

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF JANUARY 7, 2009

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

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

During the public comment period, Prescott Baston commented on the cost assessment of the new treatment plant on the current system users. He presented three possible scenarios for assessing the cost. In scenario 1, the cost is assessed according to allocated capacity with the Public Library and Wayland Meadows omitted. Scenario 2 is the same as scenario 1 with the Public Library and Wayland Meadows included. In scenario 3, the cost is assessed in accordance with the quarterly billing of each user. In scenario 1, Mr. Baston's assessment would be \$28,179.00. In scenario 2, his assessment would be \$21,508.29. In scenario 3, his assessment would be \$8621.41. The assessment of the Shopping Center would be \$256,172.72 in scenario 1 and \$592,747.35 in scenario 3. All scenarios are based on the current users being assessed for 30 % of the \$5.3 million cost of the new plant. Mr. Baston stated that in the case of scenarios 1 or 2 he would leave the system and construct a septic system with leaching field.

Prescott Baston, during public comment, listed costs that benefit Town Center but provide little or no benefit to current users. He listed demolition of the old plant, odor control, the exterior of the new plant building, and temporary power for the current plant as benefiting Town Center but provided little or no benefit for current users.

Mr. Baston commented that there were sources of funding that could be used to decrease the cost to current users. Sources listed were the gift to the Town from Twenty Wayland and CPA funds. Mr. Baston stated that he would request a meeting of current users of the sewer system with the Board of Selectmen.

Ian Catlow presented drawings of the new treatment plant. He stated that, except for a few details, the design of the new plant was 75 % complete. He reviewed the drawings which showed the new plant and its location within Town Center. The design of the interior of the building which will house the various processes showed details of the equipment to be used to process the incoming wastewater. The tanks will be within the building for ease of maintenance and for odor control. The design of the new plant was scheduled to be complete by mid-March 2009.

Ian Catlow stated that a meeting with DEP had been scheduled for January 14, 2009.

Ian Catlow stated that the application for a low interest loan from the State Revolving Fund would be resubmitted. It was believed that additional funding might be available.

Ian Catlow requested that Bill Prendergast provide him with a report of the operating costs for the current plant for a period of one year.

It was reported that the prebid meeting concerning a new generator was scheduled for January 14, 2009. The generator will be used as an emergency generator for the current plant and will be used for the same purpose with the new plant.

The minutes of the meeting of December 3, 2008 were approved.

The following invoices were approved for payment:

Dave Starmer Disposal, Inc.	-	\$275.00
William R. Prendergast	-	\$225.00
Dennis K. Burke, Inc.	-	\$543.54
Dave Starmer Disposal. Inc.	-	\$525.00

The meeting adjourned at 10:10 PM.

Respectfully submitted,

William R. Prendergast
February 11, 2009

Distribution:
David Schofield
Fred Knight
Board of selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF FEBRUARY 11, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast

Guests: Ian Catlow

Prescott Baston, sewer user

Chairman David Schofield called the meeting to order at 5:37 PM.

During the public comment period, Prescott Baston posed a number of questions which he felt needed to be answered. The questions included the following:

1. What grace period will current users be granted if they choose to leave the system and install a Title V system?
2. Will the Wastewater Commission be responsible for the legal fees of Foley Hoag?
3. Will construction of the new plant begin several months or a year before work on Town Center starts?
4. When will betterment allocations be sent to current users?
5. Will the current users be responsible for the total cost of the new plant if Twenty Wayland declares bankruptcy?
6. What happens if the property is flipped to another owner.
7. Is it legal for Twenty Wayland to pick up capacity allocations that may be relinquished by current users?
8. What is the situation with items that benefit only Twenty Wayland?

Mr. Baston added the comment that the total cost of the new plant should include demolition of the old plant, ground cleanup, new pipe to the river, and Foley Hoag fees.

Mr. Baston commented that he had contacted Carlos Quintal of CAQ Engineering Associates, the company that had designed the small treatment plant for Greenways in Wayland. Mr. Baston reported that Mr. Quintal had commented that \$5.3 million was much too expensive for the new treatment plant. David Schofield reported that he had contacted Mr. Quintal and described the requirements for the treatment plant. Mr. Quintal recommended the MBR process for the Wayland plant. Tighe & Bond had previously recommended the MBR process which had been approved by the Commission.

Ian Catlow commented that no new NPDES permit for surface water discharge had been issued by EPA in the last 30 years. Therefore, the Wayland permit has value in that it is an NPDES permit for surface water discharge.

David Schofield asked if Twenty Wayland had financing for Town Center. He pointed out that documented evidence of financing would be required prior to construction of the new plant. Fred Knight suggested that the Commission place a hold on construction after the design is complete.

