

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 15 JUNE 2016**

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

Absent: All Present

Guests: Dave Boucher (WhiteWater, North East Regional Manager), Fran Davenport (WhiteWater, North East Operations Manager), Chris Woodcock (Woodcock & Associates), Dave Fox (Raftelis, Senior Consultant), Nan Balmer and Linda Segal

Meeting Location: 7:30 Wayland Town Building

Minutes

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

7:35 1. Call to order

7:35 2. Public comment – None.

7:35 3. Discussion with Dave Boucher of Whitewater. Annual review of operations. Particular attention on the list of charges outside the base contract.

Dave: Outfall to the new plant is reported on the Discharge Monitoring Report quarterly. Once a year in August, a NODI code is reported to the EPA. The EPA wants a letter from WWMD with this information. The Outfall Toxicity Test costs \$1,000. Fred sent an email to Ian Catlow (EPA) to complete a permit for the old plant requiring an official letter stating that the provisions for the new plant outfall to the Sudbury River are complete and the sampling Outfall Toxicity Test has been done. Ian does this on the permittees behalf. Wastewater's permit from 2009 breaks this out.

Sam: Several months ago Dave and Sam reviewed the master list of alarms and changes were made in January resulting in about 30 final alarms. Dave: We now see more tank level alarms instead of pump alarms. Rick: Our tank level issues have gone down from the prior year. What is the cause for tank level alarms? Dave: When level sensors and valves controlled by flow meters fail, then a tank level alarm sounds. The most impact is to the anoxic tank controls. Dave: Recently, remote pump station 3 had a broken pipe causing a high level alarm. A quick fix was done and pipes were ordered. The final repair was done requiring overtime. The descriptions WW receives are brief from the technicians and could be more detailed.

Fred: Problems just arise, maintenance is done and sometimes nothing happens such as December and January of this fiscal year. Sam: Are the alarm changes made in January effective? If nuisance alarms are not going off, does this mean problems are not being fixed during the day resulting in more overtime? Dave: It is working. Low level alarms that lead to higher levels will be handled during normal hours. Overtime is incurred because it is more cost efficient in some cases if the technician stays. The Board would like non-catastrophic alarms done during the day. Dave was asked to start tracking alarm calls (2015 = 117 hours, 2016 = 85 hours).

Dave: You have a good plant, good technology and surface water discharge numbers are tight. Scott is good at taking care of the plant.

Dave: Membranes have a 10 year warranty. They are running good, are kept clean and we have low flows. WW should get 10 years out of them. If there is a breach, you can replace a piece of the membrane. Dave recommends a capital reserve study which costs about \$7,000 to \$8,000. An engineer goes through all the equipment looking at the average expected life and replacement costs. Since WW's Capital expense threshold is \$10,000, this is not necessary for a few items that fit in this category. Fred: Is there a warning when the membranes need replacing? Dave: Permeate rates increase, water is harder to force through and you won't see a rebound after cleanings. This will be a slow progression and discoloration of the water will start to appear. Membranes cost about \$50,000 and pumps are about \$16,000. Other capital items may be a PLC (Programmable Logic Control) and replacing the used standby generator

Rick: Why is the sludge pumping irregular? Dave: Sludge is pumped into a holding tank and a little is pumped out at a time. The pumping is based on high flows and if the strength of waste is high more pumping is needed. When the tank is full, two trucks are needed. The big jump in sludge in April and May was due to alarm calls for tank levels. Fred: Next year WW should renegotiate contracts for sludge removal.

- 8:10 4. Discussion with Chris Woodcock and Dave Fox on WWMDC activities, in particular the following marked with **Chris** for potential input under contract:

Chris was an original member of the WW Commission. He was on the commission for the first 5-7 years, ending approximately 2004 and before the new plant. Dave Fox works for Raftelis, which does consulting work.

Possible consultation roles for them to help out WW.

