

# Job Description for Assistant to Wayland Wastewater Management District Commission (WWMDC)

*December 2012*

**Summary:** The current WWMDC assistant is retiring, so the WWMDC is looking for a replacement to administer the on-going activities of the Wayland Wastewater Management District, which serves businesses in the center of Wayland, the new Town Center, and the condominiums at Wayland Commons. The assistant has to maintain WWMDC records, set and post meeting agendas per town guidelines, record and write meeting minutes, post items to the town web site ([http://www.wayland.ma.us/Pages/WaylandMA\\_BComm/Wastewater/index](http://www.wayland.ma.us/Pages/WaylandMA_BComm/Wastewater/index)), handle received correspondence, order bills to be paid, keep track of invoicing of users, and perform other administrative chores. This is a part-time position for a person who can be available during the day to interact with personnel at the Town Building and one evening per month to attend WWMDC meetings. The job is open now, with a transition period overlapping with the current assistant, Bill Prendergast.

**History:** As an enterprise fund created by Town Meeting and approved by the State Legislature, the WWMDC oversees the operation and maintenance of the waste water treatment plant (WWTP), which accepts and treats waste water from businesses, residents, and town facilities in the center of Wayland. Since 1997, the WWMDC has maintained the finances of the WWTP and its long-term viability, including its replacement to provide for increased flow due to the Town Center project and more stringent limits of effluent in the operating permit from the Massachusetts DEP. The new WWTP came on line in November 2012. The assistant interacts with various members of Town government

Category	Activity	Responsibility						
		WWMDC chair	WWMDC Assistant	Finance Director	Facilities Manager	DPW	Selectmen and Town Administrator	Town Treasurer
Financial	Budget preparation	x	x	x	x			
	Billing calculations	x	x					
	Invoice preparation	x	x			x		
	Payment collection							x
	Payment of WWMDC bills		x	x				
	Selling of Bonds			x				
Meetings	Agendas	x	x					
	Minutes	x	x					
Town Meeting	Budget preparation	x	x	x	x			
	Budget presentation	x						
Interaction with outside agencies	DEP	x			x		x	
Web site	Maintenance	x						
Records	Maintain files		x					
	Satisfy outside requests		x					
Users	Correspondence	x	x					
	Hearings: posting and conduct	x	x					

**Assistant Requirements:** Available for weekly visits to the Town Building and monthly WWMDC meetings in the evening. Ability to write meeting minutes. Familiarity with spreadsheets, web sites, and computers.

**For further information:** Fred Knight, chair, WWMDC, [fred@knightway.org](mailto:fred@knightway.org), 508 358 0834



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
Region 1  
5 Post Office Square, Suite 100  
Boston, MA 02109-3912

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

May 21, 2012

Lana Carlsson-Irwin, Commissioner  
Wayland Wastewater Management District Commission  
41 Cochituate Road, Town Hall  
Wayland, MA 01778

Re: Reapplication Requirements for NPDES Permit - MA0039853 – Wayland WWMDC

Dear Ms. Carlsson-Irwin:

The EPA Region 1 National Pollutant Discharge Elimination System (NPDES) website is available for you to download the appropriate forms to apply for your permit renewal. Your NPDES permit expires on **December 1, 2013** and your completed NPDES application should be returned to this office no later than one hundred and eighty (180) days prior to the expiration date of the current permit, which is by **June 2013**. You are required to complete and sign NPDES reapplication forms **1** and **2C**. Please note that if you have a storm water discharge and it is not covered by the Multi-Sector General Permit (MSGP) for Stormwater discharges associated with industrial activity, you must also fill out **Form 2F**. All of these forms can be obtained online on the EPA Region 1 website at: [http://www.epa.gov/region1/npdes/epa\\_attach.html#epaf](http://www.epa.gov/region1/npdes/epa_attach.html#epaf). You can visit the MSGP website which lists the activities covered by the MSGP at the following link: [http://www.epa.gov/npdes/pubs/msgp2008\\_appendixd.pdf](http://www.epa.gov/npdes/pubs/msgp2008_appendixd.pdf)

After you have downloaded and filled out the forms, you must print, sign (the signature must be an original, not electronic or photocopied) and return them to this office no later than 180 days prior to the expiration date of your current permit. EPA regulations provide that the conditions of an expired permit continue in force until the effective date of a new permit if the permittee has submitted a timely and complete application, 40 CFR §122.6. If the enclosed application forms are completed and received no later than 180 days prior to the permit expiration date, we will consider this a timely application under 40 CFR §122.21 and the old permit will remain fully in force under 40 CFR §122.6.