Ian Catlow reported on a meeting concerning the petitions submitted to EPA by the Department of the Interior and by a Sudbury resident. Representing the Town were Michael Tichnor, Fred Turkington, Ian Catlow, and the attorney for Foley Hoag. Attending were the petitioners, DEP, EPA, National Parks, and Fish and Wildlife. The Town offered to accept a phosphorus limit of .1 mg/l year round with a rolling 60 day average. The Town agreed to reduce the use of phosphorus on Town properties such as playing fields. The petitioners were opposed to relocating the outfall to the Sudbury River. Ian Catlow concluded that EPA had several options such as making minor changes in the permit, open the permit for public comment on changes, or to start over with a new permit. It is expected that EPA will defend the permit.

David Schofield made a motion to approve the expenditure of \$66,500 for a new generator to be used with the new plant. The motion was seconded by Fred Knight. The vote was 2 – 0 in favor of the motion. (The generator will be used with the current plant and moved to the new plant.)

The minutes of the meeting of January 7, 2009 were approved.

Bill Prendergast distributed a financial report for FY2009 through January 2009. The report showed income of \$86,009.66 and expenses of \$118,555.51.

Bill Prendergast distributed a bank statement showing a balance of \$618,974.26 as of January 9, 2009.

Bill Prendergast distributed a report of the cost of Town Center through January 2009. The total cost was \$238,459.45 including the cost of \$115,880.00 for the design of the new treatment plant.

The Commission scheduled the next meeting for Wednesday, February 25, 2009 at 5:40 PM at the Town Building.

The meeting adjourned at 8:00 PM.

Respectfully submitted,

William R. Prendergast
February 25, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF FEBRUARY 25, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast
Guests: Frank Dougherty, KGI (Town Center)
Ian Catlow, Tighe & Bond
Prescott Baston, sewer user

Chairman David Schofield called the meeting to order at 5:30 PM.

Frank Dougherty reported that DEP had advised him that Town Center would require a permit to connect to the sewer system. However, DEP advised Frank Dougherty that a permit would not be issued unless water reuse or other approaches are implemented in the treatment plant design to ensure that the average monthly discharge is less than 52,000 gallons per day. DEP interprets the number 45,000 gallons per day that appears in the 1999 agreement as the average flow from Town Center whereas the Wastewater Commission interprets the number as the capacity allocated to Town Center. DEP claims that the Town oversold the capacity in the plant. DEP suggested water reuse for each building at Town Center. Frank Dougherty stated that he had advised DEP that Town Center would not be reusing water.

Frank Dougherty stated that he would submit a permit application to DEP. The application requires the approval of the Wastewater Commission prior to submitting the application to DEP.

In answer to a question, Frank Dougherty stated that the demolition of the Raytheon buildings is on hold until the permit is received.

Ian Catlow presented and reviewed a set of drawings for the new treatment plant. The drawings represented 90 % of the design of the plant. The drawings showed details of the plant including the processes, piping, and electrical wiring. Ian Catlow presented an updated cost estimate for the construction of the plant. The total estimated cost is \$4,778,198. This cost does not include design cost and the cost of miscellaneous items associated with Town Center development.

Ian Catlow stated that he prefers to leave the outfall in the wetlands because that is the least costly option and requires the fewest permits. It is expected that EPA will include a compliance schedule when they issue the new permit.

David Schofield stated that the optimum schedule to reduce construction costs is for the start of construction of the new plant to begin in August 2009.

The Discharge Monitoring Report for January 2009 was reviewed. All plant effluent parameters were met for the month. The average plant flow was 8,431 gallons per day. The maximum flow was 11,358 gallons on January 20, 2009 and the minimum flow was 5,227 gallons on January 16, 2009.

The Monthly Operations Report for January 2009 was reviewed. The report stated that temporary electrical power was available on January 12, 2009. One of the two rental generators was returned on January 22, 2009. On January 20, 2009, the Clarifier Rake Arm became jammed due to snow resulting in broken shear pin. The snow was removed and a new shear pin was installed.

The following invoices were approved for payment:

Northeastern Petroleum Service & Supply - \$700.00
Milton Cat - \$3,212.00
William R. Prendergast - \$325.00

The meeting adjourned at 8:15 PM.

Respectfully submitted,

William R. Prendergast
March 11, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF MARCH 11, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Gene Roberts, Bill Prendergast
Guest: Prescott Baston, Sewer user

Chairman David Schofield called the meeting to order at 5:40 PM.

As a public comment, Prescott Baston suggested that sewer users should pay for what they use.

As a public comment, Prescott Baston quoted Charles Irving, Principal of KGI Properties, Town Center developer as stating that the gift of \$3 million from the developer could be used in any manner that the Town of Wayland chooses.

