

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 13 FEBRUARY 2018**

In Attendance: Fred Knight, Rick Greene and Jane Capasso
Absent: Uday Virkud (out of town)
Guests: Paul Brinkman, Town 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.

- 7:32 1. Call to order
- 7:32 2. Public comment - No public comment
- 7:33 3. Rate Hearing for FY2019

The budget for FY2019 is detailed on the attached page. The budget was formulated by the WWMD Account Specialist with input from the Finance Director, the Treasurer, and the Town Engineer and has been scrutinized by the WWMD and the Finance Committee. The expenses are calculated using the past two years' figures and expected changes. Two new expenses have been added for the Wastewater Operations Manager (WOM) and the routine maintenance, emergency response, and DigSafe requests. In FY2018 (the current year), there is no WOM, and the latter three were covered by a transfer from retained earnings. The WOM is discussed below. The income consists of operational charges based on rates calculated to meet expenses and the on-going betterment. There is an additional payback to users of \$80,000 due to income exceeding expenses in FY2017.

The rates for next year are up ~\$1 per gallon per day for both design flow (capacity) and actual flow. Rates are based 80% on gallons per day (gpd) of Title 5 design flow and 20% on actual flow based on water usage, also measured in gpd. This allocation reflects the actual amounts of fixed expenses (80%) and variable expenses (20%). The design flow rate will go from ~\$1.94/gpd for FY2018 (this year) to \$2.67/gpd for FY2019. The actual flow rate will go from \$1.21/gpd to \$2.01/gpd. This means a user in a 2-bedroom condo, with 220-gpd design flow and 110-gpd actual flow (typical), will be charged \$809/year in FY2019 versus \$560/year for FY2018 (this year). This is an increase of \$249/year or 45%. This increase is due to \$69,000 for a new salaried position, called the Wastewater Operations Manager (WOM), plus \$35,000 for infrastructure maintenance. The maintenance is necessary due to the aging of the piping. This combination of new expenses has increased operating expenses significantly.

The new Wastewater Operations Manager (WOM) is an investment in our future in that we hope to recoup salary and benefits by saving operating expenses in future years. The WOM is shared between the WWMD (60%) for the system in the center of town and the School Department (40%) for the High School treatment plant. The WWMD considers this extra expense as an investment in the future. The payback in FY2019 will be due to savings for overhead expenses (estimated to be \$6,000 or about 10% of WOM cost). In future years, there are anticipated cutbacks in contracted services that will be significant and, we hope, will pay for the WOM. There will be annual assessments of this payback.

On another front, the WWMD is working on further ways to enhance the financial situation. At this spring's ATM, an article requests that the Town assume \$220k of WWMD debt. This will help our bottom line. In addition, in ten years starting in

2027, the betterment income will be insufficient to pay for bond payments. This will be a temporary situation. The fact that the Town is assuming part of the bond repayment will help this future temporary situation. Also, the WWMD is working on other initiatives to generate income and improve the bottom line by utilizing the WWTF more effectively. We are fortunate to have a new town engineer, Paul Brinkman, who has significant experience in wastewater treatment. He has recognized that the WWTF can handle more actual flow. Hence, the WWMD is considering ways in which increased flow to the WWTF can generate more income for users. We will be reporting on developments over the next few months.

Fred: Moved to open the rate hearing. Rick Second, approved 2-0. Fred summarized the information above.

Fred: The forecasted FY19 expenses are offset, as we have done in prior years, by the excess in expenses over revenue of about \$40,000. Our operational rates are then created based on this. We have a large increase in operational rates due to new expenses. This is a 66% increase in our operational rates. The FY19 budget has two columns for proposed budgets. We are deciding on whether to use \$40,000 or \$80,000 from retained earnings to lower user rates. If we use \$80,000, our rates will increase 45%. The second paragraph above talks about the specific results of the increases. Just to be specific, using \$40,000 of retained earnings in FY19 results in a \$932 user charge for the year and using \$80,000 results in \$809 per year. FY18 was \$560 per year.

Rick: On the FY19 Budget, the current allocated capacity number does not include the 5,250 gpd we verbally approved for the 150 seat restaurant in the Town Center. Fred: Since we do not know when the restaurant will be built, it is prudent not to include this. The resumed flow is based on the discharge flow versus water flowing into the plant. Water flowing into the plant is 10% to 20% higher than the discharge flow. Paul: By basing this on discharge flow versus water flow we create a bit of cushion based on the variable flow amount. Fred: This would result in a 5% difference in the rate. It is safer not to change this in order to leave a cushion for emergencies.

Retained earnings have increased minimally over the last two years due to the use of \$50,567 in FY17 and \$40,000 in FY18 to reduce user charges. At the end of FY17 there was \$1,339,191 of retained earnings. Of this amount \$159,389 can be used to pay operating expenses and \$1,179,802 is betterment related. Paul: Suggested the WWMD should reserve a minimum of \$25,000 for operations, but \$100,000 would be more prudent in case of emergencies. Jane explained how the retained earnings account is broken out between operations and betterment collections. Board reviewed the betterment payoff schedule expecting the payoff to be positive in the later years. Discussed the differences in the cash flow schedule created several years ago.

