

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING DECEMBER 8, 2021**

Board Members: **Remote Participation:** Mike Gitten, Doug Levine

Absent: None

Other Attendees: **Remote Participation:** Jane Capasso, Account Specialist; Mark MacLean, Town Engineer and Paul Brinkman, Former Town Engineer

Public via Zoom: None

Meeting Location: Zoom

Minutes

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

7:32 Call to order and reading of Zoom information by Mike.

Mike: Call to order. Roll call: Mike and Doug present remotely.

7:32 Public Comment – None.

7:34 Introduce Mark MacLean, new Town Engineer

Mark: Started work on November 15, 2022 and he has been familiarizing himself with the Town. He came from the MassHighway Department and for the last 20 years, he was working at DCR in the parkway section.

7:35 Alta at River's Edge

A) Operations and Maintenance Agreement

Mike: It appears to be the same document as what was given to us before. Paul: The sales agreement was added, which has no effect on the WWMD. Before, you voted to accept the agreement as long as it had not changed substantially. Paul: Is not sure if the other documents the Town is working on need to be finalized that pertain to the O&M Agreement. Mike: Is ready to sign for the Commission. Paul: Will be in Wayland tomorrow morning and he will verify that it is ok for the Board to sign and he will let you know.

Mike: Motion that the WWMDC authorize Mike Gitten, as Chair, to sign the latest and final agreement for Operations and Maintenance services by and between the Town of Wayland Wastewater Management District Commission and Alta at River's Edge as last presented. Second Doug. Approved 2-0.

B) Construction Update

Paul: Alta is working with Tighe and Bond to implement the upgrades to the rest of the system. There is still supply chain issues regarding pumps and equipment. Mike: This is being funded through the grant and they are working with the selectmen. Paul: The funding is for the design and SCADA communication with the old and new pump stations. Tighe & Bond is working with Alta to make this happen. Pezz is working with Tighe & Bond and informing Paul. Paul: The first major flow may occur in June or July. Wet testing may occur in February or March. Their pump stations must be working before this can happen. We are available to take their flow now. The Town is also having supply chain issues.

7:43 Ground Water Permit

A) Revocation and submittal of comments within the 30-day period.

Paul: The new draft was submitted November 22, 2021. On December 22, 2021 it will be closed for comments. Mike: Feels the information the Town submitted in response was sufficient to cover the issues and the WWMD does not have to respond. He is assuming that the State would contact us if they had any questions and it would have been reflected in a revised permit. Mike verified the permit is exactly the same. Paul: Feels further communication is not needed with the State. Jane to ask Louise for the supplemental information and distribute to the board.

7:47 NPDES Permit – Notice of Intent (NOI)

Paul: The NOI was drafted and he will print it tomorrow on letterhead. Mike can sign this. Mike: Would like to finalize this to alleviate some of the prior permitting.

7:49 WWMD Rules and Regulations

Paul: The purple lined copy is the latest one dated May 17, 2017. We do not have an electronic copy. He has the version before, but it is in a different format. Mike: We need to update this since the O&M Agreement sites this. Our NPDES permit is very different. We should make this more performance based and less specific with our permits now. There was discussion about finding someone to administratively combine all the regulations together for final revision.

Paul: Will talk with Tom Holder, Pezz and Jane on how to combine and remove the outdated material from the prior versions of the Rules and Regulations. Mike: We should include the language and terms from the NPDES permit. Paul: We should include the conservation regulations too. Jane will check with Fred Knight for the May 17, 2017 document in word.

7:57 Monthly Operating Report

Paul: Pezz performed a membrane cleaning that did not recover well. He redid the cleaning this week. The volute of a Return Activated Sludge pump rotted away and today it was rebuilt. Flows are still on the lower side and have not recovered to Pre-Covid levels.