- 1) Betterment billing and accounting. Mark Abrahams is working on this, and he is coordinating with Brian, Sam and Jane. For the new plant betterment, we want to be solvent by collecting enough funds and have enough in our reserves including interest. Chris, we should be ok on the interest except for those that pay in advance. Mark Abrahams is best to help us with this.
- 2) **Chris** Review of Title V allocations for Town Center and ramifications of the accounting of Title V allocations for all of Town Center.

Fred: WW's design flow is 45,000 gpd and we should not go above this amount. We have a detailed spreadsheet showing the design flow, but there are some areas that don't account for everything - such as the gym. Chris: The original design flow numbers were adjusted to what the actual use might be rather than the overly conservative numbers that Title V lists. At the time, they only had so much flow and they had to allocate for all users. The only exception was done for the two dentists as long as there was no change in use. Fred: We would like to have someone review our survey and spreadsheet. Sam feels this is the Board of Health's responsibility and the numbers used should be based on Title V.

Fred: Where there are no title V guidelines and/or someone wants to change their use, what do we do? Chris: If flow is allocated then change in use should not be allowed. Gym, if they use more flow than allocated then fines should be given and showers taken out. Sam: Should we use double the estimated water use for the

expanded library, how much water should we use? Rick: For a mixed use building, how do you decide on the design flow (town building)? Chris: See what another town's water use is and if there is no comparable, how do you estimate it? Rick: Another case is we have a restaurant that is approved for let's say 10 seats and now they have 20 seats how do we handle this? Chris the Building Inspector and Planning Board needs to be involved. WW may need an executive director to handle the Title V issues and coordinating with the Town.

- 3) ****Chris**** Process of assigning Title V design flows in the future. Method on issuing future building permits should include wastewater considerations. No discussion.
- 4) Close-out status of the WWTF. We have gotten the amount of funds remaining, ~\$239,000. We will keep these funds to pay for capital costs, e.g., replacement of Membrane Bioreactor screens. Update on whether funds can be refunded for WWMD C use, i.e., to reduce fees in upcoming years. No discussion.
- 5) ****Chris**** The administration of the WWMD C. Do we need an executive administrator, say a part-time manager of WWMD C activities, to be responsible for day-to-day activities?

Chris: A part-time manager would be beneficial.

Update from WWMD C chair on his interview with Personnel Board concerning Account Specialist duties and hours. No discussion.

- 6) ****Chris**** Create a process for current and new users to read the Rules and Regulations of the WWMD C. Fred is working on this, and WWMD C will review his recommendations at the 15 June 2016 meeting.
 - Fred: The current rules pertaining to someone adding their own septic system and the current NPDES permit do not allow this. Chris: The Rules and Regulations were based on Federal Regulations.
 - Should WW have someone inspect restaurants to make sure they are meeting the requirements of our system? Chris: Yes they should be inspected to ensure proper disposal of grease. Who should do this? Should WW inspect tenants at the time of sale? Chris: Yes, there should be a regulation for this. WW did an inspection of the system in 2010 when the flood occurred. Chris: A part-time Executive Director would be the person to handle this. Fred tried to find an Executive Director with no call backs. Fred: Dave Fox (Raftelis, Senior consultant) may be able to handle the Management aspect for WW.
- 7) ****Chris**** Update on the article for 2016 Annual Town Meeting to purchase the 820 gpd for the Library allocation. Scenario is the transfer occurs on 1 July 2016, but Library is not connected until a decision about whether Library stays is made. Then, maybe the connection is part of enlargement construction. Cost for connecting is not included in article, but FY2017 cost is included. My idea is FY2017 costs are handled by transfer of entire amount for article to WWMD C, then no charge on FY2017 bills to Library. WWMD C assumes actions will occur at start of the FY2017. Mark is already working on the land transfer. The WWMD C plans to use the money to offset user fees. No discussion.

- 8:50 5. Update on Mark Abrahams' effort and plans for his visit on 13 July 2016 or at Aug 2016 mtg.

Fred: Have him come for July meeting with a draft and August with final numbers for FY2016. Sam wants a draft in advance. The contract will be reviewed by Beth Doucette, Nan will review it and Fred will sign.

- 9:18 6. Pay Bills, Monthly budget update, year-to-date finances and signing monthly commitments.

