

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 18 OCTOBER 2017**

In Attendance: Fred Knight, Rick Greene and Jane Capasso.
Absent: None
Guests: None
Meeting Location: 7:30 pm Wayland Town Building

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 – None
- 7:35 3. Discussion of a request from National Development for an additional Title V design flow for a 150-seat restaurant, an additional 35gpd/seat*150seats=5,250 gpd. See discussion below.

Please review Fred's discussion at the end of the agenda. Fred: Paul Brinkman has two points in favor of the new restaurant: 1) Officially the DEP has changed their view point. They will allow each owner to be the master of their own design flow and 2) The system is mechanically designed to handle much more flow and it would be cost effective to have more flow through the plant. Fred: We are averaging about 26,000 gpd for flow and the trigger is 41,600 gpd to build an onsite septic system in the Town Center. The new restaurant is estimated to use 5,250 gpd and the money associated with the extra allocation would be around \$300,000. This would ensure we are in the black ten years from now.

Rick: In Fred's write-up below, point 7, the Town Center statute was set up as a no growth statute. This was put in by Mark Lanza and emphasized during town meeting. Jane: This is not a growth situation since we are taking over two vacant spaces with design flow already assigned. Rick: By adding the restaurant you are increasing traffic. There is a possibility that someone could delay the restaurant and a new onsite septic system would be required. Rick: Concerned with what the DEP would say and he feels the WWMDC should get documentation from them to protect us. Rick: We should also get a letter from a licensed wastewater engineer to the WWMDC laying out what the flow impact of this is and it should state that based on the additional 5,250 gpd we are in no way in danger of exceeding pollutant limits in the permit. Fred: Paul Brinkman can do this. Our nitrogen and phosphorous levels are in line with the permit and along with the letter from the DEP and my request to the DEP to reallocate design flow for the library; Fred feels the WWMDC can control their own capacity.

Fred will have Paul specify in writing that adding the restaurant will not jeopardize our DEP permit or the Administrative Consent Order, which has flexibility. Rick: The WWMDC should also prepare to have a strong answer for any potential criticism from the public. Fred: Will draft a motion for the next meeting to approve the restaurant.

See Rick's comment on the WWMDC Rules and Regulations in item 8 below.

- 8:05 4. Continued discussion of and report on Personnel Board discussion on 16 Oct 2017 on increasing allotment for Account Specialist from 19 to 25 hrs/wk and upgrading of job classification from N-3 to N-4. Possible vote to approve these changes, depending on Personnel Board's judgment. If this is successful, action will be taken for the FY2019 budget.

Fred: Rick and Fred appeared before the Personnel Board on October 16, 2017 to make testimony on Fred's proposal. It was Immediately apparent that Rick, Fred and John had different ideas on the subject and the timing. The request was not agreed upon due to the unknown future of the WWMDC: 1) The possibility the WWMDC would take over the Wayland High School treatment plant, which is under the School Committee and needs technical supervision and 2) There could be the creation of a Water/Wastewater enterprise. Both mean there would be possible changes in the Commission and administrative needs. Technical expertise is in need for both the WWMDC and WHS. As a result, it was unclear whether the Account Specialist position should be changed at this time. Rick: Paul should be our person in town to take over WW. He would be able to more actively manage the issues with the system. Having a technical person would reduce the pressure on the Account Specialist. Jane and Fred: The administrative duties are separate from the technical issues. Fred: There will always be a need for billing and administrative work and he will pay for hours worked over 19 per week. Jane: Since she will not be receiving benefits for working over 19 hours and State law requires benefits if you work over 19 hours, then she will work the 19 hours she was hired for and no longer answer emails and do work after hours. Jane will be available for emergency situations and will ask Fred to prioritize work when needed. The WWMDC agreed. Jane: Is concerned that she does not have the technical expertise or authority to be signing the DEP Discharge Monitoring Report and the Sanitary Sewer Overflow report required by the DEP and EPA. Rick feels Paul should be completing these reports. Fred will look into this.

- 8:12 5. Report from the chair on discussion, held earlier on 18 Oct 2017, concerning status of WHS treatment facility and relationship between Water Department and WWMDC. No action anticipated by the chair.

John Senchyshyn called a meeting today, October 18, 2017. In attendance were Fred Knight, Tom Holder, Paul Brinkman, Nan Balmer, Woody Baston, Mike Lowery and the Superintendent of Schools. Fred: Tom commented that we may have enough need for a part-time person to oversee the WHS, WWMDC and if the need arises, Dudley Pond. In addition the idea of a possible Water/Wastewater Department would allow efficiencies within the Town. Union contracts would be a consideration. Fred: It was suggested that we could potentially do without WhiteWater and have operators in town. If we do away with WhiteWater, there would be a need for up to two full time positions. Rick: Are the skills to run a water plant similar to a wastewater plant? Fred: There are different needs for monitoring chemicals and treating wastewater. Fred: in two weeks Paul and Tom will try to characterize options for going forward. Fred: If Dudley Pond joins the system, we would be overseeing a septic system for them and not a plant.

- 8:38 6. Update from Paul Brinkman below, Town Engineer:
- A. Tata & Howard is doing the design and engineering for a new water main on Boston Post Road. The project requires a number of borings as part of the design process. The borings will be within the MassDOT layout. These are being marked this week and Paul will perform mark-outs of the sewer infrastructure early next week. No comment from the Board.
 - B. NPDES Permit –We are in a holding pattern on the renewal. They won't renew until the DEP provides input regarding the actual documentation and

permit ramifications associated with an increase in flow. DEP is conducting some internal discussions at this point. The proposed increase 52,000 gpd to 78,000 gpd will result in a reduction in the permit limits contained in the permit. Additionally, of consideration, is that the MWRA has significant control over the flow in the Sudbury River, one of the key parameters for determining the effluent limits. No Comment from the Board.

- C. Status of hiring DigSafe, a company to do mark-outs and system maintenance and a contractor for emergencies. This is awaiting the designation of funds at Special Town Meeting. No comment from the Board.
- D. Treatment Plant Capital Items:
- SCADA System and Security Cameras – Paul met with the SCADA Contractor for the Water Department at the Treatment Plant and he is willing to assist. He is preparing a budget to do the work. No comment from the Board.
 - Locks for ports outside building – Paul will coordinate with WhiteWater. No comment from the Board.
 - Order of Conditions, Outfall and Drainage Basins – Paul Brinkman to draft a request to close them out. No comment from the Board.
 - HVAC System, PM Filter and Air Valves – The Town HVAC Contractor performed preventative maintenance to the air handler at the facility (Air supply fan was not functioning). Humidity seemed to be significantly improved. Still issues that need to be resolved as well as maintenance on the boiler.
- Jane: Paul has approved repairs for the system with more to be done. Should Paul run repairs of a certain amount by the Board? Rick: we should have clarity on Paul's responsibility.
- We are awaiting formal quotes from the HVAC and SCADA contractors so we can advise the Town of the final amount required to complete the treatment plant capital construction. Remaining bonded monies will be returned for re-appropriation at a future Town Meeting. The quotes are anticipated prior to the end of October. No comment from the Board.
- E. Second Pump Station – Researching the ownership of the property and determining responsible party. Assessor's Office has been called. No comment from the Board.
- F. WhiteWater requests for Treatment Plant at the September 26, 2017 Board Meeting: The items requested should be on a long-term action list. Nothing that we know of is expected to affect the FY18 or 19 Budgets. None of their requests are capital items. Paul will review the list over the next few months. No comment from the Board.

8:48 7. Administrative Items:

- A. Discharge Monitoring Report (DMR) – Report received in advance of the October 15, 2017 due date. For the month of September, 2017 Phosphorous was reported at the allowed level. PH was 6.37 on September, 28, 2017, which is below the 6.5 limit. Paul will monitor this on the October, 2017 report and contact WhiteWater if this happens again. No comment from the Board.