Mike: Received the PFAS results. The treatment plant results are not significantly different from the Town's Water results. Our water is a little cleaner than the drinking water. The two compounds out of the six we are seeing are the same as the Town's drinking water. This implies, the source of PFAS is from drinking water and not the plant or our customers. Paul: Our numbers are a little lower than Happy Hollow. We will eventually need a sludge sample. We may see an increase in the cost of our sludge solids. He recently saw that the State of Maine is charging a fee for receiving this material.

8:01 Monthly Financial Report

A) FY21 Year-end and FY22 Official MFR are not available.

B) Lien notices will be sent along with the third quarter tax bills for eight properties totaling \$11,166.12. This amount is subject to change as payments are made.

Jane: The liens will go out in the tax bills. The total amount and accounts are similar to prior years.

8:03 Capital Budget Plan

FY22 Capital Plan - Paul: In April or May 2021 we had a citizen concerned about us talking about the five-year Capital Plan. We should continue to have annual public hearing to review the five-year plan starting with FY23, which entails publicizing it, adding the documents to our web page and 30 days later, we will have the hearing.

Warrant Article - We will need to prepare a Warrant Article asking for FY22 additional retained earnings use to pay for purchasing new membranes. Jane: The deadline for Article submission for the Annual Town Meeting is January 18, 2022. The WWMDC will need to finalize the Article at the January 12, 2022 Board Meeting. The Warrant Article is asking to spend \$150,000 of retained earnings in FY22. Paul: We are asking for a total of \$300,000 to replace the membranes. We will discuss this with Tom Holder tomorrow.

FY23 Capital Plan – Jane: There are no capital items in FY23. No hearing is needed.

FY23 Budget – WWMDC to do a motion to approve the Operating Budget. Operating Budgets are due January 14, 2022. Paul will review and discuss with Jane.

FY23 Rate Hearing – Jane: Louise Miller would like us to start talking about the FY23 Rates at our March 2022 Board Meeting and have the hearing scheduled for May 2022.

8:15 Approve minutes for November 10, 2021.

Doug: Motion to approve the November 10, 2021 minutes of the WWMDC. Mike: Second. Approved 2-0.

8:17 Future Topics

Paul: We need to start planning for a March Rate Hearing. The FY23 Operating Budget includes Alta at River's Edge. Mike: We need to review where we are with occupancy, flow and revenue received from Alta. Paul: Will create a model analyzing how our costs work with the revenue received from Alta and the effect on the rates. Mike: Would like a report showing how things are progressing.

8:18 Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

- A) **FY23 Budget Changes** - Jane: The changes are based on a meeting with Brian Keveny and Louise Miller: 1) The \$20,000 credit for Alta Consideration was moved to Contractual Services, 2) PFAS testing is once per year and it will be recorded in Laboratory testing, 3) Natural Gas was budgeted for a 30% increase (due to Alta) and the Town is using a 50% increase due to economic conditions, 4) Electricity was budgeted for a 50% increase due to Alta and new pump stations and the Town is using a 14% increase due to economic conditions and 5) The Town is expecting vehicle gasoline costs to double. Gasoline costs are split with the High School Treatment Plant. The debt numbers were confirmed with Treasury. They show principal going up 44% and the interest going down 36%. Brian said this is a function of the \$5m loan being refinanced.
- B) **FY22 Budget** - Jane: The budget is not changing. At Town Meeting we are asking for \$150,000 from operating retained earnings. This is not part of the Operating Budget. The Miscellaneous Revenue Operating line is the money we are expecting to receive from Alta. The \$300,000 for the membranes will be billed as part of FY22 and installed in FY23. Mike: User Charges are going up and if Alta flows are not coming in how do we pay for this? Paul: The \$20,000 annual consideration to Alta does not kick in until they are at a very high percentage of occupancy. Mike: If Alta comes online later than we

think, the facility will have to absorb approximately \$12,000. Paul: Will be working on a model showing our fixed and variable costs as compared to our rates based on when we think Alta will come online. Mike: Would like a report stating what they expect their occupancy to be in order to create our rates.

Mike: Is comfortable making a motion to approve the FY23 Budget, tonight, providing Paul's review does not change it by 10% before the deadline of January 14, 2022.

