

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 22 MARCH 2017**

In Attendance: Fred Knight, Rick Greene and Jane Capasso.

Absent: Sam Potter

Guests: None

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.

7:34 1. Call to order

7:34 2. Public comment

7:34 3. Update on transfer of land and design flow from Wayland Meadows to Conservation Commission (land only) and to BoS (design flow only) to be allocated to 5 Concord Road. The transfer of the design flow was officially approved at FY2016 ATM in April 2016. The associated transfer of land has been a topic for the last 10 months. The status right now is that the transfers are ready to proceed with a few more actions. We will discuss those actions.

Fred: Sam is working on the negotiations. Nan Balmer is working on the deal where the land will go to the Conservation Commission and Wastewater will receive 380 gpd of design flow. Wayland Meadows will receive a large tax write-off for giving the land to the Conservation Commission. Nan will discuss with Town Counsel the agreement that Fred drafted. Wayland Meadows, as of April 1, 2017, owes to Wastewater approximately \$18,400 for operations charges and \$1,700 for betterment charges. The remaining balance on the betterment as of April 1, 2017 is to be paid by the Town (Paid in Lieu of Betterment) for approximately \$21,000 at the closing. Jane is working on the final billing numbers with the Treasury Department. Fred: Wastewater will possibly sign the agreement on April 18, 2017.

8:09 4. Continued discussion of draft revision of WWMDR 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 will add a clause to look at properties that are in a penalty position. See Section 9 below "Properties Exceeding Deed Restrictions".

8:09 5. Discussion of emergency event on 13 Mar 2017 when a leak was discovered and mitigated at 268 BPR in the main wastewater line. The importance remains that we need some way to deal better with emergencies. We also need to have somebody in town available to mark wastewater line locations in the case of excavation near our system. The chair's hope is that the DPW will soon begin to handle emergencies, requests for marking wastewater line locations (just like water line locations), as well as provide supervision for on-going administrative activities.

Ed O'Neil needed a backhoe from WhiteWater to find the problem and excavate the hole. The bills for ABC Soils, Edward O'Neil and Regan Septic totaled \$9,637. WhiteWater's bill will arrive shortly. Jane: The Water Department received our mark-out, but did not give it to Shepard's Service (Shep's) for liability reasons. The repair

report, says that when Shep's gas station was drilling, someone nicked Wastewater's line. Fred: Shep's is trying to figure out who will pay the bills. Rick: Believes Dig Safe rules state that if we don't supply the mark out, then WW could have some responsibility. Wastewater is not part of Dig Safe. Could Shep's have dug before the mark-out deadline had passed? Did WW meet their obligation? If WW is not in violation then the excavator would be liable. Jane will gather the bills and submit the costs to Shep's.

Board reviewed each bill. A motion for payment of the 3 bills for emergency service on March 13, 2017: ABC soils for \$2,703.41, Edward O'Neil \$4,414.08 and Regan Septic for \$2,520 was made. Rick second the motion. Passed 2-0.

Fred: This emergency highlights that having the new DPW director oversee all of WW is imperative. Payment for his services will be transferred from the amount paid to Ben Keefe, Facilities Department. What do we do if a mark-out is asked for? Fred: We don't know how to handle this. We are hoping the Water Department will be able to help us soon. In the interim, Fred will discuss with Nan what we should do about mark-outs and possibly having the Water Department do this. Jane and the Water Department will handout the as built plans until further notice.

Emergency Contact List - Jane updated the list with the new businesses used on the March 13, 2017 emergency. Board does not want this distributed for now. In the future, Ben Keefe and the Health Department will receive the full list with the businesses that have done repairs. All other departments do not need the businesses on their list.

Sam's Renewal in June - What is the procedure to renew a commissioner? Fred: The Commissioner will receive a note from the Board of Selectmen saying you are continuing. Nothing for Wastewater to do.

- 8:34 6. Approve minutes from previous meetings – 1 Mar 2017.

The minutes were reviewed. Rick made a motion to approve. Fred second the motion. Passed 2-0.

- 8:36 7. Pay Bills, monthly budget update, year-to-date finances and monthly commitments.

The emergency bills were discussed in number 5 above. New bills for Keane Fire & Safety (fire extinguisher repairs and inspection) and Keyes North Atlantic (fire inspection for the Treatment Plant) were discussed. Jane is working on getting yearly contracts for Keane and Keyes for the Board's review and checking if there are any Town discounts that can be applied. Fred: Hold onto the contracts until the new DPW director can review them. Should we be looking at other vendors? Rick motion to pay bills. Fred second. Passed 2-0.

Fred: We should consider creating a line item on the Budget for emergency repairs to the distribution system and look more closely at the Equipment Repairs and Maintenance account for the Treatment Plant.

- 8:53 8. Administrative Items:

A. Treatment Plant Punch List

Several years ago the Waterline Company walked away from the punch list and a default letter was given to them from the Town. Jane: Ian Catlow, Tighe & Bond, is confirming that all items on the punch list pertaining to the treatment plant have been completed. Landscaping still needs to be looked at. Per Ben

Keefe, Facilities, a change order needs to be completed to close out the punch list and the money that was set aside to fund this. The Contract with Waterline also needs to be closed and finalized.

B. Backup Generator at 2 Elissa Ave

Jane: There is a backup generator for 2 Elissa Ave. A contract for annual service from South Shore Generator is under review. Looking into what happens if an emergency repair is needed.

C. 317 BPR Whole Foods Vacant Space

Jane: Privilege Fee payment for 127 gpd of increased design flow has not been paid as of today.

D. Repetitive Gallons Pumped

Dave Boucher, WhiteWater, a computer glitch caused the problem, which will be fixed on the March, 2017 DMR.

7:54 9. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

A. 7:54: National Development Meeting

Rick: Cherry Karlson emailed that a meeting with National Development is planned for Thursday, March 23, 2017 to discuss design flow plans and how to create more capacity for the Town Center. A new septic system could be located under the Town Green, which Twenty Wayland owns. Rick: Feels that Sam should not call into this meeting since any decisions made, would not be representative of the Wastewater Board. Fred will send a message to Cherry that WW is not available.

B. 8:00: Properties Exceeding Deed Restrictions

Rick: Received a message that 1 Lillian Way was for sale as a 3 bedroom home for \$925,000. Deed restrictions for Lillian Way are for two bedrooms and if there is a finished basement it cannot be made into a bedroom. Rick sent a note to the realtor and the third bedroom was taken out of the write-up. Rick: Suggested we look at the flow rates for each Lillian Way property and those that are over the 50% capacity limit should be reviewed. Fred: Wastewater's Rules and Regulations state that if a property is in a penalty situation then we can go in and investigate. Is the Building Department aware of the deed restrictions for Lillian Way? Who is responsible for finding out if a third bedroom has been added? What constitutes a bedroom? Could Wastewater be in a situation where there are a lot of 3 bedroom properties? Fred: The mean for all the condominium is under 50%. Rick suggests at fiscal year-end we should look at those that are in penalty and make a decision.

9:01 10. Website status: recent postings and organization. No discussion.

9:02 11. Calendar: upcoming meetings and events, including hearings. The next Board Meeting will be April 12, 2017.

9:02 12. Public Comment – None

9:02 13. Adjourn

Attachments:

- Agenda
- Wayland Meadows Summary of Charges
- Monthly Budget and List of Expenses

- SSO Form for 268 Boston Post Road Emergency
- Town Center Design Flow Summary
- 1 Lillian Way Sale Announcement
- March 1, 2017 Board Minutes