

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 11 JANUARY 2018**

**In Attendance:** Fred Knight, Rick Greene, Uday Virkud and Jane Capasso  
**Absent:** None  
**Guests:** Dave Costello, National Development; Sharmeen Dossani and Erika Clarke, Zurich Co; Fred McFadden of Katz Properties/Wayland Village; Doug Levine, Wayland Selectmen; and Paul Brinkman Wayland Engineer  
**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
- 7:31 2. Public comment None
- 7:35 3. Discussion with National Development on their long-term needs for wastewater design flow for the Town Center. National Development will be presenting their plan, followed by discussion. Then, there are two specific topics:

Fred: The Town Center was originally allocated 45,000 gpd in design flow with 3,000 set aside for the municipal pad and 9,240 gpd for the 42 Lillian Way Condominiums, leaving 32,760 gpd of design flow to be used for the Town Center tenants. A review of the allocated design flow for the Town Center shows 32,652 gpd with 108 gpd that have not been allocated to a tenant.

Review of National Development's Future Plans:

Dave: The proposed 150 seat restaurant is not included in the previously allocated 32,652 gpd of design flow. On National Development's schedule showing their Future Plans, the Minimum category is their short term leasing goals over the next one to two years. Lauren Craig wants to expand by 4 seats in 2018. This may require relocating them within the plaza. Bertucci's would like to add 3 seats and move into the vacant space next door (2E) in 2018. GCD Consultants is moving into 109 Andrew Ave, Suite 204 shortly. The space is changing from doctors office to office for Title V classification. Tenant is quite anxious to move in and the contract has clauses if they don't get in on the agreed upon date. There is interest for the addition of a 150 seat restaurant.

Sharmeen: National Development needs to be dynamic and it would be helpful if they had 2,000 gpd of excess capacity to move around and attract new leasing tenants now. Maximum use is over a very long term. We would like 6,000 gpd of design flow to cover the next two years. It is highly unlikely, but we may change Mattress Firm into a restaurant. Fred: The WWMD has agreed to 5,250 gpd of additional design flow to be used for a 150 seat restaurant. National Development has not submitted final plans or paid a privilege fee for this.

Lauren Craig – National Development requested an increase of 4 seats for 400 gpd of design flow and possibly relocating them in the plaza. Several motions were made and retracted. The WWMD decided that allowing 400 gpd of design flow would not affect the WWMD's long term risk management for the treatment plant. National Development should submit a Connection Application and the Board would respond favorably. Fred reminded National Development that 90 days after the Connection Application is signed by the WWMD a privilege fee is due. If the

fee is not paid in that timeframe, then National Development can reapply by completing a new Connection Application.

GDC Consultants (109 Andrew Ave, Suite 204) – National Development proposed borrowing 88 gpd from the vacant Petco space. The WWMDC and National Development agreed to use 88 gpd from the unallocated 108 gpd of design flow discussed in paragraph one. The vacant Petco space will not change.

Fred: The WWMDC will look at all the potential needs on the table. Sharmee: Can National Development pay for a lump sum of capacity and then use it as needed. This would allow us flexibility with our vacancies. Paul: WWMDC decides how much design flow to release and they hold this for a determined amount of time and if you don't use it you get bumped. Having more users helps with the cost of the system.

Sharmee: Would it be possible for the pricing of new design flow to be different for new properties versus a change to existing properties so the fee would be less of a true net drain to National Development and the tenants. Asking for restaurant space at \$65/sq ft is essentially the cost of putting another box on top of the land. The restaurant cannot make enough money to pay the rent and we won't make our money back. Fred: The amount is set at the amount we pay betterments and an increase in capacity warrants the same rate.

Sharmee: Can you give us excess capacity without assigning it to a space? We would like to ask for 1,162 gpd of capacity as our minimum request. Uday: the point of this is to assign capacity as requested. Fred: The object of this assessment is to plan our needs for the future and to determine how we should allocate design flow for all users.

Fred: A leaching field was planned if the design flow increased. You could build the leaching field instead of paying us privilege fees. Dave: The permit for the leaching field has expired. The field is under the parking lot in back of Ace Hardware. Possibility of building a smaller leaching field was considered.