- B. Toxicity Report – This report shows up as a quarterly report in the DMR system. Jane will adjust this quarterly. The annual report received October 12, 2017 was within limits. No comment from the Board.
- C. 356 BPR, Wayland Foreign Motors, Tim Cornu – Board to review the Connection Application, approve the Privilege Fee and sign documents. Paul Brinkman is waiting to hear from the owner on documentation on a potential valve.

Board signed the Connection Application and discussed the procedure for applications to be accepted by Treasury and the Health Department.

- D. Sanitary Sewer Overflow/ByPass Paperwork Procedure – Update and Board review. Who gives homeowner the SSO form?

Jane has emailed the Health Department to discuss their giving the form to the homeowner. Paul Brinkman will give the form if he is there or Jane will notify the owner.

- E. FY19 Budget – By the middle of December all FY19 Budgets must be finalized. Per Paul, there are no expected WhiteWater items. Jane will be entering the budget into Munis on October 25, 2017. Any changes?

Jane: FY19 Budget to be entered in MUNIS October 25, 2017. Board has no changes. Fred: After Town Meeting in November, if the pipeline change is approved, then changes can be made before December 15, 2017 deadline.

- 8:57 8. Wastewater Rules and Regulations – Further comments from Rick. Also, the possible addition of the Users responsibility for the Sanitary Sewer Overflow/Bypass paperwork and a comment about Deed Restrictions on adding a third bedroom.

From item 3 above. Rick: Met with Paul. Paul was surprised by the structure of our bonds and the payment schedule. There is a back loading of the payments, which leaves a high level of interest in the outer years. Paul feels this is why we run into trouble with not being able to pay interest in the outer years. Rick: We should look at estimating what would happen when early pay offs are made or condominiums are sold and we stop collecting interest. There is discussion of refinancing the betterments. Fred: By adding the restaurant we will receive additional privilege fee, which can be used to pay off interest in the outer years.

Rick: Should the Rules and Regulations have a highlights page? Fred: does not think the SSO form should be included because it is a state form and neither should deed restrictions on 2 vs 3 bedrooms. Rick: Paul said there is nothing we can do if they add on a bedroom. Adding a bedroom is an assessment issue.

- 9:02 9. Approve minutes from previous meetings–26 Sep 2017.

Rick: Moved approval of minutes from 26 September 2017 Board Meeting as written by Jane and approval of the 16 October 2017 meeting with the Personnel Board as written by Fred. Fred second the motion. Passed 2-0.

- 9:10 10. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

Jane: We did not receive a bill from WhiteWater for September maintenance and alarm calls. Rick: Motion to approve bills, Fred second. Passed 2-0. Board reviewed the DMR cover page for September, which lists maintenance and alarm calls. Rick: Would like more details on the bills. Jane: The actual bills related to the quote received from WhiteWater for the Wilo EQ mixer have not been received. WWMDC will not pay the quote, but they will pay the actual bills. Russ Tierney, Northeast Division Manager of WhiteWater would like to meet with the Board to discuss communication issues. Board would like to meet with him.

Jane: How and when the billing for the Library 820 gpd is under discussion with Nan Balmer and Brian Keveny.

9:14 11. Website status: recent postings and organization.

Connection Application and Title V 310 CMR 15.203 Regulation added to the website. Fred: Jane will change the Connection Application so the WWMDC fills out the Title V section and she will add on the directions for notice of approval and paying privilege fees. Also, she will link the Title V Regulations to the government website.

9:16 12. Calendar: upcoming meetings and events, including hearings.

November appearance before BOPW and a regular meeting on November 8, 2017. Jane: Post both meetings. Fred: We have a potential third member for the WWMDC, Uday Virkud. He will be interviewed by the BoS before joining the Commission.

9:17 13. Topics not reasonably anticipated by chair 48 hours in advance of meeting.

- A) Quarterly Sludge Report – Jane: No WhiteWater bill for August and September, 2017. Paul will be reviewing this monthly and expects us to see some efficiencies.
- B) Quarterly Alarm Calls – Jane: No WhiteWater bill for this since July, 2017.
- C) Quarterly Average Discharge – Jane: Numbers are from the Discharge Monitoring Report, June, 2016 – June, 2017. The rolling average by year in 2016 was 25,500 gpd and for 2017 was 24,412 gpd.

9:19 14. Public Comment - None

9:19 15. Adjourn

Attachments:
September 26, 2017 Draft Minutes
October 16, 2017 Draft Minutes
DMR Cover letter for September, 2017
Monthly Operating Reports
Sludge Disposal
Alarm Calls
Average Discharge Flow
Proposed Agenda

Here is the chair's perspective at the present time; I will be presenting this to the WWMDC at the October 2017 meeting on 18 Oct 2017.

1. The new town engineer, Paul Brinkman, has brought up the fact that the WWTF can handle more flow than it does now. This is due to the conservative design of the WWTF and is a statement that the mechanical capacity of the WWTF exceeds our current use. Thus, from this perspective, the WWTF could handle more design flow.
 2. Up until Paul's perspective was presented to me, I felt that our system was restricted to allowing only the current Title V design flow due to the ACO from DEP, namely 45,000 gpd Title V design flow from the municipal pad, Town Center businesses, and Town Center condos on Lillian Way.
 3. However, Paul's opinion was strengthened by the letter from DEP in response to my request to add the Library at 5 Concord Road by reallocating current design flow of 820 gpd. In that letter on 2016 February 29, the DEP stated that the WWMDC "may move forward with the reallocation of 820 gallons per day of sewer flows at your discretion." Essentially the WWMDC is now free to control the amount of design flow allowed as long as the aggregate flow stays at or below the limit that would trigger engineering design of a separate leaching field at the Town Building. This amount is 80% of our aggregate actual flow of 52,000 gpd, averaged over 90 days, or 41,600 gpd actual flow. Currently, our actual flow fluctuates near 26,000 gpd. This is well below the limit of 41,600 gpd.
 4. These two circumstances, namely that DEP says the WWMDC now controls the amount of design flow allowed and Paul's viewpoint that the WWTF can handle much more actual flow, indicate that the WWMDC can approve more design flow.
 5. Your engineering team echoed this general conclusion by emphasizing that we are indeed experiencing an actual flow somewhat below the expected 50% of aggregate Title V design flow, which is now at about 77,000 gpd.
 6. All that being said, the WWMDC should now look to the future to plan carefully what demands might be placed on additional design flow from other sources. Your request for a restaurant is the first such request for major additional design flow. The WWMDC approved small increments for a hair salon and a gas station and the reallocation for the concierge doctor practice.
 7. The other point of importance is whether our enabling legislation allows this increment. The legislation contains a statement that new Title V design flow has to be accompanied by evidence that an on-site septic system could be built. I guess that the option of placing a leaching field at the undeveloped part of the Town Center satisfies this requirement. However, such a leaching field cannot handle ALL the Town Center design flow, so there might need to be further consideration of satisfying the legislation.
 8. Finally, granting the new design flow requires the payment of a privilege fee, whose value needs to be calculated and depends on whether we subtract any current, residual Title V design flow still available under item 2 from the total needed for the restaurant.
- With this as backdrop, the WWMDC should consider allowing your 150-seat restaurant.

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 26 SEPTEMBER 2017**

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

Absent:

Guests: Paul Brinkman, Town Engineer, Chris Hayward, Joe Malloy and Dave Boucher of WhiteWater, Uday Virkud and Annette Lewis

Meeting Location: 7:30 pm Wayland Town Building

DRAFT MINUTES

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

7:35 1. Call to order

7:35 2. Public comment – None

7:35 3. Review status of 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.

Fred: One of the two documents to close this deal was missing. The Board is re-signing the agreement between the Board of Selectmen and the Wastewater Management District Commission (WWMDC). The lawyers are working on the land transfer, which they have a few more questions to resolve. The WWMDC will get \$52,291 from the town as a paid in lieu of betterment for the design flow for the library. Jane will let Nan know that Sam Potter's name is listed as a signer on the agreement.