**Mike: Motion to approve the Proposed FY23 Budget 12/6/21 iteration number 5.
Doug Second. Approved 2-0.**

C) Warrant Article –Discussed above under Capital Budget.

8:43 Calendar: Upcoming meetings, events and hearings - Tentatively approved meetings for January 12, 2022, February 9, 2022, March 9, 2022, April 13, 2022 and May 11, 2022.

Paul: The costs for the membranes includes the installation. Jane: Pezz is working to obtain installation estimates for the whole project.

8:46 Adjourn

Attachments

WWMD Rules and Regulations with purple markings. See November 10, 2021 minutes.

FY23 Proposed Budget – 12/6/21 #5

11/10/21 Draft Minutes

Warrant Article blank form

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

One may watch or may participate remotely with the meeting link that can be found at <https://www.wayland.ma.us/public-body-meeting-information-virtual-inperson-and-hybrid>
Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission
FILED BY: Jane Capasso
DATE OF MEETING: Wednesday, December 8, 2021
TIME OF MEETING: 7:30 PM
PLACE OF MEETING: Zoom Call

PROPOSED AGENDA

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

- 7:30 Call to order and reading of Zoom information.
- 7:32 Public Comment
- 7:33 Introduce Mark MacLean, new Town Engineer
- 7:35 Alta at River's Edge
 - A) Operations and Maintenance Agreement
 - B) Construction Update
- 7:45 Ground Water Permit
 - A) Revocation and submittal of comments within the 30-day period.
- 7:55 NPDES Permit - NOI
- 8:00 WWMD Rules and Regulations
- 8:20 Monthly Operating Report
- 8:25 Monthly Financial Report
 - A) FY21 Year-end and FY22 Official MFR are not available.
 - B) Lien notices will be sent along with the third quarter tax bills for 8 properties totaling \$11,166.12. This amount is subject to change as payments are made.
- 8:30 Capital Budget Plan
- 8:35 Approve minutes for November 10, 2021.
- 8:40 Future Topics
- 8:42 Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:43 Calendar: Upcoming meetings, events and hearings - Tentatively approved meetings for January 12, 2022, February 9, 2022, March 9, 2022, April 13, 2022 and May 11, 2022.
- 8:45 Adjourn