Analytical Test Methods:

EPA will use the sampling data that you provide in this application and other information to determine the need for water quality based effluent limitations (WQBEL) in your draft NPDES

permit. The regulations, 40 CFR §122.44(d) (1) (iii) state:

*When the permitting authority determines, ...that a discharge causes, has the **reasonable potential** to cause, or contributes to an in-stream excursion above the allowable ambient concentration of a State numeric criteria within a State water quality standard for an individual pollutant, the permit must contain effluent limits for that pollutant.*

With your application, provide the required effluent sampling data using EPA approved test methods that yield low levels of detection. This is required to insure that the draft permit contains water quality based limits for only those parameters that are present in your discharge in concentrations that may impair water quality.

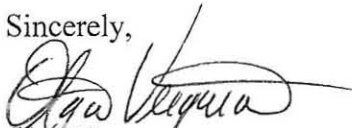
If the data quality of the analyses you submit with your permit application is poor or insufficient, EPA will make conservative assumptions and/or require additional sampling. It is suggested that the permittee choose an analytical method for each parameter that has a Minimum Level (ML) that is lower than the expected concentration of that parameter in your effluent. The ML is the lowest point on the curve used to calibrate the analytical test equipment for the pollutant of concern. The EPA approved analytical methods are listed in 40 CFR Part 136, Guidelines Establishing Test Procedures for the Analysis of Pollutants. Where there are no EPA approved analytical methods for the analysis of a pollutant that you believe to be present in the effluent, a suitable analytical method may be used.

The MLs and EPA approved analytical test methods to assist you in selecting proper sample analysis procedures for common inorganic pollutants can be found on the Region 1 web site using the following link: [http://www.epa.gov/region1/npdes/epa\\_attach.html#epaf](http://www.epa.gov/region1/npdes/epa_attach.html#epaf)

Please keep in mind that your permit will be issued jointly by the US EPA and the Massachusetts Department of Environmental Protection (MassDEP) and you are obligated to submit appropriate State renewal applications to the MassDEP. Any questions regarding the State application process should be directed to Robin Murphy, DEP Surface Water Discharge Permit Program at (617) 767-2872.

If you do not have access to the internet in order to download these forms or if you have any questions about the application requirements, please email me at [vergara.olga@epa.gov](mailto:vergara.olga@epa.gov) or call me at (617) 918-1519.

Sincerely,



Olga Vergara  
Environmental Protection Specialist  
Industrial Permits Unit  
Office of Ecosystem Protection

cc: MA Department of Environmental Protection  
Preston Cignarella, Wayland WWMDC