7:40 4. Discussion with Whitewater team and Town Engineer on status of the WWTF. This is an annual review of WWTF operation. There is a little under 1 year left on the 3-year operation contract, and the discussion will focus on the past year's performance and expectations for the next year.

Paul: To be in Compliance with the NPDES Permit can the Discharge Monitoring Report come in ahead of the due date of the 15th each month? Dave lab reports come in slow, but he will look into this.

Wet Testing (Toxicity Report) is what is discharged to the Sudbury River. Dave: Technically the test is done in August with the report due in October. WWMD is only required to do this annually. Quarterly, Jane will enter a NODI code indicating this is not due.

Dave: Phosphorous is measured daily, but the equipment is not as accurate as a lab. The alum flow can be adjusted daily to keep phosphorous within limits. They don't know if the results are high until they come in. Fred: We are 3 months in default. Dave: Historically we have been in compliance and the test has a strict result with a really low limits. The phosphorous problem is due to the alum pump not being able to the distribute alum the way it should. Paul: It took 10 weeks to repair this and there should be better communication with the WWMDC and the Town Engineer, who has a wastewater background and can help with the process. Chris: There was an electrical problem where the PLC kept shutting down at night. It would be reset periodically and when they came in and did their testing they would find the problem. Alum is now being dosed 24/7. Rick: What is the long term solution? Chris: We are consulting with Ovivo on the electronic glitch. The Tech will have to come out to fix this.

Rick: There is an ongoing theme of problems reoccurring at the Treatment Plant such as tank level alarms. Dave: We worked with Sam Porter to reduce the number of low level alarms; high level alarms were kept. Chris: The plant is a balancing act. Rick: Phosphorous is a notice of noncompliance with the EPA and the DEP is strict when there is a red flag. Chris: A work around has been done and the alum is fixed. The next step is a permanent solution to have an Ovivo tech find the problem and create a permanent solution.

Paul: Is it possible for the treatment plant to run on one train since the actual flow is half of what is allowed? Dave: Yes, it is possible in Wayland and we can look into this.

Rick: When reading the daily outflow, there are a number of days that the numbers are the same. Chris: There are two flow meters and the sum of the meters is used. The Operator should have been looking at both readings especially on the weekends. Chris will look into this and he can talk to Ovivo at the same time he calls about the alum. This does not cause a problem with the accuracy of the flows.

Paul: You have no remote access into the SCADA system. The Town is in the process of upgrading to a Fios line and then we can implement the remote access. Chris: Once that is established, we can have Ovivo come in to make sure the SCADA System and Fios work together. Paul: The SCADA guy for the Water Department is being asked to review the system.

Paul: I would like to be informed of repairs and the associated costs before they come in on invoices. Paul mentioned that a couple of the monthly costs have come in and he questions whether they are preventative maintenance and part of the contract.

Paul: Doors are all open inside treatment plant and the AC unit is on and blasting all day. He is aware that there is an HVAC issue. Chris: The AC unit is affected by the blowers. Paul: Knows an HVAC guy who can diagnose the problems. The AC unit should be shut off when no one is there. The HVAC issue needs to be addressed so the control panels, files and draws have the right ambient temperature to keep the humidity down and the equipment cool. Paul wants to resolve this.

Paul: The Treatment plant log says they are checking two pump stations. One is located near Stop & Shop and the second one located near the River Rock condominiums may not be the WWMDC's. Dave: We have been checking the second one without charging WWMDC. This was not part of the bid. Paul: We should research the deed and have the owner contract with WhiteWater for maintenance and payment. Dave: Hypothetically, if there is an emergency what do we do? Paul: We will figure this out and in the meantime WhiteWater will continue to manage the pump. Dave: What if sludge needs pumping? Paul: Give us one month to work on this. Rick: We need to put this on our agenda. Annette: Where is the permit for the 2nd tank? Chris: Plans must have been approved by the EPA.

Paul: We have been tracking sludge removal and it is high one month and then none. Jane: We recently received a bill to haul sludge and nothing was hauled. Chris: We pump grease and solids from the tank and the bottom of the pump stations. Pumping is done as needed for instance earlier this year we pumped the EQ tank solids and the grid chamber. Chris: Sometimes they dump 4,000 gallons and have to come back the next day to dump 4,000 again. Paul: There may be away to optimize trucking. Chris: For planned hauling we charge 12 cents per

gallon. Rick: We would like to see the reason for pumping sludge on the reports we receive. Chris: They will add this to the DMR cover page.

Paul: When something breaks down, such as the Wilo EQ Mixer, the WWMDC would like to have better control on the costs. We should improve communications on problems and expenses before the repair is made. Dave: The Wilo EQ pump was done under a quote and you receive a separate invoice. Jane: The bill came in with the quoted amount, but there were no bills attached. Dave: When we do a quote, you are agreeing to the amount listed and we do not send the exact bills. Paul: We want to have the actual bills attached to the quote and we will pay the total of the bills. In the future, Dave will do an estimate and attach all bills. Fred: Anytime Chris foresees WhiteWater spending \$1,000 they should contact Paul to review the issue and Fred for approval of the costs. Jane: Why are there two tech's doing most of the repair. Chris: This is for safety and the daily tech's don't have the skills to do technical work.

Paul: In the future there will be the Fios upgrade for the remote access SCADA System, remote safety camera's inside and out, ports on the outside of the building and maybe locks.

WhiteWater's suggestions for FY18 expenses:

- 1) Chris: HVAC system is on a PM schedule. PM filter probably needs repair and air valves are maxed out. It is warmer in the summer than it should be. Dave: Annual PM's may be \$400. Paul can have a Town person do this. Another thing: One of the blowers failed because the suction manifold for air was undersized. When it rains, it sucked water in and destroyed the blower. Right now, all blowers are disconnected from the outside. Chris: Tighe and Bond could work on this. Rick: Blowers were disconnected due to a high pitch whining noise. Paul: This maybe a manifold or piping issue, which Paul will look into. Chris: This isn't a major problem. Rick: Would like to have this reviewed. Paul: Suggests we monitor the temperature over the winter and then next year assess the problem.
- 2) Chris: We carry chemicals (bleach) by hand once a quarter up and down the stairs. Because of the stairs they purchase bleach at a high rate of \$5 per gallon container. They would like to have an electric hoist added onto the outside of the building. This could also be used for changing out pumps and the UV system. They need 15-20 gallons of bleach per visit. Paul will look into this.

FY19 Budget:

- 1) Chris: We may want to budget for a new odor control meter. This gets changed out every 5-10 years and it can be tested for free. The cost to do the change-out is a couple of thousand dollars. Also, a DS 500 is about \$8,000. Paul will look into this.

Future Expenses and Capital Items:

- 1) Chris: Membranes have a 10 year life. Paul: The life of our membranes may be longer since we are not pushing them with flow. The board should start thinking about this in about 3 years from now.
- 2) The two Submersible pumps near Stop & Shop and the one outside the plant at the drainage basin may need replacement in 3-5 years. Potential cost is 2 at \$5,000 and the drainage one may be less.

- 8:58 5. Status of WHS treatment facility and vote by Board of Health (BOH) to request an Executive Director.

The BOH felt the Wayland High School treatment facility is in need of oversight and a director should be hired to oversee the High School treatment facility and the WWMD. This is under discussion within the Town. Paul: the High School and the WWMD treatment facilities have a lot in common, Paul has toured both facilities and the High School needs more oversight.

- 9:05 6. Paul Brinkman Activities:

- A. Status of the Treatment Plant capital account and punch list.

Paul: The account has about \$200k that he is planning to use for upgrading the SCADA system and Fios line and security camera's. At this point, WhiteWater's ideas listed in number 4 above would be hard to implement with such short notice. The Town will pay the remaining portion of the debt service for the WWMD resulting in lower payments. The Order of Conditions is at a point where most of the items can be released. The outfall looks overgrown, but no landscaping is required. Drainage basins need mowing and maintaining. Paul will check with WhiteWater on who is does the mowing at the Town Center. Annette feels the contract says WhiteWater should be doing the mowing and maintaining the drainage basin.

