

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 15 FEBRUARY 2017**

**In Attendance:** Fred Knight, Sam Potter and Jane Capasso. Rick Greene arrived 8:05 pm

**Absent:** None

**Guests:** Dr. Jonathan Smith and Dr. Frederic Goldman

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

**MINUTES**

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

7:37 1. Call to order

7:37 2. Public comment – None

7:37 3. Following 12 Dec 2016 joint meeting with BoS, continued discussion of agreement between Wayland Commons and Town on transfer of excess land and associated 380 gpd design flow left over from Wayland Commons project. Payment or forgiveness of the previous charges for design flow will be discussed with Town Counsel. Agreement has to be signed by all parties. Motion needed for WWMDC approval of the agreement. 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. Chair's suggested next steps are:

1. A discussion with Town Counsel on Wayland Meadows paying the operations/betterment payments from the parcel and excess 380 gpd or to declare it uncollectible. Sam informed Wayland Meadows that they will have to pay the \$18,000 outstanding charges. Nan is checking with Town counsel to see if this can be done.
2. Get Conservation Commission approval to accept parcel.
3. Complete and sign the agreement between WWMDC, Wayland Commons (exact title?), and the BoS. All parties need to sign.
4. Transfer \$56,000 from some fund in the Town (free cash?) to WWMDC retained earnings acct. This effectively pays the Library's betterment with the PILOB part of \$53,600.
5. Update the worksheet for betterments by adding \$53,600.
6. Keep \$2,400 as designated for Library payment for FY2017 for the 820 gpd (380+440) design flow, which the Library now owns.
7. Make sure that the FY2018 Library budget includes operations payment for the 820 gpd.
8. Update the billing spreadsheet for operations by adding a line for the Library starting in FY2017 with 0 gpd flow until they are connected. Until then, they pay only for 820 gpd design flow as operational charge.

Fred: Spoke with Nan on February 14, 2017. Design flow will come to the town/WWMDC and the Conservation Commission will take the land if offered to them. Discussion on whether the land next to the condominiums could be used - since there is no frontage to the property and it would not be good for a recreation fields it is most likely unusable. Fred: the \$18,000 of operational charges will be forgiven. The betterment will be paid to WW when the design flow is allocated to the library. Sam: Wayland Meadows agreed to pay operating charges of \$18,000 and they will not be responsible for the betterment. The betterment will be paid by the Town to WW. Sam: Will talk with Nan and Town Counsel so they are all approaching Wayland Meadows

with the same plan. Fred: Will inform Nan that Sam has been talking to Wayland Meadows and they should work together. He will discuss how the 5 Concord Road capacity is transferred from Wayland Meadows to Wastewater. Sam will follow up with Nan and Town counsel.

- 8:00 4. Update on the Capital Project list for the Treatment Plant: Jane spoke to Ben Keefe, and he will start investigating what items are open and have the appropriate person start working on them. Jane asked for a monthly update for our Board Meeting.

Ben Keefe: Tighe and Bond are reviewing the capital project list. Three items have been finalized. Jane will get an update from Ben for the March Board Meeting.

- 8:15 5. Change in Use Requests:

A) 109 Andrew Ave, Space 203, Dr. Goldman

1. Request for 500 gpd of design flow for a new concierge, two doctor practice. According to Title V regulations a 2 doctor practice is 500 gpd of design flow. Suite 203 has 250 gpd of design flow allocated to it. Dave Costello, National Development, told Jane that they will use 250 gpd of design flow from Suite 204, in the same building, to meet Title V regulations. Darren, Wayland Health Department said this is fine based on Title V regulations. Suite 204 will have no design flow unless National Development allocates it from another vacant space. Rick: This is just a shifting of design flow. Fred: I move that 500 gpd of design flow be allocated to the two doctor practice and 250 gpd will be taken from Suite 204. Rick second the motion and Sam recused himself for personal reasons. Vote 2-0 in favor.
2. Town Center design flow will need to be shifted from an unused, never developed space to accommodate the practice. What is National Development's plan to do this? Discussed above.
3. BOH comment on Title V regulations allowing for a lower amount of design flow for a concierge practice? WW Board to discuss. No discussion.

B) 297-317 Boston Post Road – Fresh Market

1. BOH application to be sent to WW. The application will be compared to the motion WW made at the December 7, 2016 Board Meeting.

Jane reviewed the application and created the Letter with the WWMDC's decision. This was signed and the bill agreed upon. Jane will forward to the BOH and contact the owner with the status.

- 8:30 6. Continued discussion of draft revision of WWMDC Rules and Regulations, specifically the modification of section on connections and alterations. This is an on-going discussion that may continue, but we are nearing agreement.

Rick: Changes to Article III, Section 3. Sam not comfortable that someone can give up design flow unilaterally (Section 3, Article 3c). Fred: Would like to add a change in alteration and design flow must be triggered by a change in use. Sam: Either strike c and d or have an attorney review. Fred: Proposals for a decrease in assigned design flow can be considered on a case by case basis. Fred will look at this and keep it simple.

