

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission

FILED By: Jane Capasso

DATE OF MEETING: Wednesday, 1 Mar 2017

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Wayland Town Building

PROPOSED AGENDA

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

7:35 3. Rate hearing for FY2018. FY2018 budget is available on line at http://www.wayland.ma.us/Pages/WaylandMA_BComm/Wastewater/Rate%20Hearings/FY2018%20Rate%20Hearing/. The budget estimates anticipated expenses and income. Rates are set using known aggregate design flow (77,088 gpd) and estimated water use (30,700 gpd). The WWMD will present this approved budget and answer any questions. Hearing will include a review of details of the FY2018 budget and the rationale for the rates to support it. The FY18 Budget is posted on the website at the link above.

8:00 4. Update on acceptance of land and design flow from Wayland Meadows and the allocation of the design flow along with previously freed design flow to 5 Concord Road. For background, see previous meeting agendas from 15 Feb 2015 and 11 Jan 2017. First, expectations are that an agreement between the Town and Wayland Meadows will enable the transfer of land and design flow to the Town in exchange for Wayland Meadows paying back taxes and operations charges from WWMD. Second, based on Article 19 of 2016 ATM, a privilege fee of \$56,000 will be paid by the Board of Selectmen to the WWMD to allocate the design flow to 5 Concord Road.

8:05 5. Continued discussion of draft revision of WWMD 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.

8:25 6. Approve minutes from previous meetings: 15 Feb 2017.

8:30 7. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

8:31 8. Website status: recent postings and organization.

8:32 9. Calendar: upcoming meetings and events, including hearings.

8:37 10. Public Comment

8:40 11. Adjourn

Betterment – Apportionment vs Bonded Debt Payment to the Bank

Red = Explanation of the difference in apportioned vs bonded debt payments.

When money is borrowed we are given Debt Service Schedules. The coupon rate is listed and payments for the life of the debt are also listed (principal and interest).

Old Betterment - The debt service schedules include a subsidy for principal and interest. Wastewater budgets for the full amount in case the subsidy goes away.

New Betterment - The money borrowed for the treatment plant is for twenty years. The total assessment filed by the WWMDC was for \$4,499,329. The Town gave WWMDC \$500,671.00 (paid in lieu of betterment); by law the Town cannot be charged for a betterment. The two amounts total \$5,000,000. Approximately 113 people were assessed and given 30 days to pay off their betterment in full without interest. After the 30 days 5% interest was charged. Thirty users decided to pay their betterment in full totaling \$524,992. The remainder decided to pay over 5, 10, 15 or 20 years, they were charged 5% interest and their principal and interest payments were apportioned accordingly. **Anyone can pay off their betterment in full, at any time, which creates a difference in the apportioned amount billed the user and the bonded debt payments paid the bank (WW receives less interest over time).** The amounts paid in full are placed in the Apportioned Assessment not yet due WW account. At year-end, this account is rolled into retained earnings and this is used to pay the difference in the apportioned and the bonded debt payments.

FY2018 Difference in Betterment Revenues Billed and the Debt Expense

	FY2018		
	<u>Apport'd/Billed</u>	<u>Debt Expense</u>	<u>Variance</u>
<i>Old Betterment-Principal</i>	\$ 23,661.00	\$ 38,441.67	\$ (14,780.67)
<i>Old Betterment-Interest</i>	\$ 3,549.00	\$ 7,350.03	\$ (3,801.03)
<i>New Betterment-Principal</i>	\$ 197,419.00	\$ 245,000.00	\$ (47,581.00)
<i>New Bettermen-Interest</i>	\$ 163,112.00	\$ 180,265.00	\$ (17,153.00)
Total Old & New Principal	\$ 221,080.00	\$ 283,441.67	\$ (62,361.67)
Total Old & New Interest	\$ 166,661.00	\$ 187,615.03	\$ (20,954.03)

The apportioned amount billed the users is billed half in February (3rd quarter) and May (4th quarter) on the tax bills through the Assessor's office. Treasury pays the bank in August and February.

Apportioned/Billed User
 February, 2017 (3rd Qtr)
 May, 2017 (4th Qtr)

