

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 8 NOVEMBER 2017**

In Attendance: Fred Knight, Rick Greene (arrived at 7:40 pm), Uday Virkud and Jane Capasso
Absent: None
Guests: National Development: David Costello, Erika Clarke; Martinage Engineering: Don Martinage and John Martinage; REAC/EDC: Rebecca Stanizzi; Linda Segal and Cherry Karlson.
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.

7:35 1. Call to order

7:35 2. Public comment

Linda: Comments on Paul Brinkman's memo: The first bullet used an estimate of average flow over the last 6 months. Whole Foods was closed for most of this time and she would like the numbers to go back more than 6 months.

Linda: In Item 4 below, the land set aside at the Town Building to be used as a discharge location has not been voted on by Town Meeting and is not owned or operated by the WWMDC or the DPW. Fred: Is this necessary? Town Counsel reviewed this. Linda: Recollects differently and suggests this should be reviewed.

Linda: Making the Town Center more viable is in everyone's best interest.

7:40 3. Welcome to new WWMDC member, Uday Virkud. Uday was appointed by the Selectmen on 30 Oct 2017 after he expressed interest in joining. The chair appreciates his volunteering to serve.

7:42 4. Presentation of memo from Town Engineer Paul Brinkman indicating feasibility of adding 5,250 gpd of Title V design flow. Chair proposes a motion: that the WWMDC approve an additional 5,250 gpd of Title V design flow for a 150-seat restaurant at 60 – 66 Andrew Ave, that the WWMDC require privilege fee of 150 seats * 35 gpd/seat * \$65.07/gpd = \$341,617.50 to be paid, that all approvals be obtained by National Development utilizing the application in place, and that operational fees be collected starting on 8 Nov 2017.

Fred: With the additional allocation of design flow, the aggregate Title V design flow for the entire system is about $77,000 + 5,250 = 82,250$ gpd. If the actual new flow from this restaurant is half the design flow (which is the usual assumption), then the aggregate actual flow will be about 28,000 to 29,000 gpd. This is well below the trigger level of 41,600 gpd designated by the DEP to force us to design a separate leaching field at the Town Building and more design flow could be added in the future. National Development would also like to add 500 gpd for another medical office. In December 2017, we will consider this request.

Fred: Rick requested that WWMDC demonstrate that adding a restaurant with 5,250 gpd of design flow would not cause a legal or engineering predicament. Paul's memo speaks to the engineering aspect that the plant is capable of handling much more flow. Fred's original view point was the WWMDC was tied to the total of 45,000 gpd. There have been two developments in the last couple of years. 1) The DEP sent a letter to the WWMDC with a recent change in regulations allowing WWMDC to be in control of the total use of the system and 2) Paul's comment that

we are so far below the Administrative Consent Order (ACO) trigger for a leaching field, or a new permit, that we can allow a change like the restaurant if the WWMDC deems it appropriate.

Uday: Discussed Paul's memo with Erika and they would like to know how much design flow is left for the vacant space in the Town Center. Uday would like to know what the proposed usage for the vacant space is and he would like to see a projection for the future in writing. Rick agrees. Jane handed out a schedule showing the vacant space and the allocated design flow. An additional 230 gpd should be added to the numbers since the restaurant's design flow of 5,250 gpd is now resulting in the 230 gpd originally allocated to 60-65 Andrew Ave is now unallocated. Erika: Leasing is not a concrete science, flexibility is critical for them to adapt to time sensitive deals. Uday: The Board would like to accommodate you.

Dave: about 20% is vacant in the Town Center. Fred: We are so far below any trigger level, with the addition of this restaurant; we can add it without a global plan in the future. This is a statement that we are eager to make this a viable center. Risk here is very low. Additional actual flow is about 10% of our total and we are 100% below any trigger level.

Linda: In 2013, the ACO assumed that when the trigger occurs that the field adjacent to the Town Building would be used to build a leaching field, but the land is not under the WWMDC control. This was never made clear and has been questioned by others. Linda's familiarity with the property is she is on the Committee for Raytheon Cleanup. Rick: Paul used a 12 month rolling average in item one of his memo and the memo indicates we will not trigger the ACO. Rick would like to see the historic high for the treatment plant flow.

Board discussed that National Development will pay a privilege fee and will now own the 5,250 gpd of design flow. The design flow will be allocated to 60-65 Andrew Avenue. If there is a change of use for this location, then a Connection Application will need to be approved by the WWMDC. Erica: Asked if a change in use occurs, they will need to fill out a new Connection Application. Fred: Yes. Jane: Explained that any changes are subject to the Health Department's final approval and the design flow is associated with the address, which the Building Department includes with their records and application process. Since National Development does not have a restaurant in mind, they can apply for the 150 seats and return to the WWMDC if the amount of seats changes. If National Development pays a Privilege Fee for 150 seats, then they own the design flow. Fred: If you don't find a tenant for 150 seats and you have more capacity than you need, you should be able to use it as you want: WWMDC does not return Privilege Fee payments or design flow. Uday: Asked for a 3-5 year projection on utilizing design flow at the Town Center. Erica: When do you need this additional information? Fred: If you could have your analysis a week before the meeting January meeting.

Fred made a motion that was revised by Rick and Uday. Cherry suggested restating the motion and have it come from one person. Fred: Made a motion to table the motion previously stated. Rick second and Uday agreed. Passed 3-0.

Rick: I move that the WWMDC allow up to an additional 5,250 gallons per day (gpd) of design flow for the anticipated 150 seat restaurant at 60 and 66 Andrew Avenue. The Wastewater Management District Commission (WWMDC) will require a privilege fee equivalent to the design flow, at the standard rate of \$65.07 gpd, for a total of \$341,617.50 to be paid upon completion of the application process. All approvals must be obtained from National Development using the WWMDC's Connection Application process. Further, National Development agrees to return to the board, no later than the January Board Meeting, to present a master plan

covering anticipated future wastewater needs for the Town Center Development. The Privilege Fee and operational fees will be determined as part of the WWMD's approval of the Connection Application. Fred second the motion, Uday agreed. Passed 3-0.

The Privilege Fee and operational fees will be determined as part of the WWMD's approval of the Connection Application, which will indicate the final number of seats requested by National Development, up to 150. Jane will send the motion to Dave Costello along with the Connection Application.

- 8:44 5. Preparation for joint meeting with Board of Public Works concerning need for continued support from Town Engineer, Paul Brinkman on 28 Nov 2017.

Fred: The WWMD should lobby to have Paul Brinkman, Town Engineer, continue to support us. We anticipate 20% of his time and \$25,000 annual interdepartmental payment to the DPW. Uday: Do we need more or less of Paul's time in the future. Linda: Deals with Rivers Edge, working with other Town departments such as the DPW and Health Department are taking up more of his time. Fred: Is \$25,000 per year enough to cover his time working for us. Fred: The Water and Wastewater Department's may be combined in the future. We will still need Paul's wastewater experience if this occurs. Jane will post the agenda for the November 28, 2017 meeting to be held at the DPW building. Jane's attendance is not required.

- 8:55 6. Status of the land and design flow acquisition from Wayland Meadows.

Fred: The Article passed at the 2016 Town Meeting where the Town would take both the design flow and leftover land from the Wayland Meadows Condominium Development. WWMD will receive the 380 gpd of design flow and Wayland Meadows receive the appraised value of the land as a tax deduction. The Lawyers have cleared the title for the land. The acquisition date for the land and design flow is November 17, 2017. WWMD will sign the agreement tonight transferring exactly 380 gpd of design flow to the WWMD. Fred: The land being transferred is located next to the condominiums on River Rock Way and near the treatment plant. The land is an irregular shape and is not billable because it is mostly wetland. There is a separate agreement between WWMD and Board of Selectmen (BoS) where the 380 gpd and the 440 gpd (received from another party) of design flow is allocated to the Library at 5 Concord Road in exchange for a PILOB paid to WWMD by the BoS. All board members signed the agreement. Jane will start charging operations fees to Ben Keefe beginning November 17, 2017.

