Temporary power is needed because the power is connected through the existing buildings which are scheduled for demolition prior to constructing Town Center and the new treatment plant. John Moynihan reported that he had met with NSTAR to discuss the requirements. John Moynihan presented an invoice from NSTAR in the amount of \$38,744.00. Payment is required prior to the start of the installation. David Schofield made a motion to pay to NSTAR the amount of \$38,744.00. The motion was seconded by Fred Knight. The vote was 2 – 0 in favor of the motion.

John Moynihan reported that NSTAR requires a temporary road along the temporary power lines for access in an emergency. John Moynihan reported that he had arranged for the Wayland Highway Department to construct the road. A license for the Highway Department to work on private property (Twenty Wayland property) will be required.

John Moynihan reported that the Basis of Design report for the new plant was due from Tighe & Bond on October 1, 2008.

There was a brief discussion of financing the new plant. The Commission felt that an attempt should be made to obtain a portion of the \$3 million gift from Twenty Wayland to help pay for the plant. David Schofield was directed to contact Fred Turkington on the subject.

The Commission discussed the plan for sending an information letter to current users of the sewer system. The decision was made to wait until the Basis of Design report becomes available in order to include the latest information on design and cost.

The minutes of the meeting of August 13, 2008 were approved.

The annual report for FY2008 was approved.

The following invoices were approved for payment:

Dave Starmer Disposal, Inc (8-15-08) - \$200.00

Dave Starmer Disposal, Inc (9-4-08) - \$644.50

William R. Prendergast - \$250.00

Bill Prendergast distributed a financial report for FY2009 through August 2008 showing revenue of \$6175.04 and expenses of \$45,353.19. He pointed out that expenses included the debt principal payment of \$22,918.55 for FY2009. Accounts Receivable were \$23,872.00 and Accounts Payable were \$0.

Bill Prendergast distributed a bank statement showing a balance of \$641,766.94.

There was no other business.

The meeting adjourned at 9:00 PM.

Respectfully submitted,

William R. Prendergast
October 15, 2008

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF OCTOBER 15, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Gene Roberts, John Moynihan, Bill Prendergast

Guests: Bob Peirent, Tighe & Bond
Ian Catlow, Tighe & Bond
Prescott Baston, sewer user
Linda Segal, general public

Chairman David Schofield called the meeting to order at 7:03 PM.

Ian Catlow distributed copies of the Basis of Design Report as required by the contract for designing the new treatment plant. The report states that the plant designer, Tighe & Bond, selected two process technologies as alternatives for wastewater treatment at the Wayland facility. The technologies are the MBR Process and the Biomag Process.

As explained by Ian Catlow, in the MBR Process two screens are located in the influent stream to remove coarse solids and to protect the membranes from fouling and damage. Two screens provide redundancy with one screen in use and the other screen in standby. Components of the MBR Process include a flow equalization tank, sludge storage tank, anoxic basin, pre-aeration basin, MBR basin, and UV disinfection.

The Biomag Process, as explained by Ian Catlow, includes screens in the influent stream for the same purpose as the screens in the MBR Process. Components in the Biomag Process include an influent pump station, sludge storage tank, anoxic basin, aeration basin, clarifier, ballast addition tank, and UV disinfection. The Biomag Process includes the addition of a ballast material called magnetite to the aeration tank which becomes incorporated into the biological floc and dramatically enhances settling in the clarifier.

For the MBR Process, Tighe & Bond estimates the cost including design engineering and construction engineering to be \$5,268,200. For the Biomag Process, Tighe & Bond estimates the cost including design engineering construction engineering to be \$5,504,000. Both estimates exceed the approved budget of \$5,200,000 and do not include other costs. The 30-year life cycle cost for the MBR Process is \$8,034,157 and for the Biomag Process is \$8,061,921.

Tighe & Bond recommended the MBR Process for the new treatment plant. Tighe & Bond reported that Cambridge Water Technologies, supplier of the Biomag Process had given another town a substantial discount in the purchase of a Biomag Process. After some discussion, Fred Knight made a motion to request Tighe & Bond to request a discount from Cambridge Water Technologies and if the request resulted in a substantial discount, the Commission would meet with Tighe & Bond on October 29, 2008 to reconsider the choice of the process for the new treatment plant. The motion was seconded by David Schofield. The vote was 2 – 0 in favor of the motion.