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

PROPOSED FY23 BUDGET - 12/6/2021 #5

				Revised	FY23	% Change	
Account #			FY21 Anticipated	FY22 Bud Lev Fund	Proposed Budget	FY23 Pro - FY22 Bud	Comments (Level Service)
EXPENSES							
63443001	51001	Salaries	\$ 85,106	85,830	85,830	0%	No COLA. Will be added by Finance later.
63443001	51003	Salaries (Part-time)	\$ -	2,500	2,500	0%	Support from DPW staff
		Total Personnel Services	85,106	88,330	88,330	4%	
63443002	52100	Contractual Services	\$ 46,800	50,000	90,000	80%	New Contract, A@RE, Consult. Fee, Alta \$20K Consid.
63443002	52101	Facility Labor & Other Prof. Ser	\$ 3,026	10,000	12,500	25%	Expanded Facilities support
63443002	52103	Laboratory Testing Services	\$ 7,691	8,100	10,100	25%	OARS water quality & PFAS testing estimates
63443002	52107	Admin Serv's & Other	\$ 478	-	-	N/A	Moved to office supplies FY22
63443002	52108	Legal Services	\$ -	2,500	2,500	0%	Budget for potential need (easement, permit or other)
63443002	52112	Training & Education	\$ 111	1,200	1,200	0%	Increase for WOM licenses, training for Acct Spec.
63443002	52115	Building Repair & Improvement	\$ 1,090	4,000	4,200	5%	Facility is aging
63443002	52116	Equipment Repairs & Maint.	\$ 15,756	15,072	16,000	6%	Age of Equipment
63443002	52117	Vehicle Repairs	\$ -	500	600	20%	Older vehicle
63443002	52121	Disposal (Trash Removal)	\$ 1,155	1,500	1,500	0%	No change
63443002	52122	Sludge Disposal	\$ 13,922	22,500	30,000	33%	Increased user base A@RE
63443002	52125	Chemicals	\$ 7,614	10,000	17,500	75%	Increase costs and usage for phosphorus removal A@RE
63443002	52126	Pipeline Maintenance	\$ -	8,500	8,500	0%	FY22 Hire engineering firm (see note).
63443002	53102	Natural Gas-Nt'l Grid & Dir. En.	\$ 4,882	5,000	9,750	95%	30% increase for A@RE & 50% Inflation.
63443002	53103	Electricity -Eversource	\$ 32,091	40,000	68,400	71%	50% increase for A@RE 2 new pump sta's & 14% Inflation
63443002	53104	Telephone -Verizon	\$ 2,425	3,000	3,000	0%	No change
63443002	53105	Water -Town of Wayland	\$ 366	1,000	1,000	0%	No change
63443002	59710	Transfer to Gen. Fund	\$ 36,472	35,493	36,472	3%	Per Brian Keveny, use last year's number for now.
63443002	59784	Transfer to OPEB	\$ 453	839	923	10%	Per Brian Keveny, 10% increase
		Total Services	174,332	219,204	314,145	43%	
63443002	54100	Supplies	\$ 970	3,500	4,000	14%	Increase in costs and two new pump stations
63443002	54111	Vehicle Gasoline	\$ 102	750	1,500	100%	Doubled due to inflation.
63443002	54115	Uniforms - WOM	\$ -	355	355	0%	No change
63443002	54118	Office Supplies	\$ -	250	250	0%	New account. Moved from Admin Service
63443002	54500	Small Equipment	\$ 5,597	25,000	25,000	0%	No change
63443002	54599	Contingency (1)	\$ -	20,000	25,000	25%	FY22 Hire Eng. Firm (see note). FY23 more fac's
		Total Goods	6,669	49,855	56,105	13%	
		Total Operating Expenses	266,106	357,389	458,580	28%	
CAPITAL EXPENSES							
63443002	47501	Old Debt-Principal	\$ 30,810	-	-	N/A	FY21 Debt Retired
63443002	47502	Old Debt-Interest	\$ -	-	-	N/A	FY21 Debt Retired
63443002	47501	New Debt -Principal	\$ 253,000	160,115	231,200	44%	FY22 \$5m loan refinanced FY22.
63443002	47502	New Debt -Interest	\$ 138,065	165,989	105,501	-36%	FY22 \$5m loan refinanced FY22.
		Total Capital	421,875	326,104	336,701	3%	
		Total Operating & Capital Exp	687,981	683,493	795,281	16%	
REVENUE							
63410500	42105	Receipts (User Charges)	248,660	327,389	430,080	31%	Required rev. with Int. Earned and Retained Earnings use.
63410500	48210	Interest Earned on Savings	3,656	10,000	3,500	-65%	FY21 Interest rates declined
63410500	43299	Other-Misc Operating	63,102	-	-	N/A	A@Re \$20k Consideration is in Contractual Services.
63410500	47501	Old Betterment-Principal	\$ 2,759	-	-	N/A	FY21 Retired
63410500	47502	Old Betterment-Interest	\$ 138	-	-	N/A	FY21 Retired
63410500	47503	New Betterment-Principal	\$ 181,761	179,536	164,299	-8%	
63410500	47504	New Betterment-Interest	\$ 127,441	115,158	97,039	-16%	
63410500	48600	Undes Ret'd Earn's/Betterment	109,776	31,410	75,362	140%	FY23 Approx. RE Use.
63410500	48600	Undes Ret'd Earn's/Operation	(49,312)	20,000	25,000	25%	FY23 Approx RE Use. FY23 fixed amt to offset contingency.
		Total Revenue:	687,981	683,493	795,281	16%	

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING NOVEMBER 10, 2021**

Board Members: Remote Participation: Mike Gitten, Doug Levine

Absent: None

Other Attendees: Remote Participation: Jane Capasso, Account Specialist; Paul Brinkman, Town Engineer; Cherry Karlson, Board of Selectmen (7:57-8:18pm) and Zoom Coordinator.