- 9:03 7. Update from Paul Brinkman below, Town Engineer:

WWMD reviewed the following items and commented on item G:

- 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. Paul completed mark-outs for the proposed borings. 5 were within or near the existing sewer. 4 were not near the existing sewer. The borings were delayed until later this month due to the need to be completed during the overnight hours – a condition of the MassDOT permit.
- B. 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. Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Once the process is set up Paul can provide interim services for non-emergency mark-out requests.

- C. 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 received a budget for the work, which was forwarded to the Board. A back-up of the SCADA programming and computer licenses have been received from the equipment manufacturer.
 - HVAC System, PM Filter and Air Valves – The Town HVAC Contractor is to provide a quote for remaining HVAC issues and maintenance on the boiler.
- D. Second Pump Station – Researched the ownership of the property and determined responsible party. Assessor's Office has been called. It is the condo associations' responsibility, to contract with a maintenance company. Seeking advice as to continue the process.
- E. Obtained CADD record drawings from Weston & Sampson for the original sewer system construction. Working with Brendan Decker – Town GIS - to get the information placed in the Town GIS system and better field located to assist with mark-outs.
- F. Met with Wayland Foreign Motors owner regarding the potential connection to the system.
- G. Infiltration/Inflow Control Plan. MassDEP requirement from all sewer system owners due 12/31/17. Requires analysis of flow data and submittal of a plan. There is no waiver allowed.

Jane will ask Paul for an explanation of the Infiltration/Inflow Control Plan.

Linda: The Massachusetts Area Planning Council has information on their website on how other towns run their wastewater system.

9:12

8. Administrative items:

- A. Connection Application – Is for new users entering the system or currently paying for design flow and now requesting a connection or connected users requesting a change in use or connection. The WWMDC decided: When the privilege fee for the design flow is paid, the user now owns the design flow and WWMDC will start charging operational fees. Fred: Change the last bullet point on the application to: "Approval of this application may be rescinded if the Privilege Fee payment is not received within 90 days". This clause was added to accommodate situations such as the 150 seat restaurant in item 4 above where National Development needs approval for the design flow, but the actual amount needed is not known until a tenant has been found.
- B. 25 Lillian Way – (9:43 pm) Connection Application approval - Jane explained Darren's comments (Health Department) that this is an office only and it is not to be used as a bedroom. Fred: Approved the Connection Application and added a comment that no increase in Title V design flow is allowed. Linda: Other Lillian Way condominiums have been advertised as having 3 bedrooms. The Board is aware of this and that the condominiums are deed restricted to two bedrooms.

C. FY18 Q1 Billing (9:48 pm) mailed October 31, 2017 – The Wayland

Meadows 380 gpd of design flow for 5 Concord Road/Library will begin billing for operational fees on November 17, 2017. Jane will discuss with Finance who will receive the billing. Jane showed a schedule for FY17 to FY18 Q1 of the total revenue billed to users and the gallons per day.

D. Signature on Betterment Apportionment letters – Board signed for this to be billed on the FY18 tax bill.

E. Net DMR Report for November - Uday will be added to the distribution list and Sam Porter will be removed. Paul Brinkman will review the report and Jane will sign and submit to the EPA.

10:10 9. Wastewater Rules and Regulations. Further comments from Rick - No discussion.

10:11 10. Approve minutes from previous meetings–18 Oct 2017.

Rick moved: We approve minutes as recorded. Fred second, passed 2-0. Uday abstained since he was not on the Board.

10:12 11. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

WhiteWater's invoice does not include sufficient explanation of charges. Paul Brinkman and Jane have discussed the charges with Joe Malloy and requested more information. Russ Tierney (WhiteWater Northeast Regional Manager) called to say he is working on the backup for the EQ Mixer Invoice. Fred: Motion to approve \$10,850.39, Uday second. All in favor 3-0.

10:20 12. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Liens – Board signed the Lien Letter for the FY18 billing. Treasury and the Assessors will do the billing. A final list of names will be run to ensure only the outstanding accounts receive are lien.

Discussion on a Brendon Homes/Twenty Wayland account that is on hold with a balance of approximately \$3,700. After several conversations with Brendon Homes a year ago it was decided Brendon Homes should ask Twenty Wayland to pay the balance since they owned most of the design flow at that time. Uday: Should we write these off? Linda: Should we ask Town Counsel for advice. Jane will summarize the situation for a decision at the December board meeting.

10:22 13. Website status: recent postings and organization.

Jane changed the pdf of Title V Regulations to a direct link.

10:22 14. Calendar: upcoming meetings and events, including hearings.

November 28, 2017 WWMDC joint meeting with the Board of Public works. Next WWMDC Board meeting is scheduled for December 13, 2017.

10:22 15. Public Comment

Linda: The Selectmen's website shows Wayland Meadows land.

10:23 16. Adjourn - Uday motion to adjourn, Rick second all in favor 3-0.

Attachments:
Paul Brinkman's Memo
Wayland Meadows Agreement
Connection Application
25 Lillian Way Connection Application

Variance in Billable Revenue FY17–FY18 Q1

Lien Letter

3 Apportionment Letters

October 18, 2017 Draft Minutes

November 7, 2017 Agenda Revised for a signed copy of Paul Brinkman's memo.

Monthly Operation Reports

Agenda



**DEPARTMENT OF PUBLIC WORKS
TOWN OF WAYLAND**

*Entrusted To
Manage The
Public
Infrastructure*

Thomas M. Holder
Director

Joseph Doucette
Superintendent

Don Millette
Superintendent

Paul Brinkman
Town Engineer

To: Fred Knight, Chair Wastewater Management District Commission
From: Paul Brinkman, Town Engineer 
Date: October 30, 2017
Subject: Wastewater Treatment Plant Capacity

The Wastewater Management District Commission (WWMDC) is responsible for the operation and maintenance of a Town-owned municipal wastewater treatment plant (WWTP) that discharges treated wastewater to the Sudbury River under a National Pollutant Discharge Elimination System (NPDES) permit number MA0039853. The permit authorizes the WWMDC to discharge a 12-month rolling average flow of 52,000 gallons per day (gpd). This office was asked to review permits, policies and regulations regarding the capacity of the wastewater treatment plant and the potential to introduce more wastewater. The following represents my understanding of the management of flow to the WWTP and the potential to allow for additional volumes of wastewater to be discharged to the WWTP.

1. The 12-month rolling average flow is reported to the MassDEP and EPA on a monthly basis. Over the last 6 months the flow has been 24,000 to 25,000 gpd.
2. The NPDES permit allows for the discharge of 52,000 gpd on a 12-month rolling average. This value is more than double the current flow being discharged by the WWTP.
3. Original design flow allocations to connected users were made on the basis of Title V estimates. Title V – 310 CMR 15 - contains a table that is used to size on-site sub-surface wastewater disposal systems. It is common industry practice to use these flows as preliminary estimates of potential volumes that may be discharged from a wastewater generating facility/residence. The Title V table produces very conservative flow estimates, generally two or more times greater than the actual flow.
4. The Title V allocations were also used to distribute the capital construction costs of the recently constructed WWTP through betterments. This also is a common industry practice.
5. Approximately 75,000 gpd of design flow was assigned, using the Title V tables, to all the WWMDC users. Currently all but about 6,000 gpd of WWMDC users are connected to the system. The WWTP has been in operation for a few years and as indicated above the 12-month rolling average flow is averaging 25,000 gpd of actual flow, which is approximately one third the Title V table flow estimate.

