

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 12 APRIL 2017**

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

**Absent:** Sam Potter

**Guests:** Linda Segal

**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.*

7:30 1. Call to order

7:30 2. Public comment – None

7:30 3. Update on transfer of land and design flow from Wayland Meadows (WM) to Conservation Commission (CC) and to Board of Selectmen (BoS) 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, and two agreements are in final form. The WWMDC needs to approve and sign the agreement with WM and then send it to WM and CC for their signing. Then, the WWMDC needs to review the document on agreement with Board of Selectmen and sign the document on either 18 or 24 April 2017.

Two agreements to be approved:

- A. Between WM and WWMDC/CC to transfer the land to the Town and the CC. WWMDC is hoping to approve this agreement tonight, the CC on April 13, 2017 and WM by April 24, 2017. Based on today's Vadar reports the outstanding charges for betterment interest and operations have not been paid. Jane will follow up on this and ask WM if they will be able to sign the Agreements on April 24, 2017. Rick, in the agreement, the August, 2016 date should be deleted. Fred will discuss this with Nan. Rick moved the removal of paragraph 1 on page 2 (transfer of sewer capacity) and deletion of the final clause beginning "which transferred to the owner". WWMDC accepts this agreement. Fred agrees. Passed 2-0.
- B. Agreement between the BoS and WWMDC that transfers the 380 gpd of design flow from WM in exchange for a PILOB. WWMDC will combine this with 440 gpd of design flow that was previously given to WWMDC. The combined 820 gpd will be transferred to 5 Concord Road through this agreement. The BoS will pay off the betterment to the remaining amount of \$21,018 (original betterment \$24,727 less \$3,709 paid by WM over 3 fiscal years) and agrees to pay WWMDC \$52,292 for the 820 gpd of design flow (includes \$2,207 operations fee and \$438 administration fee). Agreement changes: In Paragraph 6 of the agreement, Town Counsel added "the design flow could be divided between 5 Concord Road and another Town Building". The Finance Committee comments, for Article 19 in the 2016 ATM warrant, included this sentence that was not reviewed by WWMDC, is contrary to existing WWMDC policy and, indeed, not actually contained in the motion passed at ATM. Hence, WWMDC recommends excluding it. Rick: Change the effective date from April 1<sup>st</sup>, "to the date of this agreement" and Rick would delete "If capacity is not needed at 5 Concord Road". Fred: Believes this

statement will grant special privileges to the Town and the Town should follow WWMDC's procedures for capacity changes. Rick moved: That paragraph 3 change April 1<sup>st</sup> to "the date of this agreement" and strike the second sentence in paragraph 6 which discusses that the Town can divide the capacity. With these changes the WWMDC approves this document. Fred second the motion. Passed 2-0.

C. Fred: The CC will meet April 18, 2017 to approve the agreement. Nan will bring this to the BoS and on April 24, 2017. WWMDC will finalize the agreement at the BOS meeting. Jane will discuss with Nan if Wayland Meadows has seen the agreement and will WM be at the April 24, 2017 meeting.

- 7:45 4. Update of design flow accounting for the Town Center. Review of current allocations including the reallocation of 500 gpd for new doctors' practice approved by WWMDC on 1 Mar 2017. Discussion of National Development's plans for future businesses.

Fred: No plans for changes in the near future. National Development may need to consider adding a septic system with a leaching field to increase available design flow. Jane will ask Nan to have the BoS discussion with National Development added to the 4/24/17 BoS's agenda.

- 7:50 5. Continued discussion of draft revision of WWMDC Rules and Regulations, specifically the modification of the section on connections and alterations. This is an on-going discussion that may continue, but we are nearing agreement.

Article VII, Section 3B, Penalties for Excessive Use changed to "In the event that a user is assessed a penalty fee for two out of 4 consecutive quarters, the WWMDC reserves the right to inspect the customer premises . . ." Rick will make changes.

- 7:57 6. Continued discussion of emergency event on 13 Mar 2017 when a leak was discovered and mitigated at 268 BPR in the main wastewater line. We will discuss the event, approve payment of bills for it, and discuss its implications. 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 and requests for marking wastewater line locations (just like water line locations), as well as provide supervision for on-going administrative activities. Even more broadly, what is the composition of the WWMDC, and what is the possibility of creating a water/wastewater department?