- A. 109 Andrew Ave, Suite 204 – National Development has a new tenant and will be changing the Title V use from doctor to office. Suite 204 has no design flow since it was allocated to Suite 203 for Wayland Personal Physicians. They would like to use design flow from the former Petco. Board to review their Connection Application.

Board signed the Connection Application allowing 88 gpd of the 108 gpd of unallocated design flow to be used. Privilege Fee is due within 90 days.

- B. 109 Andrew Ave, Common Space Bathroom – Located on the second floor and is currently being used by Wayland Personal Physicians since there is no bathroom in Suite 203. The tenants moving into Suite 204 will also be using this bathroom for the same reason. Since Wayland Personal Physicians opened, the flow has changed from 15 gpd (6/27-10/2/17) to 615 gpd (10/3/17-12/20/17). Jane spoke with Dave Costello and his maintenance person said there is a leak. Dave gave WWMDC permission to start sending quarterly bills to him. With the WWMDC's permission, Jane will start billing for the common space bathroom as of January 1, 2018 since there is no flow history and the actual flow used for Quarter 2 is unknown due to a leak. What Title V design flow should be used?

Dave: Leak was fixed. Jane will discuss the design flow allocation with Dave.

- 8:52 4. Wayland Village, 317 Boston Post Road – Fred McFadden will present an update on their design flow request and the future of the plaza.

Fred M: Would like to purchase 1,200 gpd of design flow and reserve another 1,200 gpd with a right to purchase within a short period of time. Waterlily closed and we would like to add 3 more seats. Jane: On Fred McFadden's schedule, all of CVS is part of the supermarket. WWMD agreed months ago that part of CVS would remain as retail and the remainder would be allocated to the supermarket. A privilege fee was paid for the piece changing to supermarket months ago. Fred M: We presented to Fresh Market that they would lease all of CVS. Fred: Once you make your application for a change in use, we will change the CVS allocation and a privilege fee equal to 95 gpd will be charged. Fred: First motion retracted. Second Motion: WWMD will allow Wayland Village to add an additional 1,183 gpd of design flow, as specified on their spreadsheet, provided that they fill out a connection application, and when that is signed within 90 days they pay the privilege fee. Rick second the motion, Uday agreed. All in favor 3-0. Fred signed the Connection Application.

- 9:19 5. Discussion of implications of long-term design flow needs for the WWMD. Chair will present a list of possible additional design flows, including needs of the Town Center, Wayland Village, River's Edge, and other possible users. The motivation for this discussion is the existence of requests for more design flow and a need to keep low risk of triggering the forced engineering of a leaching field at the Town Building in the case the actual flows exceed 41,600 gpd over 6 months.

Fred: The Idea is that our plant has the capability to handle a lot more flow. Paul Brinkman pointed out that the DEP's view point is that we can control what's happening with our flow. Uday: Our system is capable of handling an average sustained actual flow of 78,000 gpd. The EPA permit is for 52,000 gpd of flow that can go through the pipe into the river. We need to use the 52,830 gpd on Fred's schedule as the maximum number for our analysis. Rick: The Administrative Consent Order (ACO) says if we reach 41,600 gpd we would have to have an engineering design created to build a leaching field.

Paul: The Board should determine how much design flow there is and then decide how much to release by looking at: Existing users who are consistently using, another set whose flow will go up and down with minimum impact, unoccupied tenants, those that are not connected, but have assigned flow and then there is some flow after that. After a year, look at where you are and see if you have more room to release more design flow.

Fred: Ideas from Paul: Town Center builds a leaching field, we process their flow and it is output to the leaching field. This would not affect our EPA permitted outflow to the river.

Paul: Currently, you have a permit application to increase from 52,000 gpd to 78,000 gpd of average actual sustained flow. The DEP and EPA will need to know you want the increase and then they decide on the process since this doesn't happen very often with small quantities. This could cause our flow testing to go down and make it harder to meet numbers.

Fred: Paul can you explore relief from ACO? Paul: We now have history on the permit and this will be helpful. Increasing limits may cause increased costs for

WWMD. He will talk with his contact. Fred: What would be the implications of split flow? Is the ACO still valid? Board should look at what to do if capacity became available and how to process requests. Paul: You should document how requests for design flow will be processed, which will give confidence to regulators and the board will know what number to stay under.

