

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 19 October 2016**

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

**Absent:** All Present

**Guests:** David Costello (Property Manager) and Scott Turner (V.P. Property Management) of National Development (manages the Town Center, which is owned by Zurich Insurance) and Linda Segal.

**Meeting Location: 7:30 Wayland Town Building**

**Minutes**

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

7:50 1. Call to order (Delayed due to a wastewater emergency.)

7:50 2. Public comment – None.

7:51 3. Review and discussion of Title V Design Flow and allocations for the Town Center (TC).

The Board agreed that there is 32,760 gpd of design flow allocated to the Town Center, vacant space should adhere to the Title V designations and National Development would need to leave some space unleased if they use up all their design flow.

7:56 4. Discussion with national Development about plans for Town Center and review of Town Center Allocations for Title V design flow.

According to DEP regulations, Wastewater cannot have more than 45,000 gpd of design flow. When you deduct 3,000 gpd for the municipal pad and 9,240 gpd (42 Lillian Way Condominiums at 220 gpd), the remaining 32,760 gpd is for the Town Center. They cannot exceed this amount without building an estimated \$1M septic system with a leaching field.

Dave and Scott discussed that the Town Green is still owned by KGI and National Development has been trying to acquire this and use it for town events/concerts and an ice skating rink. Sam will discuss this with Sarki Sarkisian, Planning Department.

Fred and Sam discussed the History of Wastewater and how design flow was calculated based on Title V regulations.

Scott: They are looking at putting a restaurant at the corner of Building 2B. A restaurant will require more design flow than is allocated for the space in Building 2B. Scott: Vacant space that is shell space (never been permitted or built out) does not have design flow permitted for that space. National Development would go to the town to pull a permit and the design flow would be allocated based on Title V allocations and their available capacity. Vacant space that is second generation (permit pulled, built out and then vacated – such as Petco) must keep the same design flow it was originally permitted for. Once an occupancy permit is assigned, the design flow is set for that space. National Development can use the capacity from shell space as they wish even if this means leaving some spaces unleased. The Board will discuss these definitions at our next meeting.

Scott: Zurich wants to get the TC leased out and stabilized They will look into adding the leaching field in order to get extra capacity. Did KGI have a separate design system for the proposed septic system? Linda Segal commented about where the proposed septic system would be and she suggested National Development contact the Health Department before they consider an additional septic system. It was suggested they look at the original overlay district and what zoning allows.

Board mentioned that the Town is looking at putting a senior center/community center on the remaining parcel in the TC.

Fred: National Development has 1,418 gpd of vacant space of which only the Petco space is second generation. Plus the 109 gpd of unused design flow. Discussed the outstanding issues at the bottom of the capacity spreadsheet, which, if implemented, would bring the total design flow for the Town Center over their allowed amount.

After Scott and Dave left, Fred mentioned that we now have a procedure with the Board of Health/Building Department to handle any change in use that National Development may make.

- 8:42 5. Renewed discussion of draft revision of WWMDC Rules and Regulations, specifically the modification of section on connections and alterations.

Rick brought a draft for review, which will be discussed at the November meeting.

- 8:44 6. Review of financial reporting for operational budget and update on betterment finances.

Rick met with Nan Balmer, Brian Keveny and Zoe Pierce to discuss the letter sent to them on behalf of the Wastewater Commission: 1) Reconciliation of committed betterment and the \$327k difference, 2) Outstanding capital bond money and 3) Getting all accounts set up correctly.

- 1) Betterment reconciliation for \$327k – The betterment numbers used for the FY16 year-end report were as of June 30, 2016 from Treasury and March 31, 2016 from The Abrahams Group. The March 31st numbers were changed and the account balances with a few cents. Several reconciling items were identified between Treasury and Finance. These will be resolved and reconciling entries will be made.
- 2) Outstanding Capital Bond Money of \$221k – Brian Keveny and Zoe Pierce will discuss this with Bond Counsel based on the New Municipal Modernization law, which allows up to \$50k to be used for paying off the betterment. Rick: Nan will talk to Ben Keefe about closing out the punch list.
- 3) Finance created new accounts and allocated the budget to the accounts based on the changes Jane asked for in order to create a more detailed monthly budget.

Board would like to proceed with combining Wastewater with the Water Department so there is a person to oversee the Managerial parts of the WW business.