Fred Knight suggested that the amount requested from the \$3 million gift should be \$500,000. The justification is that the Town will benefit from the property taxes received from Town Center. With \$500,000 from the developer gift, the amount of new betterment to pay for the new treatment plant would be about \$13,000 for a user with a four-bedroom house.

David Schofield suggested that the Wastewater Commission prepare an article for the Fall Town Meeting approving a contribution from the Town of \$900,000 to assist in paying for the new treatment plant.

Fred Knight outlined three scenarios for the current users to pay their portion of the cost of the new treatment plant depending on the amount of the contributions from the \$3 million gift and from the Town. These scenarios are:

1. There will be no new betterment.
2. There will be a new betterment but it will be less than the original betterment.
3. There will be a new betterment that will be equal to or greater than the original betterment.

The subject of user fees was discussed. It was agreed that 80 % of the user fees should be based on fixed cost and that 20 % of the user fees should be based on variable cost. Fred Knight and Bill Prendergast suggested the following formula for computing user fees:

$$\text{Quarterly user fee} = (.8 \times \text{capacity} + .2 \times \text{water usage}) \times \text{days} \times \text{rate}$$

Bill Prendergast agreed to calculate the rate to meet the FY2010 budget when he receives the water usage for the past winter from the Water Department. The Commission agreed to discuss penalties at a future meeting.

The Commission has received information that water meters read low as they age. This would explain the reason for water meter readings decreasing while flow through the

plant remains constant. David Schofield agreed to contact the Water Department concerning new meters for current users.

Bill Prendergast advised the Commission that the contract for operating the treatment plant will expire on May 31, 2009. He offered to provide John Moynihan with a copy of the Request for Proposals used in 2003 for the current contract.

Warrant Article 4 of the Special Town Meeting of April 15, 2009 was discussed. This article provides the mechanism for the land exchange approved by the 2006 Town Meeting. The land exchange is required for the construction of the new treatment plant. The question of timing of the exchange was discussed. Bill Prendergast pointed out that the 2006 Town Meeting Article states that the exchange shall take place immediately before construction is commenced.

The minutes of the meeting of February 25, 2009 were approved.

The following invoices were approved for payment:

AOS Operating Company - (020901WAY) - \$11,677.49

Dave Starmer Disposal - (3/3/09) - \$1,076.00

William R. Prendergast - \$100.00

Bill Prendergast distributed a financial report for FY2009 showing through February 2009 income of \$128,754.24 and expenses of \$126,378.02. He pointed out that there was a quarterly user billing in January and that betterments were due to be paid with the tax bills due February 2, 2009.

Bill Prendergast distributed a report showing a bank balance of \$1,573,560.31 as of March 4, 2009. The balance includes a new loan of \$1,000,000.00 and a refund of \$18,336.00 from NSTAR.

There was no other business.

The meeting adjourned at 7:30 PM.

Respectfully submitted,

William R. Prendergast
April 14, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF APRIL 14, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast
Guests: Prescott Baston, sewer user
Chuck Terry, AOS Operating Company
Linda Segal, Wayland resident

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

During public comment Prescott Baston read a comment from an Email that he had received stating that Town Center may never be built. He quoted Charles Irving as stating that KGI Properties would not accept 70 % of the developer's gift of \$3 million to the Town.

Prescott Baston suggested that Town Meeting pass over the Commission's FY 2010 Capital Budget of \$400,000 until the next Town Meeting. He reasoned that the Commission would not be spending that amount in FY2010.

The Town Meeting budget article (Article 9) was discussed. The Commission decided to break the article into two motions. The first motion will pertain to the operating budget and the second motion will pertain to capital expenditure for the new treatment plant. It was pointed out that the development of Town Center has been delayed and the capital funds are not needed at present but the Commission wishes to have the entire amount of the capital budget available when construction of the new plant begins.

David Schofield reported that the Water Department has tested a number of old meters and found that they complied with specifications. The Commission had received information that water meters read low as they aged. The cost to replace a water meter is \$300. The rated life of a water meter is 20 years.

Bill Prendergast was directed to contact John Moynihan concerning the new contract for operation of the treatment plant. The current contract expires on May 31, 2009.

The Special Town Meeting land swap article (Article 3) was discussed. This article provides the mechanism for exchanging the land on which the current treatment plant is located for a parcel of land within Town center for construction of the new treatment plant. It was pointed out that the Wastewater Commission will need the ability to operate the current plant on developer property until the new plant is operational. Linda Segal pointed out that the owner of property is responsible for the condition of the property.

Bill Prendergast distributed copies of a letter to Frank Dougherty (KGI Properties) from the Massachusetts Department of Environmental Protection (DEP) in which DEP stated

that permit approval for connecting Town Center to the treatment plant was unlikely to be granted due to capacity issues at the treatment plant. DEP suggested phasing of the Town Center project or reuse of treated wastewater.