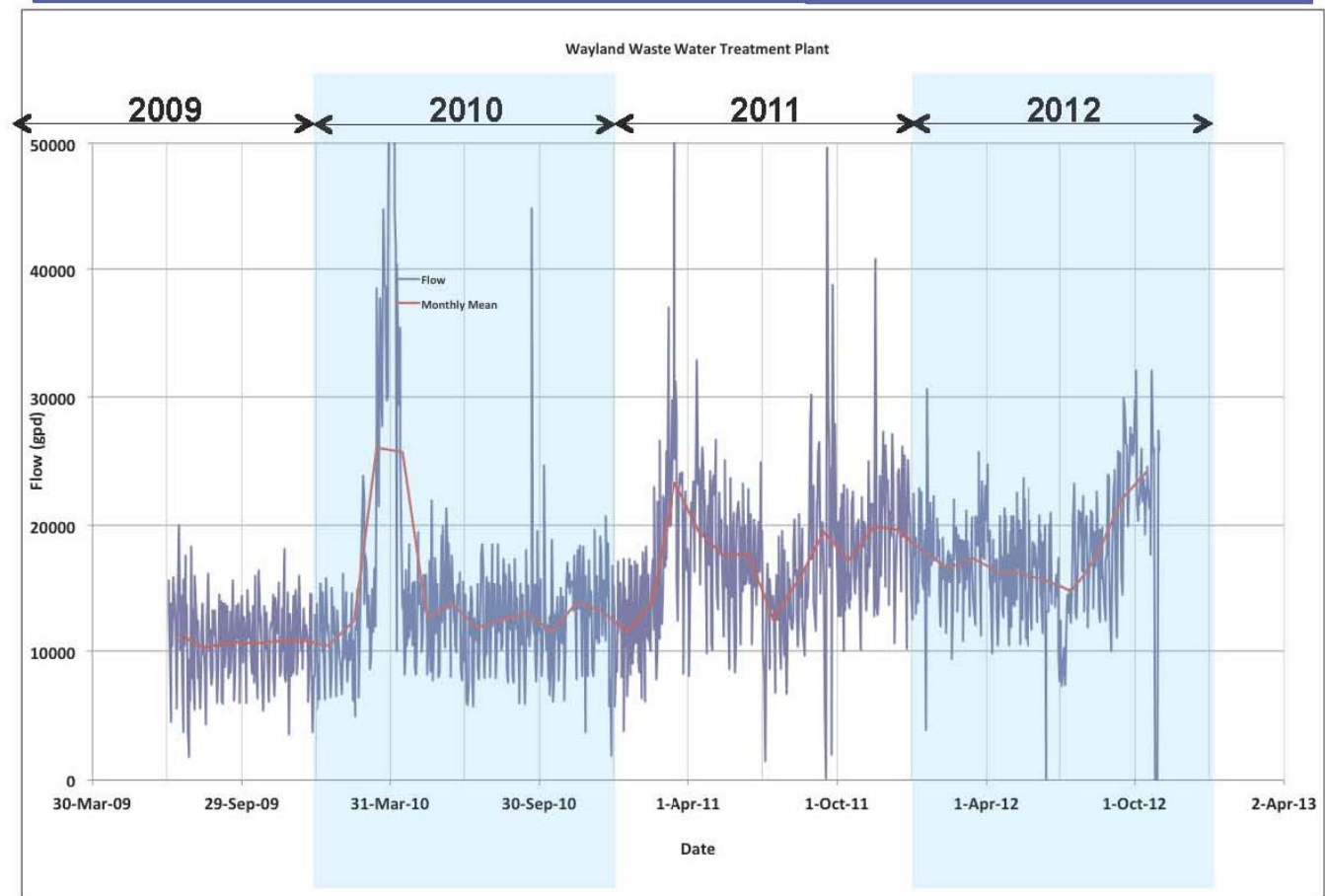
# WWTF Startup Status

- All Influent Diverted to WWTP
  - Permit Compliance Within 1 Week
- Old WWTP Pumped to New WWTP
- Permanent Electrical Service In Place
- Generator Operational
- Most Landscaping Installed