- 9:02 7. Further discussion of what to do with 820 gpd of design flow, including potential meetings with Board of Selectmen, including the status of payments and land transfer for the 380 gpd unused by Wayland Commons. Also, now that the new Library will not be at the 5 Concord Road site, what is the WWMDC's position on PILOB timing from the Board of Selectmen?

Mark Lanza will no longer be Town Counsel for Wayland. Sam is having trouble getting information from Mark on the payment of PILOB and the land swap. Sam will have to get involved with the individual parties in order to get this done. Brendon Homes is on board with this transaction. Sam approved a draft, which was sent to Wayland Commons with no response as of this meeting. There may be a few issues, but this shouldn't be a problem according to Mark Lanza. Sam will discuss the next steps with Nan.

- 9:15 8. Approve minutes from previous meetings—31 Aug 2016, and 14 Sep 2016. Rick and Sam have no corrections. Motion to approve by Sam, seconded by Rick, all in favor.
- 9:20 9. NPDES Permit renewal, OARS monitoring, and other monitoring. No discussion.
- 9:22 10. Pay Bills, Monthly budget update, year-to-date finances and signing monthly commitments. Brendon Homes (BH) billing status.

October Bills: Direct Energy \$13.57, Eversource \$139.08, Eversource \$2,625.86, National Grid \$28.54, National Grid \$9.67, Verizon \$54.85, Verizon \$48.13, WhiteWater \$3,900 and WhiteWater Other \$3,588. Total \$10,407.70

- 1) Pay Bills - WhiteWater's bill had a \$468 markup fee on sludge disposal. The board questioned whether you can charge a markup fee on something that was not sold to you. Board agreed to pay the bills with the exception of the markup fee and further investigation by Jane. Subsequent to the meeting, Jane found that WhiteWater's contract allows a 15% markup on sludge. All bills were paid as originally submitted.
- 2) Commitment Letter for the un-apportioned WW Betterment TC Interest from prior periods that had not been booked by Finance. – Jane discussed this with the Finance Department and a procedure was created to handle this each year.
- 3) Brendon Homes Billing Status – Sam spoke with Kevin Giblin of Brendon Homes who commented that the Town is not releasing a \$150k bond due to an unpaid WW bill. Fred asked Leslie Carey to call him back to discuss the bill and he has not heard from her. Sam: BH's has been good to the town and very helpful with resolving things with WW. We do not wish to sue them and we should consider all the goodwill they have shown WW and the Town. Rick: The bill has not been paid and it is not WW's responsibility to chase Twenty Wayland (the owners for all but approximately 14 days of the quarter) for the money. We have a fiduciary responsibility to our users to collect the money since we did not do anything wrong at the time of the billing. Twenty Wayland should pay either BH or WW and then BH can get their \$150k bond back. Further discussion will occur at the November Board Meeting.

- 9:38 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

- 1) At 3:40 pm on October 19, 2016 a resident reported an overflow at 292 Boston Post Road. Reagan Septic pumped out the manhole and Septic Pump Lift Station capped off the leak. Effluent came out, but it was not solid. Septic Pump Lift Station will return on Thursday to repair the anti-siphon valve. Wastewater is discussing the need to create an emergency procedure. In the future having a joint Water and Sewer Department to handle emergencies would be preferable.
- 2) Demand bills for non-payment of quarterly billing, over \$100, were sent out with a \$15 fee. A letter was sent out 30 days later emphasizing payment must be received by the end of November or their property will be liened. The board asked Jane to make phone calls to users, as a courtesy, to remind users to pay their bill so they will not be liened.

- 3) Fred and Jane have been working on getting WW's Discharge Monitoring Report setup online, per the EPA requirements, before December 1, 2016
- 4) Board would like to invite Nan to the November meeting to discuss an emergency procedure, the capital account, who is responsible for NetDMR and creating a combined Water and Wastewater Department.

9:50 12. Website status: Recent postings and organization. Chair notes a request to organize the site better.

9:51 13. Calendar: upcoming meetings and events, including hearings. The next Board meeting will be November 9, 2016.

9:51 14. Public Comment

Linda Segal: The next Raytheon meeting is on November 17, 2016 dealing with the cleanup and to discuss donating the wetlands by the river to Fish and Wildlife. They have to go through a public process to do this and the cleanup must be completed at the location.

9:55 15. Adjourn