The Monthly Operations Report for February 2009 was reviewed. A new effluent chart recorder was installed at a cost of \$2,800. A total of 6,612 gallons of waste sludge was removed during the month.

The Discharge Monitoring Report for February 2009 was reviewed. All effluent parameters were met for the month. The average discharge was 8,187 gallons per day with a maximum of 12,470 gallons on February 12, 2009 and a minimum of 5,071 gallons on February 4, 2009.

Bill Prendergast distributed copies of a financial report for FY2009 through March 2009 showing income of \$129,709.74 and expenses of \$157,573.48.

Bill Prendergast distributed copies of a bank statement showing a balance of \$1,504,692.35 including a loan of \$1 million.

David Schofield reported that there appeared to be some construction activity at Wayland Meadows. As a result, a connection from the treatment plant to the boundary of Wayland Meadows property will be required.

The meeting adjourned at 9:05 PM.

Respectfully submitted,

William R. Prendergast
May 12, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF MAY 12, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast
Guests: Chuck Terry, AOS operating Company
Prescott Baston, Wayland resident
Linda Segal, Wayland resident

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

The Discharge Monitoring Report for March 2009 was reviewed. The report shows that the monthly average for phosphorus in the discharged effluent exceeded the permit limit. The permit limit is 0.5 mg/l and the monthly average discharge was 0.61 mg/l. Corrective action has been taken by the plant operator. All other permit limits were in compliance. The average flow through the plant was 8,664 gallons per day with a maximum of 12,419 gallons on March 12, 2009 and the minimum of 4,753 gallons on March 31, 2009.

The Monthly Operations Report for March 2009 was reviewed. There was a report of ten inches of snow on March 2, 2009. The operator reported the necessity to break up the ice in the final effluent tanks. There was a report of a power outage on March 13, 2009 with the emergency generator supplying power to maintain operation of the plant. A total of 6,510 gallons of sludge was removed during March 2009.

With the current contract for operation and maintenance of the treatment plant due to expire on May 31, 2009, a new contract must be in effect on June 1, 2009. A Request for Proposals was issued and proposals were received from United Water (the current contractor), Weston & Sampson, and Whitewater. The Wastewater Commission reviewed the proposals in detail for compliance with Request for Proposals and for the technical capabilities of the companies that submitted the proposals. All proposals were found to be in compliance with the Request for Proposals. After reviewing the technical capabilities outlined in the proposals, the Commission concluded the all companies making the proposals were technically competent to operate and maintain the treatment plant. The Commission scheduled a meeting for May 20, 2009 to review the cost proposals and to select the contractor for operation and maintenance of the wastewater treatment plant.

The Commission discussed the budget of \$221,449.00 for income from user fees in FY2010. This budget will require a substantial increase in user fee billing beginning on July 1, 2009. The Commission did not reach a decision on the amount of the increase or on the formula for calculating user fees. The Commission scheduled a public hearing on user fees for June 23 and directed Bill Prendergast to place a hearing notice in the Town Crier and to post a meeting notice with the Town Clerk.

Bill Prendergast distributed a financial report for FY2009. Through April 2009, income was \$141,901.06 and expenses were \$177,710.04. He pointed out that a user billing totaling \$32,528.29 had been mailed to users in early May. The financial report showed that a total of \$446,192.23 had been spent on the new treatment plant through April 2009. He pointed out that expenses involving the new plant were being recorded in a special account and that the Commission would be reimbursed by the developer of Town Center and the current users.

Bill Prendergast distributed a bank statement showing a balance of \$1,406,615.11 as of May 11, 2009. He pointed out that \$1 million of the balance was a loan to pay for the design of the new treatment plant.

There was no other business.

The meeting adjourned at 9:40 PM.

Respectfully submitted,

William R. Prendergast
June 9, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF MAY 20, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast

Chairman David Schofield called the meeting to order at 6:43 PM.

The meeting was scheduled to select the operator of the wastewater treatment plant for one year beginning June 1, 2009 with two one-year options.

The Wastewater Commission received three proposals for operation of the plant. Proposals were provided by United Water (current operator), Weston & Sampson, and Whitewater. The proposals were found to be acceptable as judged by the Request for Proposals. Weston & Sampson stated that the plant would be staffed for up to three (3) hours per day, five days per week. Whitewater anticipated the time on site to be 3 hours per day. United Water did not provide an estimate an on-site time.

David Schofield contacted Whitewater and Weston & Sampson prior to the meeting. He learned that Weston & Sampson operates two other plants in Wayland and operation of the Commission's plant would fit well with Weston & Sampson's other activities in Wayland.