HIGHWAY - WATER - PARKS - CEMETERIES - TRANSFER STATION - ENGINEERING

DPW FACILITY | 66 RIVER ROAD | WAYLAND MASSACHUSETTS 01778 | TEL 508-358 3672

6. The WWTP was constructed to manage a flow greater than 52,000 gpd. According to preliminary design documents, the WWTP was constructed to be able to treat nearly 80,000 gpd of sustained flow, and as much as 135,000 gpd in one 24-hour period
7. The NPDES permit for the WWTP is under renewal. The WWMDC has requested a 50 percent expansion of the permit to increase the allowed discharge volume to 78,000 gpd. The renewal is pending coordination from the MassDEP, EPA, and the WWMDC.
8. An Administrative Consent Order (ACO) was issued to the WWMDC requiring the construction of an additional treated wastewater disposal facility to be located on the fields adjacent to the Town Building. The ACO requires that when the actual flow from the WWTP reaches 80 percent of permitted flow over a 3-month averaging period, the WWMDC must begin the process to implement the additional treated wastewater disposal facility. The ACO trigger of actual flow is 41,600 gpd, still significantly above the current average of 24,000 to 25,000 gpd.
9. The existing WWMDC service base is stable and significant increases in discharge through the NPDES permitted discharge point are not anticipated.
10. Regulations regarding MassDEP over the flows discharged to wastewater systems were recently modified significantly. The modification to 314 CMR 7 and 314 CMR 12 removed the MassDEP approval over additions to a sewer system and allows the local regulatory entity, the WWMDC in this case, to manage the flows to the WWTP. The regulations require the WWMDC to track and control the volumes to ensure that they are in compliance with the NPDES permit and that the wastewater is appropriately conveyed in the collection system. Additionally, this office and the WWMDC had communications with the MassDEP, who confirmed this understanding.
11. An entity has proposed a 150-seat restaurant to be located within an existing improved section of Town Center. The facility would utilize an existing connection to the wastewater system. Using Title V estimates as a preliminary basis of flow, the restaurant would generate approximately 5,250 gpd of flow based upon the Title V table and more likely less than 2,500 gpd of actual flow based upon WWMDC usage rates. The additional restaurant would result in the aggregate actual flows at the WWTP to be still less than 27,000 to 28,000 gpd.

Findings:

1. The total actual flow from the new restaurant will not result in the WWMDC exceeding any flow threshold – NPDES permit, ACO or otherwise. The value is considerably less than permitted values and allows for sufficient reserve for changes or existing commitments.
2. The WWTP and collection system have adequate capacity to manage the increased flow from the additional restaurant.

In its newly revised Rules and Regulations, the WWMDC developed and is implementing a policy regarding requests for modified/new discharges to the WWMDC. The policy identifies the available design flow for changes in discharges and instructs the WWMDC to limit the total new flows to that allocation. The allocation takes into account the existing commitments to non-discharging facilities as well as reserve to account for changes in existing uses.

This analysis is based upon a review of the regulatory and technical considerations associated with the WWTP and NPDES permit.

AGREEMENT
between
WAYLAND MEADOWS, LLC
and
TOWN OF WAYLAND

This Agreement is dated as of November 17, 2017 and is entered into by and between Wayland Meadows, LLC, a Delaware limited liability company, having an address of 145 Rosemary Street, Suite E, Needham, Massachusetts 02494 (the “Owner”), and the Town of Wayland, a Massachusetts municipal corporation, acting by and through the Wayland Wastewater Management District Commission (the “WWMDC”) and the Town’s Conservation Commission (the “Commission”), both having an address of 41 Cochituate Road, Wayland, Massachusetts 01778 (collectively, the “Town”), with respect to (1) surplus unused sewer capacity relative to the connection of the Project to the Plant (as such terms are hereinafter defined); and (2) certain vacant land, shown as Lot 8 on the plan entitled “Plan of Land in Wayland, MA” dated April 15, 2010, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Environmental Consultants and recorded with the Middlesex South Registry of Deeds as Plan No. 252 of 2010, also referred to as Town of Wayland Assessor’s Parcel 023-052T (“Lot 8”).

WHEREAS, on August 10, 2006, the WWMDC entered into an agreement with Wayland Meadows Development, Inc., a Massachusetts corporation, having an address of 2 Washington Street, Foxborough, Massachusetts 01778 (the “Prior Owner”) relative to the connection of the residential units in the Wayland Commons Affordable Housing Development, together with associated improvements and infrastructure (the “Project”)

on the land then shown on Assessors Map 23, as Parcels 52D, 52E, 52G, 52H, 52I, 52J, 52K, 52L and 52M on and off Old Sudbury Road (Route 27), Wayland, Massachusetts (“Locus”) to the WWMDC-owned wastewater treatment plant located off Boston Post Road and Old Sudbury Road in Wayland, Massachusetts (the “Plant”); and

WHEREAS, the Owner acquired the Locus from the Prior Owner by deed dated December 4, 2009, recorded with said Registry of Deeds in Book 54521, Page 444 and filed with the South Middlesex Land Court Registry District as Document 1529383 with Certificate of Title 246145, and also received from the Prior Owner, as transferee, all permits and approvals relative to the Project; and

WHEREAS, the Owner has completed the Project and has surplus unused design flow sewer capacity it wishes to donate to the WWMDC; and

WHEREAS, the Owner owns Lot 8 and wishes also to donate said lot to the Town.

NOW THEREFORE, in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Transfer of Sewer Capacity. Effective as of November 17, 2017, the Owner hereby agrees to relinquish and transfer to the WWMDC, and the WWMDC hereby agrees to accept from the Owner, 380 gallons per day of unused surplus design flow sewer capacity allocated to the Project (the “Surplus Capacity”).

2. Donation of Lot 8. The Owner hereby agrees to convey, for no consideration, Lot 8 to the Town, acting by and through its Conservation Commission, and the Town hereby agrees to accept such conveyance of Lot 8, subject to the following terms and conditions:

(a) Lot 8 is to be conveyed by a good and sufficient quitclaim deed or deeds (the "Deed"), and said Deed shall convey a good and clear record and marketable title thereto, free from encumbrances, except:

- i. provisions of existing building and zoning laws;
- ii. such taxes for the then current year as are not due and payable on the date of the delivery of the Deeds;
- iii. any liens for municipal betterments assessed after the date of this Agreement; and
- iv. easements, restrictions and reservations of record, if any, so long as the same do not prohibit or materially interfere with the use of Lot 8 for conservation purposes.

It is understood and agreed by the parties that Lot 8 shall not be in conformity with the foregoing provisions of this Agreement unless (i) no building, structure or improvement of any kind belonging to any other person or entity shall encroach upon or under Lot 8; and (ii) title to Lot 8 and access thereto is insurable for the benefit of the Town by a title insurance company licensed to do business in the Commonwealth of Massachusetts at normal premium rates on a standard American Land Title Association Form B (Rev. 10-17-70 and 10-17-84), subject only to those printed exceptions to title normally included in the "jacket" to such form and the encumbrances listed above. Any title or practice matter which is subject of a title or practice standard of the Real Estate Bar Association of Massachusetts shall be governed by said title or practice standard to the extent applicable, unless otherwise specifically stated in this Agreement.

(b) the Town receives a satisfactory report, as determined in the sole discretion of the Town, from a consultant selected by the Town, regarding the environmental conditions directly and/or indirectly affecting Lot 8;

(c) the Town is permitted, upon 24 hours prior written notice the Owner, to have access to Lot 8 in order to inspect, take measurements, conduct surveys, perform tests including soil and water tests, and to make other reviews or investigations

thereof; provided, however, that the Town shall be solely responsible, at its sole cost and expense for any damage to Lot 8 or the Owner's adjacent property caused by the Town or its agents and for any losses incurred by the Owner as a result of the Town's activities hereunder;

(d) The Owner consents to and will not contest the taking of Lot 8 by eminent domain for the purpose of confirming and making clear the Town's title to Lot 8, provided such taking occurs after the transfer and conveyance pursuant to this Agreement.

(e) THE TOWN HEREBY ACKNOWLEDGES AND AGREES THAT LOT 8 IS BEING CONVEYED TO THE TOWN "AS IS", "WHERE IS" AND "WITH ALL FAULTS," WITHOUT ANY REPRESENTATION OR WARRANTY WHATSOEVER AS TO ITS CONDITION, INCLUDING, WITHOUT LIMITATION, ITS ENVIRONMENTAL CONDITION. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, IN NO EVENT SHALL THE OWNER HAVE ANY OBLIGATION HEREUNDER TO UNDERTAKE ANY CURATIVE ACTION WITH RESPECT TO ANY CONDITION OF LOT 8, INCLUDING, WITHOUT LIMITATION, ITS ENVIRONMENTAL CONDITION. THE PROVISIONS OF THIS SECTION 2(e) SHALL SURVIVE THE CLOSING.