# Extraneous Flow

## Daily & Monthly Flow Over July 2009-Nov2012

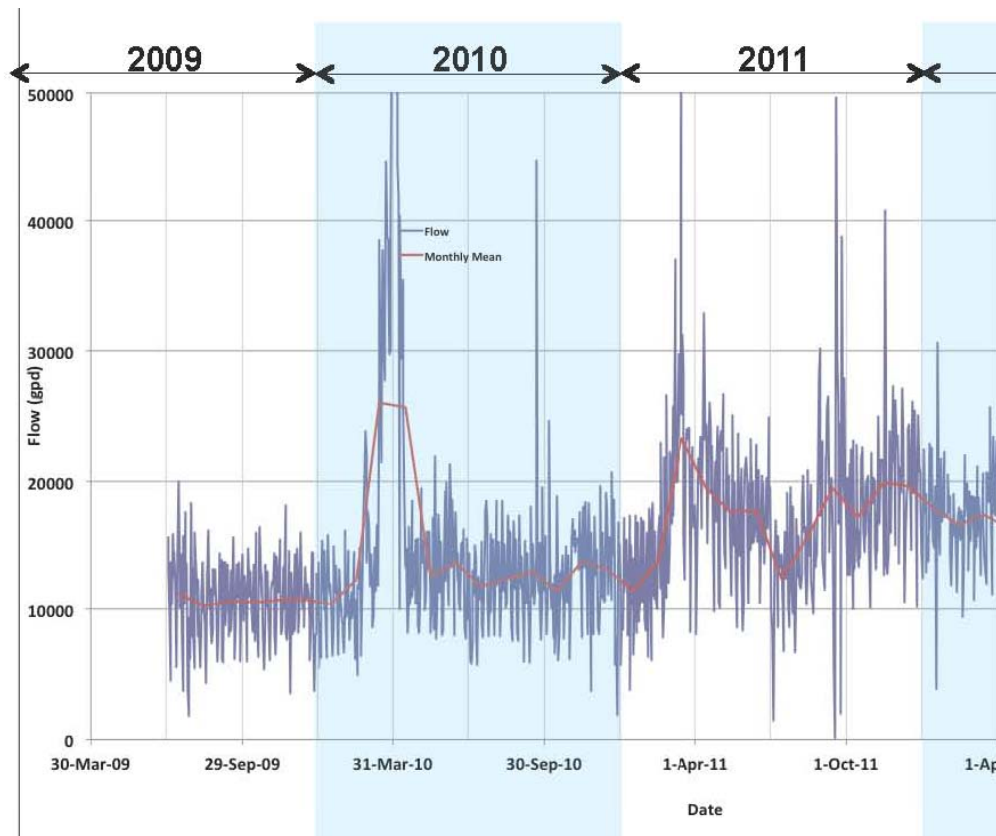


23-Nov-12

WWMDC

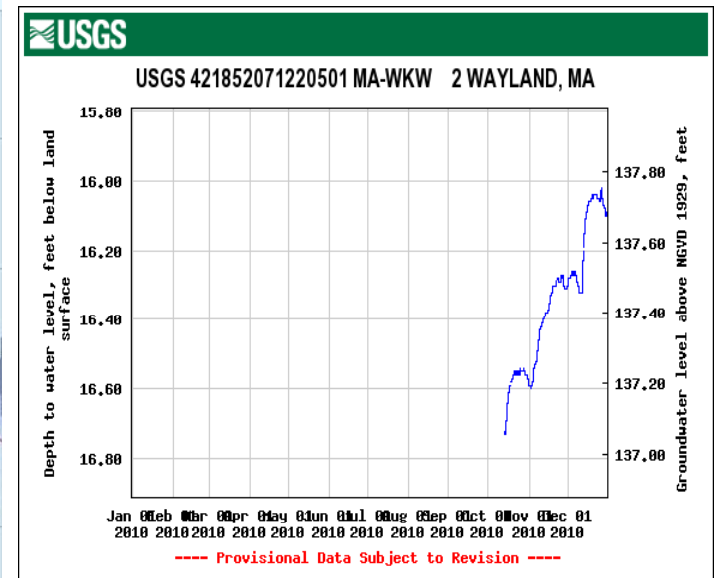
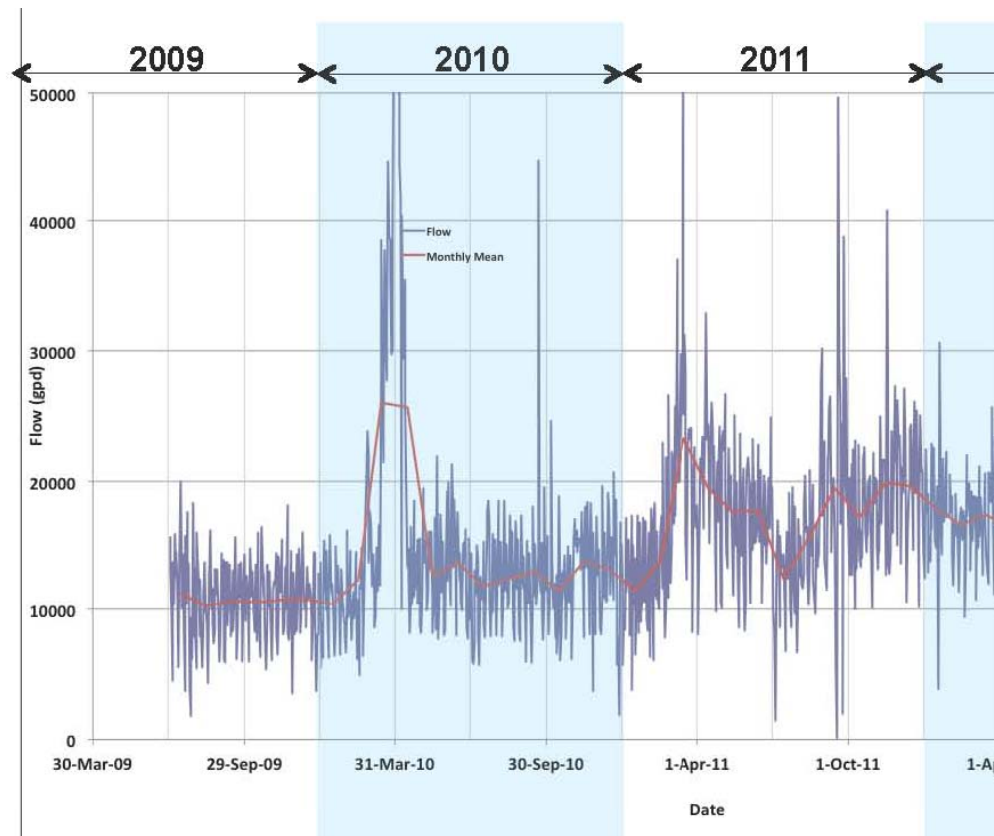
8