Treasury Pays Bank
 August, 2017
 February, 2018

**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

DRAFT 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

**RATE HEARING - WWMDC FY2017 BUDGET
FEBRUARY, 2017**

FY18 Budget Updated 2/15/17
January 10-February 12, 2017

	ACTUAL YTD		ANNUAL BUDGET		FY2017		FY2018		FY18 Budget CHANGES 2/15/17	Notes:
					ACTUAL ANNUALIZED	VARIANCE ANNUALIZED ACT-BUD	PROPOSED BUDGET 9/30/2016	FY2018		
SUMMARY										
User Charges	\$ 184,544.35		\$ 743,411.86							
Total Operating Expenses	\$ 114,447.13		\$ 743,411.86							
Net Operating Income:	\$ 70,097.22		\$ 0.00							
INCOME DETAILS										
User Charges	184,544.35	199,455.03	(14,910.68)	265,940.04			237,920.63	237,215.36	Q4 & Q1 received, Q2 due 2/14	
Other	14,214.41	-	14,214.41	-			-	-	Pen & Int, Licens, Misc Rev & Int Earmd on Sav's	
Old Betterment - Principal	14,047.90	19,220.84	(5,172.94)	38,441.67			38,441.67	38,441.67	Billed Nov & Dec on Tax Bill, Paid Feb & Apr	
Old Betterment - Interest	2,378.14	4,732.58	(2,354.44)	9,465.15			7,350.03	7,350.03	Billed Nov & Dec on Tax Bill, Paid Feb & Apr	
New Betterment - Principal	98,978.88	120,000.00	(21,021.12)	240,000.00			245,000.00	245,000.00	Billed Nov & Dec on Tax Bill, Paid Feb & Apr	
New Betterment - Interest	88,735.28	94,782.50	(6,047.22)	189,565.00			180,265.00	180,265.00	Billed Nov & Dec on Tax Bill, Paid Feb & Apr	
Unapp WW Better TC Rev	25,052.30	-	25,052.30	-			-	-	Unbudgeted Betterments Paid in Advance	
Unapp WW Better TC Int	683.52	-	683.52	-			-	-	Unbudgeted Betterments Paid in Advance	
Total Income/MUNIS:	\$ 428,634.78	\$ 438,190.94	\$ (9,556.16)	\$ 743,411.86			\$ 708,977.33	708,272.08		
EXPENSE DETAILS										FY18 Budget Changes
PERSONAL SERVICES										
Salaries (Account Specialist)	16,269.93	22,368.00	6,098.07	33,552.00	27,891.31	(5,660.69)	24,317	25,083.91	Includes COLA and \$1,000 overtime	
Indirect/Admin & Fringe Benefits	-	16,446.00	16,446.00	24,669.00	24,669.00	-	25,064	28,831.00	New 2/15/17 from Finance Dept.	
Legal Services	-	3,333.33	3,333.33	5,000.00	-	(5,000.00)	5,000	5,000.00		
PROFESSIONAL SERVICES										
Facility Operating Contract	31,200.00	31,200.00	-	46,800.00	46,800.00	-	47,700	47,700.00	Contract ends Sept, FY18	
Fac. Labor & Other Prof. Serv.	9,303.17	13,333.33	4,030.16	20,000.00	15,948.29	(4,051.71)	16,150	16,428.74	\$15,948, 3% increase	
Engineering Fees	-	-	-	-	-	-	-	-		
NPDES Permit	-	-	-	-	-	-	-	-		
Total Pers. & Prof. Expenses	\$ 56,773.10	\$ 86,680.67	\$ 29,907.57	\$ 130,021.00	\$ 115,308.60	\$ (14,712.40)	\$ 118,231.00	123,041.65		
Percent of Total	31%			17%						
REPAIRS & MAINT EXP.										
Building Repair & Improvement	6,381.64	4,112.21	(2,269.43)	6,166.31	9,087.10	2,918.79	5,384	5,384		
Equipment Repairs & Maint.	14,820.00	12,895.60	(1,924.40)	19,343.40	25,405.71	6,062.31	22,510	22,510	\$25,405, 3% increase	
Sludge Disposal	1,578.14	5,189.67	3,611.53	7,784.50	2,705.38	(5,079.12)	7,822	2,786.54	\$2705, 3% increase	
Chemicals	3,027.80	14,666.67	11,638.87	22,000.00	5,190.51	(16,809.49)	4,357	5,346.23	\$5,190, 3% increase	
Markup & Other	6,803.00	4,333.33	(2,469.67)	6,500.00	6,803.00	541.67	7,000	7,066.00	FY18 actual amount	
Surface Water Testing (Ours)	-	-	-	-	-	-	-	-		
Total Repairs & Maint Exp.	\$ 32,610.58	\$ 41,197.47	\$ 8,586.89	\$ 61,796.21	\$ 49,191.71	\$ (12,365.83)	\$ 47,073.54	50,054.03		
Percent of Total	16%			8%						
OPERATING EXPENSES										
Disposal (Trash Removal)	173.20	333.33	160.13	500.00	430.00	(67.00)	500	1,089.14	\$86,50/mo, 3% increase contract renewal FY18	
Natural Gas-NY Grid & Dir. En.	1,897.95	4,118.90	2,220.95	6,178.35	3,253.63	(2,924.72)	4,432	3,351.24	\$3,253, 3% increase	
Electricity -Eversource	18,604.23	26,522.97	7,918.74	39,784.46	31,892.97	(7,891.49)	40,380	32,211.90	\$31,893, 1% increase, 2/15/17 Board change.	
Telephone -Verizon	745.17	1,351.50	606.33	2,027.24	1,277.43	(749.81)	1,467	1,315.78	\$1,277, 3% increase	
Water -TOW	558.04	421.85	(136.19)	632.77	971.64	338.87	637	971.64	D. Millier: No changes, may go out to bid.	
Admin Serv's (Other/Vadar Trng)	84.86	-	(84.86)	-	145.47	145.47	200	200.00	New account FY18, unbudgeted FY17.	
Contingency	3,000.00	16,666.67	13,666.67	25,000.00	3,000.00	(22,000.00)	25,000	25,000.00		
Total Operating Expenses	\$ 25,063.45	\$ 49,415.22	\$ 24,351.77	\$ 74,122.83	\$ 40,974.14	\$ (33,148.68)	\$ 72,816.09	64,119.67		
Percent of Total	14%			10%						
TOTAL EXPENSES	\$ 114,447.13	\$ 177,293.38	\$ 62,846.23	\$ 265,940.04	\$ 205,474.45	\$ (80,226.92)	\$ 237,920.63	237,215.36		
TOTAL OPER & CAP EXPS										
CAPITAL EXPENSES										
Old Debt-Principal	27,650.76	-	-	38,441.67	38,441.67	-	38,441.67	38,441.67	Paid in August and February	
Old Debt-Interest	2,135.64	-	-	9,465.15	7,350.03	-	7,350.03	7,350.03	Subsidy pays interest in Aug. Payment due Feb.	
New Debt - Principal	240,000.00	-	-	240,000.00	245,000.00	-	245,000.00	245,000.00	Paid in August and February	
New Debt -Interest	189,565.00	-	-	189,565.00	180,265.00	-	180,265.00	180,265.00	Paid in August and February	
Total Capital Expenses:	\$ 459,351.40			\$ 477,471.82			\$ 471,056.70	471,056.70		