3. **Closing.** The conveyance of Lot 8 to the Town (the "Closing") shall take place on a date designated by the Town by five (5) business days' prior written notice to the Owner, which date shall, in any event, be no later than November 30, 2017. At the Closing, the Owner shall deliver a duly-executed deed to Lot 8 to the Town, and the Town shall deliver to the Owner Internal Revenue Form 8283, attached hereto as Exhibit

A, and a letter confirming the charitable nature of the Owner's conveyance of Lot 8 to the Town in accordance herewith, substantially in the form attached hereto as Exhibit B.

Time shall be of the essence hereof.

4. Remedies. The parties agree that, there being no adequate remedy at law for breach of this Agreement, it may be specifically enforced (subject to the limitations set forth in Section 2(e) above). Notwithstanding the foregoing, the Town shall not be responsible for any incidental or consequential damages incurred by Owner in connection with this transaction.

5. Assignment. Neither the Owner nor the Town may assign their rights and obligations hereunder, in whole or in part, without the prior written consent of the other party. Any assignment without such prior written consent shall be deemed null and void. Subject to and without limiting the preceding two sentences, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

6. Governing Law. This Agreement, executed as of the date first above written, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, and may be cancelled, modified or amended only by a written instrument executed by the Owner and the Town.

7. Additional Documents. The parties agree to execute any and all additional instruments and documents as may be reasonably required in order fully to effectuate the terms of this Agreement, provided none of the same shall increase any party's liability hereunder.

8. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the Surplus Capacity and Lot 8 and no verbal statements made by anyone with regard to the transaction which is the subject of this Agreement shall be construed as a part hereof unless the same is incorporated herein by writing.

9. Partial Invalidity. In the event that any one or more provisions of this Agreement shall be held to be invalid, illegal or unenforceable in any respect, the remainder of this Agreement shall not be affected.

(Balance of Page Intentionally Left Blank; Signatures on Next Page)

In Witness Whereof, the parties have executed this Agreement as of the date first set above.

Wayland Meadows, LLC
a Delaware Limited Liability Company,

By: Wayland Meadows Corporation,
Its Manager

By: _____
Donald A. Levine, President

Wayland Wastewater Management District
Commission

[Signature]
Fred Knight

[Signature] Uday Virnud

[Signature] Richard E. Greene

Wayland Conservation Commission

[Signature]
Sherre Greenbaum

[Signature]
Bodan Howell

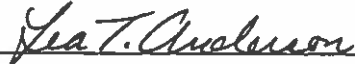
[Signature]
Joan D. Ross

[Signature]

[Signature]


[Signature]

Wayland Board of Selectmen




Lea Anderson, Chair

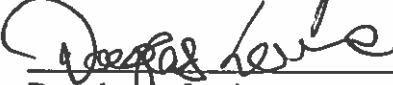
Cherry C. Karlson, Vice Chair



Mary M. Antes



Louis M. Jurist



Douglas A. Levine



Wayland Wastewater Management District (WWMD)
 66 River Road, Wayland, MA 01778-2697
 508-358-6851 wastewater@wayland.ma.us

SEWER CONNECTION APPLICATION

Updated 11/06/17

(For New Connection or Modification to Existing Connection)

Property Owner/Applicant's Name: _____ Date: _____

Contact Phone #: _____ Contact Email: _____

Property Address: _____

Describe Proposed Use or Modification: _____

		Title V Design Flow Calculation: Use MGL, Title V, 310 CMR 15.203. Located on the WWMD website. Review and approval by WWMD & Health Department.				
Reason for Application	Pipe Connection Required? (Yes or No)	Type of Establishment? If a change in use, indicate below.	Unit Type & # of Units. If a change in use, indicate below.	Gallons Per Day per Unit	Total GPD (# of Units X GPD per Unit)	Privilege Fee (\$65.07 X Total GPD)
New User						\$ -
Already Paying for Design Flow, Requesting Connection		N/A	N/A	N/A	N/A	N/A
Connected, Change in Use and/or Connection	N/A					\$ -

Property Owner/Applicant Acknowledgement:

- The undersigned has read the rules and regulations and agrees to conform with the laws, rules, regulations and ordinance: relating to the use of the WWMD System.
- The undersigned agrees to pay all costs related to the connection of the building to the sewer main.
- The undersigned agrees to notify the WWMD, one day in advance, when the sewer connection is ready for inspection.
- The applicant's Engineer is responsible for: A) Field verifying the location and/or elevation of the lateral prior to work start, B) Preparing detailed engineering and as built plans for the connection, and C) Obtaining and paying for all necessary permits.
- The septic system shall not be abandoned until the sewer connection is completed and approved unless prior written approval is received from the Health Department.
- Approval of this application may be rescinded, after 180 days from completed application, if the project is not complete.

Return the Connection Application to the Health Department. The applicant will be informed when the WWMD will meet to review the application. Attendance at this meeting is optional.

Signature of Applicant: _____ Print Name: _____ Date: _____

WWMDC/TREASURY DEPARTMENT USE ONLY	
Privilege Fee for New Connections: \$ _____ (Design Flow _____ gpd X Fee \$ _____)	
WWMD Approval [] or Disapproval []. Signature: _____, Date: _____	
Comments: _____	
Treasury Department - Privilege Fee: Check #: _____, Date: _____ Received By: _____	

The WWMDC will inform the Owner/Applicant of their Approval or Disapproval. Privilege Fee Payments must be made in person at the Treasurer's Office, 41 Cochituate Road, Wayland, MA by check payable to "Town of Wayland". Treasury signs the Connection Application, Owner/Applicant delivers the application to the Health Department for final approval.



Wayland Wastewater Management District (WWMD)
 66 River Road, Wayland, MA 01778-2697
 508-358-6851 wastewater@wayland.ma.us

SEWER CONNECTION APPLICATION

(For New Connection or Modification to Existing Connection)

Property Owner/Applicant's Name: Robert & Helen Kaplan Date: 10/31/17
 Contact Phone #: 508 954-1222 Contact Email: JENSO@CUSTOMHOUSES.COM
 Property Address: 25 LILLIAN WAY
 Describe Proposed Use or Modification: CREATE STUDY AT TOP OF STAIRS
TO PRIMPING ROOM - NO CLOSET

		Title V Design Flow Calculation: Use MGL, Title V, 310 CMR 15.203 to complete this section. Located on the WWMD website or online.				
Reason for Application	Pipe Connection Required? (Yes or No)	Type of Establishment? If a change in use, indicate below.	Unit Type & # of Units. If a change in use, indicate below.	Gallons Per Day per Unit	Total GPD (# of Units X GPD per Unit)	Privilege Fee (\$65.07 X Total GPD)
New Connection						\$.
New Connection, Paying Operations fees						\$.
Connected, Change in Use and/or Connection	<u>NO</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	\$ <u>N/A</u>

Property Owner/Applicant Acknowledgement:

- The undersigned has read the rules and regulations and agrees to conform with the laws, rules, regulations and ordinances relating to the use of the WWMD System.
- The undersigned agrees to pay all costs related to the connection of the building to the sewer main.
- The undersigned agrees to notify the WWMD, one day in advance, when the sewer connection is ready for inspection.
- The applicant's Engineer is responsible for: A) Field verifying the location and/or elevation of the lateral prior to work start, B) Preparing detailed engineering and as built plans for the connection, and C) Obtaining and paying for all necessary permits.
- The septic system shall not be abandoned until the sewer connection is completed and approved unless prior written approval is received from the Health Department.
- Approval of this application may be rescinded after 180 days if the project is not complete.

Return the Connection Application to the Health Department. The applicant will be informed when the WWMD will meet to review the application. Attendance at this meeting is optional.

Signature of Applicant: [Signature] / General Contractor Date: 10/31/17
 Print Name: DANIEL KAPLAN

WWMD USE ONLY	
Privilege Fee for New Connections: \$ _____	(Design Flow _____ gpd X Fee \$ _____)
Privilege Fee Paid: Yes / No	Check #: _____, Date: _____
WWMD Approval [] or Disapproval []	Signature: _____, Date: _____
Comments: _____	
Wastewater Account #: <u>2702025</u>	Updated: 9/26/17

Capasso, Jane

From: MacCaughey, Darren
Sent: Thursday, November 02, 2017 1:03 PM
To: Capasso, Jane
Subject: RE: Sewer Connection App for 25 Lillian...