# Extraneous Flow



Flow Data Mirrors Groundwater Elevation Data for CY 2011

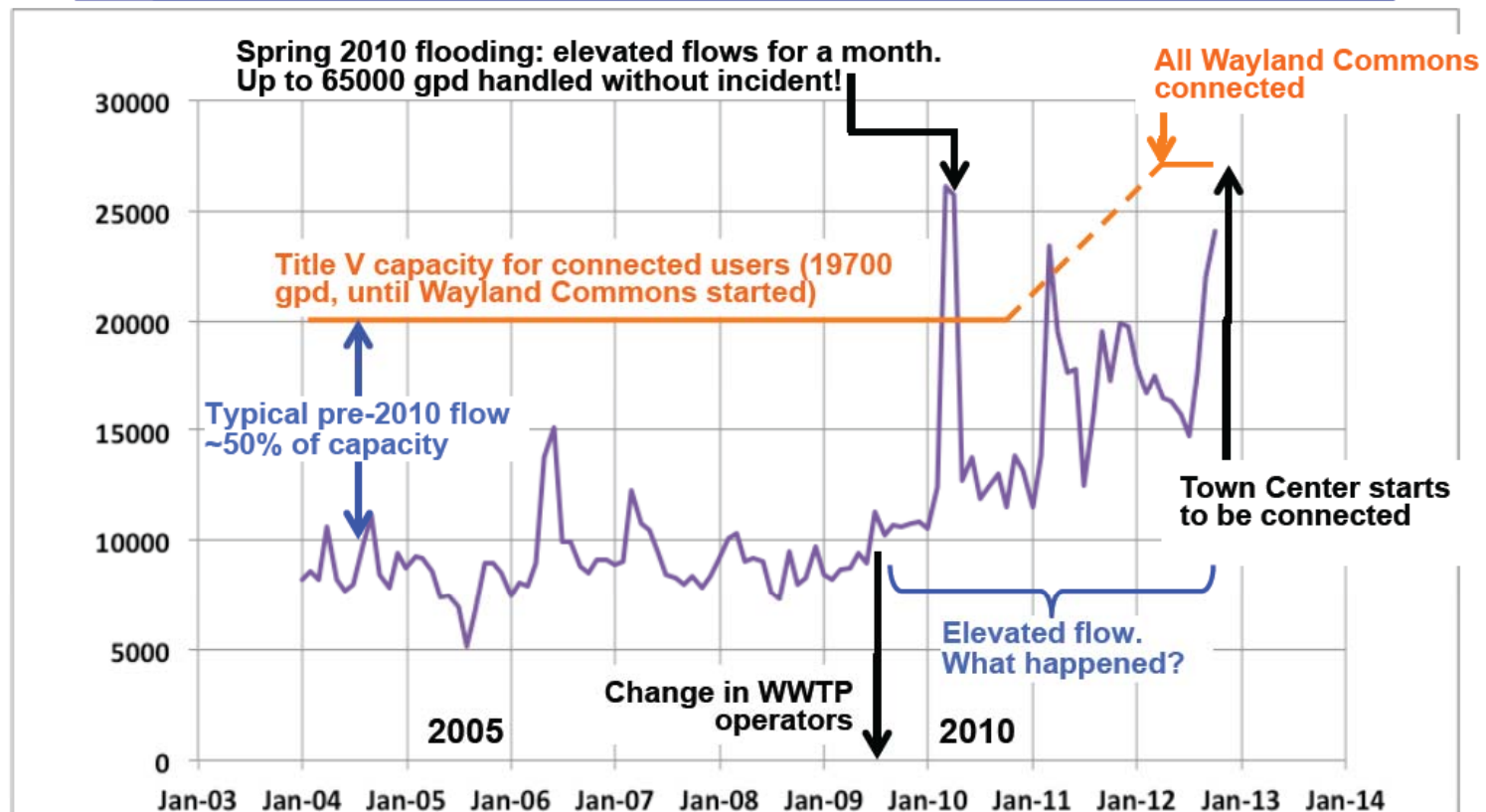
# Extraneous Flow



Limited GW Data, But All Elevations Below 138 FT in Observation Well

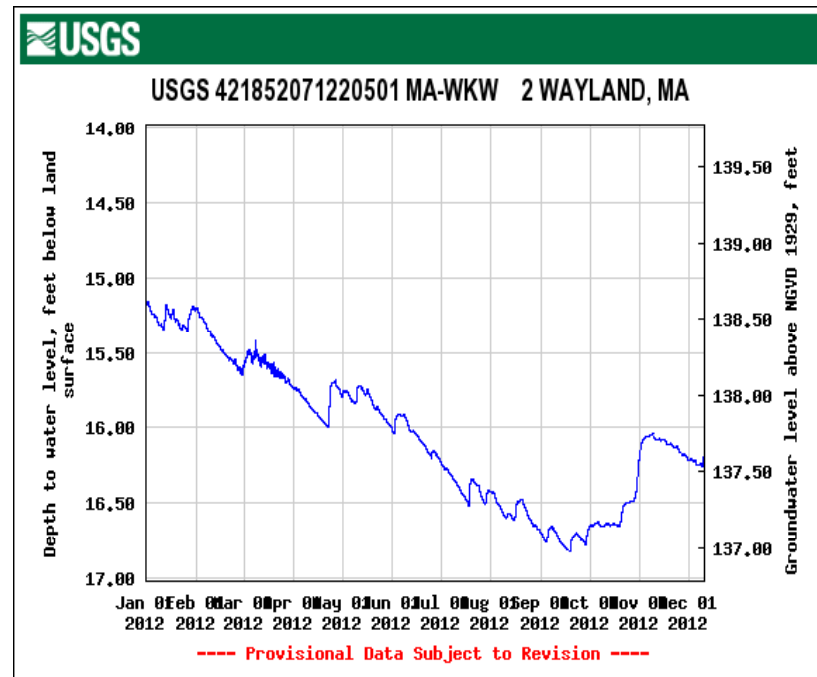
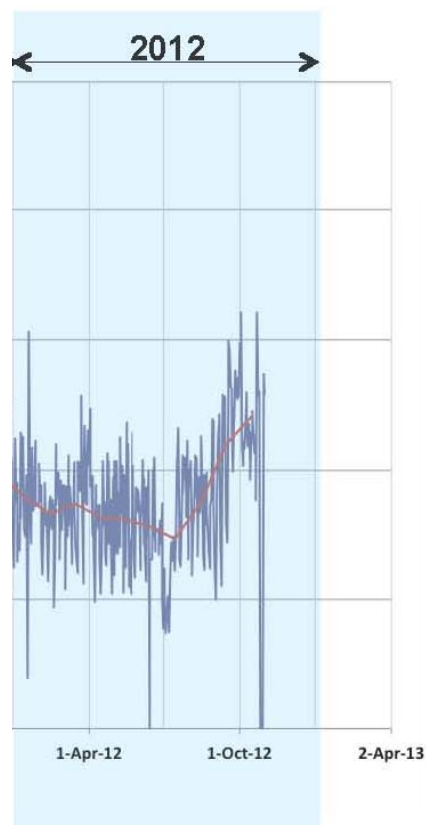
# Extraneous Flow

## Summary of Flow Over 2004-2012





# Extraneous Flow




Difficult To Draw Conclusions For 2012 With New Connections

## PROPOSED AGENDA

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*Times are approximate.*

- 
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|-------|-----|---|
| 7:30  | 1.  | Public comment  |
| 7:35  | 2.  | Update on construction and transition to new WWTF, including details on how the transition went (Ian and John), an explanation of the start-up activities at the new plant (Ian) , and some indication of the range of data that can be available form the new plant, especially flow (Ian)                                     |
| 7:55  | 3.  | DEP interactions and NPDES operating permit application. There are two areas here. Limit this to DEP's approval of hydro-geo report and the need to work on an ACO, which is the subject of litigation and should be discussed only in executive session. There needs to be a draft plan for applying for the new NPDES permit. |
| 8:25  | 4.  | Solving the excess flow problem: old and new information. Ian will present a correlation of 2011 flows with ground water levels and finding the sources to reduce excess flows.   |
