

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 7 December 2016**

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

**Absent:** All present.

**Guests:** Frank Normandin and John Tardif, Winslow Property Management

**Meeting Location: 7:30 pm Wayland Town Building, Selectmen's Room**

**MINUTES**

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

7:30 1. Call to order

7:31 2. Public comment – No comment.

7:35 3. Discussion of agreement between Wayland Commons and the Town on transfer of excess land and associated 380 gpd of design flow leftover from the Wayland Commons project in return for forgiveness of previous charges for the design flow. Agreement has to be signed by all parties. Motion needed for WWMDC approval of the agreement. Then the WWMDC will take the agreement for approval to the Board of Selectmen (BoS). The proposed joint meeting between WWMDC and BoS is next Monday, 12 Dec 2016. The agreement with the BoS includes assignment of 380 gpd plus another 440 gpd already available to 5 Concord Road (current Library) and, in return, payment of a PILOB of \$56,000 to the WWMDC from the BoS.

Sam: Don Levine, of Wayland Commons, is satisfied with the agreement between the Town of Wayland and Wayland Commons. Sam will send the Transfer Agreement to the BoS. Wastewater (WW) is only concerned with one paragraph in the Agreement. Sam attended the Conservation Commission meeting where they discussed that Wayland Commons has the option, after due diligence, not to accept the land and if they don't, then the Conservation Commission will take the land. The design flow goes to WW either way. The Conservation Commission told Sam that they can take the land without TM approval, if Wayland commons says no. Whoever owns the land, will have no design flow, which is not a major issue since the land is 90% wetlands.

Sam: Lawyer signs the agreement; WW will meet with the BoS on Monday, December 12, 2016 and ask for a verbal agreement that this will be approved. The WWMDC will then sign the agreement. WW will discuss with the BoS how the PILOB will be used from Wayland Commons of \$53,600 and \$2,400 for operational expenses at the library site for a total PILOB of \$56,000. Fred: The \$56,000 will be used to pay off the outstanding charges on the two Wayland Commons Accounts of approximately \$17,903. Fred will send a breakdown of the money to the BoS.

- 7:53 4 Continued discussion of the implications of the failure of the anti-siphon valve on 19 Oct 2016 and the need to have an emergency contractor on call for any situation, other than the contracted WWTF operations, that compromises the system. Initially, Ben Keefe will be on call to handle emergencies. Proposal for a longer-term solution is to have a maintenance contract with a contractor and to have the DPW Director provide oversight for this service. After negotiation with the Board of Public Works, another proposal is to have the DPW Director provide administrative oversight for WWMDC operation as well. Right now, getting a maintenance contract in place seems important. In the longer term, it is important to address how to deal with emergencies as well as address on-going fiscal and management issues.

Fred: Ben Keefe is handling emergencies. Fred spoke with Chris Brown, Chairman of the Board of Public Works, to inform him that WW will talk with the new DPW Director in February, 2017. Under the new DPW Director, a thorough inspection of the anti-siphon valves along WW's route will be looked at. The valves are located under manhole covers and no digging will be required.

- 7:58 5. Update on the status of Whole Foods supermarket move to Sudbury. The plaza owners are proposing to have a Fresh Market move into an enlarged space, previously occupied by Whole Foods and CVS. John Tardif, Winslow Property Management, has been invited to attend the Board meeting.

Frank and John: Fresh Market from North Carolina has signed a lease and they understand that they must operate within the existing footprint of the building. The plan is to move the offices and employee breakroom from the mezzanine level (second floor) to the vacant old CVS space. The mezzanine will go away.

Frank: Whole Food's is currently using a lot of water and some of the use is for hosing down equipment that is not going into the septic system. With modern equipment the water use will be much lower with the new market.

#### Four Scenarios:

Current – No Change to the existing sq ft. The mezzanine level was not calculated in the original design flow.

Scenario 1 – Part of the vacant CVS space will be used as breakroom and the remaining will be retail. Both areas for Title V will be categorized as retail. No change to the current market sq ft. Sam: Moving the breakroom to the old CVS space should be considered as supermarket for the Title V calculation. Frank: We are eliminating the mezzanine in the old supermarket and moving it to the old CVS. Sam ok with the breakroom being considered as retail, but it should be counted in the design flow calculation.

Scenario 2 – John: The vacant CVS space used for the breakroom is categorized as supermarket and the remaining space will be retail. No change to the supermarket sq ft.

Scenario 3 – Frank: The vacant CVS space and the supermarket sq ft are combined and categorized as supermarket. The remaining vacant CVS space will be for a proposed coffee shop categorized as either a restaurant or fast food based on whether the food is made on-site. Proposed 20 seat restaurant at 35 gpd.