Hi Jane,

Below is the original email I sent them and his "revised info" was simply to provide me with the existing layout, confirmed that the office was not going to be used as a bedroom, there are not any outside workers coming to work in the home office, and that they acknowledged that they need WW approval :-)

Sincerely,

-Darren

Darren R. MacCaughey, R.S.
Sanitarian/Health Agent
Wayland Health Department
dmaccaughey@wayland.ma.us
Office (508) 358-3617
Fax # (508) 358-3619

Good Afternoon,

I am reviewing the application in for the home office for the BOH and have the following comments to offer, some of which require information on your part. They are:

- Please provide the existing layout of all levels of the dwelling showing all heated/finished rooms, hallways including doors/windows, etc. with all areas labelled similar to your proposed plans (which I have attached to this email along with the BOH application), with all unheated/unfinished areas noted as such.
- This proposed office may not contain a closet or be used as a bedroom.
- You are allowed one home office for use by the dwelling's existing occupants and at no time may outside workers/help occupy the office, no matter whether they are compensated or not.
- As you are on a Wastewater Treatment Facility (WWTF) you also need approval from Wayland's Wastewater Management District Commission (WMDC) via the attached application (a member of which, Jane Capasso, has been cc'd on this email).

Should you have any questions please feel free to contact me. Thank you.

Sincerely,

-Darren

Darren R. MacCaughey, R.S.
Sanitarian/Health Agent

APPLICATION FOR BOARD OF HEALTH APPROVAL TO OBTAIN A BUILDING PERMIT

(Please Print ALL Application Information Unless Directed Otherwise)

FEE SCHEDULE: (Checks payable to "Town of Wayland")

New Construction, Demolition, Addition, Porch, Garage \$150
Temp Mobile Home/Change of Use \$ 75; Deck \$ 50; Shed \$ 25
Private Pools: Above Ground Pool \$ 25; In Ground Pool \$100
Public/Semi Public Pool - \$ 200

App # _____

Permit # _____

Check # _____ Fee Paid \$ _____

Property Location: 25 LILLIAN Way

Property Owner(s): Robert & Helen Kaplan

Proposes to Change / Construct / Demolish (please describe project):
Add doorway to create office to privatize in 2nd fl. foyer

This property is served by: Subsurface Sewage Disposal System Town Sewer (WWMDC pre-approval required)

(check) I have, or may have wetlands, a stream, river, or other water body on or near my property and I have contacted the Conservation Commission regarding this project. Cons Com submittal date (if applicable): _____

Requirements for Items 1-6 are listed on the back of this application

- 1. to construct a new building. Lic. Refuse Hauler _____
- 2. to add to an existing dwelling or other existing building.
- 3. to alter an existing dwelling or other existing building.
- 4. to change the use of an existing dwelling or other existing building. Lic. Refuse Hauler _____
- 5. for additional use of an existing dwelling or other existing building. Lic. Refuse Hauler _____
- 6. to demolish an existing dwelling or other existing building Lic. Refuse Hauler _____

Contractor's Name: James Crowe (If Homeowner write "Owner")

* There is an exemption you may qualify for if the property is single family, owner occupied, and the owners themselves (NO outside contractors) are undertaking ALL renovation activities (see Demo handout).

Applicant Signature: [Signature] (Owner/Agent, Please Circle One)

The applicant warrants the truthfulness of the information in the application and that if any of the information provided is incorrect, the building permit may be revoked. If Agent: (check) "I hereby certify that the proposed work has been authorized by the owner and I have been authorized by the owner as their agent to make this application on their behalf.

Applicant Name James Crowe (Owner / Agent, Please Circle One)

Full Address 249 Pond St Ashland, MA JAMES CROWE @ AOL.COM

Phone/Cell (508) 498-2152 Email Jamescrowe@aol.com

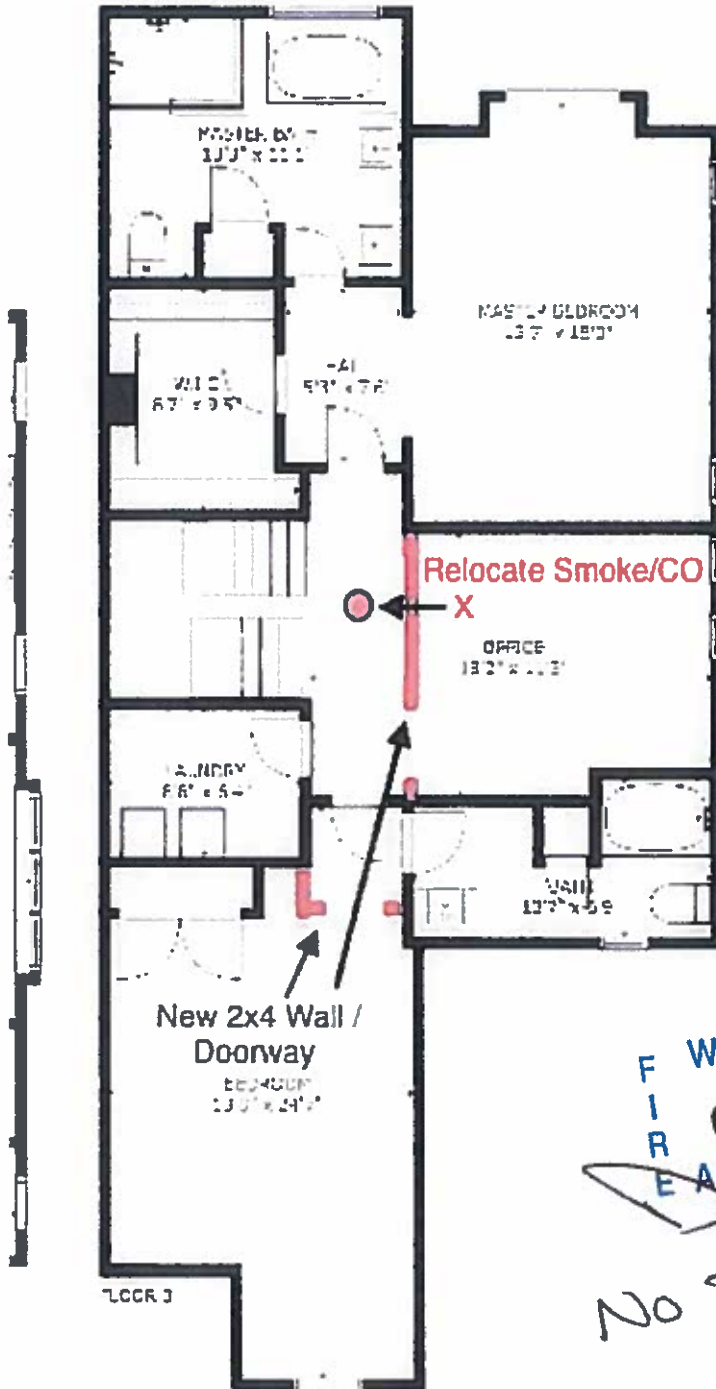
WWMDC Authorization	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>
Board of Health Action	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>

BOH Comments / Conditions: _____

Approval Date: _____ Board of Health (or Agent): _____

Board of Health approval only means that the proposed project does not violate any BOH minimum setback requirements and/or rules & regulations based on the information provided. It is expected that the applicant will not cause any increase in wastewater flow to the Town's sewer system (other than as authorized by the WWMDC) or to the septic system unless a system designed to accommodate that increased flow has been approved by the BOH and said system has been installed.

FILE



REVIEWED FOR CODE COMPLIANCE
Shall not be construed to be a permit for,
or any approval of, any violation
or any provision of this code or of any
other ordinance of the jurisdiction.

Office

FIR WAYLAND DEPT
OCT 13 2017
APPROVED

No FD Action
required



10/12/2017

FILE

Robert Kaplan
25 Lillian Way
Wayland Ma 01778

RE: Request for Renovations

REVIEWED FOR CODE COMPLIANCE
Shall not be construed to be a permit for,
or any approval of, any violation
or any provision of this code or of any
other ordinance of the jurisdiction.

