

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 18 November 2015**

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

Absent: All Present

Guests: Anette Lewis, Sarkis Sarkisian, Aida Gennis and Ann Knight

Meeting Location: Selectmen's Room, Wayland Town Building

7:34 1. Call to Order

7:34 2. Public Comment None

7:45 3. Special item: Wayland Real Asset Planning (WRAP) discussion with Anette Lewis

Anette Lewis from the Wayland Real Asset Planning (WRAP) committee has been assigned to WWMDC to discuss the future building needs of the Wastewater Treatment Plant (WWTP), land and potential future structures that Wastewater plans or will require over the next 20 years. A list of questions was given to the board to answer within the next couple of months. Sam will prepare a draft for the Board's review at the December meeting. Questions such as: Current facility condition, ongoing maintenance and whether we will need a new facility. WWMDC is bound by legal restrictions and cannot add on additional users over what is in the current plans. Additional users would require legal action and changes in regulatory requirements. WWMDC's jurisdiction by statute covers the entire town of Wayland, but current users are confined to Route 20 and the Town Center. Dudley Pond has discussed a 10,000 gpd wastewater treatment plant and land has been set aside for this in the future. The information WWMDC provides to WRAP will be reviewed by the Committee, presented to the Town and listed on-line.

8:05 4. Special item: Review of Title V Allocations for Town Center with the Town Planner

Sarki Sarkisian, Wayland's Town Planner, and Jane will meet to update the capacity of all the tenants in the Town Center. Board will discuss the capacity needs for all properties on its system. Sarki will update the Town Center map to show any changes and where a future septic system may be located in the parking lot behind Ace Hardware.

Sarki would like WWMDC to create a form to sign off on the available capacity, for any project (new or change in tenants), in the mixed use district. Once the Building Department receives this form then a permit may be issued. Sarki suggested WWMDC sign off first so capacity can be determined. Board empowered Jane to sign the form. Suggested procedure: Builder states use, Board of Health will tell WWMDC what the gallons per day according to Title V will be and WWMDC will sign off that the capacity is available. The Building Department will then issue a permit. Capacity can be allocated to another tenant if needed.

9:00 5. Quarterly billing update. Automatic bill payment by users. Final wastewater reads when properties change hands or bill payers change (Town Center).

Jane will have automatic bill pay set up for the FY2016 Quarter 2 billing.

Jane has devised a plan to accommodate condo sales by using the water read and date of transaction to do timely wastewater billing.

Rick would like Jane to find out how many people are choosing 20 years to pay off their betterment

and how many are rolling it into their loan and paying it off up front. What percentages of people choose 20 years and who pay off?

- 9:10 6. Review of FY2017 draft budget. The due date occurred before this meeting, so the chair drafted a budget by modifying the FY2016 budget and Jane submitted it.

A few modifications were suggested at the meeting, and Jane will incorporate those in the final submitted budget. The submission includes reasons for changes in line item amounts. Given that the budget is pretty well set, the FY2017 rates can be set based on the standard allocation of 80% of budget proportional on capacity, 20% of budget based on flow, and a penalty for flow above 50% of capacity of 300%.

- 9:25 7. Pay Bills: Motion approved 3-0 to pay: Direct Energy \$20.79, Eversource \$138.86, Eversource \$2,902.50, National Grid \$29.84, National Grid \$9.67, Water-Town of Wayland \$15, Verizon \$55.18, Verizon \$53.06 and WhiteWater: Contract Fee \$3,900, Sludge \$3,727.50, Chemicals \$1,552.29. The Board would like WhiteWater to provide more explanation on the following: Labor \$1,884.80, materials \$814 and markup \$609.38. Given satisfactory explanation, the chair will approve payments. Total of \$15,712.87.

- 9:15 8. Monthly Budget Update and Year-to-Date Finances.

Reviewed YTD actuals attached to these minutes. Jane to ask Brian Keveny why our budget was adjusted by \$15,000 for FY2016.

FY2016 annual budget may be reduced by \$45,000 for legal expenses not expected to be incurred. As a result, a rate hearing is needed to explain why expenses can be reduced for the third and fourth quarters. We should include notice on bills as well. The rate hearing can double as a rate hearing for FY2017, given that we know the budget. Probably do the rate hearing at our February regular meeting.

Jane to ask Whitewater to predict any anticipated large expenses for the next few years to more accurately forecast current and FY2017 expenses.

- 9:35 9. Approve Minutes: 14 Oct 2015.

Motion made and approved 3-0 to accept the October 14, 2015 minutes with minor changes.