- B. Tata & Howard is doing the design and engineering for a new water main on Boston Post Road. Wastewater sewer line mark-outs will be done by Paul using current as built plans.

Paul will be creating tie cards as he does the mark-outs.

- C. NPDES Permit – Status of EPA approval.

Paul: It is best to wait for the ruling from the EPA. The state won't renew this until it has decided WWMD's needs will not challenge the river. There are a lot of staffing changes at the EPA. Paul spoke to someone who is looking into this. What does WW have to prove if they want to add more flow to this discharge point? Paul: There are no standards for this. The increase from 52,000 to 78,000 gpd into the Sudbury river is controlled by NWRA. The river is not a natural flow.

- D. Toxicity Report – Status on change from quarterly to annually.

WWMD is only required to do this annually. Quarterly, Jane will enter a NODI code indicating this is not due.

- E. Who is responsible for the second pump station WhiteWater is managing?

Paul is working on this.

- F. Status of hiring DigSafe, a company to do mark-outs and system maintenance and a contractor for emergencies.

Paul: WhiteWater does mark-outs and digging. He is researching this. After Special Town Meeting funds will be set aside for this.

- 9:16 7. Wastewater Rules and Regulations – Rick and Paul Brinkman will discuss possible changes.

Rick and Paul will talk after the meeting.

- 9:16 8. Discussion and vote on increasing allotment for Account Specialist from 19 to 25 hrs/wk and upgrading of job classification from N-3 to N-4. The increased cost is about \$10,000/year. This would take effect in FY2019. After a successful vote tonight, chair will be arguing for an increase of hours up to 25 hrs/wk and an upgrade from N-3 to N-4 classification to the Personnel Board on 16 October 2017. If this is successful, action will be taken for the FY2019 budget. Before this occurs, the WWMDC should approve the two requests for increased hours and new classification. Arguments in favor of this action are at the end of the agenda.

Fred: Will argue in front of the Personnel Board on Oct 16, 2017 that Jane is spending up to 3 extra hours per week on her regular duties and there are new things occurring all the time. Jane has no one to report to and takes on added responsibility. Fred feels this is a reasonable request. Rick: Appreciates Jane is taking on a lot more, but we are now receiving more support from the Town Engineering, which should relieve some of Jane's responsibilities. Paul: Is not sure how his interaction with Jane will change things and he is not opposed to this in principal. Jane: Paul is doing the engineering piece and she is doing her job as well as requests from Paul, which adds to her workload. Fred: A year ago he presented this to the Personnel Board and at that time they wanted more demonstration that there was an ongoing need, which we have demonstrated over the last two years. Rick would like to attend the Personnel board meeting. Fred: We should go in with a unified approach. Jane: Does the billing, budgeting, finance, handles emergencies and interacts with all levels of management/departments. Fred: Each position has a write-up, and we should look at this. Rick: Is there a degree specific to the grade level? Rick: Does not oppose the increase in hours. Fred: John Senchyshyn suggests we approve this two fold increase. Fred will talk to John to see if both board members can attend the Personnel Board meeting. Rick: We should have a write-up showing the change in classification. Jane will prepare a list of her duties.

- 9:51 9. Approve minutes from previous meetings–16 Aug 2017.

Fred made a motion to approve the August 16, 2017 minutes, Rick second the motion. Passed 2-0.

- 9:55 10. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

Commitments signed. Monthly Operating budget reviewed and a motion was made by Rick to approve the monthly bills, Fred second the motion. Passed 2-0.

- 10:07 11. Other administrative items, if any:

A. Verizon Upgrade to Fios for Treatment Plant and Pump Station.

The IT Department is overseeing this project. There is no date for when the upgrade will begin.

B. Demand Bill, including a \$15 fee, for users with account balances over \$100. First letter was sent September 18, 2017. Should I call?

Board reviewed the list and said it is not necessary for Jane to make calls.

- C. 21 Cochituate Road (Olde Collins Market) connected to the wastewater system on August 23, 2017. Paul oversaw this.

Paul: Inspected the connection and noticed the installer forgot a check valve, which was then installed.

- D. Update on the Health Department's Topics: 356 BPR, Wayland Foreign Motors; Update on who is responsible for filling out the SSO report (Sanitary Sewer Overflow) and control over condominiums that are zoned as 2 bedrooms being sold as 3 bedrooms.

- 356 BPR has not pulled a permit or a connection application as of today's meeting.
- SSO report – Julia Junghanns, Health Department, feels someone from the WWMDC should be the one who fills out the report since there is a conflict of interest for the Health Department if they have to take legal action against any party. The Board assigned Jane the task of filling out the report. The user must also fill out the SSO report if the spill is found to be the user's responsibility. Julia suggested the WWMDC should inform all users via a formal communication of their responsibilities. Paul suggested that the WWMDC create a fact sheet for all users. The board will consider this.

- E. 11:05 PM: Two bedroom vs three bedroom Condominiums. Real Estate agents, on behalf of homeowners, are advertising three bedroom condominiums which are assessed and zoned as two bedroom units. Julia Junghanns has reached out to the Real Estate agents in the past and said it is up to the WWMDC to create a process to handle this. The board will discuss this in the future.

- 9:50 12. FY2019 draft budget to be approved by the Board tonight. FY19 Budget and Explanatory Statement of Change to be submitted by email to Beth Doucette on September 26, 2017.

Fred: WhiteWater's suggestions, above, will be considered for the FY19 Budget. The Board reviewed the FY19 Budget and decided that \$40,000 of expenses related to overages and emergencies will be paid from undesignated fund balance. This amount will carryover each year. Jane distributed an Estimated Betterment Payoff using Undesignated Retained Earnings (URE) Due to Betterment Shortfall (Operations Excluded) schedule showing in the future that the WWMDC will need to find a way to pay off the loans. Another factor affecting the payoff is prepayment of betterments results in a loss of interest. Jane will make changes to the draft budget and submit to Finance and Beth Doucette.

- 10:45 13. Status of the approved draft annual report for submission. Board to approve and the final is due to MaryAnn DiNapoli on September 29, 2017. Pictures?

After rereading the FY17 Annual Report, the Board made a few changes and Jane will send Rick two new numbers not in the original draft. Rick added a picture that Paul had forwarded to the Board.

- 10:55 14. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

3 Lillian Way – The Health Department received an Application to renovate the

basement at 3 Lillian Way. Jane discussed with Darren, Health Department, whether this could be used as a bedroom and if the addition of a bathroom would affect design flow. Darren said the design does not show a bedroom and the bathroom is more of a convenience and does not change design flow. The Health Department would like to know if the WWMDC wants to see applications from users that have a change, but no effect on design flow. Also, will a connection application be needed? Rick made a motion to approve the Health Department application for 3 Lillian Way. Fred signed the application and added a note indicating this is not to be used as a bedroom. Rick second the motion. Approved 2-0. Annette: Feels the WWMDC should see all applications. Fred: The WWMDC wants to see all applications from WWMD users and will sign off on the bottom of the Health Department's Application.

11:04 15. Website status: recent postings and organization.

11:04 16. Calendar: upcoming meetings and events, including hearings.

The next WWMDC Board meeting will be October 18, 2017.

11:06 17. Public Comment

Annette: 356 BPR – In order for someone to connect to the system the WWMDC statute says they need to prove they could put in their own system or they cannot connect. This was added to the statute by Mark Lanza to limit growth on Route 20. This can only be changed by legislature. Fred will talk with Paul.

Annette: WhiteWater Conversations – The DMR report for the months that Phosphorous was high should have had a note on the report and on cover letter. Jane: Asked WhiteWater to add a note, which they did and commented on the cover letter.

Annette: WhiteWater Work arounds on problems: These should be approved by the DEP. Fred will ask Paul if this should be done. WWMDC should be mindful of these changes. Anything that changes the original plans then the WWMDC should get approval.

Annette: WhiteWater Request for a Lift: The Planning Board would need to approve this.