The current discharge location for the treated wastewater is the wetlands of the Sudbury River. Tighe & Bond recommended relocation of the discharge to the Sudbury River at a

point adjacent to the Route 20 bridge. The cost of relocation is not included in the cost estimates. No action was taken on the recommendation.

The proposed site for the new plant was reviewed. Due to the shape of the parcel, there may be a problem with setbacks. David Schofield agreed to check the Town's requirements pertaining to setbacks.

The project schedule was discussed. Completion of the design is scheduled for March 9, 2009. Permitting will be completed on May 29, 2009. Bidding for construction will end on May 15, 2009 and construction will begin on May 15, 2009 and will be complete on June 10, 2010.

The subject of temporary power for the current plant was discussed. John Moynihan reported that he had obtained an emergency generator to provide electrical power until NSTAR completes the power line to the plant.. He reported that the Wayland Highway Department will not construct the temporary road as planned. John Moynihan will employ a contractor for the job. The cost of temporary power is not included in the cost estimates.

Public comment was delayed until the discussions with Tighe & Bond were complete. Prescott Baston made the following public comments:

1. Future EPA requirements should be considered when designing the plant.
2. Some sewer users could return to private septic systems if the cost of the new plant is excessive.
3. Twenty Wayland should pay for visual improvements.
4. Odor control should be paid for by Twenty Wayland because it benefits Town Center more than it benefits current users.

The following invoices were approved for payment:

AOS Operating Company (090801WAY) - \$12,839.95
Twenty Wayland (10-17-08) - \$2,423.70
Dave Starmer Disposal (9-16-08) - \$100.00
Dave Starmer Disposal (9-30-08) - \$100.00
Town of Wayland (water) - \$46.00
William R. Prendergast - \$275.00
AOS Operating Company (100801WAY) - \$10,575.50

There was no other business.

The meeting adjourned at 10:00 PM.

Respectfully submitted,

William R. Prendergast

Distribution:

David Schofield

Fred Knight

Board of Selectmen

File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF OCTOBER 29, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast
Guests: Mark MacRae, Twenty Wayland
Ian Catlow, Tighe & Bond
Robert Peirent, Tighe & Bond
Prescott Baston, sewer user

Chairman David Schofield called the meeting to order at 7:10 PM.

During the public comment period, Prescott Baston commented on the general shape of the parcel of land designated for the new plant. The dimensions of the parcel are approximately 380 feet by 75 feet for an area of 28,625 square feet. Ian Catlow stated that the building for the new plant would have dimensions approximately 40 feet by 50 feet. The impervious area was discussed and estimated to be less than 8,800 square feet or less than 30 % of the area of the parcel. The tanks will be located in the building for ease of maintenance and for odor control. It was reported that there would be no problem with setbacks.

Prescott Baston commented that the use of the current plant benefits current users while a new plant will benefit Town Center.

Prescott Baston commented on the possibility of using a portion of the Twenty Wayland gift to the Town to offset some of the cost for current users. Twenty Wayland is the largest user. Using part of the gift to help current users would mean that 70 % would be returned to Twenty Wayland. Mark MacRae commented that Twenty Wayland would probably waive return of the user share and offered to discuss it with Twenty Wayland.

Prescott Baston commented that odor control benefits Town Center and Twenty Wayland but has little benefit for other current users.

The decision concerning the choice of treatment process between MBR and Biomag for the new plant was postponed from the meeting of October 15, 2008 to determine whether the vendor of the Biomag process might offer a substantial discount in the cost. Ian Catlow reported that the discount offered was not substantial. Tighe & Bond recommended the MBR process. David Schofield commented that there was no driving force to use the Biomag process and that the MBR process was less costly. Also, there might be a cost reduction resulting from competitive bidding.

David Schofield made a motion to accept the recommendation of Tighe & Bond to use the MBR process. The motion was seconded by Fred Knight. The vote was 2 – 0 in favor of the motion.

Ian Catlow reviewed the technology of the MBR process.