10. NPDES Permit Renewal, OARS Monitoring and Other on-going flow and contaminant monitoring.

No discussion.

- 8:25 11. Discussion of what to do with 820 gpd of design flow (additional information added for clarification)

The proposed article for ATM in April 2015 to reallocate the 820 gpd of capacity to the Town, for use by the Library if their system fails, was withdrawn. No article was submitted for the fall STM either. The main question now is should we go ahead on selling the 820 gpd to generate income or wait until the 2016 Annual Town Meeting to see whether attitudes toward the Library allocation change.

Board discussed what they should do with the 820 gpd, which is available from Baston's leaving the system (440 gpd) and the remainder of 380 gpd from the Wayland Commons development. Sam thinks it should be sold unless a user is known, and Fred would like to wait until 2016 Annual Town Meeting to decide. Aida Gennis, chair of the Board of Library Trustees, and Ann Knight, Library Director, are looking for a connection to the WWTF if the Library stays in its current location. Title V

regulations do not contain an explicit allocation of design flow (capacity) for a library. Instead, the default rule of capacity equal to twice average water use applies. The current water use at the Library is 200-250 gpd, so a design capacity of 400-500 gpd would be assigned. This estimate is consistent with the WWMDC's estimate (in 2005) of 500 gpd for the current Library. If an enlarged Library is built on the site, we might estimate that 800-1000 gpd would be needed for a doubling of the size, which is the ballpark of what is contemplated. Other factors, as discussed, include the following. Aida mentioned that the library's bathrooms will be used by rail trail users and may require more gpd. The septic for the library's current location is 30 years old and will need to be replaced whether the library moves or not since the Town wants to save the building. All Board members agree that the Library should be connected to WWTF. Fred commented that, given the uncertainty of use, WWMDC should guarantee the 820 gpd to the library and then resell what is not needed. Whole Foods plaza wanted the 820 gpd, but this need may be affected by Whole Foods vacating the site. A new tenant may use more or less gpd.

With the passage of Article 6 at the recent STM, the next stage of planning for an enlarged Library is approved with \$150,000 to pay for a study required by the State in order to apply for State funding of a project. The Library needs a guarantee from the Town that they will have the gpd they need by October 2016 in order to complete their application by January 2017 and receive funding.

Aida and Ann noted that a commitment of obtaining capacity for the Library is needed. One option is submitting an article for ATM in April 2016 to buy the 820 gpd. Another option is using part of the 3,000 gpd allocated to a Municipal Pad building. If 800 gpd is obtained from the allocation for the Municipal Pad, then a building on that site is limited to an area of 24,000 square feet (using Title V's allocation of 75 gpd/1000sqft for an office building). A decision on which option to choose requires further discussion by the Board of Selectmen, the WWMDC, Ben Keefe, the Library Trustees, and the Library Planning Committee.

It was agreed that further discussion should occur. An initial meeting might be with Aida, Ann, Sam, Ben Keefe, and Joe Nolan, who is our liaison from the BOS. Ultimately, how to proceed is the BOS selectmen's decision.

One other action is to get control of the remaining 380 gpd from the Wayland Commons development. This land is not buildable. One action is to place a lien on the property for non-payment of quarterly costs.

12. Close-out Status of the WWTF - How are we going to understand this? No Discussion.

9:35 13. Topics Not Reasonably Anticipated by Chair 48 Hours in Advance of the Meeting.

Lien Letter – Signed by all Board members. Nine properties are on the list to be liened as of September 30, 2015. Jane will call and remind the people on the list to pay so they won't be liened.

Betterment Letter – Signed by all Board members. Treasury will bill for this in the third and fourth quarters of FY2016.

Discharge Report – Rick reviewing and he would like to be added to the distribution list.

Ken Isaacson, Wayland Buzz show, would like Wastewater to be on the show. Sam and Rick will be present on December 9, 2015. Questions will be given in advance. This will be posted as a meeting with the Town Clerk's Office.

Discussion on what the effect Whole Foods moving will have on our revenue. All in agreement that

Wastewater will be able to absorb the loss if another tenant is not expected to move in.

Quarterly billing is based on winter water in gallons per day. Should this be changed as part of the rate hearing?

14. Website Status - Recent postings and organization: – May and September posted.

9:55 15. Calendar - Upcoming meetings, events and hearings:

Two meetings are planned for December 9, 2015: 1) At 6pm, Rick and Sam will be on the Wayland Buzz show in the WayCam studio. 2) At 7:30 the regular Board meeting will take place at the Town Building.

9:59 16. Public Comment – None.

10:00 17. Adjourn