11:15 18. Adjourn

Attachments:

WWMDC and BoS Wayland Meadows Agreement

August 16 2017 minutes

Monthly Operating Reports

Commitment Letter – 39 Lillian Unapportioned Interest

FY19 Draft Budget

Betterment Payoff Schedule

List of users who received a demand bill. (private information not included)

Annual Report

3 Lillian Board of Health Approval

Agenda

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
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: Fred Knight
DATE OF MEETING: Monday, 16 Oct 2017
TIME OF MEETING: 8:20 PM
PLACE OF MEETING: Wayland Town Building
ATTENDEES: Fred Knight, Rick Greene

DRAFT MINUTES

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

8:20 1. Call to order

8:20 2. Public comment-None

8:22 3. Joint meeting with Personal Board to discuss increasing allotment for Account Specialist from 19 to 25 hrs/wk and upgrading of job classification from N-3 to N-4. Possible vote at next WWMDDC meeting to approve these changes, depending on Personnel Board's judgment. If this is successful, action will be taken for the FY2019 budget.

Discussion between two boards and John Senchyshyn. Opinions vary on whether this is the proper time for such an increase. John and Rick do not think this is the right time to consider such an increase because the future of the WWMDDC has not been determined, in particular with the unknown amount of involvement by Town Engineer and the potential oversight of the WHS treatment plant being added.

According to John Senchyshyn on 17 Oct 2017, the Personnel Board determined that it would not support the position change as requested for FY19. As a result, there will be no increase in hours in the FY19 budget request in MUNIS. A detailed memo from the Personnel Board will be forthcoming to the Finance Committee.

8:59 12. Public Comment-None

9:00 13. Adjourn

Agenda item 8. Discussion

After another year of continued need for more hours by the WWMDC Account Specialist and, in addition, increasing autonomy of the job, the chair is renewing a campaign to get the job up to 25 hrs/wk and upgraded from N-3 to N-4. For the calendar year to date, Jane has averaged 3.29 hrs/wk over her allotment of 19 hrs/wk. In addition, she continues to take on more responsibility for quarterly billing, monitoring condo sales, interacting with other Town departments on finances and budgeting, tracking expenses, interacting with the new Town Engineer on emergency response and system maintenance, and bringing other administrative needs to the attention of the WWMDC. These increases are additions to her already long list of tasks. Still, some tasks continue to be put off, e.g., reorganizing the web site and updating the betterment balance sheet.

The WWMDC chair would like to make two modifications to the position of Account Specialist for the WWMDC.

First, the job warrants an upgraded classification from N-3 to N-4 due to the large amount of autonomy now inherent in the job. The current positions in these categories are:

- N-3 Computer Technician
- N-3 Conservation Land Mgr-PT
- N-3 Human Resources Assistant
- N-3 Outreach Coordinator
- N-3 Recreation Program Asst – PT
- N-3 WWMDC Account Specialist
- N-4 Administrative Asst – Police
- N-4 Benefits Manager

I think N-4 is reasonable. According to the Assistant Town Administrator, the hourly rate would go from \$25.89 to \$27.34, with a possible additional 2% increase due to negotiations, effective 1 July 2017. An argument in its favor is Jane has no Town employee as a supervisor. Another argument is that the original legislation envisioned a Director, which we never instituted. What seems important to me is the autonomy of the position. Even though the Account Specialist consults with the volunteer WWMDC chair, the incumbent acts without immediate supervision. The [job description](http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/WWMDCas.pdf) (http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/WWMDCas.pdf) encompasses this independence, so the category of N-4 seems more appropriate.

Second, the job is not doable in under 19 hours/week, at its current level. When we hired Jane Capasso in June 2015, we were unsure how much time would be needed due to Jane being new to the Vadar and MUNIS town systems and requiring a learning curve on the WWMDC operations. I had thought that initially would be more than the amount being spent by Cindy Cincotta (11-18 hrs/week) who was familiar with all Town fiscal operations, but that the required time would subside as Jane got familiar with the job. It is evident now that there is more to the job on an on-going basis. Since Jane took on the job, there have been a number of additional time-consuming tasks. Some of these are the continued increase in the number of wastewater users as the Lillian Way condos have been built, the incorporation of the quarterly water billing system into the wastewater billing, a significant survey of the Town Center for Title V allocations that has turned up important information, a move of the wastewater operation from the Town Building to the DPW Building, the improved budgeting fidelity and better merging with other MUNIS account structures, understanding of the final disposition of the capital project of building the new Wastewater Treatment Facility, and a general increase in the number of tasks that will remain on an on-going basis.

As a result, I am proposing to increase the FY2019 budget by \$10,000. There needs to be approval by the Personnel Board, which will not occur until 16 Oct 2017 (earliest possible according to the Assistant Town Administrator).

10/15/17

Julia Junghanns, R.S., C.H.O.
Director of Public Health
Town of Wayland
Health Department
41 Cochituate Road
Wayland, MA 01778

RE: Wayland WWTF/Monthly Operations Report –September 2017

Dear Ms. Junghanns:

Enclosed please find the September 2017 Operations reporting package for the Wayland WWTF, located in Wayland, MA.

WhiteWater, Inc. would like to note the following:

- Additional monitoring results are included with the laboratory analysis reports, per the Wayland Board of Health requirements.
- 9/3/17 – Alarm call. Recirculating pump lost prime. Pump was reprimed – all OK
- 9/10/17 – Alarm call. Plant shut down due to low permeate flow. Restarted plant – OK
- 9/18/17 – Alarm call. Plant shut down due to low permeate flow. Pump was reset and run in hand to purge out air in header. Changed set points – OK
- 9/25/17 – Cleaned membranes
- 9/28/17 – Waste Water Services onsite to pump out 17,500 gallons to maintain adequate mix liquor concentrations.
- 9/28/17 A minor pH exceedance of 6.37 occurred. The aluminum sulfate was checked for correct dosage and corrected.
- 9/29/17 – Whitewater onsite to repair leaking chemical feed line – OK

If you have any questions or concerns regarding this report, or the wastewater treatment facility, please feel free to contact me at 888.377.7678.

Regards,



David Boucher
WhiteWater, Inc.
N. E. Regional Manager – Wastewater

WWMDC FY2017 BUDGET

September 26 - October 13, 2017

October, 2017

SUMMARY	ACTUAL YTD		BUDGET YTD		YTD VARIANCE		ANNUAL BUDGET		NOTES
	\$		\$		\$		\$		
User Charges	66,621.38		60,421.63		6,199.76		241,687		
Total Operating Expenses	36,403.17				868.67				
Net Operating Income:	30,218.21								
INCOME DETAILS									
User Charges	66,621.38		60,421.63		6,199.76		241,687		
Other	868.67				868.67				
Old Betterment - Principal	-						38,442		
Old Betterment - Interest	-						7,350		
New Betterment - Principal	715.78				715.78		245,000		
New Betterment - Interest	644.20				644.20		180,265		
Unapp WW Better TC Rev	24,336.52				24,336.52				
Unapp WW Better TC Int	1,065.63				1,065.63				
Total Income/MUNIS:	94,252.18		60,421.63		33,830.56		712,744		
EXPENSE DETAILS									
PERSONAL SERVICES									
Salaries (Account Specialist)	8,468.54		7,388.75		(1,079.79)		29,555		
Indirect/Admin (Town Services)							28,831		
Legal Services			1,250.00		1,250.00		5,000		
PROFESSIONAL SERVICES									
Facility Operating Contract	15,600.00		11,925.00		(3,675.00)		47,700		
Fac. Labor & Other Prof. Serv.	1,848.64		4,106.75		2,258.11		16,427		
Engineering Fees									
NPDES Permit									
Total Pers. & Prof. Expenses	25,917.18		24,670.50		(1,246.68)		127,513		
Percent of Total	39%						0		
REPAIRS & MAINT EXP.									
Building Repair & Improvement			500.00		500.00		2,000		
Equipment Repairs & Maint.	130.86		1,671.75		1,540.89		6,687		
Sludge Disposal	1,355.00		6,542.00		5,187.00		26,168		
Chemicals			696.75		696.75		2,787		
Markup & Other	19.63		1,336.50		1,316.87		5,346		
Surface Water Testing (Olae)							7,066		
Total Repairs & Maint Exp.	1,505.49		10,747.00		9,241.51		50,054		
Percent of Total	2%						0		
OPERATING EXPENSES									
Disposal (Trash Removal)	266.30		267.25		0.95		1,069		
Natural Gas-W/1 Grid & Dir. En.	178.70		837.75		659.05		3,351		
Electricity -Eversource	8,173.73		8,053.00		(120.73)		32,212		
Telephone -Verizon	346.77		329.00		(17.77)		1,318		
Water -TOW	15.00		243.00		228.00		972		
Admin Serv's (Other/Vador Trng)			50.00		50.00		200		
Contingency			6,250.00		6,250.00		25,000		
Total Operating Expenses	8,980.50		16,030.00		7,049.50		64,120		
Percent of Total	13%						0		
TOTAL EXPENSES	36,403.17		51,447.50		15,044.33		241,687		
TOTAL OPER & CAP EXP'S							712,744		
CAPITAL EXPENSES									
Debt Paid YTD									
Old Debt-Principal	27,446.99						38,442		
Old Debt-Interest							7,350		
New Debt -Principal							245,000		
New Debt -Interest	90,132.50						180,265		
Total Capital Expenses:	117,579.49						471,057		

