

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 15 July 2015**

MINUTES

In attendance: Fred Knight, Sam Potter, Rick Greene and Jane Capasso

Absent: All Present

Guests: Linda Segal,

Meeting Location: School Committee Room, Wayland Town Building

7:34 1. Fred Knight motioned to call the meeting to order at 7:34 pm.

7:34 2. No Public Comment.

7:35 3. Review of contract renewal for Wastewater Treatment Facility Operator:

- The RFP was advertised in several publications on July 2, 2015. Proposals were sent to WhiteWater and Weston and Sampson.
- Proposals are due July 16, 2015. Who will review the proposals and how to evaluate them? Fred and Jane will make a list of questions to ask candidates, such as emergency measures, cost controls and non-contract numbers. Compare the regular fee and fees associated with emergency calls and other fees. Compare whether the regular fee for WhiteWater is lower, but emergency and other fees may be higher. Rick stated that protocols for alarm calls were put into the RFP to help control costs.
- Liability Insurance for Operators was \$2 million and was recently raised to \$3 million. Is this still the appropriate amount for RFP candidates to cover their liability? (Note added after meeting: \$3M is the current value)
- Fred is on vacation 2015 July 21 – 26.
- Interview dates were set for July 27- 29, 2015 and will need to be done in Executive Session. Hopefully, only one meeting will be needed. All three Board members will attend. Discussion of having Beth Doucette and Ben Keefe attend as well. If more than 3 applicants, the board may have to meet twice - once to choose finalists and second time for interviews. Fred will discuss with Beth who should attend the Executive Sessions.
- Tours will be conducted by WhiteWater employees who are at the facility and Ben Keefe. Any of the three WWMDC Committee members may also do tours. Ben and Cindy Cincotta have the facility's keys.
- Documents listed in the RFP (permits, applications and plant schematics) are available on the WWMDC Website and/or at the plant. Budget info will be given out when asked for.

- After selection, a date needs to be selected for an open session

meeting to vote on the new operator and then contract negotiations begin.

- Rick asked if we could get a lower monthly rate if the RFP was written as a 4 year proposal. Consensus was it has already been sent out as a 3 year proposal and there may be municipal laws requiring 3 year proposals.
- Fred will be out August 1-14, 2015. Sam will conduct contract negotiations with assistance from Beth Doucette and Ben Keefe on municipal and facility questions.
- Goal: August 20, 2015 new contract in place.
- With the new permit, OARS testing in the contract is \$5,000, it is tied to the lawsuit brought against us and lapses with the permit. If we continue with OARS, with a new permit, what would be the cost?

8:05 4. Quarterly Billing Update

- Getting ready for 4th quarter. Brendon homes properties is charged for all condos so there is a proration for the ones sold to cover this. A water reading is done upon sale and again as close to June 30, 2015 as possible. Prorated number of days plus flow equals quarterly billing charges. Once charges are calculated, we are ready to enter bills into Vadar. Jane, Fred and Cindy will work on the billing. Discuss flow calculation with Cindy.
- What is the total flow? (Note added after meeting: currently ~23,000 gpd)
- List of reads given to Fred as of July 1, 2015.
- Jane - Update of Betterment lump sum, split for all properties, based on sale and quarter end. New owner's, have the option to pre-pay or pay over a 20 year term their betterment sum.

8:10 5. Pay Bills

- Motion to accept June's bills signed by Fred to meet the FY2015 June 30 deadline. July bills are WhiteWater \$3,981.21 and Town of Wayland Water for 185 Elissa Ave (WWTP) \$15. Rick made a motion to accept bills for June and July. All in agreement.
- Rick asked Jane to create a list of all emergency calls from the Whitewater Billable Services Report for FY 2015 based on overtime/billable services (may be able to collect all summary sheets to accomplish this).
- WhiteWater bills, discussion of labor overtime charges and to ask other potential operator's how they handle this.

8:15 6. Budget update for FY2015 closing and FY2016

- Formal approval of the final FY2015 bills on the budget. All in favor.
- Discussion to adjust the budget before the November special town meeting for the extra \$40,000 of potential legal fees. If the

fees are not needed, the last two quarter's billing rate may be lowered.

- Discussion on FY 2015 year-to-date variances. Sam thought the Commission had budgeted well for the year. The total variance YTD was only \$10,953.49 negative to the YTD actual budget.
- Fred reformatted the 2016 Budget with the approved changes to the budget. The following changes will be made in July:
 - Billing Staff and Facility Staff line items were created to cover nominal fee for Ben Keefe's services and extra meter reads.
 - We are now on a normal water meter reading schedule and will not be charged for this.
 - Remove these two line items.
 - Check the chart of accounts for an Engineering or Professional Services account to replace them. The NPDES Permit (testing of outfall) will go under one of these categories. This has been waived in the past and we expect to be charged now.

8:25 7. DPW facility accommodations for Jane

- July 21, 2015 Jane's desk and computer will be installed. Office supplies were approved by Fred and partially delivered. Phone number has been assigned and will be installed on the 21st.
- Jane to research when the contract ends for the WWMDC cell phone, where the expense for this is booked and based on the contract how long should we keep it once I have a line at the new DPW building.

8:30 8. Approval of Minutes

- Approve minutes for June 10, 2015 tabled until the next meeting.
- May minutes, Rick made major adjustments for Whitewater pollutants and other changes. Tabled until the next meeting.
- Jane, find out if the Executive Session minutes (BOS and WWMDC) for the past year have been released and get a copy for the Board.
- Rick would like Jane to check if the May Meeting of the WWMDC was posted on Waycam.

8:35 9. NPDES Permit renewal, OARS Monitoring and other on-going flow and contaminant monitoring

- NPDES Permit renewal, no update.
- The 2014 OARS Water Quality Report is available. The budget for OARS was signed by Fred and will be sent to them tomorrow. OARS would like to know if the EPA received the 2014 test results from us. Jane will check with Cindy and call EPA if necessary.

8:40 10. Discussion of what to do with 820 gpd of design flow

- If the library is enlarged, requiring ~800 GPD from the WWMD, and the building at the Municipal Pad is 40,000 sq. ft., then the town will need more design flow (capacity). Or, if the Library's current system fails, a connection will be needed to the WWMD system. Should the town get the extra 820 gpd from WWMD to guarantee design flow sufficient for an enlarged library? It has been confirmed that Brendon Homes will sign over 300 GPD to the WWMD.

8:55 11. Rivers Edge discussion

- Mike Lowery is interested in gray water and how it will be piped to the property. Drilling under the Sudbury River may cause permitting problems and attaching a pipe to the bridge is doubtful. More discussion is needed.

9:00 12. Website status

- Rick will talk with Jane later this summer about updating the website with new postings and organization.

9:02 13. Topics not reasonably anticipated by chair 48 hours in advance of the meeting

- Certificate of liability insurance from Ovivo USA computer systems reviewed by Sam. Jane to create a file.

9:04 14. Calendar

- July 27-29 for Interviews for the WWTP RFP.
- Annual Report will be due in September. Rick will look into this. Lawsuits will be a big chunk of the report and the rest is boiler plate.
- Next meeting: August, 19th, Wednesday at 7:30. Wayland Town Building.

9:09 15. Public Comment – None

9:10 16. Adjourn