- 9:48 6. Update on the joint meeting with Board of Public Works on January 9, 2018 concerning the proposed position of a Wastewater Operations Manager (WOM). This is a full-time position shared by the School Department and the WWMDC and reporting to the Director of the DPW.

Uday and Fred attended BOPW meeting. WWMD is responsible for 60% of the WOM's \$80,000 salary. Salary and benefits total \$68,000 with an additional \$1,000 for gas and automobile repairs. The High School Treatment Plant will be responsible for 40% of the salary and benefits, gas and automobile repairs. Jane's spreadsheet breaks out the Indirect Admin & Fringe Benefits related to the hiring of the WOM for FY19 of \$95,094. Total operating expenses increased from \$276,687 in FY18 to \$343,170 in FY19. Rates increased 33% over FY18. The FY18 Budget used \$50,567 from retained earnings to lower the rates charged to users. Rick: We will owe user an explanation for the rate increase. Paul: If someone is very upset, you consider their comments and see if you can adjust your expenses. Rick: we might send a letter saying we gave relief and now we are back on track and have new expenses. Paul: The new WOM position will be a benefit over time. Fred: The FY19 Budget is forecasted to use \$40,000 from retained earnings to lower rates in FY19. Jane will adjust the FY19 Budget for the approved Indirect Admin numbers and using \$40,000 instead of \$35,000 from retained earnings.

WWMDC agrees with the Indirect Admin & Fringe Benefits as calculated.

Jane: Finance Department is asking for an updated Statement of Changes schedule. Several months ago the Board agreed that the Finance Department could use our FY19 Budget since it shows the same information as the Statement of changes. Jane explained to the Board that this is a required schedule. The WWMDC decided Jane should complete the schedule.

- 9:52 7. Updates from Paul Brinkman, Town Engineer
- A. 231 BPR Manhole Repair – WWMDC gave the DPW permission to spend up to \$5,000 and Paul Brinkman would facilitate the repair. Paul has been monitoring the situation.

With the recent hard freeze repairs would be difficult and the situation appears to be stable. The repairs will be reviewed under better weather conditions.

- B. Infiltration/Inflow Control Plan. MassDEP requirement from all sewer system owners due 12/31/17. A report was submitted to MassDEP on December 29, 2017. No response has been received from them as of this writing. The report found that there does not appear to be any outside influences such as wet weather or groundwater levels that increase the wastewater flow.

Paul: Basically, the report says we do not have to do a full plan. There is no issue now and we should continue to monitor this. This is part of the 2014 regulation change. This is one way to control infiltration of flow into your system.

- C. 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 were completed without any disruption to the sewer system. 90% plans and specifications are anticipated soon. Paul's review will include making sure there is appropriate pay items and construction details to facilitate the contract from making any repairs required. No Update.

- 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. Paul has drafted the language for a letter to be issued to the Condominium Association. Board to review the letter.

Board reviewed the letter and Fred signed it. Paul, the association has the option of contracting with WhiteWater. Once they respond, we will deal with their questions. If Whitewater is the contractor, they could bill the association directly.

- E. 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. No update.

- F. 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. No update.
- 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. No update.

- G. 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. Also obtained training with a Town owned device to use GPS to collect information on system. Will be used when weather improves.

- H. Met with Wayland Foreign Motors owner regarding the potential connection to the system. No update.

- 10:32 9. FY19 Budget review for the changes made to reflect the hiring of the Wastewater Operations Manager along with adjustments made by Paul Brinkman. Review the flow numbers used to calculate the rates. WWMDC to decide on the FY19 rates for Quarterly billing.

See number 6 above for comments on hiring the WOM. Fred and Jane will review the flow numbers used to calculate the rates.

- 10:35 10. Administrative Items:

- A. Board approval for two blower pump repairs from WhiteWater for the Treatment Plant. Third quote will arrive soon.

Rick: are these the blowers that we replaced? Paul there are 7 blowers in the basement. Two of these are pre-aeration and the third was a process blower that was taken offsite by WhiteWater. WhiteWater should not take equipment out of the plant without permission. These are expensive to replace. Fred signed the WhiteWater quotes.