Jane has contacted RH White several times and they expect to have all the information by next week. When all the bills have been received, Jane will give Fred all the bills and he will discuss this emergency at a meeting with Tom Holder, John Senchyshyn and Nan next week. Should Town Counsel be involved in this? Note added on May 17, 2017: Town's insurance was contacted and does not cover this event.

- 8:00 7. Approve minutes from previous meetings – 22 Mar 2017. Fred: Motion to approve the minutes with one change to #5, second paragraph "then WWMDC could have some responsibility". Rick second the motion which passed 2-0.

- 8:04 8. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

Rick reviewed the list of Final Sales for the Quarter. Jane: WhiteWater credited WW \$1,410 for an overcharge of 12 hours of labor. Fred approved \$13,336.34 dollars of bills, which included a bill from Robert F Callahan \$1,050 for a Treatment Plant Repair (see below). The Commitment Letter was signed. Fred moved to pay the monthly bills

as listed. Rick second. Passed 2-0. In the future, Fred would like Tom Holder, DPW Director to handle all emergency calls.

Rick: User charges on the monthly operating budget look low. Jane: The budget shows the forecasted billing, but the FY 2017 Quarter 3 bills will not be mailed until next week and the revenue will be recorded over the next 30 days.

8:17 9. Administrative Items, if any:

- A. Treatment Plant Punchlist – No update from Ben Keefe.
- B. Quarterly Reports:
  - i) WhiteWater Alarm Calls – Alarm calls for FY 2016: 49 total calls, 61.50 regular hours, 85 overtime hours. Alarm Calls for FY 2017: 40 calls so far. 62 regular hours and 66.5 overtime hours. We may end the year higher than FY 2016.
  - ii) DMR Average Discharge Flow. For FY2017 Q3 flow is significantly down. Potential reasons are the Winter Water use and Whole Foods being closed half way through March. Fred: We are well below for flow. WWMDC is watching the total flow to see if an extra leaching field will be required for the Town Center. Jane: There is a possibility Fresh Market may not move into the Whole Foods space. Wayland MZL is continuing with renovations. Rick: If someone doesn't move into Whole Foods this could affect our revenue. Whole Foods pays a large amount in penalty charges. Jane: Will add quarterly water use in gpd, from the billing spreadsheets, for FY 2016 and FY 2017 onto the DMR Average Discharge Report. Fred will provide prior years.
- C. WhiteWater Contract. Rick: Would like to know when the contract is up for renewal and start the process of sending the contract out to bid. Jane will research this and contact Beth Doucette to start the process if necessary.
- D. Treatment Plant Repair Bill – Repair to two unit heaters and supply lines in the basement of the plant. Repaired by Robert F. Callahan for \$1,050.
- E. 19 Pelham Island Road (Moodz Day Spa) – On April 5, 2017 Jane received a call that the sinks and toilets were running slow. Since then there have been multiple calls from plumbers asking for the location of check valves and questioning whether this is Wastewater's problem. Jane supplied the As Built plans and Fred authorized the plumber to make repairs as needed. If the problem is from the curb to the force main then it is WWMDC's responsibility. Jane asked for detailed repair notes and pictures from the plumber. Ben Keefe has spoken to the plumber as well. As of today's meeting, Moodz is still having problems. Rick: If the problem was on WWMDC's system then 9 and 13 Pelham Island Road would be having problems. Nothing else WWMDC can do. Jane will have the Plumber talk with Health and Building Departments to see if they have any sewer connection plans.
- F. As Built Plans for the Town Center are being created and Alf Berry, Town Planner expects them in the next month or two.
- G. Phone Message Change: Fred will discuss with Nan and John Senchyshyn

Jane adding Ben Keefe's name to her voice mail message in case of emergency.

H. DMR Toxicity Report – Fred spoke to Andrea from the DEP and this report will be done annually. WhiteWater has this in the contract as an annual test. The Permit application is still outstanding with the DEP.

- 8:44 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any. None.
- 8:44 11. Website status: recent postings and organization – None
- 8:44 12. Calendar: upcoming meetings and events, including hearings. - Meeting with the Board of Selectmen to finalize the Wayland Meadows deal on April 24, 2017. The next WWMDC Board Meeting will be May 17, 2017.
- 8:45 13. Public Comment – None
- 8:45 14. Adjourn

Attachments:

Wayland Meadows 2 Agreements  
Rules and Regulations  
March 22 2017 Minutes  
Monthly Operating Budget  
Summary of Bills  
Commitment Letters  
WhiteWater Alarm Call List  
DMR Average Discharge