United Water was eliminated from further consideration due to their high cost proposal. David Schofield reported that he had contacted the Town of Acton where Whitewater operates the Avalon Bay treatment plant. The report was that Whitewater was very knowledgeable and had done a great job. Other references for Whitewater and Weston & Sampson checked out satisfactorily. The lowest cost proposal was provided by Whitewater.

Fred Knight made a motion to accept Whitewater for a 1-year contract for operation and maintenance of the wastewater treatment plant starting June 1, 2009. The motion was seconded by David Schofield. The vote was 2-0 in favor of the motion.

The meeting adjourned at 7:25 PM.

Respectfully submitted,

William R. Prendergast
June 9, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF JUNE 9, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast

Guests: Ian Catlow, Tighe & Bond

Bob Peirent, Tighe & Bond

Prescott Baston, Wayland resident

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

During the public comment period, Prescott Baston asked if the cost of demolition of the old plant was included in the cost estimate for the new plant. The response was that this cost will be covered with the budget addition that was approved by the most recent Town Meeting.

Ian Catlow stated that the current plant is governed by two permits. Under DEP, the new permit is in effect. Under EPA, the old permit is in effect. Ian Catlow stated that the current treatment plant can comply with the permit with the existing flow of 8,000 – 10,000 gallons per day. With flow above 20,000 gallons per day problems such as lack of redundancy, the clarifier, and the sand filter would develop. The clarifier is on its last legs. The new permit issued in September 2008 includes a copper standard that cannot be met with the current plant. Discharge to the Sudbury River is required. Also, the current plant cannot comply with the phosphorus limit of .2 mg/l. Ian Catlow commented that, due to the economy, the cost of some new plants is coming in below cost estimates.

Fred Knight recommended that the Commission should proceed with construction of a new treatment plant with the schedule to be determined.

Bob Peirent suggested that construction of the new plant and construction of a new outfall to the Sudbury River be treated as separate projects.

DEP approval of the design of the new plant is required.

The comment was made that the contractor has the option of working during the winter months.

The Monthly Operations Report for April 2009 was reviewed. On April 8, 2009, the Clarifier Rake Arm which had been removed for the winter months was reinstalled. On April 11, 2009, during a heavy rain storm, a power outage occurred. The emergency generator provided power until power was restored. Phosphorus levels have returned to normal limits. A total of 6,235 gallons of sludge was removed from the plant.

The Discharge Monitoring Report for April 2009 was reviewed. All plant effluent parameters were met for the month. The average flow through the plant was 8,759 gallons per day with a maximum flow of 13,287 gallons on April 14, 2009 and a minimum flow of 5,609 gallons on April 20, 2009.

The subject of user fees was discussed briefly. The Commission agreed that 80 % of the user fees be related to allocated capacity and 20 % of the user fees should be related to water usage.

The minutes of the meeting of May 12, 2009 were approved.

The minutes of the meeting of May 20, 2009 were approved.

Bill Prendergast distributed a financial report for FY2009 showing through May 2009 revenue of \$153,235.30 and expenses of \$202,537.35. The report showed that expenses for the new treatment plant were \$452,630.23. These expenses are recorded in a separate account and will be paid by the developer and the users.

Bill Prendergast distributed a bank statement showing a balance of \$1,386,584.04 as of June 8, 2009. This balance includes a loan of \$1 million.

There was no other business.

The meeting adjourned at 9:10 PM.

Respectfully submitted
William R. Prendergast
July 14, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF JULY 14, 2009

MINUTES

In attendance: David Schofield, Fred Knight, John Moynihan, Bill Prendergast
David Boucher, Division Manager, Whitewater, Inc.
Stephen Bodurtha, Service Technician, Whitewater, Inc.
Prescott Baston, Wayland resident

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

There was no public comment.

David Boucher and Stephen Bodurtha of Whitewater, Inc. were introduced. Whitewater is the new operator of the wastewater treatment plant. Stephen Bodurtha is the principal operator of the plant. In a discussion of the current plant, Stephen Bodurtha discussed the problem of line blockage. He stated that flushing provided a temporary solution that is acceptable.

In a general discussion of new treatment plants, David Boucher stated that, in his opinion, automation was excessive in some plants. He felt that plants could be constructed with less cost with the operator performing some of the automated functions.

There was a discussion of the schedule for construction of the new treatment plant. It was determined that the bid documents could be available during the first week of August should the Commission decide to proceed immediately. John Moynihan suggested that the Commission take advantage of the depressed economy. He estimated that current construction costs were 10 – 20 % less than they were one year ago. The importance of obtaining finalized design documents so that the Commission could proceed immediately when it decides to proceed was discussed. From these documents a firm construction schedule could be established.

