

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF 13 Feb 2013

In attendance: Fred Knight, Sam Potter, Ira Montague, John Moynihan

Absent:

Guests: Anette Lewis, Woody Baston, Cherry Karlson,
KGI: Frank Dougherty, Anthony DeLuca, Kristen Wagner, Kim Simmons

Location of meeting: Selectmen's Room, Wayland Town Building

Fred Knight called the meeting to order at 7:32 PM.

Note that some items were taken out of anticipated order.

7:32 1. Public comment

- Woody: TC article on BoH on prohibition of floor drain output into wastewater system.
- Woody: Any update on inspections? Ans. None. Fred to give forms to Sam after meeting.
- Woody: Any update on the allocation method for betterments? Ans: It will be based on capacities and the amounts are not determined completely, but the baseline to be assumed by the WWMDC is what is currently used for charging.
- Anette: What will budget format in ATM warrant? Ans. See discussion on item 8.

7:35 2. Discussion with 20W about billing

- Introductions
- Operating Charges: proposal to charge by building. Only two businesses are single businesses, each in a building. These two, Stop&Shop and Panera, will be billed separately. All other buildings will be billed to KGI using water readings from the Town's Water Dept.
- Betterments: Two parcels before 12/31/2012. One has 25,464 gpd capacity; the other has 19,536 gpd. As of 12/31/2012, there are many parcels, only 3 of which will have capacity.
 1. Parcel 7: 17000 gpd
 2. Lot 2-1: 2,536 gpd
 3. Lot 1-1: 25,464 gpdBetterments will be charged for these three parcels. Action: 20W to

give addresses for billing to WWMDC.

- Try to get the current bill for Oct-Dec 2012 allocated based on water usage for the two open businesses. Action: WWMDC (Ira and Fred) to compute charges.
- 30-day comment period is about to start. Which publication date signifies the start of the 30-day period? Need to check on this. John M. will check with DEP.
- When is substantial completion of the project? Discussion about what constitutes completion to start the clock for payment by 20W of the \$175,000 gift. Need to determine this; ask Mark Lanza.
- Fred needs to generate an acceptance letter based on WWMDC action in previous meeting.
- Mention of other items on list from 20W.
- Some discussion of the need to pay 20W \$25,000 for acceptance of the pump station.
 - Motion to approve the payment of \$25,000. Fred moves, Sam seconds, vote 2-0

- 8:45 3. Update on construction and transition to new WWTF
- Covered under previous discussion with 20W
 - There is no Certificate of Occupancy yet.
 - Plant has been operating since 7 Nov 2012.
 - Invoice from contractor, Waterline Industries, #20 for October 2012 in amount of \$50,707.82. Motion to approve. Sam moves, Fred seconds, vote 2-0.
- 8:50 4. DEP interactions and NPDES operating permit application.
- John to contact Tighe & Bond about what is needed.
- 8:54 5. Solving the excess flow problem: old and new information.
- No new information
 - Note that Fred is to give previous inspection forms from Jan 2012 to Sam so that he can contact other owners.
- 8:56 6. Billing issues
- For next period, Jan-Mar 2013, we will correct previous billing issues.
 - These bills will be issued in Apr 2013.
 - What does the agreement with Wayland Commons state about billing?
- 8:58 7. Approval of minutes
- Motion to approve by Sam, Fred seconds, vote 2-0.
- 8:20 8. Annual Budget and Reports: Annual budget, Financial report, annual town report, etc.

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- See slide 13 for the proposed annual budget.
 - Operating expenses of \$118,400 can be broken down into utilities, including new gas bill, and generator contract. Overlap of WWTP and WWTF needs to be allocated. More electricity from NSTAR is being used on the new WWTF.
 - What about \$15,000 for administrative back charge to Town?
 - What about assistant's charges?
 - Possibly eliminate contingency of \$15,000? Possibly increase it to \$20,000? Leave as is.
 - What about insurance? Part of Town's master plan.
 - What about legal bills? Ira to request clarification here.
 - What about NPDES permit submittal?
 - Action: John and Ira to add itemization and combine into line items for the ATM warrant. This is needed for the ATM warrant. Deadline is 25 Feb 2013.
- 9:10 9. Topics not reasonably anticipated by the chair 48 hours in advance of the meeting, if any.
- Correspondence needs addressing. We will add this to our agendas in the future.
- 8:56 10. WWMDC composition: new member needed
- None
- 9:04 11. Calendar: upcoming meetings and events, including hearings.
- Have to reschedule the hearing because of incorrect date (tonight) in published notice.
 - 27 Mar 2013 is new proposed date.
 - This will be the Mar 2013 meeting date.
- 9:05 12. Public comment
- Anette: Quarterly billing? Yes.
 - Anette: What is our reserve? Why did Sam say it was \$0 earlier. Ans: potential commitment, still pending due to litigation.
 - Anette: more discussion on making sure we have published rates 30 days prior to hearing
- 9:10 13. Executive session on litigation; see motion below. This deals with the impact of the ACO on litigation.
- None
- 9:10 14. Open session and any action resulting from executive session
- None
- 9:20 15. Adjourn
- Motion by Sam second by Fred, vote 2-0.

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Respectfully submitted,
Fred Knight

Attachments:

To be attached, charts from this meeting

Distribution:

Fred Knight,
Sam Potter,
Board of Selectmen,
Web site,
File