Notes:
1. Budgeted betterment income and capital expense are the debt expense number so revenues = expenses.

Paid in August and February
Subsidy pays interest in Aug. Payment due Feb.
Paid in August and February
Paid in August and February

September 26 - October 13, 2017

FY18 Cash Receipts YTD

Revenue Codes	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018
6302 WW User Charges 63105000/42105	7/13-7/13/17 \$ 1,048.35	7/14-8/11/17 \$ 31,607.00	8/12-9/25/17 \$ 32,285.73	9/26-10/13/17 \$ 1,680.30	0	0	0	0	0	0	0	0
6308 Penalties & Interest * 63105000/41750	\$ 0.17	\$ 9.19	\$ 72.86	\$ 42.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6303 Miscellaneous Rev * 63105000/43299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6304 Betterments (Old) 63105000/47501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6305 Betterment Interest (Old) 63105000/47502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6306 Betterments Pd In Adv 63105000/47599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6307 Int. Earned on Savings * 63105000/48210	\$ -	\$ -	\$ 744.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6309 Wastewater Liens * 63105000/42111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6311 WW Better TC Rev 63105000/47503	\$ 357.89	\$ -	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6312 WW Better TC Int 63105000/47504	\$ 322.10	\$ -	\$ 322.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6313 UNAPP WW Better TC Rev 63105000/47505	\$ 21,693.70	\$ -	\$ 2,643.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6314 UNAPP WW Better TC Int 63105000/47506	\$ 950.12	\$ -	\$ 115.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49761 Trans from wrt fund 63105000/49761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 24,371.83	\$ 31,616.19	\$ 36,541.66	\$ 1,722.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,252.18

Notes:
Unapportioned WW Better TC Rev & Int - Betterments paid: 11 Lillian in full and 39 Lillian partial payment.
* Other for Budget Reporting

Total Revenue (Munis Balance)	
47599/47505	\$ 94,252.18
Less: UNAPP New Better TC Rev	(24,336.52) Unbudgeted Betterments (Paid in Full & Partial Payments)
47506	(1,065.63) Unbudgeted Betterments (Paid in Full & Partial Payments)
Less: UNAPP New Better TC Int	(715.78)
47503	(644.20)
Less: New WW Better TC Principal	
47504	
Less: New WW Better TC Int	
47501	
Less: Old Betterment Principal	
47502	
Less: Old Betterment Int	
Revenue net of Capital Accts	\$ 67,490.05
(Net of Betterment)	

Wayland Wastewater Management District Commission											
Summary of Utility Bills - FY2018											Signed:
September 26 - October 13, 2017											Mumis/Batch:
Vendor #	Vendor Name	Notes	Address	Invoice#	Invoice Date	Amount	WWMDC Acct #	Org#	Object	Exp Acct	Description
2494	B-P Trucking Inc.		P.O. Box 386, Ashland, MA 01721	104086	9/30/2017	\$ 86.60	8670	63443002	52121	63443002	Disposal/Trash Removal 185 Elissa Ave
10656	Direct Energy	1	P.O. Box 32179, New York, NY 1008	HS7267098	9/19/2017	\$ 16.88	452224/56098	63443002	53102	63443002	Gas-185 Elissa Ave
10656	Direct Energy	1	P.O. Box 32179, New York, NY 1008	HS7267104	9/19/2017	\$ -	452224/56105	63443002	53102	63443002	Gas-2 Elissa Ave
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, N	28704030031	9/27/2017	\$ 145.87	28704030031	63443002	53103	63443002	Electricity-185 Elissa Ave
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, N	28671560010	9/27/2017	\$ 2,714.03	28671560010	63443002	53103	63443002	Electricity-185 Elissa Ave
3805	KP Law	4	Interoffice Billing	-	-	\$ -	N/A	63443002	52108	63443002	Town Counsel
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10350	9/18/2017	\$ 33.56	50412-10350	63443002	53102	63443002	Gas-185 Elissa Ave
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10370	9/18/2017	\$ 10.00	50412-10370	63443002	53102	63443002	Gas-2 Elissa Ave
2271	TOW-Water		66 River Road, Wayland, MA 01778	2601700	9/28/2017	\$ 15.00	2601700	63443002	53105	63443002	Water Dept Admin Fee-185 Elissa
2271	TOW-Water		66 River Road, Wayland, MA 01778	2601700	9/28/2017	\$ -	2601700	63443002	53105	63443002	Back Flow Testing-185 Elissa Ave
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083582801	9/18/2017	\$ 67.55	5083582801	63443002	53104	63443002	Phone - Pump @ 2 Elissa Ave
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083580192	9/18/2017	\$ 42.93	5083580192	63443002	53104	63443002	Phone - 185 Elissa Ave
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70029874	10/2/2017	\$ 3,900.00	WAY002	63443002	52100	63443002	Facility Operating Contract
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	-	-	\$ -	WAY002	63443002	52101	63443002	Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Auburn, MA 01501			\$ -	WAY002	63443002	52116	63443002	Equip Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Auburn, MA 01501			\$ -	WAY002	63443002	52122	63443002	Sludge Disposal
6693	Whitewater		C/O RHW Construc, 41 Central St., Auburn, MA 01501			\$ -	WAY002	63443002	52125	63443002	Chemicals
6693	Whitewater		C/O RHW Construc, 41 Central St., Auburn, MA 01501			\$ -	WAY002	63443002	52151	63443002	Mark Up on Repairs & Maint.
Total						\$ 7,032.42					
Total WhiteWater without Contract Fee						\$ -					
Notes:											
No Monthly Operating Reports for July, 2017. Reporting is for the prior month and the bills were not in yet.											
Note 1: Direct Energy changed account number 678961 to 56098 and 678968 to 56105 starting 6/16/17. The prior number is now the Service Loc ID											

WhiteWater Invoices
Fiscal Year 2018

September 26 - October 13, 2017

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor #52101	Equip Repairs					Mark Up #52151	Total
						& Maint 52116	Sludge 52122	Chemicals 52125				
70028264	7/24/2017	\$ 95.31	June (3)	\$ -	\$ -	\$ 82.88	\$ -	\$ -	\$ -	\$ 12.43	\$ 95.31	
70028766	8/14/2017	\$ 1,325.00	June (3)	\$ -	\$ 1,050.00	\$ -	\$ 275.00	\$ -	\$ -	\$ -	\$ 1,325.00	
70027882	7/7/2017	\$ 3,900.00	Aug	\$ 3,900.00							\$ 3,900.00	
70028505	8/1/2017	\$ 3,900.00	Aug	\$ 3,900.00							\$ 3,900.00	
70028766	8/14/2017	\$ 1,752.50	Aug	\$ -	\$ 672.50		\$ 1,080.00				\$ 1,752.50	
70029205	9/1/2017	\$ 3,900.00	Sep	\$ 3,900.00							\$ 3,900.00	
70029589	9/13/2017	\$ 55.18	Sep	\$ -		\$ 47.98			\$ 7.20	\$ 55.18		
70029874	10/2/2017	\$ 3,900.00	Oct	\$ 3,900.00							\$ 3,900.00	
Totals		\$ 17,407.68		\$ 15,600.00	\$ 672.50	\$ 47.98	\$ 1,080.00	\$ -	\$ 7.20	\$ 17,407.68		

Current month total without Contract Fee \$ -

Notes:

Invoice #70027882 for July Contract Fee. Monthly Operating Reports not done for July.
 Invoice #70028766 received with June and July expenses. June was reported on a purchase order for FY17 carryover, booked by Finance in FY18.
 Invoice #70028264 purchase order for FY17 carryover was booked by Finance in FY18.