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| 9:35  | 6.  | Open session and any action resulting from executive session  |
| 9:40  | 7.  | Billing issues  |
| 9:55  | 8.  | Approval of minutes   |
| 9:56  | 9.  | Reports: Financial report, annual town report, etc.   |
| 9:57  | 10. | Topics not reasonably anticipated by the chair 48 hours in advance of the meeting, if any.  |
| 10:00 | 11. | WWMDC composition: new member needed  |
| 10:02 | 12. | Calendar: upcoming meetings and events  |
| 10:05 | 13. | Advertisement for new Executive (or Assistant) to WWMDC   |
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**2012-12-11**

# NPDES Permit Renewal

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- NPDES Permit
- Letter from EPA dated 21 May 2012, but received in WWMDC mail in late Oct
- Reapply for next 5-year permit
- MA0039853 - Wayland WWMDC
- Permit expires on 1 Dec 2013
- Permit application due 180 days prior or 4 Jun 2013
- [http://www.epa.gov/region1/npdes/epa\\_attach.html#epaf](http://www.epa.gov/region1/npdes/epa_attach.html#epaf)
  
- form1 NPDES reapplication
- form 2C NPDES reapplication
- reference [http://www.epa.gov/npdes/pubs/msgp2008\\_appendixd.pdf](http://www.epa.gov/npdes/pubs/msgp2008_appendixd.pdf)

## **Actions:**

1. Who fills in forms?
2. Who submits forms?
3. Who signs forms?
4. Determine a schedule at January's WWMDC meeting on 8 Jan 2013
5. Is this soon enough?