Public via Zoom: None

Meeting Location: Zoom

Minutes

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

7:34 Call to order and reading of Zoom Information.

Call to order by Mike. Doug: Reading of Zoom information. Roll call: Mike and Doug present remotely.

7:35 Public Comment. None

7:35 Alta at River's Edge

A) Operations and Maintenance Agreement

Paul: No new information. He will run the O&M document through the word compare and send it to the WWMDC. Mike: Has not heard of any changes.

B) Construction Update – Scope of Services for Route 20 Lift Station

Paul: We have a Scope of services from Tighe & Bond. It sounds like they are doing a change order to the RJV Contract to do the work, the work is similar to the original RJV contract. Pezz has talked to them recently and they were told to focus on getting the radio system and new SCADA programming now. River's Edge is waiting for the electrical and other equipment to be received. RJV put the pipe in. There is one contract for the pipe and one to do the upgrades to the station. It is being managed by the Select Board. Programming will happen through Tighe and Bond and it will be paid using grant money. They are working with the Administrators Office to get his done.

Paul: Right now, we can receive Alta's wastewater, but they cannot send it to us. Alta does not have the pumps to do this. We have enough capacity in the plant for the initial flows anticipated so we do not need the Groundwater Discharge Permit. The hardware for SCADA is being ordered by the contractor. Paul does not advise us to take full flow from Alta at this point. The pre-occupancy flow can be managed by the system now. They may begin occupancy in July 2022. Pezz attends meetings and relays information to Paul.

7:44 Final Ground Water Permit

A) Revocation and submittal of comments within the 30-day period.

Mike: Submittal needs to be made and then it takes up to two weeks for public notice.
Paul: They only notice every 15 days. The Town Administrators Office has been having conversations with the DEP. Mike: Spoke with Louise and there are more administrative items that need to be done. She will resubmit it after vacation. Paul: In my opinion, aside

from process, there are no substantive changes from the comments. He has not talked to DEP. Mike: When the public period opens up, he would like to make sure the correct facts are added to the public record. The revocation is highly unusual and it implies that it was retracted due to public comments rather than administrative.

Discussion on the Public Comments Document that WWMDC should respond to in order for the State to be fully informed. We do not have to change the application:

- Mike: Wastewater from the Wayland High School is not being trucked to the Treatment Plant. He would like this clarified.
- Mike: The reason the Ground Water Permit was retracted is that the State made an error and they did not know a public comment came in. It was submitted appropriately.
- Mike: We do not have to clarify that there is an issue with sanitary waste from restaurants. Paul: This is no different from other wastewater facilities.
- Mike: Parking lot runoff: Implies that all runoff goes into the system. We need to clarify that this is only what is inside the covered parking garage and there are perimeter and trench drains that prevent surface water from coming in. This is to make sure the State is fully informed. The run off is not runoff, it is drippings. In Mike's professional opinion, as long as the non-sanitary waste that goes into a sanitary waste stream is less than 5%, it is allowed. Paul: It is preferred that it is discharged this way. Mike: Surface water runoff is not coming into our system.
- Paul: The August 2013 Tighe & Bond Engineering Report, which was attached to the original Administrative Consent Order (ACO) and included with the February 12, 2021 letter, discussed the capacity of the plant and how they would be able to manage flows above 52,000 gpd by building a leaching field by the Town Building. The original report from Tighe and Bond states you can treat up to 78,000 gpd on average. The Engineering Report was a capacity analysis of the original facility before the plant was running. Mike This demonstrates the treatment facility can handle up to 78,000 gpd and it can handle the extra flow from Alta. Paul: we have run the plant at higher flows in unusual situations.
- Mike: The last two statements do not need discussion.
- Cherry Karlson: The Select Board received a brief report on this at Monday's meeting. The DEP forgot to look at the portal and they reached out to the Town to let us know. She will confirm with Louise. Cherry's understanding is they asked for an addendum to the application and perhaps a letter. We are hoping to do a ground breaking and celebration for the opening in the spring. The revocation is more of a clarification that the public and DEP will benefit from hearing. Mike: Feels the Commission should be part of the response to the DEP and we should be more directly involved. Cherry agrees that the Board should be informed since it is your facility. Mike: It is in the Town Administrator's hand to respond. Cherry: Supports the WWMDC should confirm the facts. We were told on Monday night the permit was retracted. Mike: Should we comment that this was not retracted. Cherry: There will be another 30-day comment period. Paul: The comment period started the beginning of November. Mike: Last he heard, Louise was not responding with a technical response. The WWMDC should prepare a letter responding to the technical aspects and have the board sign it. He feels the DEP would appreciate a response and he does not want this information unanswered. Mike: We just need to clarify the report for capacity.