- B. Treatment Plant Emergency - December 28, 2017 Possible Frozen Pipes. Ben Keefe, with Paul's assistance by phone, switched air handler unit #1 to heat and turned on the supply fan. Adjusted thermostats. Pipes cleared and the plant was running fine.

WhiteWater did not adjust air handler unit #1 to heat for the winter season. Paul: There is a label on the ventilation unit that says do not touch unless you are a certified technician. Paul questioned WhiteWater as to why we didn't get a call in the morning? No answer. No damage costs. Jane suggested a seasonal change of plant systems. Joe Malloy will do this for now since he is not sure if this is in the Operations Manual. Someone tried to fix a missing ceiling tile with cardboard and plastic. Paul doesn't know why? Joe suggested it might be a possible leak in the roof or condensation and we would wait to see if there is further problems and diagnose this in the spring.

- C. December Discharge Monitoring Report – Review results.

Minor PH exceedance caused by a slight over feed of Alum. Copper exceedance. Monitoring this for reoccurrence. Paul reviewed the report and spoke with WhiteWater.

- D. Status of the land and design flow acquisition from Wayland Meadows – The agreement states that \$2,207 paid from the Town will be set aside to pay quarterly wastewater bills for the design flow transferred to the Library at 5 Concord Road. Brian Keveny will transfer the money into WWMDC's miscellaneous revenue account quarterly to cover the bills for the rest of FY18. Municipal Accounting Rules do not allow additions to revenue during a fiscal year. In FY19 Facilities will be billed until the balance of the money transferred is gone.

- E. 21 Cochituate Road – Multiple emails regarding an acupuncturist and a wine bar moving into this space. The person inquiring decided there was not enough parking and is looking elsewhere.

- F. Contact and Emergency List – Jane spoke with Tom and Paul. No change to the list until the new Wastewater Operations Manager is hired in FY19.

Rick: Eversource has a Critical Facility List which will allow the treatment plant to get preferential service in case of an outage. WWMDC Asked Paul to get this set up for us and other town facilities.

- G. WWMDC Treatment Plant Catch Basins and Drainage Area

Joe Malloy, WhiteWater: On January 8, 2018, the catch basins in the street were clear. The grass in the drainage areas, on both sides of the treatment plant, was not cut down before the snow. The distribution boxes within the drainage areas are clear of growth and there is no drainage problem. This will be cleared in the Spring.

H. FY18 Qtr 2 Billing – Processing will start on January 16, 2018 due to Martin Luther King Holiday.

10:50 11. Wastewater Rules and Regulations – No update.

10:50 12. Approve minutes from previous meetings–20 Dec 2017.

Rick moved to accept the December 20, 2017 minutes as presented, Fred second. Passed 3-0. January 9, 2018 minutes transcribed by Fred at the BOPW meeting. Uday moved to accept the January 9, 2018 minutes, Fred second. Passed 2-0. Rick abstained because he was not present.

10:53 13. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

Monthly bills reviewed. Fred moved to approve, Rick second. Passed 3-0. No monthly operating report due to time constraints. Commitment Letter signed for January.

11:03 14. Topics not reasonably anticipated by Chair 48 hours in advance of the meeting.

January 9, 2018 draft minutes – Approved in #12.

11:03 15. Website status: recent postings and organization.

Jane: Going Live January 19, 2018. If time permits, Jane will start moving minutes and agenda's to the new website. Rick will talk with Jane about updates.

11:05 16. Calendar: upcoming meetings and events, including hearings. Rate Hearing has been advertised in the Wayland Town Crier for February 13, 2018

March 13, 2018 next Board Meeting. Uday returns in March, 2018.

11:06 17. Public Comment - None

11:06 18. Adjourn

Attachments:

109 Andrew Ave Suite 204

Town Center – Current GPD Allocations

109 Andrew Common Space Bathroom History Report

Wayland Village Capacity Request

Estimated Long-Term Needs

Indirect Admin & Fringe Benefits

Infiltration and Inflow Control Plan

Pump Station 2 Letter

FY19 Budget

Blower Pump Repair

Emergency Call List December 28, 2017

December, 2017 DMR

Contact & Emergency List (private information-not included)

Summary of Bills

December Commitment Letter

December 20, 2017 Draft Minutes

January 9, 2018 Draft Minutes

January 11, 2018 Agenda