# Advertisement for WWMDC Assistant

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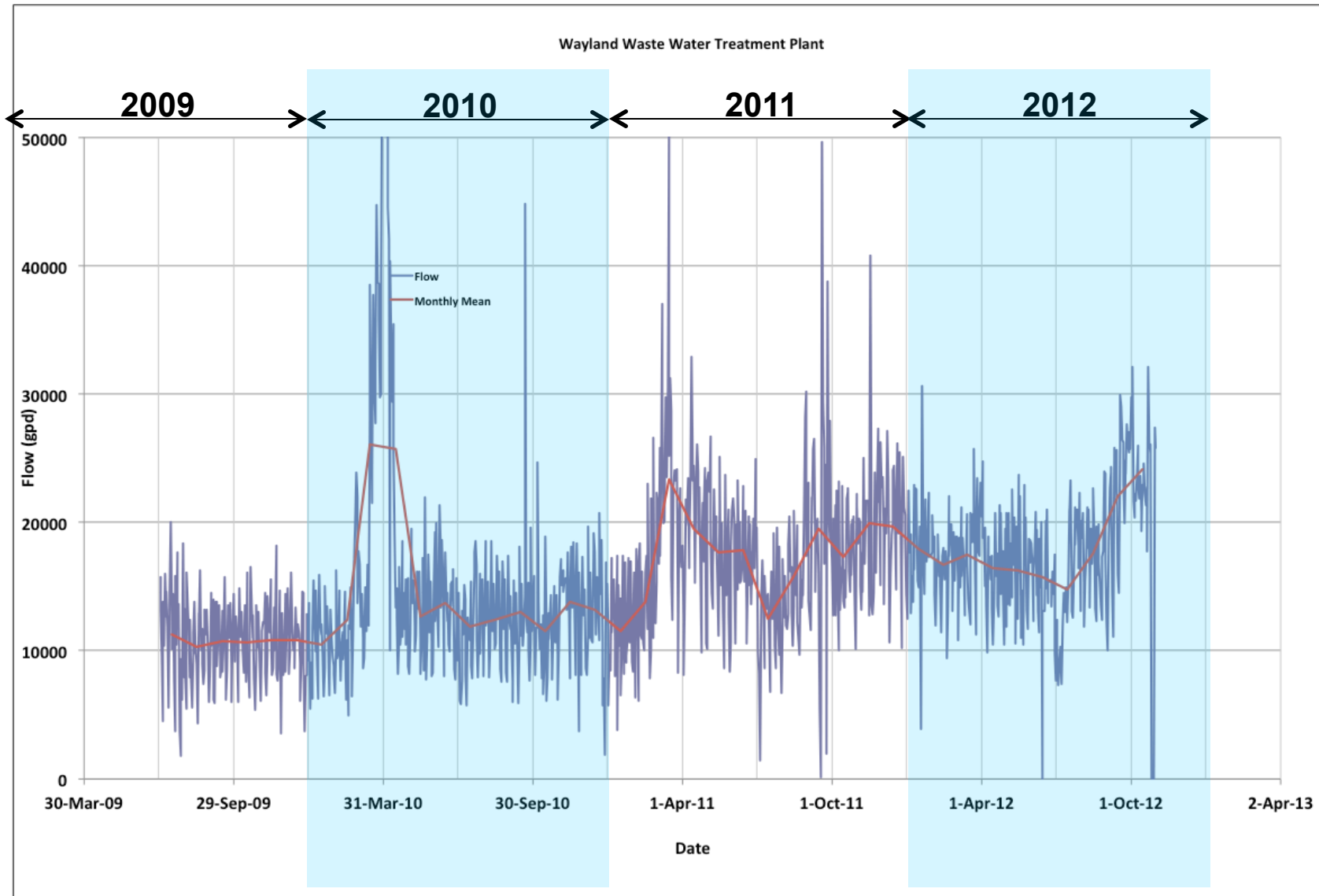
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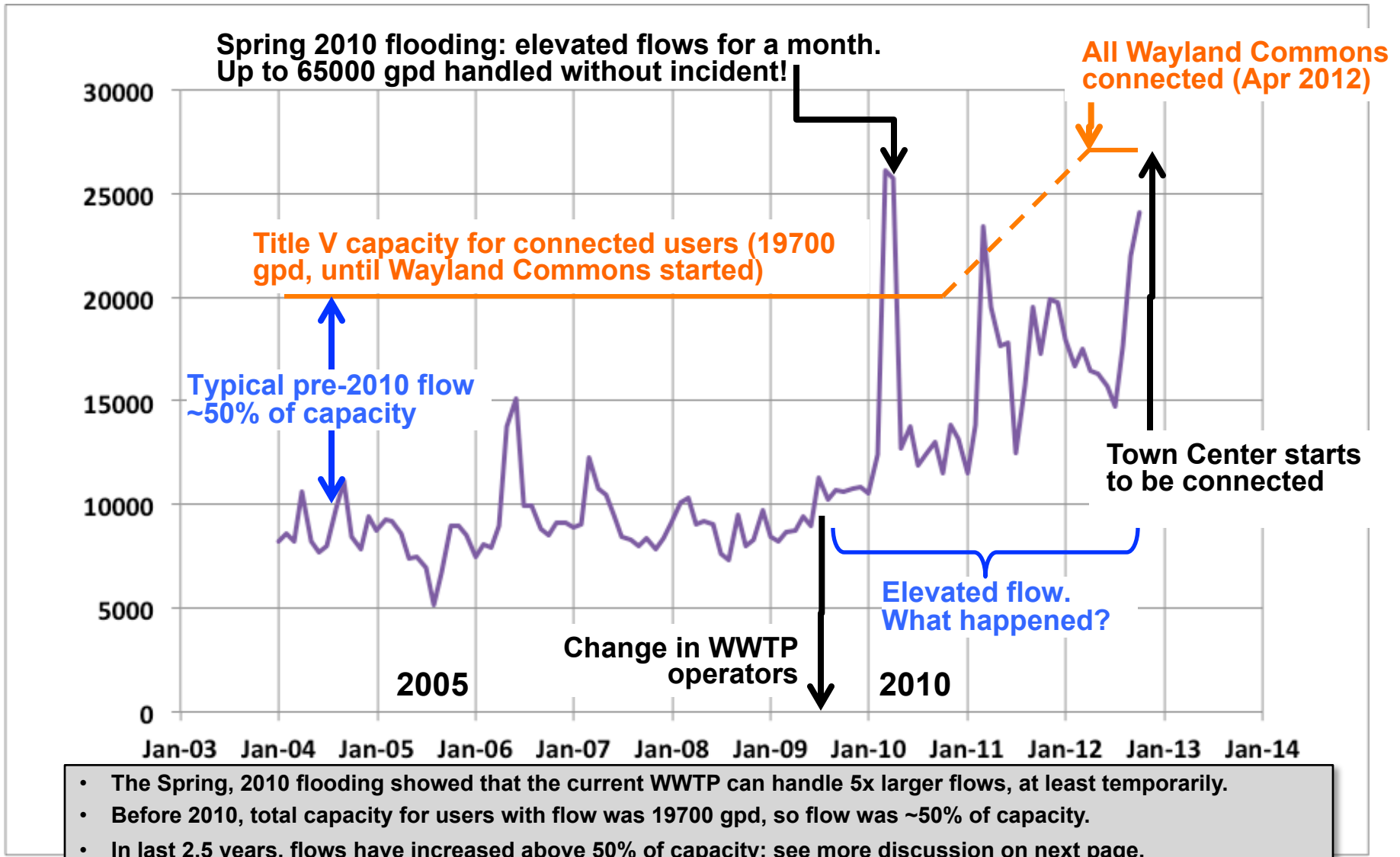