Dear Mr. Kaplan,

Please allow this letter to serve as a grant of permission from the Board of Trustees from River Trail Place Condominium Trust for your request to complete the renovations mentioned below at the above referenced address per your request.

-Relocation of 2nd floor bedroom door and construction of new wall to enclose office space

It is understood that the unit owner is responsible for all licensed professionals and applicable permits and that contractor's license(s) and appropriate paperwork is on file with the Town of Wayland.

Lastly, you must adhere to the rules and regulations of River Trail Place Condominium Trust during all aspects of construction. Construction can only take place between the hours of 8:00 AM and 5:00 PM, Monday through Fridays. No construction can be completed on holidays, weekends or after 5:00 PM daily.

I wish you the best of luck with your renovations and should you need any assistance with this project, please feel free to contact me at (617) 731-0222.

Sincerely,

Eric Rubin
Property Manager
Dannin Management Corporation
PO Box 117
Brookline, MA 02446

Variance in Billable Revenue - Updated Whole Foods
 FY17 - FY18 Q1

11/9/2017

	FY2017				FY2018
	Q1	Q2	Q3	Q4	Q1
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep
Gallons per Day	34,442	30,665	28,573	27,811	25,304
Revenue Billed	\$ 77,789	\$ 72,745	\$ 66,186	\$ 67,229	\$ 45,050

1) FY18 Q1 is substantially lower due to \$50,567 of Undesignated Fund Balance being used to reduce billing rates. For comparison, the FY18 billed revenue using the FY17 rates resulted in billed revenue of \$66,267, which is reasonable considering Whole Foods closed in FY17 Q3.

<u>Whole Foods</u> #2701066	FY2017				FY2018
	Q1	Q2	Q3	Q4	Q1
Gallon per Day	6,398	4,547	2,364	-	-
Revenue Billed	\$ 9,837.00	\$ 7,103.00	\$ 900.00	\$ 1,499.63	\$ 1,042.75

Final Water read FY17 Q3. 15 days billed to owner of plaza.

<u>Water Lily</u> #2701090	FY2017				FY2018
	Q1	Q2	Q3	Q4	Q1
Gallon per Day	447	546	516	521	424
Revenue Billed	\$ 1,319.00	\$ 1,367.00	\$ 1,353.00	\$ 1,355.00	\$ 892.00

Closed in October, 2017. No final read was done.

Change in Billing Rates

	FY17	FY18
Capacity Rate	\$2.79	\$1.94
Flow Rate	\$1.97	\$1.21
Penalty Rate	\$5.91	\$3.64



Wayland Wastewater Management District Commission
66 River Road, Wayland, Massachusetts 01778-2697
508-358-6851 wastewater@wayland.ma.us

November 8, 2017

Ms. Ellen Brideau, Director
Wayland Assessors Office
41 Cochituate Road
Wayland, MA 01778

Dear Ms. Brideau:

I, Fred Knight, Chairman of the Wayland Wastewater Management District Commission, in conjunction with the Wastewater Commissioners for the Town of Wayland, hereby certify that the attached listing of delinquent water accounts should be liened, via the Town Assessor and her Board, to the fiscal 2018 Real Estate tax bills in accordance with MGL Chapter 40, Section 58. The properties involved have been issued an intent to lien bill with a \$15 fee and thirty days later a reminder letter was sent. It is ~~our~~^{my} understanding that if the wastewater bills are paid prior to the actual issuance of the bills for third quarter, the liens will be removed.

Respectfully submitted,

Fred Knight, Chairman of the Wayland
Wastewater Management District Commission

Commissioner:

Richard Greene

Nday Virkud



Wayland Wastewater Management District Commission
66 River Road, Wayland, Massachusetts 01778-2697
508-358-6851 wastewater@wayland.ma.us

**TOWN OF WAYLAND
FISCAL YEAR 2018**

TO: Treasurer/Collector
Town Accountant

You are hereby notified of the **Commitments** for the Wastewater Betterment Apportionments that will be billed in the Third and Fourth quarter of FY2018, via the Town Assessor's Office, to the fiscal 2018 Real Estate tax bills in accordance with MGL Chapter 40, Section 58. The total Betterment Apportionment for each account is:

AMOUNT OF COMMITMENTS

WW Betterment – Account #63-14203	\$22,884.55
WW Betterment Interest – Account #63-14204	\$3,432.68
WW TC Betterment – Account #63-14207	\$195,271.74
WW TC Betterment Interest – Account #63-14208	<u>\$161,286.71</u>
Total Wastewater	<u>\$382,875.68</u>

Fred Knight Date
WWMDC Chair

Rick Greene Date
Commissioner

Jane Capasso Date
Account Specialist



Wayland Wastewater Management District Commission
66 River Road, Wayland, Massachusetts 01778-2697
508-358-6851 wastewater@wayland.ma.us

FISCAL YEAR 2018

TO: Treasurer/Collector
Town Accountant

FROM: WWMD, Account Specialist – Jane Capasso

DATE: November 15, 2017

SUBJECT: **Wastewater Betterment Journal Entries to be booked at the end of December, 2018.**

Please see the attached journal entries to record the FY2018 Wastewater Betterment Apportionment, for principal and interest, to the receivable accounts (which will be billed in the third and fourth quarter of FY2018).

Please do not hesitate to contact me if any additional information is needed.

Fred Knight Date
WWMD Chair

Rick Greene Date
Commissioner

Jane Capasso Date
Account Specialist

Attachment

**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

DRAFT 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.

WWMDC FY2017 BUDGET

October 14 - November 6, 2017

November, 2017

SUMMARY	ACTUAL YTD		ANNUAL BUDGET		NOTES	
User Charges	\$ 67,169.08		\$ 712,744			
Total Operating Expenses	\$ 49,419.18		\$ 712,744			
Net Operating Income:	\$ 17,749.90					
INCOME DETAILS						
	ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	BUDGET MTD	MTD VARIANCE
User Charges	67,169.08	120,843.25	(53,674.17)	241,687	60,421.63	(59,873.93)
Other	1,232.87	-	1,232.87	-	-	364.20
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:	\$ 95,164.08	\$ 120,843.25	(\$ 25,679.17)	712,744	\$ 60,421.63	(\$ 59,509.73)
EXPENSE DETAILS						
	ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	BUDGET MTD	MTD VARIANCE
PERSONAL SERVICES						
Salaries (Account Specialist)	10,634.16	12,314.58	1,680.42	29,555	2,165.62	297.30
Indirect/Admin (Town Services)	-	-	-	28,831	-	-
Legal Services	-	2,083.33	2,083.33	5,000	-	416.67
PROFESSIONAL SERVICES						
Facility Operating Contract	19,500.00	19,875.00	375.00	47,700	3,900.00	3,975.00
Fac. Labor & Other Prof. Serv.	3,666.14	6,844.58	3,178.44	16,427	1,817.50	1,368.92
Engineering Fees	-	-	-	-	-	-
NPDES Permit	-	-	-	-	-	-
Total Pers. & Prof. Expenses	\$ 33,800.30	\$ 41,117.50	7,317.20	127,513	\$ 7,883.12	\$ 8,223.50
Percent of Total	50%			0		340.38
REPAIRS & MAINT EXP.						
Building Repair & Improvement	-	833.33	833.33	2,000	-	166.67
Equipment Repairs & Maint.	301.28	2,786.25	2,484.97	6,687	170.42	557.25
Sludge Disposal	1,355.00	10,903.33	9,548.33	26,168	-	2,180.67
Chemicals	1,555.86	1,161.25	(394.61)	2,787	1,555.86	232.25
Markup & Other	481.82	2,227.50	1,745.68	5,346	462.19	445.50
Surface Water Testing (Ours)	-	-	-	7,066	-	-
Total Repairs & Maint Exp.	\$ 3,693.96	\$ 17,911.67	14,217.71	50,054	\$ 2,188.47	\$ 3,582.33
Percent of Total	5%			0		1,393.86
OPERATING EXPENSES						
Disposal (Trash Removal)	266.30	445.42	179.12	1,069	-	89.08
Natural Gas-NIT Grid & Dir. En.	208.94	1,396.25	1,187.31	3,351	30.24	279.25
Electricity-Eversource	10,971.43	13,421.67	2,450.24	32,212	2,797.70	2,684.33
Telephone-Verizon	463.25	548.33	85.08	1,316	116.48	109.67
Water-TOW	15.00	405.00	390.00	972	-	81.00
Admin Serv's (Other/Vadar Trng)	-	83.33	83.33	200	-	16.67
Contingency	-	10,416.67	10,416.67	25,000	-	2,083.33
Total Operating Expenses	\$ 11,824.92	\$ 26,716.67	14,791.75	64,120	\$ 2,944.42	\$ 5,343.33
Percent of Total	18%			0		2,398.91
TOTAL EXPENSES	\$ 49,419.18	\$ 85,745.83	36,326.65	241,687	\$ 13,016.01	\$ 17,149.17
TOTAL OPER & CAP EXPS				712,744		4,133.16
CAPITAL EXPENSES						
Debt Paid YTD	27,446.99			38,442		
Old Debt-Principal	-	-	-	7,350		
New Debt-Principal	-	-	-	245,000		
Old Debt-Interest	90,132.50			180,265		
New Debt-Interest	117,579.49			471,057		
Total Capital Expenses:	\$ 117,579.49			471,057		