8:08 NPDES Permit – Notice of Intent (NOI)

Paul: The NPDES NOI was included in the updated NPDES permit. Pezz and I reviewed the limits and it is largely the same except for lead. We will have no problem meeting the limits. The permit is ready for us to accept or as stated in the permit issuing documents the EPA will issue it unilaterally. Mike: When we have the NPDES permit and the groundwater permit for the Alta site up and running, both ACO's will go away. Paul: The original NPDES permit was reapplied for several years ago. In the reapplication, the district asked for increased capacity from 52,000 gpd to 78,000 gpd. The EPA did not know what to do with this. A year and a half ago, the DEP asked if we were still interested. They said we would have to do an alternatives analysis. Our request for an expanded NPDES permit was tabled at this point. We were then included in the General Permit with 52,000 gpd. Mike: The NOI certifies that we are telling the truth and we understand what we are agreeing to. Doug: Agrees this shows good intent and we should be proactive.

Mike: Motion that we submit the Notice of Intent to discharge into the Small Wastewater Treatment Facility General Permit MAG5800000. Doug second. Approved 2-0. Paul: The permit is issued to the WWMDC and you are the operator.

PFAS(6) Analysis of Influent and Effluent Results

Paul: We received our influent and effluent results from con-test lab. There is a List of 50 analytes of which 6 mean are applicable to the current PFAS limitations that have been placed on drinking water. We did two tests. The influent and the effluent from the WWTF. Three of the six analytes were detected in the two samples. The influent sample was approximately 9 parts per trillion (ppt) of PFAS(6). The effluent sample had similar levels of the same compounds, which makes sense since the treatment plant does not treat for this. Mike: One ppt is equivalent to one drop of water in 1,000 swimming pools. Paul: Looks like PFAS(6) is tightly linked to what is at the Happy Hollow wells. PFAS(6) essentially passes through our plant since it is untreated. The state level is 20 ppt for drinking water and our effluent result is around 16 ppt. We are not contributing to any issue relative to any downstream users based on this one sample. We are going to be required to test the sludge semiannually. Feels the sludge will be similar. With treatment going in at Happy Hollow wells, the numbers should go down.

8:22 Changes to FY22 Capital Plan

- A) **Membranes:** Paul: A meeting was held with the DPW, Louise and Brian, which discussed purchasing the membranes in FY22 instead of FY23 due to increased costs and delays in shipping. FY22 retained earnings would be used to fund this. A decision was made for this to be voted at spring Town Meeting as a capital item. This is a substantial change to the FY22 budget of approximately \$225,000. The funding would be available right after Town Meeting. There is a 5 to 6 month lead time for ordering. Mike: We are drawing down the retained earnings funds which is in reserve for emergencies faster than anticipated. Paul: The amount will be less than originally budgeted for and we are just moving it up a year. Jane: We are thinking of using the \$150,000 from the Alta Privilege Fee to fund this. Paul: We would only need \$75,000 from retained earnings in this case.
- B) **Low-Pressure Sewer System on Route 20** – Paul: It was decided at the Capital Plan meeting to use FY22 existing budget money to hire an engineer to review the project as to whether the pipes need replacing or if there is a need to upsize the pipes in case there is developmental change in the Town. We will use the FY22 budgeted amounts from the Pipeline Maintenance and Contingency accounts to pay for this. The testing could be done by digging off the road to check the condition of the pipe. The bigger issue is whether we will see a demand in service that would make the flows go up. He believes