Sam attended the Conservation Commission (CC) meeting to determine their interest in the land that is assigned to the 380 GPD that is a portion of the Design Flow that the Town is to purchase through a PILOB. The CC is very interested and it is on their list of properties they have identified as target property for them. Sam indicated that Mark Lanza will be asked to include the donation of land, but the CC will have to do all the due diligence on the land to make sure they want it donated. The WW Commission will not sign a document, that has the donation of land, without checking with the CC first to make sure they still want it based on their due diligence. For now it will be included in the deal.

Monthly Budget – Questions on three WhiteWater bills for Sludge. Is this the correct address and why was the pumping so high in 3 weeks. Jane will investigate. Rick motioned to pay all bills except the \$5,070 for sludge. Sam seconded and Fred agreed.

Monthly Commitment/Abatement letters signed for September, 2015, April, 2016 and May, 2016. The Department of Revenue requires 2 out of 3 Commissioners to sign each commitment/abatement.

- 9:28 7. Approve minutes from previous meetings – Motion by Rick to approve May 18, 2016 minutes, seconded by Sam and approved by Fred.

- 9:33 8. NPDES Permit renewal, OARS monitoring, and other monitoring – No discussion.

- 8:55 9. Further discussion of what to do with 820 gpd of design flow, including potential meetings with Board of Selectmen.

Article 19, PILOB from the library for the 820 gpd. Should the Library pay now or wait for the library grant to come in? Fred: We should wait for a half year. Sam wants a letter stating they will buy this so we have their assurance. If we delay for payment until the middle of the fiscal year, how do we charge the library? This will be reserved capacity, which should be tied to when we get the 380 gpd. July 1, 2016 is the new fiscal year and the first opportunity the Library could pay. Payment of 380 gpd should be used to cover any shortfalls of betterments and whatever we do should benefit all the users.

- 9:10 10. Discussion of producing a report as an opening to incorporating WWMDC administration into the DPW.

Rick: Should there be a Water and Sewer commission separate from the DPW?

Nan: spoke with Don Millette and asked if he would be interested in some capacity. He would like to know how this would be structured before he commits. Nan met with the Board of Public works and they would like to help WW. This could be a short-term arrangement to see what would occur. Rick: If we used Don Millette's services, we would breakout his duties and salary. Brian Keveny thought the allocation of Ben Keefe's salary could transfer to Don Millette. Fred will do a writeup. Further discussion required at the next meeting.

- 1) CONDITION OF INFRASTRUCTURE – WWTP AND COLLECTION SYSTEM
- 2) STATUS OF PERMIT, ALLOCATIONS
- 3) UPDATE OF RULES AND REGULATIONS
 - See draft of revised Rules and Regulations. Important topics are
 - requiring users to Connection Permits,
 - role of a Director,
 - process of changing design flow
 - types of design flow and
 - interaction with other Town Departments
 - Report from Fred on visit to BoS on 13 June 2016
- 4) REVIEW OF WHITEWATER CONTRACT AGAINST BENCHMARKS FOR OPTIMAL MAINTENANCE OF PLANT AND COLLECTION SYSTEM – EMERGENCY RESPONSE, I&I
- 5) ORGANIZATION – ADMIN / CUSTOMER SERVICE / INSPECTIONS AND OPERATIONS / TRANSITIONAL ORGANIZATION
- 6) FINANCE – PROCESS FOR SETTING USER FEES, STATUS OF BETTERMENTS
- 7) SPECIAL ACT – ARE AMENDMENTS REQUIRED?
 - a. SYSTEM EXPANSION
 - b. ORGANIZATION AND MANAGEMENT – WWMDC – BOPW RELATIONSHIP?

- 9:34 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting. No discussion.

- 9:35 12. Website status: Recent postings and organization. Chair notes a request to organize the site better. No discussion.

- 9:35 13. Calendar: upcoming meetings and events, including hearings. Next meeting is July 13, 2016 with Mark Abrahams attending.

- 9:37 14. Public Comment – None.

- 9:37 15 Adjourn