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

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

Wayland Wastewater Management District Commission											
Signed:											
Munis/Batch:											
Summary of Utility Bills - FY2018											
October 14 - November 6, 2017											
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				8670	63443002	52121	Trash Disposal 185 Elissa Ave	
10656	Direct Energy	1	P.O. Box 32179, New York, NY 10087	H57315511	10/17/2017	\$ -	452224/56098	63443002	53102	Gas-185 Elissa Ave	
10656	Direct Energy	1	P.O. Box 32179, New York, NY 10087	H57315517	10/17/2017	\$ -	452224/56105	63443002	53102	Gas-2 Elissa Ave	
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, M	28704030031	10/27/2017	\$ 116.54	28704030031	63443002	53103	Electricity-185 Elissa Ave	
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, M	28671560010	10/27/2017	\$ 2,681.16	28671560010	63443002	53103	Electricity-185 Elissa Ave	
3805	KP Law		Interoffice Billing				N/A	63443002	52108	Town Counsel	
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10350	10/16/2017	\$ 20.57	50412-10350	63443002	53102	Gas-185 Elissa Ave	
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10370	10/16/2017	\$ 9.67	50412-10370	63443002	53102	Gas-2 Elissa Ave	
2271	TOW-Water		66 River Road, Wayland, MA 01778	2601700			2601700	63443002	53105	Water Dept Admin Fee-185 Elissa	
2271	TOW-Water		66 River Road, Wayland, MA 01778	2601700			2601700	63443002	53105	Back Flow Testing-185 Elissa Ave	
2569	VERIZON		PO Box 15124, Albany, NY 12212-511	5083582801	10/18/2017	\$ 67.87	5083582801	63443002	53104	Phone - Pump @ 2 Elissa Ave	
2569	VERIZON		PO Box 15124, Albany, NY 12212-511	5083580192	10/18/2017	\$ 48.61	5083580192	63443002	53104	Phone - 185 Elissa Ave	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70030547	11/1/2017	\$ 3,900.00	WAY002	63443002	52100	Fac Oper Contract	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70030258	10/13/2017	\$ 1,817.50	WAY002	63443002	52101	Facility Labor (Prof. Serv.)	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70030258	10/13/2017	\$ 170.42	WAY002	63443002	52116	Equip Repairs & Maint.	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au				WAY002	63443002	52122	Sludge Disposal	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70030258	10/13/2017	\$ 1,555.86	WAY002	63443002	52125	Chemicals	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70030258	10/13/2017	\$ 258.94	WAY002	63443002	52151	Mark Up on Repairs & Maint.	
6693	Whitewater	2	C/O RHW Construc, 41 Central St., Au	70028766	8/14/2017	\$ 203.25	WAY002	63443002	52151	Mark Up on Repairs & Maint.	
	Total		October 14 - November 6, 2017			\$ 10,850.39					
	Total WhiteWater without Contract Fee					\$ 4,005.97					
Notes:											
No Monthly Operating Reports for July, 2017. Reporting was for the prior month. Current month bills had not been received.											
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											
2) Markup not recorded at year-end.											

WhiteWater Invoices
Fiscal Year 2018

October 14 - November 6, 2017

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor	Equip Repairs				Mark Up	Total
						52100	#52101	52116	Sludge		
70028264	7/24/2017	\$ 95.31	June (1)	\$ -	\$ -	\$ 82.88	\$ -	\$ -	\$ 12.43	\$ 95.31	
70028766	8/14/2017	\$ 1,325.00	June (1)	\$ -	\$ 1,050.00	\$ -	\$ 275.00	\$ -	\$ -	\$ 1,325.00	
70027882	7/7/2017	\$ 3,900.00	Aug (2)	\$ 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	
70028766	8/14/2017	\$ 203.25	Nov (3)						\$ 203.25	\$ 203.25	
70030547	11/1/2017	\$ 3,900.00	Nov	\$ 3,900.00						\$ 3,900.00	
70030258	10/13/2017	\$ 3,802.72	Nov		\$ 1,817.50	\$ 170.42		\$ 1,555.86	\$ 258.94	\$ 3,802.72	
Totals		\$ 25,313.65		\$ 19,500.00	\$ 2,490.00	\$ 218.40	\$ 1,080.00	\$ 1,555.86	\$ 469.39	\$ 25,313.65	

Current month total without Contract Fee \$ 4,005.97

Notes:

- 1) Invoice #70028766 received with June and July expenses. June was reported on a purchase order for FY17 carryover, booked by Finance in FY18.
- 2) Invoice #70028264 purchase order for FY17 carryover was booked by Finance in FY18.
- 3) Invoice #70027882 for July Contract Fee. Monthly Operating Reports not done for July.
- 3) Markup not recorded at year-end.

October 14 - November 6, 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	7/1-7/12/17 \$ 1,048.95	7/1-8/11/17 \$ 31,607.00	8/12-9/5/17 \$ 32,285.73	9/26-10/13/17 \$ 1,680.30	10/14-11/6/17 \$ 547.70	0	0	0	0	0	0	0
63105000/42105												
6308 Penalties & Interest *	0.17	9.19	72.86	42.20	3.66							
63105000/41750												
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 *			744.25		360.54							
63105000/48210												
6309 Wastewater Liens *												
63105000/42111												
6311 WW Better TC Rev	357.89		357.89									
63105000/47503												
6312 WW Better TC Int	322.10		322.10									
63105000/47504												
6313 UNAPP WW Better TC Rev	21,693.20		2,643.32									
63105000/47505												
6314 UNAPP WW Better TC Int	950.12		115.51									
63105000/47506												
49761 Trans from wtr fund												
63105000/49761												
Total Revenue	\$ 24,371.83	\$ 31,616.19	\$ 36,541.66	\$ 1,722.50	\$ 911.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,164.08

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)		\$ 95,164.08
Less: UNAPP New Better TC Rev	47599,47505	\$ (24,336.57)
Less: UNAPP New Better TC Int	47506	\$ (1,065.63)
Less: New WW Better TC Principal	47503	\$ (715.78)
Less: New WW Better TC Int	47504	\$ (644.20)
Less: Old Betterment Principal	47501	\$ -
Less: Old Betterment Int	47502	\$ -
Revenue net of Capital Accts		\$ 68,401.95
(Net of Betterment)		

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, 8 Nov 2017
TIME OF MEETING: 7:30 PM
PLACE OF MEETING: Wayland Town Building

PROPOSED AGENDA – Revised 11/7/17

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. Welcome to new WWMDC member, Uday Virkud. Uday was appointed by the Selectmen on 30 Oct 2017 after he expressed interest in joining. The chair appreciates his volunteering to serve.
- 7:40 4. Presentation of memo from Town Engineer Paul Brinkman indicating feasibility of adding 5,250 gpd of Title V design flow. Chair proposes motion: that the WWMDC approve an additional 5,250 gpd of Title V design flow for a 150-seat restaurant at 60 – 66 Andrew Ave, that the WWMDC require privilege fee of 150 seats * 35 gpd/seat * \$65.07/gpd = \$341,617.50 to be paid, that all approvals be obtained by National Development utilizing the application in place, and that operational fees be collected starting on 8 Nov 2017.