Frank: We would like to officially request Scenario 3. This scenario asks for an additional design flow of 726 gpd. John: 726 gpd would equal about \$45,000. Sam would like to grant them the 726 gpd for a fee. WW's total gallons per day are not

changing significantly over time and he feels the board should grant this to reduce the cost of running the system. Our average use is approximately 25,000 gpd. The Town Center will probably stagnate at 80-90%. Granting this will not create any changes to WW.

Rick: Uncomfortable with the additional capacity. Jane should keep a spreadsheet with the running total of the average use from the DMR report for the board to see.

Will the coffee shop be a fast food or sit down restaurant? John: There is enough space for 30 seats. They are asking for 20 seats at 35 gpd categorized as a restaurant. If they are categorized as fast food, then they would go for 35 seats.

Fred: On the fence with which scenario to allow. Wants to see what happens at the BoS meeting on December 12, 2016. Frank: In order to move forward and get a building permit, WW's signature is needed. The plan is to modernize the whole space with new plumbing, cement slab etc. The café is separate from the Fresh Market design flow. Fred: Agrees with Scenario 2, but feels they are not prepared to discuss the café. Rick: In Scenario 1 WW should reevaluate the sq ft and set it right based on the mezzanine change. Sam: feels breakroom should be part of the supermarket calculation for Scenario 2. Agrees to add 127 gpd to system and the plaza owners pay for it.

Motion: Sam: I move that the Wastewater Management District Commission adopts the Title V calculation as depicted on Wayland Village Scenario 2 for an increase of 127 gpd of design flow over their current allocation. The WWMDC approves an increase of 127 gpd of design flow in exchange for a payment based on the same methodology as used in the past. Fred: second the motion, Rick: voted No (carried with a vote of 2-1).

Further increase in design flow is being contemplated by the plaza owners to enable a coffee shop. Sam: Further increase in Title V design flow would be considered by the Board and the owners are encouraged to come back. Fred and Rick are less enthusiastic.

Emergency call at the B-Happy store in the same Plaza as Whole Foods on November 30, 2016. John: Clog in the main line. Nothing to do with WW. Cleaned and working within hours.

- 8:47 6. Discussion of draft revision of WWMDC Rules and Regulations, specifically the modification of the section on connections and alterations.

Revisions discussed. Rick will make changes and the board will sign the final at the next board meeting.

- 9:05 7. Approve minutes from previous meetings—19 Oct 2016 and 9 Nov 2016.

October - Sam: Motion to approve, Fred second all in favor (carried with a vote of 3-0).

November - Fred: Motion to approve, Sam second and Rick abstained since he was not at the November meeting (carried with a vote of 2-1).

- 9:10 8. Administrative items:

1) Board to approve properties to be put on hold or lien by the Assessors. Board approved the list of 4 accounts to be lien, signed the letter and journal entry.

2) Board to approve the billing of the Apportionment of the Betterment.

Board approved and signed the letter.

- 3) Board to approve properties to be put on hold or liened by the Assessors.  
Board approved the list of 4 accounts to be liened, signed the letter and journal entry.
- 4) Board to approve the billing of the Apportionment of the Betterment.  
Approved and signed the letter.
- 5) Status of the two accounts for Wayland Commons: #1700510 \$16,793.49 and #2701033 \$1,109.54 (amounts as of 11/23/16).  
The accounts will be taken care of with the PILOB money once the exchange of property occurs.
- 6) Brendon Homes Account #2701100 – Final decision on how to proceed.  
WW is waiting for Brendon Homes to contact us.
- 7) Board signature on Commitment Letter from July, 2016. Board signed.
- 8) Discuss with the Board:
  - A) How much of the Retained Earnings Account should be reserved for operations and what this will be used for.  

Jane met with Zoe Pierce, Treasurer, and discussed the capital and operating pieces of the retained earnings account. Of the \$1.3 million, capital is: \$500,671 PILOB and Betterments Paid in Advance \$614,672 leaving approximately \$187,888 for operations. Investing the retained earnings account at this time is not advisable.
  - B) How should the remaining amount be invested? What financial reports would the Board like to see and how often? (Balance Sheet in Abrahams Format and update of the Betterment Cash Flows (forecast of Retained Earnings to pay bonded debt)?  
Jane will report the balance sheet and betterment cash flow on a quarterly basis.
- 9:21 9. Pay Bills, monthly budget update, year-to-date finances and monthly commitments.  

Bills approved and signed: Direct Energy \$79.15, Eversource \$159.42, Eversource \$2,256.64, National Grid \$89.52, National Grid \$9.67, TOW Water \$300.25, Verizon \$54.79, Verizon \$48.20, WhiteWater contract \$3,900 and WhiteWater Operations \$9,782.165. Monthly Budget reviewed. Commitment signed above.
- 9:30 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- 9:31 11. Website status: Recent postings and organization. None
- 9:31 12. Calendar: Upcoming meetings and events, including hearings. Board to attend the BoS meeting on December 12, 2016. The next board meeting will be January 11, 2016.
- 9:35 13. Public Comment
- 9:35 14. Adjourn