In response to questions surrounding when actual site work could begin, John Moynihan stated that excavation activities could start within two weeks of contractor mobilization to the site. Also, the Commission needs to obtain a set of plans for review by Frank Dougherty to provide their perspective. John Moynihan emphasized the importance of getting the project advertised. The project could be cancelled if necessary. David Schofield commented that no new information is likely to become available regarding the status of the Town Center development in the immediate future. The Commission can reject all bids. David Schofield stated, with agreement from Fred Knight, that the Commission should proceed with completing the design and permitting of the new treatment plant to provide the possibility of commencing construction at the earliest time frame the Commission may deem appropriate. John Moynihan will advertise the project

in the Federal Register in two weeks. The Commission scheduled a design review meeting for August 12, 2009.

The Monthly Operations Report for May 2009 was reviewed. Instream monitoring of the Sudbury River was commenced for 2009 as required by the old permit. The lower Ultra-Violet disinfecting unit was rebuilt using new tubes, O-rings, and gland nuts.

The Discharge Monitoring Report for May 2009 was reviewed. All plant effluent parameters were met for the month. The maximum plant flow of 16,152.7 gallons occurred on May 22, 2009 and the minimum plant flow of 5,875.4 gallons occurred on May 25, 2009. The phosphorus concentration was 0.19 mg/l.

The subject of user fees was discussed. The Commission decided on a total FY2010 billing of user fees of \$186,340 as a result of the expected decrease in the cost of professional services resulting from the cost proposed by Whitewater.

The minutes of the meeting of June 9, 2009 were approved with corrections.

The following invoices were approved for payment:

1. AOS Operating Company (070901WAY) - \$10,368.65
2. William R. Prendergast - \$200.00
3. Whitewater (001-629I) - \$2,632.50
4. Town of Wayland (Water) - \$261.80

Bill Prendergast distributed a financial report for FY2009 showing revenue of \$177,441.16 and expenses of \$227,478.16 for a deficit of \$50,037.00. Expenses for the new treatment plant were \$457,466.41.

Bill Prendergast distributed a report showing a bank balance of \$1,387,902.35 as of June 30, 2009 including a loan of \$1 million.

There was no other business .

The meeting adjourned at 9:55 PM.

Respectfully submitted,

William R. Prendergast
October 9, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen

File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF AUGUST 12, 2009

MINUTES

In attendance: David Schofield, Fred Knight, John Moynihan, Bill Prendergast
Guests: Ian Catlow, Tighe & Bond
Prescott Baston, Wayland resident

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

There was no public comment.

The design of the new wastewater treatment plant was discussed. Ian Catlow reported that the design was 90 % complete. An issue that needs to be completed is stormwater management. Ian Catlow presented an earliest possible schedule for design, permitting, and construction of the new plant. The schedule showed the earliest possible completion of design as October 19, 2009. Completion of permitting was scheduled for January 15, 2010. Ian Catlow stated that all permitting could proceed in parallel. In the construction phase, bidding was shown to begin on October 19, 2009 and finish on December 18, 2009. Construction could begin as early as December 21, 2009 with completion as early as January 14, 2011

Ian Catlow stated that the present discharge location in the wetlands could be used for startup with subsequent outfall relocation to the Sudbury River. The new draft permit allows discharge to either location provided all requirements of the permit are met.

John Moynihan reported that he is working with Town Counsel, Mark Lanza, on the contractual items relating to construction of the new plant.

David Schofield commented that comments on the design of the new plant need to be received from Frank Dougherty (Twenty Wayland) and Daniel Boucher (Whitewater).

It was noted that the land swap for land on which to construct the new plant has not been accomplished. The land swap was approved by Town Meeting and needs further details defined.

An issue that has not been completed is the easement required to install a sewer pipe across Town Center land for the purpose of connecting Wayland Meadows to the treatment plant.

The subject of user fees was discussed. The Commission agreed that 80 % of the fees should be based on capacity and 20 % of the fees should be based on winter water usage. Fred Knight agreed to calculate the individual user fees based on the 80/20 split.

The minutes of the meeting of July 14, 2009 were reviewed. David Schofield stated that some corrections were necessary and offered to send the corrections to Bill Prendergast.

The following invoice was approved for payment:

William R. Prendergast - \$150.00

The Discharge Monitoring Report for June 2009 was reviewed. All parameters were met for the month. The average plant flow was 11,669 gallons per day with a maximum of 20,091 gallons on June 26, 2009 and a minimum of 1,150 gallons on June 15, 2009.

There was no other business.

The meeting adjourned at 9:15 PM.

Respectfully submitted,

William R. Prendergast
October 9, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF SEPTEMBER 9, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast

Guests: Linda Segal, Wayland resident

Prescott Baston, Wayland resident

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

During the public comment period, Prescott Baston reported that he had heard a report that Wayland Meadows was seeking to remove the age limit restriction for purchasers of their residential units. The comment was made that the Commission had issued connection permit to Wayland Meadows for 48 units of elder housing at a capacity of 150 gallons per day for a total of 7200 gallons per day. With the age restriction removed, the capacity requirement would be 110 gallons per day per bedroom or a total of 10,560 gallons per day for 48 two-bedroom units.

Prescott Baston noted that official documentation was needed for the 70/30 split of costs for the new treatment plant (70 % to be paid by the Town Center developer and 30 % by the other current users).

Linda Segal commented that a settlement had been reached pertaining to the appeals of the draft permit issued by EPA/DEP. She asked if compliance would be a problem for the Commission. The response was that no problem was anticipated.

David Schofield reported that he had discussed the status of new plant design with Ian Catlow and that Ian was slightly behind schedule. Ian reported that information was slow in arriving from Twenty Wayland. David Schofield reported that value engineering of the new plant design has not happened.

The minutes of the meetings of July 14, 2009 and August 12, 2009 were approved with corrections.

The following invoice was approved for payment:

William R. Prendergast - \$225.00

Bill Prendergast reported that the financial results for August 2009 were not yet available. He stated that he would Email the results to the Commission when they became available.

The Discharge Monitoring Report for July 2009 was reviewed. All parameters were met for the month. The phosphorus value was 0.11 mg/l. The average flow through the treatment plant was 11,254 gallons per day. The maximum flow was 20,037 gallons on

July 14, 2009 and the minimum flow was 1,808 gallons on July 26, 2009. This was the first Whitewater report. It was noted that the report contained 30 pages. The typical AOS report contained 6 pages.

There was no other business.

The meeting adjourned at 8:15 PM.

Respectfully submitted,

William R. Prendergast
October 21, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF OCTOBER 14, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast

Guest: Prescott Baston

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

During the public comment period, Prescott Baston commented that Wayland Meadows had asked the Zoning Board for approval to delete the age requirement of 55 years for the purchase of a Wayland Meadows residential unit. In addition, Wayland Meadows proposed a reduction in the number of residential units from 48 units to 32 units.

Mr. Baston asked if there was an official document certifying that Twenty Wayland would pay 70 % of the cost of a new treatment plant with the other current users paying 30 % of the cost.

Mr. Baston asked about the status of value engineering of the new plant design. He was advised that value engineering had not been accomplished.

There was no report on the status of the new treatment plant. David Schofield emphasized the need for value engineering of the design of the new plan. David Schofield commented that it would be useful to know the actual cost of constructing comparable treatment plants. He offered to contact Mark Allenwood to discuss plant design and cost.

The need for borrowing money for calendar 2010 was discussed. Prior to the meeting, John Moynihan sent a memo to the Commission recommending the amount of \$3.5 million to be borrowed for 2010 for construction of the new treatment plant. Fred Knight suggested that the Commission should not commit to borrowing for 2010 until certain conditions have been met such as documentation of the 70/30 split of the cost of the new plant with Twenty Wayland paying 70 % of the cost of the new plant and the other users paying 30 % of the cost. Fred Knight questioned the necessity for borrowing in January 2010 when the money would not be needed until at least later in 2010. The question will be forwarded to Michael DiPietro for an answer. The Commission felt that the results of the Special Town Meeting of November 17, 2009 were needed to determine the need for borrowing. The Special Town Meeting will consider a request by Twenty Wayland to amend the Memorandum of Agreement dated March 28, 2006.

It was reported that the land swap to provide land for construction of the new plant had not been accomplished.

It was reported that an easement for a sewer pipe crossing Twenty Wayland property to connect Wayland Meadows to the treatment plant had not been arranged

The minutes of the meeting of September 9, 2009 were approved with corrections.

The Discharge Monitoring Report for August 2009 was reviewed. All parameters were met for the month. The phosphorus reading was 0.09 mg/l. The average plant flow was 10,255 gallons per day with a maximum of 16,289 gallons on August 19, 2009 and a minimum of 4,326 gallons on August 16, 2009.

The following invoice was approved for payment:

William R. Prendergast - \$225.00

There was no other business.

The meeting adjourned at 8:20 PM.

Respectfully submitted,

William R. Prendergast
November 10, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF NOVEMBER 10, 2009

MINUTES

In attendance: David Schofield, Fred Knight, Bill Prendergast

Guests: Prescott Baston, Wayland resident

Linda Segal, Wayland resident

Sheilah McCarthy, sewer system user

Chairman David Schofield called the meeting to order at 7:09 PM.

During the public comment period, Prescott Baston reported that there was concern among the sewer system users about the costs that they would be required to pay. An important concern involved the cost of cleaning up the land on which the current treatment plant is located after the new plant is built and the current plant is demolished. Mr. Baston reported that some users are considering installing septic systems and leaving the wastewater system.

