

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 29 FEBRUARY 2016**

In Attendance: Board of Selectmen meeting at 8:30: Fred Knight, Rick Greene, Sam Potter and Jane Capasso. Board of Selectmen: Mary Antes, Cherry Karlson, Lea Anderson and Joe Nolan. Library Trustees: Aida Gennis, Chair, and Library Director Ann Knight. Town Administrator: Nan Balmer

Absent: All Present

Guests: BOS meeting attendees

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.

- 7:30 1. Call to order
- 7:31 2. Public comment
- None
- 7:34 3. Wastewater Meeting in the Board of Health room. Fred Knight, Rick Greene and Jane Capasso. Molly Upton was present as a guest.

Review of materials for joint meeting with the BOS on Article Z – Sewer Capacity for the Library. Letter received from Nan Balmer: Town Administrator, suggests two additions to Article Z: 1) receive permission from DEP to reallocate 820 gpd and 2) that an engineer should review Title V allocations for all municipal buildings. Fred: we should not allow the ability for a user or the Town to assign new allocations for Title V. The Title V regulations are not comprehensive and as such there are entities that are not listed. Barring extant water use, an assignment of Title V design flow is somewhat subjective, but, once assigned, the WWMDC has not altered any unless there is a modification of building function necessitating a need for reassignment. The general rule-of-thumb that Title V design flow is double water use for untabulated entities is only an approximation. On average, this Title V stipulation holds, but individual cases vary over a wide range. For example, the water use for the Lillian Way condominiums is between 20% and 150% of assigned Title V design flow, even though the average is about 50% of their Title V allowance. The Title V design flows assigned to the Town Building and Public Safety building are on the conservative side. The viewpoint is that an engineer will do no better than parrot back an assessment based on the regulations, which does not carry any more weight than the existing assignments.

Rick still has questions on whether minimums should be used. On a restaurant, for example, fluctuations are large due to peak demands on weeknight or weekends. Rick feels that the minimums are put in place to deal with this situation. Fred argues that the treatment plant has a holding tank to handle the peaks and flows of a restaurant. Title V has a set of regulations that apply to aggregated systems and it states that minimums do not apply. Ian Catlow confirmed this with Fred. Rick would like to see the Title V regulations. (Reference added after meeting: Aggregated collection systems are governed by 314 CMR 7.00 and 314 CMR 12.00.)

On the Town Center study of Title V design flows, Title V design flow for Orange Leaf restaurant (+440 gpd, 38, not 16, chairs fast food), Lauren Craig (+300 gpd for 3 more chairs), Femiluxe (+735 gpd, treated as hair salon, not retail), Boston Sports club (-500 gpd, use double water use as opposed to 2000 gpd) and an additional doctor for Beth

Israel are potential increases for the design flow calculation (+250 gpd). This will be discussed in detail at the March 9, 2016 Wastewater meeting.

Meeting moved to the Board of Selectmen's room at 8pm.

8:30 4. Board of Selectmen meeting on Article Z – Sewer Capacity for the Library.

Cherry: We are meeting to discuss Article Z and the wording for the annual Town Meeting, which will support the Library grant that the building will stay at the current location and connect to Wastewater by allocating 820 gallons per day (gpd) of capacity for \$56,000 via PILOB. DEP approval was given to Wastewater on February 29, 2016 to use the 820 gpd.

Nan presented a modification of the proposed Article Z, adding two new conditions: Approval by the DEP (received today) and an engineering study of Title V Design Flow for all municipal buildings. Fred mentioned that this could cause a reallocation of the design flow. Sam: Wastewater has a hard line with users that they cannot switch their use and we would be hard pressed to allow the town to reallocate the flow. Fred: Reallocation under Title V would have legal issues. Cherry would like an engineering study to help determine the design flow for the library or a community center/senior center on the municipal pad. Nan: Having an engineer study design flow may not necessarily go against Wastewater's methodology. Rick: Once you have an allocation there is no changing it unless there is a change in function or size for the building, otherwise, no change is allowed.

Sam: The Wastewater Commission can sell the 820 gpd of capacity to two others. We are holding it for the Town. Nan's letter has a lot of contingencies before the Town will pay us for the PILOB for the 820 gpd. Wastewater would like a verbal commitment that Town will buy the 820 gpd. Cherry said the earliest they could buy the gpd would be July 1, 2016 when their money will be available.

Cherry: For the record: The DEP letter received today states "Accordingly, WWMDC may move forward with the reallocation of the 820 gallons per day of sewer flows at your discretion".

Ann Knight: Can we discuss the 7,100 gpd owned by the town? Cherry: Ben Keefe is not certain the allocation is correct for the Town Building. There is no Title V category that covers the building's many uses.

How should the article be written? Fred: Go for 820 gpd to add to the Municipal Pad's 3,000 gpd. Even if an enlarged Library requires 1,000 gpd, the Town would still have 2,820 gpd for the Municipal Pad.

The Article should come from the BOS and the language changed indicating the purchase will be by the BOS and the library as co-sponsors. Cherry will use Mark Lanza's email to help write the article. The BOS may ask for a study to determine the capacity for the site. Cherry and Joe agree to take out the engineering study.

Aida: Eliminate the contingency for an engineering study of the library's potential use. The Council on Aging/Community Center is in the process of a study and they could be asked to include design flow needs on the municipal parcel.

Joe: Does the Town have the option, down the road, to sell back any unused capacity at the end of five years? Sam: Wastewater would buy unused capacity back from the Town.

Sam will speak at the Annual Town Meeting on Design Flow.

9:03 Wastewater Board only:

1. Agreement on issuing building permits – No discussion.
2. Agreement on administrative charges – No discussion.
3. Assessment of Town Center Title V allocations is still in process.

Fred: Wastewater adjusted their numbers to be in-line with the Board of Health and Building Department. The numbers are low so the design flow for the Town Center would be under the required 45,000 gpd. Sam: We should make them as high as possible as long as we can support the numbers. The result is the leaching field would have to be built. Rick: We should follow the rules and we do not need to be the same as the BOH/Building Department. How do we coordinate the process with the Building Department and BOH when new building permits have been submitted? Further discussion at our March 9, 2016 meeting to decide on design flow. All agree we need to be consistent with Title V.

Ramification of the Title V overage: We could increase the denominator which will increase capacity by 1,000 gpd. The total design flow for the Treatment Plant would be 72,000 gpd. The Paid in Lieu of Betterment says you are not guaranteed the capacity. BOS Retail 1 and Wayland Commons do have a guarantee. Sam: We should increase the denominator by 1,000 gpd and no betterment charge. We should charge BOS Retail 1 for the extra 1,000 gpd.

On use of municipal wastewater allocations, there is a wide range of viewpoints, without consensus. See Board of Selectmen's meeting above.

8:05 5. Personnel Board review of increased hours for Account Specialist and reclassification from N-3 to N-4. Fred and the Personnel Board only.

9:25 6. Final planning for public hearing to review rates for FY2016-Q3/Q4 and rates for FY2017. Based on a review of the YTD expenses and prospect of no significant legal expenses in FY2016, there appears to be a reason to reduce rates for the remainder of FY2016. A rate hearing is necessary; proposed date is the second Wednesday in March 2016. The rates for FY2017 are contained in the draft budget for FY2017.

FY2016 January year-to-date actuals were reviewed by Rick and Fred (Sam left the room). Decision was made to lower budgeted expenses by \$10,000 in the third and \$10,000 in the fourth quarters of FY2016.

9:35 7. Close-out status of the WWTF. New information from Finance Director that the bank issuing the bond is being consulted on funds disposition. No Discussion