

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 19 August 2015**

MINUTES

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

Absent: All Present

Guests: Ben Keefe, Facilities Director

Meeting Location: School Committee Room, Wayland Town Building

7:38 1. Call to order

7:38 2. Public comment – None

7:39 3. Review of contract renewal for Wastewater Treatment Facility operator and interview with WhiteWater. Expected vote to approve a new 3-year contract.

Sam discussed the frequency and cost of emergency calls with WhiteWater. He recommends we approve the contract and work with WhiteWater towards resolving the emergency calls by going through the alarms list one by one with them and deciding how they should respond. The criteria should be a failure rather than the pressure just being down.

Rick analyzed the bills for emergency calls from June 26, 2014 to June 10, 2015. There were 27 out of 58 emergency calls for tank level issues. February and March, 2015 had a lot of tank level emergency calls. September and October, 2014 Alum pump problems were high. Emergency calls happen 3 to 4 times before there is a root cause and a fix.

Sam, The DEP has standards you must follow on alarms. If the alarm rises to a failure and WhiteWater didn't respond, then the DEP will be all over them. Expectation should be, if there is an alarm for the same thing three times, then WhiteWater must fix it.

Fred suggested we review alarm/emergency calls at the monthly meeting.

Fred, we should look at the SCADA list for alarms and decide the priorities. If there is a third call for the same topic, WhiteWater should come to a resolution before the fourth call happens.

Sam, we overestimate our importance to WhiteWater if we think we can dock them for overbilling emergency calls. Docking them or explaining themselves is over playing our card. All Commission members agree, WhiteWater should give us an explanation of what's going on and their plan to resolve it.

Rick, Do we have a two year contract option? The RFP contract decides this. Per the contract, the initial term is for a one year period with two one year options for renewal.

Sam made a motion to award the contract to WhiteWater with continued conversations on reducing the costs associated with emergency calls. Rick

seconded it. All in favor. Sam will work with WhiteWater on a better procedure for handling emergency alarms. This may take a while.

8:00 4. Quarterly billing update:

Bills sent 8/5/2015 totaling \$52,880. The Vadar system is being used to import data and create the bill. A summary sheet with additional information is sent with the bill. Anyone with flow over 50% has a note on their bill to check for leaks. Roughly, 15% of users go over the 50% capacity.

Jane to check in the second quarter for accounts that are over six month's delinquent in paying.

Twenty Wayland is done with their build-out of new businesses. They have reached their Title 5 capacity once they lease to the expected user groups. Sam checked to see if the building tenants (a year ago) were at capacity and they are fine. Discussion on the allowed gpd for dentists. Rick thinks we should look at the mix of tenants for Twenty Wayland and make sure the capacity is correct. Are there tenants above the hardware store and how will this affect capacity? Fred read CMR 15203 and dentists are allowed 250 gpd based on the number of chairs and doctors are allowed 200 gpd.

8:13 5. Pay Bills:

Direct Energy \$17.77, Eversource \$3,770.68, National Grid \$37.86, Town of Wayland \$300, Verizon \$158.2, WB Mason \$154.93 and WhiteWater Contract Fee \$3,981.21. Total bills for August 19, 2015 \$8,420.66. Rick made a motion that the bills be paid. Sam seconded the motion and all were in favor.

8:25 6. Budget update FY2015 closing and FY2016. Relook at FY2016 budget.

Cash flow on the betterments should be modeled.

Jane discussed changes to the FY2016 budget: Expense accounts for Engineering and the NPDES Permit were added, formula's for variance columns adjusted. The Commission decided to remove the Under Budget Column and the Total Operating Expense line at the bottom of the Budget. Change Budgeted YTD to Annual Budget.

Twenty Wayland's gift based on the sale of 18 properties on Lillian Way has been met. There is a total of \$500,601 owed to us. Jane will check how much has been paid and how we will receive the rest.

Fred, what is our retained earnings balance, what will it grow to and how will we ensure that our earnings will be in the black for the next 20 years? We should project the earning power of the \$500,601 and how it will cover our debts. Rick and Jane to discuss.

Long-term financial planning for billing in the rears for betterments. Our betterment account balance is very large and we want it to remain positive. Sam, we can't use retained earnings for operating expenses. Anything from retained earnings has already been paid by users. Rick, we still have money

left over from the bonds on the WWTP construction. Possibly \$100-\$200 thousand. Work still needs to be done and paid for. Ben Keefe needs to address this.