Sludge Disposal History - June 29, 2016 to September, 2017

WhWater	Invoice	Pumped		Monthly		Other	
Invoice	Date	Slip Date	Quantity	Total	Cost	Costs	Comments
70028766	8/14/2017	7/6/2017	9,000	9,000	\$ 1,080		
70028766	8/14/2017	6/27/2017	1,000	1,000	\$ 275		Skim 2 pump tanks
70027593	6/20/2017	5/16/2017	8,500	8,500	\$ 1,020		Vac truck cancelled \$200 fee?
70026905	5/19/2017	4/17/2017	8,500		\$ 1,020		
70026905	5/19/2017	4/17/2017	9,000		\$ 1,080		
70026905	5/19/2017	4/13/2017	8,500	26,000	\$ 1,020		
70026905	5/19/2017	3/29/2017	5,500		\$ 660		
70026216	4/17/2017	3/22/2017	9,000		\$ 1,080		
70026216	4/17/2017	3/22/2017	8,500	23,000	\$ 1,020		
70026216	4/17/2017	2/28/2017	9,000		\$ 1,080		
70026216	4/17/2017	2/22/2017	8,500		\$ 1,020		
70026216	4/17/2017	2/20/2017	6,000		\$ 720	\$ 150	Emergency Call Fee
70026216	4/17/2017	2/8/2017	17,500		\$ 2,100		2 slips
70025566	3/13/2017	2/7/2017	4,800	45,800	\$ 576		
70025566	3/13/2017	1/20/2017	1,500		\$ 180		
70025050	2/15/2017	1/4/2017	17,000	18,500	\$ 2,040		2 slips
70025050	2/15/2017	12/27/2016			\$ 150		Service Call?
70024480	1/17/2017	11/30/2016	18,000		\$ 2,160		2 slips
70024480	1/17/2017	11/16/2016	8,500	26,500	\$ 1,020		
70023926	12/12/2016	10/25/2016	8,500		\$ 1,020		
70023926	12/12/2016	10/13/2016	8,500		\$ 1,020		
70023926	12/12/2016	10/12/2016	8,500		\$ 1,020		
70023324	11/16/2016	10/10/2016	5,500		\$ 660		
70023324	11/16/2016	10/9/2016			\$ 150	\$ 150	Emergency Call Fee
70023324	11/16/2016	10/9/2016	5,500		\$ 660		
70023324	11/16/2016	10/7/2016	8,500		\$ 1,020		
70023324	11/16/2016	10/6/2016			\$ 150	\$ 150	Emergency Call Fee
70023324	11/16/2016	10/6/2016	6,000	51,000	\$ 720		
70022699	10/14/2016						No sludge billed
70022062	9/15/2016	8/4/2016	17,500	17,500	\$ 2,100		2 slips
70022062	9/15/2016	7/28/2016	8,500	8,500	\$ 1,020		
70021378	8/17/2016	6/29/2016	17,500	17,500	\$ 2,100		2 slips
	Totals		252,800	252,800	\$ 30,941	\$ 450	

Alternating colors represent a month.

Updated September 22, 2017

WhiteWater

FY 2018 Alarm Calls/Emergent Issues-By Type

Date	Reason		Reg Hrs	OT Hrs
July 5, 2017	At location with OVIVO to evaluate program issues for chemical pumps.	Maintenance	1.00	
July 5, 2017	At location with OVIVO to evaluate program issues for chemical pumps.	Maintenance	4.00	
July 26, 2017	Alarm call- Zone 9 water tank at high level	Alarm		2.00
July 2016-June 2017		3	5.00	2.00
July 2016-May 2017 Summary:				
Anoxic/Tank Level Issues		0	0.00	0.00
Alarm Calls		1	0.00	2.00
Other/Maintenance		2	5.00	0.00

Wayland Wastewater Management District
Average Discharge Flow by Year 1/2010-9/2017

<u>Date</u>	<u>Gallons per Day</u>	
	<u>Avg Monthly</u>	<u>Rolling Avg/Yr</u>
Dec 2009	10,791	-
Jan 2010	10,509	10,509
Feb 2010	12,774	11,642
Mar 2010	26,093	16,459
Apr 2010	25,748	18,781
May 2010	12,691	17,563
Jun 2010	13,751	16,928
Jul 2010	11,886	16,207
Aug 2010	12,374	15,728
Sep 2010	13,042	15,430
Oct 2010	11,520	15,039
Nov 2010	13,802	14,926
Dec 2010	13,149	14,778
Jan 2011	11,532	11,532
Feb 2011	13,838	12,685
Mar 2011	23,384	16,251
Apr 2011	19,499	17,063
May 2011	17,676	17,186
Jun 2011	17,794	17,287
Jul 2011	19,597	17,617
Aug 2011	15,894	17,402
Sep 2011	19,536	17,639
Oct 2011	17,264	17,601
Nov 2011	19,915	17,812
Dec 2011	19,704	17,969
Jan 2012	17,947	17,947
Feb 2012	16,653	17,300
Mar 2012	17,506	17,369
Apr 2012	16,426	17,133
May 2012	16,279	16,962
Jun 2012	15,197	16,668
Jul 2012	14,761	16,396
Aug 2012	17,609	16,547
Sep 2012	21,998	17,153
Oct 2012	24,105	17,848
Nov 2012	20,765	18,113
Dec 2012	17,944	18,099

<u>Date</u>	<u>Avg Monthly</u>	<u>Rolling Avg/Yr</u>
Jan 2013	14,429	14,429
Feb 2013	15,744	15,087
Mar 2013	15,974	15,382
Apr 2013	15,972	15,530
May 2013	15,333	15,490
Jun 2013	17,382	15,806
Jul 2013	18,515	16,193
Aug 2013	20,129	16,685
Sep 2013	23,568	17,450
Oct 2013	24,365	18,141
Nov 2013	26,637	18,913
Dec 2013	20,808	19,071
Jan 2014	21,614	21,614
Feb 2014	21,051	21,333
Mar 2014	22,149	21,605
Apr 2014	22,702	21,879
May 2014	22,839	22,071
Jun 2014	20,264	21,770
Jul 2014	19,139	21,394
Aug 2014	18,482	21,030
Sep 2014	20,774	21,002
Oct 2014	22,030	21,104
Nov 2014	21,691	21,158
Dec 2014	23,629	21,364
Jan 2015	23,428	23,428
Feb 2015	22,536	22,982
Mar 2015	25,055	23,673
Apr 2015	24,073	23,773
May 2015	24,530	23,924
Jun 2015	23,745	23,895
Jul 2015	22,427	23,685
Aug 2015	22,995	23,599
Sep 2015	22,729	23,502
Oct 2015	24,695	23,621
Nov 2015	24,678	23,717
Dec 2015	24,079	23,748
Jan 2016	26,306	26,306
Feb 2016	24,450	25,378
Mar 2016	25,336	25,364
Apr 2016	25,396	25,372
May 2016	28,361	25,970
Jun 2016	28,068	26,320
Jul 2016	26,246	26,309