The question of relocating the outfall from the wetland to the Sudbury River was discussed. The outfall would be located near the Route 20 bridge and the pipe would cross Twenty Wayland property for which an easement would be required. It would be desirable to install the pipe while Town Center is under construction is in process even though the pipe might not be used for four years.

Mark MacRae advised the Commission that the Town Center restaurants, Stop & Shop, and the residential units would use the wastewater plant and that the shops would use the Twenty Wayland septic system.

David Schofield made a motion to accept the location of the wastewater plant as shown on drawing C-1 dated 9/29/08 provided that Tighe & Bond and David Schofield agree that the location is suitable after discussing the location with Building Commissioner Daniel Bennett. The motion was seconded by Fred Knight. The vote was 2 – 0 in favor of the motion.

After discussion, the next meeting was scheduled for Wednesday, December 3, 2008.

The meeting adjourned at 9:45 PM.

Respectfully submitted,

William R. Prendergast
December 3, 2008

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF DECEMBER 3, 2008

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast
Guests: Ian Catlow, Tighe & Bond
Bob Peirent, Tighe & Bond
Chuck Terry, AOS
Prescott Baston, sewer user

Chairman David Schofield called the meeting to order at 7:10 PM.

Ian Catlow presented a drawing of the proposed site for the new treatment plant showing the building that will house the plant along with access roads to bring material to the plant and to remove sludge. The dimensions of the building will be approximately 53 feet by 55 feet with reinforced concrete walls one foot thick. Tanks and process equipment will be located within the building for odor control and ease of maintenance. After discussion, the Wastewater Commission confirmed that the site and layout are generally acceptable. Confirmation to Twenty Wayland was withheld pending a meeting with Town Planner Joe Laydon and Building Commissioner Dan Bennett on December 8, 2008.

Ian Catlow reported that Tighe & Bond will comply with Planning/Zoning requirements concerning the building which will have a typical New England appearance.

Ian Catlow sketched on the drawing the new location of the outfall to the Sudbury River. Easements and MHD/DEP approvals will be negotiated.

In connection with the Massachusetts Environmental Protection Agency (MEPA), Tighe & Bond is preparing an Advisory Opinion with the hope of avoiding ENF filing.

Tighe & Bond has made initial contact with the Massachusetts Highway Department (MHD) and the site meeting has been completed. MHD is involved because the new outfall will run along Route 20 to the bridge over the Sudbury River.

Ian Catlow reported that additional permits may be required after design of the new outfall is complete.

The Department of the Interior has appealed to EPA to withdraw the new permit which became effective on December 1, 2008. The appeal requests a number of changes in the permit. Tighe & Bond will contact EPA and DEP to attempt to gain insight into the appeal with the goal of determining how the appeal impacts the design of the new plant.

Tighe & Bond reported that the project schedule requires completion of 75 % of the design of the new plant by January 5, 2009.

Ian Catlow reported that the Wastewater Commission did not receive approval for a low interest loan from the State Revolving Fund. Tighe & Bond will continue efforts to secure a loan.

Chuck Terry reported that it was necessary to replace the heater in the blower room at a cost of \$1400. Fred Knight made a motion to approve the expenditure of \$1400 to replace the heater. The motion was seconded by David Schofield. The vote was 2 – 0 in favor of the motion.

Bill Prendergast distributed a financial report for FY2009 through October 2008 showing income of \$44,068.09 and expenses of \$72,816.84. It was apparent that it was necessary to generate additional income by increasing user fees. Bill Prendergast suggested a hearing date of December 30, 2008 to announce the fee increase with details to be decided later. The Commission agreed with this suggestion.

The minutes of the meetings of October 15, 2008 and October 29, 2008 were approved.

The following invoices were approved for payment:

AOS Operating Company (120801WAY) - \$9,867.49
Tighe & Bond (118561) - \$24,135.00
Dennis K. Burke (000721856) - \$799.72
Dennis K. Burke (000724539) - \$786.13
Dave Starmer Disposal, Inc (11/26/08) - \$100.00
William R. Prendergast - \$325.00

The next meeting was scheduled for Wednesday, January 7, 2009.

The meeting adjourned at 10:10 PM.

Respectfully submitted,

William R. Prendergast
January 7, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