Rates:

Total Expenses
 Use of Enterprise Funds
 Adjusted User Charges
 Total Current Allocated Capacity
 Total Current Connected
 Total Assumed Flow
 Capacity Rate (\$/gpd-year)
 Flow Rate (\$/gpd/year)
 Penalty Rate (\$/gpd/year)

(1) The overage from the actual FY16 Revenue and Expenses of \$50,567 will be used to reduce the FY18 Budget rates charged to users.

FY18 BUDGET	FY18 CHANGES	
237,920.63	237,215.36	
50,567.16	50,567.16	Coverage FY16 actual receipts and actual expenses. Note 1.
187,353.47	188,648.20	
77,088.00	77,088.00	From billing inputs.
68,483.00	68,483.00	From billing inputs.
30,728.00	30,728.00	Based on water readings 6/28/2016
1.94	1.94	80% of Adj. User Charges/Total Current Allocated Capacity
1.22	1.21	20% of Adjusted User Charges/Total Assumed Flow
3.66	3.64	3 Times the Flow Rate

1 Mar 2017

Section 9. Severability

- a) A finding by any court or other jurisdiction that any part or provision of these Rules and Regulations is invalid shall not affect the validity of any other part or provision of these Rules and Regulations which can be given effect without the invalid parts or provisions.

Section 10. Amendments of the Rules and Regulations

- a) These Rules and Regulations may be revised from time to time by formal vote of the Commission.

ARTICLE III. BUILDING SEWERS AND CONNECTIONS

In general, modifications to design flow, either a new connection, increase of design flow, or decrease of design flow, are handled by the Commission (WWMDC) in cooperation with the Board of Health. The process is outlined in Section 1. Then each type of modification is discussed in the following three sections, 2, 3, and 4.

Fred added

Section 1. Applying for a New Connection or a Change in Assigned Design Flow

- a) The general outline of the Connection Permit application process is as follows:
 1. WWMDC and Board of Health provide user with Title 5 guidelines and design flow.
 2. User completes Sewer Use Discharge Permit Application for new design flow or alteration of design flow.
 3. WWMDC determines if the System can allow new design flow.
 4. If approved, the WWMDC or Director issues a Connection Permit upon payment of any administrative or privilege fees.