2012-12-11

WWMDC



# Summary of Flow Over 2004-2012




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**2012-12-11**



**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION**

**FY2014 BUDGET**

<b>INCOME CATEGORY</b>	<b>Account</b>	<b>Approved FY2012</b>	<b>Approved FY2013</b>	<b>Requested FY2014</b>
<b>Receipts</b>	42105	\$203,210	\$203,210	\$169,107
<b>Old betterment</b>				
Principal	47501	\$24,180	\$24,180	\$24,180
Interest	47502	\$10,881	\$9,672	\$8,463
<b>New betterment</b>				
Principal	47501			
Interest	47502			
<b>Bank interest</b>	49210	\$2,400	\$2,400	\$2,400
<b>Retained earnings</b>		\$200,000	\$200,000	0
<b>Surcharge</b>		\$120,504	\$247,744	0
<b>Penalties</b>	41750			
<b>Other</b>				
<b>Total</b>		\$561,175	\$687,206	\$204,150
<b>EXPENSES</b>				
<b>Prof. Services</b>	52101	\$70,000	\$70,000	\$75,000
<b>Operating expenses</b>	52151	\$68,000	\$68,000	\$71,000
<b>Maint./repair</b>	52115	\$10,000	\$10,000	\$5,000
<b>Capital expenses</b>	58504	\$0		
<b>Old debt</b>				
Principal	59100	\$23,518	\$26,585	\$26,585
Interest	59150	\$6,657	\$4,111	\$1,565
<b>New debt</b>				
Principal	59100	\$175,000	\$248,637	0
Interest	59150	\$208,000	\$234,873	0
<b>Contingency</b>			\$25,000	\$25,000
<b>Other</b>				
<b>Total</b>		\$561,175	\$687,206	\$204,150

2012-12-11

WWMDC