

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 10 FEBRUARY 2016**

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

**Absent:** All Present

**Guests:** None

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

**Minutes**

7:35 1. Call to order

7:35 2. Public comment - None

7:36 3. Review of Title V allocations for Town Center:

- Review of Jane's spreadsheet updates from Board of Health and Building Inspector.

The motivation for the current study is to verify compliance with the DEP permit for the Town Center. The permit allows 3,000 gpd (gallons per day) of Title V design flow for the Municipal Pad, 9,240 gpd for the Lillian Way condos, and 32,760 (gpd) for the remainder of businesses and apartments under management by BOS Retail 1, LLC. The total is 45,000 gpd of Title V design flow. A preliminary total shows BOS Retail 1, LLC is over their number by 1,066 gpd. Decisions need to be made on whether Lauren Craig requires an additional 3 chairs for hair coloring (300 gpd), whether the nail salon should be treated as retail space (65 gpd) or a hair salon (800 gpd) or something in between, and whether TSI (Boston Sports Club) can have a lower allocation from 2,000 gpd to 1,500 gpd. Additional impacts are: Future Bldg 4A as a possible restaurant 1,750 gpd and Medical Care of Boston (Beth Israel) an addition of 1 doctor in July to 250 gpd resulting in a possible additional design flow of 1,800 gpd. The current situation is detailed in a spreadsheet that is on line at

[http://www.wayland.ma.us/Pages/WaylandMA\\_BComm/Wastewater/Documents/DRAFT-TC-Data-Capacity-2016-02-10.pdf](http://www.wayland.ma.us/Pages/WaylandMA_BComm/Wastewater/Documents/DRAFT-TC-Data-Capacity-2016-02-10.pdf)

One factor that was eliminated from the WWMD total was the use of MINIMUM ALLOWABLE GPD FOR SYSTEM DESIGN for individual businesses (cf., 310 CMR 15.203). The Board of Health, Building Department, Fred, and Tighe & Bond's engineer, Ian Catlow, feel we should not be using minimums since they are used only for isolated, individual systems, not a single, aggregated system like our Wastewater Treatment Facility (WWTF). Sam feels the design flow minimums were not created for the construction of a system rather for actual use. The WWMD has a single, aggregated wastewater treatment facility. For now, no minimums are used, but Fred will continue to discuss with the Board of Health whether minimums should be used in any situations.

- Ramifications of the accounting of Title V allocations for all of the Town Center.

When the final design flow numbers are completed, the Commission will calculate the value of the overage and assign a value. BOS Retail 1 will be charged for the overage. Currently, the capacity of connected tenants is under the 32,760 gpd allowed for the TC. Long-term we can't allow future building permits unless the TC builds a 9,900 gpd leaching field. Sam said it would be harmful to the TC not to allow building permits to be issued.

Nan's letter to the WWMDC – Fred, if all spaces are occupied and we are over 45,000 gpd we could reduce the municipal pad to allow more capacity. Board of Selectmen said no to this. Sam and Rick don't think we should allow the Municipal pad to be used for helping capacity. Could we allocate the 820 gpd to the TC and they would have to pay for it? The Wastewater Board will meet with the Board of Selectmen to discuss Nan's letter. Possible meeting Feb 22, 2016.

Sam suggested that Wastewater should reach out to BOS Retail 1 with the option of buying the 820 gpd that is tentatively earmarked for the Library if they want to continue filling space.

After Jane's meeting with the Board of Health and Building Department, she may email the Capacity information to Dave Costello, National Development (Management Company) providing there are no major changes. Label the spreadsheet as a Draft.

8:20 4. Status of FY2016/Q2 billing.

The FY2016/Q2 billing was mailed February 10, 2016. Starting with this billing, quarterly water reads will be used to calculate water use. September 30 and December 30, 2015 water reads were used for Q2. The Town Center Design Flow numbers were updated for new tenants and some Title V category changes. This is currently a draft with a few remaining questions to be answered by Wayland's Board of Health and Building Departments. BOS Retail 1 should be charged for the overage of capacity. The Board reviewed the billing spreadsheet and what a bill looks like.

8:35 5. Final review of FY2017 draft budget. FY2017 budget was reviewed at the 18 Nov 2015 meeting. Changes have been incorporated.

Two more additions and one change to the budget are:

- 1) Fred will meet with the Personnel Board in the next few weeks to discuss changing the Account Specialist's position from 19 to 25 hours with a pay grade change from N3 to N4. A motion was made by Fred to increase the Account Specialist positions hours from 19 to 25. All in agreement. Fred and Sam feel the N3 classification is low. John Senchyshyn may not be behind bumping it up. Sam feels Jane's duties require her to make management decisions and process all the work for Wastewater by herself. What would be a proper annual salary for this position?
- 2) Town Allocated Services were added to the Budget for Treasury, Finance and Facility salaries as well as treatment plant insurance in the amount of \$24,669.

- 3) The billing rates on the FY2017 budget were changed to base the flow rate on 27,000 gpd of aggregate flow verses 24,000 of sewage flow.

8:45 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 Wednesday, March 9, 2016. The rates for FY2017 are contained in the draft budget for FY2017.

8:50 7. Pay Bills: Direct Energy \$368.55, Eversource \$3,339.03, National Grid \$260.29, Verizon \$103.14 and WhiteWater \$3,900 for a total of \$7,971.01. Whitewater did not send a bill for operations, but they did for the management fee. Motion to approve by Fred, all in favor.

8:56 8. Monthly budget update and year-to-date finances - Reviewed with no questions.

8:56 9. Approve minutes for 13 Jan 2016. Motion to approve and seconded.

8:57 10. NPDES Permit renewal, OARS monitoring, and other monitoring - Nothing

8:58 11. Further discussion of what to do with 820 gpd of design flow following withdrawal of article for ATM on reallocating 820 gpd of capacity to the Town, as may be needed at the Library if their system fails in the future. Update the article for 2016 Annual Town Meeting to purchase the 820 god for the Library allocation.

Wastewater needs a commitment from the Library. We may be able to sell this to Retail 1, LLC.

9:00 12. Close-out status of the WWTF. We have gotten the amount of funds remaining, ~\$239,000. We will keep these funds to pay for capital costs, e.g., replacement of Membrane Bioreactor screens.

Received the Order of Conditions schedule from Tighe and Bond. There is \$41,600 remaining. Rick would like to reserve an additional 50% to cover cost increases on items 222 (loam and seed old WWTF demo site), 230 (replace dead tree) and 234 (rototill and hydro seed around WWTF) estimated cost of \$\$11,500. Jane will meet with Ben Keefe to discuss the process and to inquire if the DPW could do the labor and what this would cost us.

9:05 13. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

None.

9:06 14. Website status: recent postings and organization. Chair notes a request to organize the site better. One of our followers would like our website updated.

9:06 15. Calendar: upcoming meetings and events, including hearings. February 22, 2016

meeting with the Board of Selectmen and Nan Balmer. March 9, 2016 public hearing for potential rate changes for FY2016 and FY2017 budgets with a regular board meeting to follow.

9:07 16. Public Comment - None

9:07 17. Adjourn