Section 2. Applying for a New Connection

- a) No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any wastewater management system under the control of the Commission without first submitting a completed Sewer Use Discharge Permit application and getting an approved Connection Permit from the WWMDC.
- b) There shall be three (3) classes of Connection Permits: Class I, Class II, and Class III— industrial. In all cases, the owner shall make application for a permit to connect to the wastewater management system on a form furnished by the WWMDC. The Sewer Use Discharge Permit Application shall be supplemented by any relevant information required to administer these Rules and Regulations. Any necessary permit and inspection fees, as established by the Commission, for a Class I, Class II, or Class III Connection Permit, shall be paid to the Town at the time the application is filed.
- c) The Sewer Use Discharge Permit Application shall specify the amount of Title 5 design flow desired by the owner and shall be consistent with Title 5 guidelines in 310 CMR 15.203. If the user's business or residence is not specifically called out in 310 CMR 15.203 (1)-(5), then 310 CMR 15.203(6) ("the 200% rule") of Title 5 allocation shall apply, namely that the design flow shall be set to double existing water use. However, if no water use exists and the entity is not called out specifically in Title 5, the WWMDC, in consultation with the Board of Health, shall assign a Title 5 design flow.

good

* payment method?
liens?

- d) The Commission shall determine if the System can accommodate the requested design flow and, if so, shall issue a Connection Permit. A privilege fee may be levied upon any such user seeking new or additional capacity at a rate determined by the Commission at the time of such application. The amount of the privilege fee and payment terms for the fee will be set forth in the grant of the capacity. *

Section 3. Process for Increasing Discharge Design Flow

- a) A request by a user to increase discharge design flow must be related to material change in the building (e.g. additional square footage) or use (e.g. change of business activity) of the connected property. All changes must comply with relevant State and Town laws and regulations. Any request by a connected user to increase or decrease assigned design flow must be consistent with Title 5 guidelines in 310 CMR 15.203.
- b) The user must submit a completed Sewer Use Discharge Permit application as described above in Section 1, paragraphs b) and c), and the change must be approved by the Board of Health.
- c) The Commission shall determine if the System can accommodate the requested change and, if so, shall issue a Connection Permit. A privilege fee may be levied upon any such user seeking new or additional capacity at a rate determined by the Commission at the time of such application. The amount of the privilege fee and payment terms for the fee will be set forth in the grant of the capacity. *

Section 4. Process for Surrendering Discharge Design Flow

- a) Any request by a connected user to surrender assigned design flow capacity and return it to the Commission's control must reflect a permanent, material change in the building on the property (e.g. demolition), or a change in use (e.g. long-term change in business use). *the building* → Once a user has surrendered design flow capacity and it has been accepted by the Commission, it has no further claim to the capacity at a future date, notwithstanding any payments made or costs incurred.
- b) The Commission may accept the surrendered capacity if it determines that such an action is in the interest of all system users; the commission is under no obligation to accept any offer to surrender capacity if it determines this could have negative consequences for other system users.
- c) If the Commission accepts surrendered capacity, the user is no longer responsible for future operational changes. The Commission is under no obligation to compensate the user for paid or outstanding betterment assessment changes, or previously billed connection charges, privilege fees, or operational fees. *

Section 5. Connection Costs *

- a) The costs and expenses incidental to the building sewer installation and connection to the wastewater management system shall be borne by the owner. The owner shall indemnify the Town and WWMDC from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

Section 6. Separate Connections Required

- a) A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer

**Laboratory Analysis
Wayland Wastewater Treatment Plant**

January
2017

Permit Number MA0039853

Date	Gallons Pumped	pH	E-Coil	BOD _{Inf}	TSS _{Inf}	BOD	TSS	Alum.	NH3	Total P	O&G	Copper	Lead
1	16,360												
2	21,920												
3	26,330	7.14											
4	25,390	7.17	0	390	270	0	0		0	0			
5	25,390	7.22											
6	16,382	7.12											
7	16,382												
8	27,280												
9	27,280	7.15											
10	24,640	7.19											
11	26,070	7.38	0	460	320	0	0		0.53	0.05			
12	19,447	7.3											
13	29,805	7.53											
14	29,805												
15	25,470												
16	27,750	7.58											
17	27,750	7.45											
18	28,640	7.15	0	500	340	8	0	0	0	0.08	0	0	0
19	28,640	7.12											
20	27,917	7.28											
21	27,917												
22	28,550												
23	31,670	7.13											
24	31,670	7.28											
25	27,990	7.35	0	360	310	0	0		0.25	0			
26	27,990	7.3											
27	23,440	7.33											
28	23,440												
29	25,100												
30	25,090	7.2											
31	25,310	7.21											
Total	796,815												
Avg	25,704	7.27	0.00	427.5	310.0	2.00	0.00	0.000	0.195	0.033	0.00	0.000	0.000
Max	31,670	7.58	0.00	500.0	340.0	8.00	0.00	0.000	0.530	0.080	0.00	0.000	0.000
Min	16,360	7.12	0.00	360.0	270.0	0.00	0.00	0.000	0.000	0.000	0.00	0.000	0.000