Mr. Baston commented on a Twenty Wayland project in Kennebunk, Maine. He reported that the project has been abandoned leaving the town with empty commercial property.

Linda Segal reported that Raytheon has scheduled a meeting for December 2, 2009 to report on the Town Center site which is former Raytheon property.

David Schofield reported that there was no change in the status of the new treatment plant. Value engineering of the design has not taken place. David Schofield will contact Mark Allenwood to discuss treatment plant design. There have been no comments from Twenty Wayland pertaining to the design of the new plant. David Schofield will contact John Moynihan concerning value engineering input from Twenty Wayland and Whitewater.

The construction schedule for the new plant was discussed. Fred Knight commented that the results of the 2009 Special Town Meeting to be held on November 18, 2009 may permit the Commission to establish a construction schedule for the new plant.

The subject of borrowing money during calendar 2010 was discussed. David Schofield pointed out that if the Special Town Meeting fails to approve Article 3 concerning an amendment to the zoning bylaws, borrowing will not be required. David Schofield pointed out that the Commission needs to see some positive action indicating that Town Center will proceed. An example of positive action would be the demolition of the existing buildings on the Town Center site.

The land swap for land on which to construct the new plant has not taken place. David Schofield will contact Mark Lanza concerning the land swap.

The easement for constructing a sewer pipe across Town Center land for the purpose of connecting Wayland Meadows to the treatment plant has not been accomplished.

The minutes of the meeting of October 14, 2009 were approved.

The following invoices were approved for payment:

Northeastern Petroleum - \$225.00

William R. Prendergast - \$200.00

Bill Prendergast distributed a financial report for FY2010 showing through October 2009 income of \$51,771.76 and expenses of \$67,697.22. The bank balance as of September 16, 2009 was \$1,332,510.73 of which \$1 million is a loan. Expenses for the new treatment plant were \$457,466.41 through September 30, 2009.

Bill Prendergast reported that KGI Properties was withholding approximately \$10,000 in user fees protesting the new structure and amount of user fees allocated to their property.

Bill Prendergast suggested that the Commission review the structure and allocation of user fees.

There was no other business.

The meeting adjourned at 8:59 PM.

Respectfully submitted,

William R. Prendergast
December 14, 2009

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF DECEMBER 14, 2009

MINUTES

In attendance: David Schofield, Fred Knight, John Moynihan, Bill Prendergast
Ian Catlow – Tighe & Bond
Prescott Baston – Wayland resident
Anette Lewis (part time) – Wayland resident
Fred Turkington – (part time) – Town Administrator

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

During the public comment period, Prescott Baston asked if a design review of the new plant by an outside engineering company had been considered. David Schofield reported that he had spoken to Mark Allenwood about a design review. The response was that the design review could be done for about \$5,000. John Moynihan estimated that a full design review could cost about \$10,000. John Moynihan pointed to the new water treatment plant as an example of cost reduction resulting from value engineering. Ian Catlow suggested that value engineering should concentrate on the high ticket items.

David Schofield reported on the Raytheon meeting of December 2, 2009 concerning the former Raytheon property on which Twenty Wayland is planning to build Town Center.

Ian Catlow reported that the design of the new treatment plant is nearing completion. He stated that he needed a construction schedule for Town Center. John Moynihan estimated that the construction of Stop and Shop is approximately an eight month project.

David Schofield stated that a new treatment plant will be required to meet the requirements of the new permit but that the plant will not likely be built in 2010. The Commission does not have a finalized construction schedule for the new plant but has discussed scenarios that would reduce construction cost. It was reported that Stop and Shop will be the first building constructed at Town Center and that their own septic system will be used.

Ian Catlow related the actual case of a new treatment plant which had a cost estimate of \$17.5 million. Due to the depressed state of the current economy, the low bid for construction of the plant was \$14.7 million.

Fred Turkington reported that plans were in place to borrow \$3.5 million for construction of the new plant. No WWMD action was taken on this issue and both Commissioners expressed reservations about borrowing.

The planning of two meetings was discussed. The first meeting targeted for the week of January 4, 2010 would bring all interested parties together for a discussion of the scheduling of construction of Town Center. The second meeting would be the regular monthly meeting to be held on January 12, 2010. Whitewater would be invited to this meeting for a discussion of value engineering of the new plant design.

Bill Prendergast distributed a financial report showing, through November 2009, income of \$56,001.87 and expenses of \$93,996.21. He reported that he had billed approximately \$46,000 in user fees in late November.

Bill Prendergast distributed a report showing, as of December 7, 2009, a bank balance of \$1,277,562.10 including a loan of \$1.0 million.

There was no other business.

The meeting adjourned at 9:10 PM.

Respectfully submitted,

William R. Prendergast
January 12, 2010

Distribution:
David Schofield
Fred Knight
Board of Selectmen
File