With the additional allocation of design flow, the aggregate Title V design flow for the entire system is about $77,000 + 5250 = 82,250$ gpd. If the actual new flow from this restaurant is half the design flow (the usual assumption), then the aggregate actual flow will be about 28,000 to 29,000 gpd. This is well below the trigger level of 41,600 gpd designated by DEP to force us to design a separate leaching field at the Town Building. This level is so far below the trigger level that more design flow could be added in the future. Indeed, National Development would also like to add 500 gpd for another medical office. In December 2017, we will consider this request.

- 8:00 5. Preparation for joint meeting with Board of Public Works concerning need for continued support from Town Engineer, Paul Brinkman on 28 Nov 2017.
- 8:20 6. Status of the land and design flow acquisition from Wayland Meadows.
- 8:25 7. 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. Paul completed mark-outs for the proposed borings. 5 were within or near the existing sewer. 4 were not near the existing sewer. The borings were delayed until later this month due to the need to be completed during the overnight hours – a condition of the MassDOT permit.
 - B. 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. Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Once the process is set up Paul can provide interim services for non-emergency mark-out requests.

- C. 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 received a budget for the work, which was forwarded to the Board. A back-up of the SCADA programming and computer licenses have been received from the equipment manufacturer.
 - HVAC System, PM Filter and Air Valves – The Town HVAC Contractor is to provide a quote for remaining HVAC issues and maintenance on the boiler.
- D. Second Pump Station – Researched the ownership of the property and determined responsible party. Assessor’s Office has been called. It is the condo associations’ responsibility, and have a contact for them. Seeking advice as to continue the process.
- E. Obtained CADD record drawings from Weston & Sampson for the original sewer system construction. Working with Brendan Decker – Town GIS - to get the information placed in the Town GIS system and better field located to assist with mark-outs.
- F. Met with Wayland Foreign Motors owner regarding the potential connection to the system.
- G. Infiltration/Inflow Control Plan. MassDEP requirement from all sewer system owners due 12/31/17. Requires analysis of flow data and submittal of a plan. There is no waiver allowed.

- 8:35 8. Administrative items:
 - A. Connection Application - Approve changes.
 - B. 25 Lillian Way - Connection Application approval.
 - C. FY18 Q1 Billing mailed October 31, 2017. Bill for 5 Concord Road/Library.
 - D. Signature on Betterment Apportionments letters.
 - E. Net DMR Report for November - Uday will be added to the distribution list and Sam Porter will be removed. Paul Brinkman will review the report and Jane will sign and submit to the EPA.
- 8:40 9. Wastewater Rules and Regulations – Further comments from Rick
- 8:50 10. Approve minutes from previous meetings–18 Oct 2017.
- 8:55 11. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.
- 9:08 12. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:10 13. Website status: recent postings and organization.
- 9:12 14. Calendar: upcoming meetings and events, including hearings.
- 9:14 15. Public Comment
- 9:20 16. Adjourn



**DEPARTMENT OF PUBLIC WORKS
TOWN OF WAYLAND**

*Entrusted To
Manage The
Public
Infrastructure*

Thomas M. Holder
Director

Joseph Doucette
Superintendent

Don Millette
Superintendent

Paul Brinkman
Town Engineer

To: Fred Knight, Chair Wastewater Management District Commission
From: Paul Brinkman, Town Engineer 
Date: October 30, 2017
Subject: Wastewater Treatment Plant Capacity

The Wastewater Management District Commission (WWMDC) is responsible for the operation and maintenance of a Town-owned municipal wastewater treatment plant (WWTP) that discharges treated wastewater to the Sudbury River under a National Pollutant Discharge Elimination System (NPDES) permit number MA0039853. The permit authorizes the WWMDC to discharge a 12-month rolling average flow of 52,000 gallons per day (gpd). This office was asked to review permits, policies and regulations regarding the capacity of the wastewater treatment plant and the potential to introduce more wastewater. The following represents my understanding of the management of flow to the WWTP and the potential to allow for additional volumes of wastewater to be discharged to the WWTP.

1. The 12-month rolling average flow is reported to the MassDEP and EPA on a monthly basis. Over the last 6 months the flow has been 24,000 to 25,000 gpd.
2. The NPDES permit allows for the discharge of 52,000 gpd on a 12-month rolling average. This value is more than double the current flow being discharged by the WWTP.
3. Original design flow allocations to connected users were made on the basis of Title V estimates. Title V – 310 CMR 15 - contains a table that is used to size on-site sub-surface wastewater disposal systems. It is common industry practice to use these flows as preliminary estimates of potential volumes that may be discharged from a wastewater generating facility/residence. The Title V table produces very conservative flow estimates, generally two or more times greater than the actual flow.
4. The Title V allocations were also used to distribute the capital construction costs of the recently constructed WWTP through betterments. This also is a common industry practice.
5. Approximately 75,000 gpd of design flow was assigned, using the Title V tables, to all the WWMDC users. Currently all but about 6,000 gpd of WWMDC users are connected to the system. The WWTP has been in operation for a few years and as indicated above the 12-month rolling average flow is averaging 25,000 gpd of actual flow, which is approximately one third the Title V table flow estimate.

HIGHWAY - WATER - PARKS - CEMETERIES - TRANSFER STATION - ENGINEERING

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6. The WWTP was constructed to manage a flow greater than 52,000 gpd. According to preliminary design documents, the WWTP was constructed to be able to treat nearly 80,000 gpd of sustained flow, and as much as 135,000 gpd in one 24-hour period
7. The NPDES permit for the WWTP is under renewal. The WWMDC has requested a 50 percent expansion of the permit to increase the allowed discharge volume to 78,000 gpd. The renewal is pending coordination from the MassDEP, EPA, and the WWMDC.
8. An Administrative Consent Order (ACO) was issued to the WWMDC requiring the construction of an additional treated wastewater disposal facility to be located on the fields adjacent to the Town Building. The ACO requires that when the actual flow from the WWTP reaches 80 percent of permitted flow over a 3-month averaging period, the WWMDC must begin the process to implement the additional treated wastewater disposal facility. The ACO trigger of actual flow is 41,600 gpd, still significantly above the current average of 24,000 to 25,000 gpd.
9. The existing WWMDC service base is stable and significant increases in discharge through the NPDES permitted discharge point are not anticipated.
10. Regulations regarding MassDEP over the flows discharged to wastewater systems were recently modified significantly. The modification to 314 CMR 7 and 314 CMR 12 removed the MassDEP approval over additions to a sewer system and allows the local regulatory entity, the WWMDC in this case, to manage the flows to the WWTP. The regulations require the WWMDC to track and control the volumes to ensure that they are in compliance with the NPDES permit and that the wastewater is appropriately conveyed in the collection system. Additionally, this office and the WWMDC had communications with the MassDEP, who confirmed this understanding.
11. An entity has proposed a 150-seat restaurant to be located within an existing improved section of Town Center. The facility would utilize an existing connection to the wastewater system. Using Title V estimates as a preliminary basis of flow, the restaurant would generate approximately 5,250 gpd of flow based upon the Title V table and more likely less than 2,500 gpd of actual flow based upon WWMDC usage rates. The additional restaurant would result in the aggregate actual flows at the WWTP to be still less than 27,000 to 28,000 gpd.

Findings:

1. The total actual flow from the new restaurant will not result in the WWMDC exceeding any flow threshold – NPDES permit, ACO or otherwise. The value is considerably less than permitted values and allows for sufficient reserve for changes or existing commitments.
2. The WWTP and collection system have adequate capacity to manage the increased flow from the additional restaurant.

In its newly revised Rules and Regulations, the WWMDC developed and is implementing a policy regarding requests for modified/new discharges to the WWMDC. The policy identifies the available design flow for changes in discharges and instructs the WWMDC to limit the total new flows to that allocation. The allocation takes into account the existing commitments to non-discharging facilities as well as reserve to account for changes in existing uses.

This analysis is based upon a review of the regulatory and technical considerations associated with the WWTP and NPDES permit.

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