- 8:44 7. Approve minutes from previous meetings – 11 January 2017.

Rick: Move to accept the minutes as written, Fred second, Sam abstained since he was not at the meeting. Approved 2-0.

- 8:50 8. Prepare for rate hearing scheduled for 1 Mar 2017. Review the February, 2017 year-to-date budget to possibly set new rates for FY2017 third and fourth quarter. Review the FY2018 budget and the rates to support it. The FY18 Budget was posted on the website.

Jane annualized the February 12, 2017 year-to-date monthly budget. Board reviewed the forecasted expenses for the year and decided they will not lower the FY17 third and fourth quarter billing rates. Instead they will reduce the rates for FY18 based on the overage of budgeted verses actual expenses.

FY18 Rates will be discussed at the March 1, 2017 rate hearing meeting. Jane adjusted the FY18 Budget based on the FY17 actuals, new contract information and updated indirect costs from Finance. Fred: Use the original budget format with the new FY18 changes.

New Director - Fred estimated 400 hours per year. 1 day a week for 52 weeks and would need to attend WW meetings. Sam asked John Moynihan if he would be interested in the Director position. John will get back to WW.

- 9:24 9. Pay Bills, monthly budget update, year-to-date finances and monthly commitments.

Reviewed the bills. Fred: Motion to approve the bills, Sam second, all in favor. Approved 3-0. Commitment Letter reviewed and signed.

- 9:15 10. Administrative Items

1. 9:26 pm - 233 Boston Post Road – Old Betterment account paid in full. - Board signed the letter for Finance.
2. 7:50 pm -Town Center Capacity – Summary spreadsheet.

Updated to include the addition of a two doctors practice at 109 Andrew Ave, Suite 203. Capacity will be used from Suite 204 to meet Title V requirements.

3. 7:55 pm - Solar Panels for the Treatment Plant.

At the January 11, 2017 board meeting Linda Segal asked if WW could install solar panels on the roof of the wastewater treatment plant. Ben Keefe said this is feasible as long as the roof can handle the weight. Sam: Solar panels will make it expensive to repair the roof in the future or to make changes. Fred: Potentially more headaches. Board would prefer not go forward with solar panels.

4. 8:00 - Treatment Plant – Three items to be addressed as well as who is responsible for payment.

Ben Keefe: Fire inspection and permits completed. Fire Extinguishers updated and certified. Electrician has been called to replace lights that are out.

Board agreed that Ben Keefe will ask Fred for approval when repairs are needed and that WW will be billed for all repairs. Jane will inform Ben of the Board's decision.

5. 8:05 - Emergency Plan for the Treatment Plant (TP) – Dave Boucher's

comments from WhiteWater. How to proceed?

Dave Boucher by email: The TP has 2-3 days of plant capacity. Unknown how long the generator can run before being refueled. If all users are affected by the disaster, then use may be at half flow. If there is no vehicular access, then sludge cannot be taken away and diesel fuel cannot be delivered for the generator. How many gallons does the reserve tank hold? Board is comfortable with the situation.

Rick: Will contact Eversource to have the WWTP specified as a critical facility. WW would get priority for restoration meaning our generator would be able to get diesel fuel. Rick will send a letter to the head of the DPW, Thomas Holder, so the Water Department can receive this classification too. Rick: Does the pump station at 2 Elissa Ave have a backup generator? Does Town Center have a backup generator to run the TC and does it run the pump at 2 Elissa Ave? Jane to ask John Moynihan "what is the electrical feed for the pump station and is there a backup in case the electricity goes out"?

6. 8:15 - Reverse 911 Call – Will there ever be a need for WW to send out a reverse 911 call? Jane's update from the Wayland Police.

Jane: Wayland Police said WW could set up a reverse 911 call system as long as they had everyone on the system's name, address and phone number. Board does not want to pursue this.

9:24 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any. None.

9:25 12. Website status: recent postings and organization.

Jane combined the rate hearings into one folder, added an announcements section with a link to online bill pay.

9:35 13. Calendar: upcoming meetings and events, including hearings.

March 1, 2017 rate hearing meeting, which was previously advertised in the Wayland Town Crier.

9:35 14. Public Comment - None

9:35 15 Adjourn

Attached Documents:

- a) Wayland Commons - Outstanding charges for operations and betterment schedules.
- b) 109 Andrew Ave, Space 203, Dr. Goldman change in use schedules.
- c) BoH comments on Title V regulations
- d) 297-317 Boston Post Road, Fresh Market change in use schedules for board approval.
- e) Draft of WWMDC Rules and Regulations
- f) Minutes from January 11, 2017
- g) Rate Hearing schedules
- h) Monthly Budget & Commitment Reports
- i) 233 Boston Post Road – Paid in full letter
- j) Town Center Capacity spreadsheet