Fred, Two new topics for the next meeting's Agenda: Closing out of WWTP construction and long-term financial planning.

- 8:35 7. Discussion of DPW facility accommodations from Jane.

Desk will be installed on Friday, August 21, 2015. An IT Request was made on Thursday for the computer to be installed and Fred would like to know how systems are backed up by the Town.

- 8:50 8. Approve minutes for May, 2015, June 10, 2015, and July 15, 2015.

Rick will review, make final changes to the chemical limits specified during the meeting and the pollutants and send the May Minutes to Jane for distribution to the Commission and post on the website. A motion was made to approve May's minutes with Rick's technical corrections. All were in favor. Rick made a motion to accept June and July minutes. Sam seconded the motion. All in favor.

- 8:52 9. NPDES Permit renewal, OARS monitoring, other on-going flow and contaminant monitoring.

Ian Catlow to setup a meeting with Claire Golden and Kevin Brander (DEP) to convince the state to get out in front of the draft NPDES permit so we can avoid a planning study. Meeting will be setup 8/15/2015-8/31/2015 and Fred will attend.

- 8:55 10. Discussion of what to do with 820 gpd of design flow following withdrawal of article for ATM on reallocating 820 gpd of capacity to the Town, as may be needed at the Library if their system fails in the future.

We had a discussion on the merits of the Town buying the 820 gpd of available design flow (capacity) to satisfy the needs (1) of replacing the current on-site septic system at the Library or (2) of providing sufficient design flow for an enlarged library. The attached white paper gives more background, and the attached stream of email messages adds more comments. Since that paper was written, there has been renewed interest in making an enlarged library at the current site and the Town wastewater needs, especially for the Municipal Pad, have been considered.

Ben Keefe attended the meeting.

The argument for buying the capacity for the Library is that it will ensure sufficient capacity no matter what happens with the Municipal Pad. The argument against buying it is that the building on the Municipal Pad will not exceed 30,000 sqft, so it will require at most 2,250 gpd, leaving at least 750 gpd for the Library. If the building at the Municipal Pad is 40,000 sqft, then the Town does not have sufficient capacity without buying the additional capacity. (There is also an option of reallocating capacity from the Public Safety Building and the Town Building, but this opens the probability that other

users would like the same treatment and puts the WWMDC in a difficult position. See more in the white paper.)

It was the consensus at the meeting that the Board of Selectmen should weigh in here, either to vote to buy the 820 gpd (presumably with an article at the upcoming STM) or to guarantee that the building on the Municipal Pad will not exceed 30,000 sqft.

The WWMDC plans to sell the capacity to another user if the Town does not buy it soon.

There is one more aspect concerning the disposition of the available 820 gpd of design flow (capacity) from the WWMDC. What happens if the Town wants to sell the Library property? The building is currently about 14,000 sqft. If converted to an office building, it would merit (under Title V) a wastewater design flow of $14,000\text{sqft} \times 75\text{gpd}/1000\text{sqft}$ or 1050 gpd. If the Town provided this capacity under its current allocation, the Municipal Pad building would be limited to $(3000-1050)\text{gpd}/(75\text{gpd}/1000\text{sqft}) = 26,000$ sqft. This is a further limitation on the size of a building at the Municipal Pad. If the Town buys the 820 gpd design flow from the WWMDC, this limitation is eliminated.

In summary, under a scenario where the Library vacates the current building and the building is used for office space, the limitation on the Municipal Pad building is 26,000 sqft--unless the Town purchases the 820 gpd of design flow from the WWMDC. If the Town buys the 820 gpd design flow from the WWMDC, this limitation is eliminated.

Again, the consensus from the WWMDC and Ben Keefe is that the BoS needs to act on either limiting the size of a building at the Municipal Pad (to 26,000 sqft) or else submit an STM article to buy the 820 gpd from the WWMDC.

9:30 11. Rivers Edge – No discussion.

9:30 12. Website status: recent postings and organization – No discussion.

9:30 13. Topics not reasonably anticipated by chair 48 hours in advance of the meeting:

Rick is updating the 2015 Annual Report, which is overall positive. This will be discussed at the next meeting. Jane and Rick to work on the report.

9:31 14. Calendar: upcoming meetings and events, including hearings.

WWMDC meeting will be Wednesday, September 16, 2015 at 7:30 pm.

9:33 15. Public Comment - None

9:34 16. Adjourn