this is PVC pipe and it should be in the same condition as it was installed. The pipes are around 30 years old. This does not change the capital plan. Mike: Concerned that if it does not have a quantitative part, that it seems to be a land use growth project and it may not be our purview. We should react to someone else telling us if there is growth in Town. Paul: We are anticipating this situation and it would have to be a substantive change. The cost to review this could be \$10,000 to \$15,000. DPW would do the test pit.

8:34 WWMD Rules and Regulations

Mike: The definitions were reviewed last time. Paul: Has two versions in word and he cannot find the original of the "purple lined" version in an electronic form. Mike showed the purple version and he will send it to Paul. Conservation Regulations from 2011 should be included in this document. Mike: Since this is cited in the O&M agreement, we should finalize it. We need to figure out the term Director. Paul: This was added to have someone run the plant. We now have the DPW doing this. We should use a general term for Director to allow for a change in who is running the system. Mike: Hesitant to start over with a new Rules and Regulations document and we should include the new Alta agreements, NPDES and Ground Water permits.

8:49 Sewer Use Applications – Tom Holder additional signer.

Paul: Asking the board for permission to have Tom Holder be an additional signer due to timing issues. Paul will have already reviewed the documents and will email his approval. The notice requirement to the Board and the limits on signatory still apply.

Doug: Motion that Paul Brinkman, Town Engineer, approve signing authority in writing to Tom Holder who will be an additional signer for Sewer Use Applications. Mike second. Approved 2-0.

8:55 Monthly Operating Report

Paul: Pezz performed a membrane cleaning and all is running well.

8:56 Monthly Financial Report – FY21 Official MFR is not available.

A) Monthly Financial Report - Jane: Town is expected to close FY22 on November 18, 2021. No official financial information is available for FY23. Paul: Daily flows are still depressed. We did not include revenue or expenses in FY22 for Alta. FY23 shows the effect of Alta coming online.

B) FY22 Sewer Rate Relief

Jane: The form came back to us with questions on our debt information. I answered the questions and we may receive rate relief of approximately \$1,100.

8:58 Approve minutes for October 13, 2021

Board reviewed the minutes. **Doug: Motion to approve minutes from October 13, 2021. Mike second. Approved 2-0.**

9:01 Future Topics

Mike: Continue to discuss the comments for the revoked Ground Water Discharge Permit. We should follow up with Louise on when the period starts.

9:03 Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Doug: Working on getting a new board member.

Paul: Pezz shared the PFAS results with Tom Holder.

9:00 Calendar: Upcoming meetings, events and hearings - Tentatively approved meetings for December 8, 2021, January 12, 2022 and February 9, 2022.

December 8, 2021 works for all.

9:05 Adjourn

Doug motion to adjourn. Mike second. Approved 2-0.

Attachments:

**October 28, 2021 DEP Letter Revoking the Ground Water Permit
Public Comment on Ground Water Permit
NPDES Permit Notice of Intent
PFAS (6) Analysis
WWMD Rules and Regulations (Purple Line)
Conservation Regulations December 21, 2011
Rules and Regulations from Website (see WWMD website)
October 13, 2021 Minutes**



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Article Title: _____ **Estimated Cost:** _____

Article Description (final language to be provided by Town Counsel based on description provided):

Background Information (to be used by Finance Committee to draft its report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

Proposer's Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant

Contact Person Name: _____ **Contact Person Phone:** _____

Contact Person Town Email: _____

Proposing Board Information

Board Name: _____

Board Vote (Quantum) to Submit

Article: _____ **Date of Board Vote:** _____

Signature of Board Chairperson: _____ **Date:** _____