<u>Date</u>	<u>Avg Monthly</u>	<u>Rolling Avg/Yr</u>
Aug 2016	26,734	26,362
Sep 2016	23,526	26,047
Oct 2016	23,039	25,746
Nov 2016	24,780	25,658
Dec 2016	23,754	25,500
Jan 2017	25,700	25,700
Feb 2017	25,250	25,475
Mar 2017	23,933	24,961
Apr 2017	25,638	25,130
May 2017	24,600	25,024
Jun 2017	24,340	24,910
Jul 2017	26,250	25,102
Aug 2017	22,300	24,751
Sep 2017	21,700	24,412

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, 18 Oct 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. Discussion of a request from National Development for an additional Title V design flow for a 150-seat restaurant, an additional 35gpd/seat*150seats=5,250 gpd. See discussion below.
- 7:55 4. Continued discussion of and report on Personnel Board discussion on 16 Oct 2017 on increasing allotment for Account Specialist from 19 to 25 hrs/wk and upgrading of job classification from N-3 to N-4. Possible vote to approve these changes, depending on Personnel Board's judgment. If this is successful, action will be taken for the FY2019 budget.
- 8:10 5. Report from the chair on discussion, held earlier on 18 Oct 2017, concerning status of WHS treatment facility and relationship between Water Department and WWMD. No action anticipated by the chair.
- 8:20 6. Update from Paul Brinkman, Town Engineer:
- A. Tata & Howard is doing the design and engineering for a new water main on Boston Post Road. The project requires a number of borings as part of the design process. The borings will be within the MassDOT layout. These are being marked this week and Paul will perform markouts of the sewer infrastructure early next week.
 - B. NPDES Permit –We are in a holding pattern on the renewal. They won't renew until the DEP provides input regarding the actual documentation and permit ramifications associated with an increase in flow. DEP is conducting some internal discussions at this point. The proposed increase 52,000 to 78,000 gallons per day will result in a reduction in the permit limits contained in the permit. Additionally, of consideration is that the MWRA has significant control over the flow in the Sudbury River, one of the key parameters for determining the effluent limits.
 - C. Status of hiring DigSafe, a company to do mark-outs and system maintenance and a contractor for emergencies. This is awaiting the designation of funds at the Special Town Meeting.
 - D. Treatment Plant Capital Items:
 - SCADA System and Security Cameras – Paul met with the SCADA Contractor for the Water Department at the Treatment Plant and he is willing to assist. He is preparing a budget to do the work.
 - Locks for ports outside building – Paul will coordinate with WhiteWater.
 - Order of Conditions, Outfall and Drainage Basins – Paul Brinkman to

draft a request to close them out.

- HVAC System, PM Filter and Air Valves – The Town HVAC Contractor performed preventative maintenance to the air handler at the facility (Air supply fan was not functioning). Humidity seemed to be significantly improved. Still issues that need to be resolved as well as maintenance on the boiler.
 - We are awaiting formal quotes from the HVAC and SCADA contractors so we can advise the Town of the final amount required to complete the treatment capital construction. Remaining bonded monies will be returned for re-appropriation at a future Town Meeting. The quotes are anticipated prior to the end of October.
- E. Second Pump Station – Researching the ownership of the property and determining responsible party. Assessor's Office has been called.
- F. WhiteWater requests for Treatment Plant at the September 26, 2017 Board Meeting: The items requested should be on a long-term action list. Nothing that we know of is expected to affect the FY18 or 19 Budgets. None of their requests are capital items. Paul will review the list over the next few months.

8:40 7. Administrative Items:

- A. Discharge Monitoring Report (DMR) – Report received in advance of the October 15, 2017 due date. For the month of September, 2017 Phosphorous was reported at the allowed level. PH was 6.37 on September, 28, 2017, which is below the 6.5 limit. Paul will monitor this on the October, 2017 report and contact WhiteWater if this happens again.
- B. Toxicity Report – This report shows up as a quarterly report in the DMR system. Jane will adjust this quarterly. The annual report received October 12, 2017 was within limits.
- C. 356 BPR, Wayland Foreign Motors, the Owner, Tim Cornu – Board to review his Connection Application, approve the Privilege Fee and sign documents. Paul Brinkman is waiting to hear from the owner on documentation on a potential valve.
- D. Sanitary Sewer Overflow/ByPass Paperwork Procedure – Update and Board review.
- E. FY19 Budget – By the middle of December all FY19 Budgets must be finalized. Per Paul, there are no expected WhiteWater items. Jane will be entering the budget into Munis on 10/24. Are there any changes?

8:55 8. Wastewater Rules and Regulations – Further comments from Rick. Also, the possible addition of: The Users responsibility for the Sanitary Sewer Overflow/Bypass paperwork and a comment about Deed Restrictions on adding a third bedroom.

9:05 9. Approve minutes from previous meetings–26 Sep 2017.

9:10 10. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

9:20 11. Website status: recent postings and organization.

Connection Application and Title V 310 CMR 15.203 Regulation added to the website.

- 9:25 12. Calendar: upcoming meetings and events, including hearings.
- 9:26 13. Public Comment
- 9:27 14. Adjourn

Agenda item 3. Discussion

Here is the chair's perspective at the present time; I will be presenting this to the WWMDCC at the October 2017 meeting on 18 Oct 2017.

1. The new town engineer, Paul Brinkman, has brought up the fact that the WWTF can handle more flow than it does now. This is due to the conservative design of the WWTF and is a statement that the mechanical capacity of the WWTF exceeds our current use. Thus, from this perspective, the WWTF could handle more design flow.
2. Up until Paul's perspective was presented to me, I felt that our system was restricted to allowing only the current Title V design flow due to the ACO from DEP, namely 45,000 gpd Title V design flow from the municipal pad, Town Center businesses, and Town Center condos on Lillian Way.
3. However, Paul's opinion was strengthened by the letter from DEP in response to my request to add the Library at 5 Concord Road by reallocating current design flow of 820 gpd. In that letter on 2016 February 29, the DEP stated that the WWMDCC "may move forward with the reallocation of 820 gallons per day of sewer flows at your discretion." Essentially the WWMDCC is now free to control the amount of design flow allowed as long as the aggregate flow stays at or below the limit that would trigger engineering design of a separate leaching field at the Town Building. This amount is 80% of our aggregate actual flow of 52,000 gpd, averaged over 90 days, or 41,600 gpd actual flow. Currently, our actual flow fluctuates near 26,000 gpd. This is well below the limit of 41,600 gpd.
4. These two circumstances, namely that DEP says the WWMDCC now controls the amount of design flow allowed and Paul's viewpoint that the WWTF can handle much more actual flow, indicate that the WWMDCC can approve more design flow.
5. Your engineering team echoed this general conclusion by emphasizing that we are indeed experiencing an actual flow somewhat below the expected 50% of aggregate Title V design flow, which is now at about 77,000 gpd.
6. All that being said, the WWMDCC should now look to the future to plan carefully what demands might be placed on additional design flow from other sources. Your request for a restaurant is the first such request for major additional design flow. The WWMDCC approved small increments for a hair salon and a gas station and the reallocation for the concierge doctor practice.
7. The other point of importance is whether our enabling legislation allows this increment. The legislation contains a statement that new Title V design flow has to be accompanied by evidence that an on-site septic system could be built. I guess that the option of placing a leaching field at the undeveloped part of the Town Center satisfies this requirement. However, such a leaching field cannot handle ALL the Town Center design flow, so there might need to be further consideration of satisfying the legislation.

8. Finally, granting the new design flow requires the payment of a privilege fee, whose value needs to be calculated and depends on whether we subtract any current, residual Title V design flow still available under item 2 from the total needed for the restaurant. With this as backdrop, the WWMDC should consider allowing your 150-seat restaurant.

I will be discussing the following and turn the comments below into agenda items: