

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION**  
**MEETING October 11, 2023**

**Board Members:**    **Remote Participation:** Mike Gitten and Darrin Bock

**Absent:**                All Present

**Other Attendees:**   **Remote Participation:** Tom Holder, DPW Director; Jared Cotton,  
Wastewater Operations Manager; Abby Charest, Town Engineer and  
Jane Capasso, Program Administrator

**Public via Zoom:**   None

**Meeting Location:** Zoom

**Minutes**

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

7:32 Call to order and reading of Zoom information (Mike)

No Public Comment

**Personnel Changes**

Tom: Jane will be leaving us this Friday, Abby has joined us as Town Engineer as of a few days ago. Abby interviewed over the summer, has a consulting background, and recent involvement in academia.

Abby: Introduced herself as having 20 years of experience in civil engineering, professional license, PHD from Worcester Poly Tech. Started off working on the building of a Wastewater Treatment Plant, then Water, Wastewater, Storm Water, design, permitting, and planning. She has been a professor at Wentworth for the past 8 years, teaching fluids and hydraulics with Wastewater.

Mike: Introduced himself as a Civil Engineer with a 7 year tenure on the Board. His first job was in construction of the Westborough Treatment Plant. Currently is a consultant by day, and a licensed site professional. Referenced a conference he sat in on today with the Environmental Business Council about PFAS in bio solids at wastewater treatment plants.

Darrin: Introduced himself as being on the Commission for just over a year. He is a mechanical engineer, working more on the business side in marketing and sales for electrification at ABB. He has a background in finance and construction bidding.

Mike: Explained that the Board is one member short.

Tom: Has a strong candidate for the Wastewater Administrator position. She has been working with the DPW on Utility Billing support. Has worked with her for 18 years in a number of communities. Currently in the interview process, training with Jane, and is likely to take over. Jane is supportive of her capabilities. We are expecting you will see her at the November Meeting.

Jane: In training, she is catching on quickly. She has a WW Grade 2 license from years ago.

**Alta at River's Edge (Occupancy & Flow, Project Update)**

Jared: At 88.7% capacity. Same as last month. In September we had an average of 10,464 gpd (gallons per day), which is a pretty big increase from June which was 9,043 gpd. The project was postponed again today due to an issue with equipment that needs to go back to

the manufacturer. No progress in the SCADA upgrade since last meeting. Darrin: Overall average of 30,000 gpd per the report. Jared: Groundwater or surface water have different flows because of how flows are diverted. Darrin: 1/3 actual flow, at 87% is 12,000 which is right on model predictions.

Mike: With all allocated capital we expect flows in the low 40's, based on ratios. Discussions with the Select Board continue regarding further development of the Route 20 corridor. Concerns about what it will take to get the facility up to the design capacity that was published. Provide report when asked because it is very helpful. Last year, the plan was to wait until flows were up a little higher than what has been seen currently, then re-evaluate the plan again. Potentially only a minor change needed. Alta's design flow is in the low 30's. Abby will be a big part of this evaluation. We sell capacity based on the Title V general approach, when applied consistently, it makes it fair. There is talk of projects that could go way above capacity. Hoping to have up to 40-60k gpd. We can take half of that, add the 40 we allocated, getting us to the 70 that the plant can handle. Needs a proper evaluation by an Engineer who may have more creative solutions. Last evaluation identified two choke points. It takes more than just money, it takes an approved ground and surface water permit by the State, which takes time.

Abby: Asked if people are looking to expand development or use the treatment plant to limit development. Mike: Both. 20 years ago DEP (Department of Environmental Protection) had more authority over small wastewater treatment plants. Legal has confirmed we have jurisdiction to give out capacity. Some would like it limited, and others would like to see more use. We have never anticipated getting above 90% capacity.

## **Monthly Operating Report**

Jared: Elm Electric and Tighe & Bond came by regarding the SCADA upgrade. Elm ran the plant completely from the control panel to prove it can run a few hours blind. Bulb replaced, SCADA postponed.

Mike: Is the new computer ordered? Jared: No, and the PC is not backed up regularly. IT copies the hard drive occasionally. Once PC is upgraded there will be a quarterly backup. Data has not yet been kept for long term storage. Darrin: We would lose history, not the operating system.

## **Rules and Regulations**

Tom: Close to completion. Recommends keeping the checklist and penalty/fees documents separate instead of as appendices to the rules and regulations, because site plans change often, and we do not want to have to have an official vote each time. Fees will still require Board consideration whenever changes are proposed. Town Council is reviewing whether changes to appendices require a vote, and hope to have that answer by the November meeting so the regulations can be ratified. Typically these things are referenced, not included. Mike: Penalties give us the ability to back charge any costs due to violations. Tom: Should we be assessed a violation cost, it will be passed on the entity that caused it. Jane: At the last meeting we agreed that once everything was approved by legal, we would vote. The rules and regulations will need to be included in Alta's O&M manual along with As-builts and insurance.

## **FY25-FY29 Capital Plan**

Tom: Issued instruction from the Town Manager's Office to begin FY25 capital budget planning. Tom, Jane, and Jared have been working on the Wastewater budget and are prepared to submit it to the finance team before it is due Friday. It is presented as a 5 year plan, they will review it over the next few weeks, make refinements and recommendations, and we will have the resulting capital plan for the November Meeting for your review.

Tom: FY25 Capital purchase of a replacement of Jared's vehicle which was deferred last year. Town is working towards purchasing electric vehicles for administrative purposes, not the large vehicles just yet. Abby Shute, the Town Sustainability Manager is looking into the replacement of larger vehicles with either hybrid or electric vehicles.

Tom: Working with facilities on the potential purchase of a new roof at the wastewater treatment facility to make it able to support solar panels. Roof is paid for out of our enterprise fund but project is managed by Facilities.

Tom: Small Capital (not part of capital budget) is comprised of a list of small equipment and services totaling about \$80,000. Privilege fees received are used to purchase these items.

Mike: Is Abby Shute considering rolling these panels into a lease package with the Town?

Tom: Unsure, but can ask Abby Shute. Darrin: The IIJA (Infrastructure Investment Job Act) funding can be tapped into potentially. There are many funding sources and rebates available. She should also consider the needs to handle the infrastructure of the vehicle charging stations (grid to charger). The power feeds may need upgrading. Tom: DPW Capital plan includes charging stations for 4 vehicles. Darrin: The lead time and complexity can be considerable with getting power feeds updated.

Tom: Working with the Planning Board and Economic Development Commission to get on the State's TIP program. This is an 8-10 million project so it is senseless to invest in surface improvements if subsurface is not in good condition. Capital budget request is for evaluation and design (if needed) prior to construction work. The TIP process is a 5 year process. If the subsurface is evaluated to have a 5-10 year life we will replace it. If it is more like a 20-25 year life we will likely leave it be.

Capital expense for the HSTP (High School Treatment Plant) Design is underway.

Mike: The 1-2 choke points identified may be a capital expenditure of some pieces of equipment needed to increase capacity. Tom: If a new development needed capacity that we do not currently have, we could parlay that into a mitigation project, adding equipment that a developer would fund, with our commitment that they could utilize what they need post-improvement. We just made a large investment in a membrane for the WWTF, and are currently in a good position with the large capital items.

Jane: The Ras pump and permeate replacement may need replacing. Jared: Not currently, they are working ok.

## **Sewer Use Applications**

Jane: A new Mani/Pedi salon at the Town Center is coming in where a similar salon was before. Abby and potential replacement have been trained on the process. Abby has been working on a DF (design flow) of a possible 250 gpd increase.

Mike: Asked about the status of the Council on Aging and if they asked to return design flow.

Jane: They have yet to apply for an SUA (Sewer Use Application). Once they have a design plan, we can start discussing the DF (design flow). Plan to follow up. Mike: They are currently out to bid. Jane: Base Charge is based on 3,000 gpd. Our current policy says that you cannot return design flow. Mike: They need to comply with our regulations and formally put in an SUA with their expected DF even if it is less than 3,000 gpd. Darrin: Have not officially decided if we will allow the return and resell of DF, once the entire 10,000 gpd recently made available is sold. Should be discussed this year.

## **Monthly Financial Report (MFR)**

Jane put up a slide of the Monthly Financial Report.

Darrin: Operating expenses are at 8.6% and operating revenue is at 25% which looks good. Result driven from over-budgeting or expenses have just not hit yet. Jane: Miscellaneous revenue operating is driving that revenue number up as it is the 55k privilege fee. Darrin: Usage is also 23.5%. Jane: Numbers can be misleading when the first quarterly bills are in but in a few months that will slow down and expenses will go up. Darrin: Requested that the forecast column is shown in the budget every month, not just at year end. Jane: Retained earnings should be allocated for long-term debt because we know for certain that we will be using it. This will adjust the revenue numbers more accurately. Darrin: Agreed.

Jane: One betterment was paid in full this month.

Jane: Demand letters went out for about \$19,000 in delinquent charges. In November, lien will be applied to these properties. The new administrator will make phone calls prior to the lien per Darrin's request. One account paid off there delinquency because they wanted to purchase DF. Tom: The Assessor's Office will need the lien report prior to their December Board Meeting so they can vote on it.

Darrin: Noticed that the ratios he requested last meeting were not showing on the MFR. Will work with new admin on these.

**8:32 Mike: Motion to approve the September 13, 2023 meeting minutes. Darrin second. Approved 2-0.**

**Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.**

**Calendar: Upcoming meetings, events and hearings.** Future meeting possible dates: November 8, 2023, December 13, 2023, and January 10, 2024.

**8:35 Adjourn: Mike motion to adjourn. Darren second. Approved 2-0.**

#### Attachments

FY23 Annual Report

Rules and Regulations

Summary Design, Actual, Permitted Flow

September 2023 Monthly Financial Report

September 13, 2023 Minutes