Fred: We should finalize expenses tonight. Jane: Explanation of \$94,965 Indirect charges. Fred: Essentially \$70,000 for new WOM and the rest is our regular fees of \$25,000 paid to the Town for their services. Paul: The new employee may not need health and life insurance, which will lower this amount. The WhitWater contract will be rebid this spring for both plants. Combining our contract with the high school may attract new vendors. He will include in the RFP what the basic costs for an emergency are, sludge removal and a statement that ensures the operator has responsibility for problems with the plant. The monthly fee should be broken into charges so we are not paying if the plant is shut down. There are 3 to 5 firms that manage treatment plants. Repackaging the RFP will cause vendors to think more

seriously. Fred: We are rewriting the RFP as a new vehicle to combine the two systems in Town looking for savings and efficiencies. Paul: Communication is an on-going problem with WhiteWater and he needs to be informed in order to help solve problems. Paul: He does not anticipate that the Pipeline Maintenance/Emergency account will need all of the \$35,000. The balance of this account will float forward each year and will be used more as the plant gets older and needs more repair. Having a WOM will allow the WWMD to better manage sludge being pumped and hauled away, which will reduce markup charges.

Fred: We do not have to finalize the rates tonight and we do not have to close the rate hearing. Paul: Most people wait until year-end to do their rates so you have a better idea of the actual expenses.

Fred: Right now, the WOM is costing more money than saving. This is an investment in the future by getting a better handle on the operation expenses and reducing large increases in user rates. The WWMD is looking at future ways to improve operations by giving more capacity to Town Center and other potential users and looking for more cost effective ways to keep our discharge to the river at the same level by using ground water discharge. For tonight, we have finalized the expenses. Rick moved to suspend the rate hearing until a future meeting. Fred second, passed 2-0.

- 8:28 4. Update of implications of long-term design flow needs for the WWMD. Chair will give some information on additional design flows, including needs of the Town Center, the Wayland Village shopping center, 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.

Paul and Fred are looking at ways for the treatment plant to process more wastewater.

- 8:32 5. Updates from Paul Brinkman, Town Engineer

- A. Treatment Plant Sanitary Sewer Overflows on January 27 and 28, 2018 – Health Department request for a report. MassDEP communications, Inspection and follow-up requirements. Town Center Bathroom Update.

Paul: Saturday, January 27, 2018 Fire Department heard an alarm going off outside the treatment plant on the ejector pump that provides sanitary flow pumping for the building. WhiteWater, Ben and Julia were called. Water was flowing out from a vent and the manhole cover for the ejector pump onto the pavement into the catch basin and to the stormwater management system. A pump truck was called and two loads of influent wastewater removed from the equalization tank. Alarms stopped and WhiteWater determined the problem had stopped.

Julia came by on Sunday afternoon and found the situation in an overflow condition again. Two more loads of wastewater removed from the site.

Monday, Paul onsite to investigate the situation. The ejector pump system was turned off. Facility flows are still high. Contacted Town Center and a broken toilet was identified for the reason for the high flow. Initially thought that a failed check valve on the ejector was the source of the failure/overflow. After

reviewing the information further, Paul believes that it was occurring through inflow into the internal plumbing from the equalization tank to the ejector system. If the equalization tank level is high, the flow would go to the pump station, which is designed for a small amount of flow. We need to verify if the piping is broken, which is difficult to get to.

Paul presented an analysis of flows from the total collection system (pump stations) in blue and the treatment plant in red. It appeared the elevated flows started a couple of weeks before the overflow event. Town Center reported they had been attempting to repair the toilet for a couple of weeks before the total failure of the flushometer over the weekend. Paul: The plant is tuned to manage flows at a certain rate – to allow for processing of the wastewater over a 24-hour period. The SCADA system needs to be manually adjusted to handle significant flow changes. The WhiteWater person, who came in on Monday, January 29, 2018, did the original set up of the plant and he adjusted the flow for the higher flows being experienced. An upgrade to the SCADA system will be able to show us better what is happening at the plant. DEP inspected the facility on Friday, February 2, 2018 and gave the WWMDC a list of things to do, Paul will report weekly to the DEP.

B. Other Treatment Plant Repairs:

1. Blower related repairs – Signature on a third quote. See 6A below.
2. Chemical feed pumps – Are under constant use for mixing the chemicals. At least one pump will need repair. This will tie into the future SCADA system upgrade.
3. SCADA/IT improvements – This will be funded from the \$20,000 remaining capital account money. Once the handhole outside the plant is repaired, Verizon can upgrade the plant to fiber and then the SCADA system can be installed.
4. HVAC – Needs to be brought up to a safe state. Freeze sensor needs to be installed to prevent coils from freezing.
5. Ejector Pump – Doesn't appear to be operating. This is the one related to the incident on January 27, 2018. Paul is looking into this.

C. 231 BPR Manhole Repair – WWMDC gave authorization to spend up to \$5,000. Paul Brinkman to facilitate the repair. Manhole was emptied and the concrete adjustment for the casting is breaking down. Ellingwood has provided a verbal estimate to complete the repair. Work to be completed during better weather for concrete placement. Digsafe notification has been completed by Ellingwood.

Waiting for warmer weather.

- D. Verizon Phone line upgrade – Hand hole damaged and frozen soil around the line is preventing replacement. Coordinating with Verizon once better weather occurs (thaw). Once complete the SCADA work can be completed. No update.**
- E. RFP for Contracting a Treatment Plant Operator – This will be taken on as time permits. Coordinating with Ben Keefe. No update.**
- F. Advanced Metering Infrastructure (AMI) system for water meters. DPW/Water Department is sponsoring an article at ATM for the purchase of an AMI system. It can be configured to provide daily information on the usage by individual users. This could have been used to prevent the Sanitary Sewer Overflow as the flow to the facility started rising two weeks earlier than the actual problem.**

The AMI system would flag a high use and the user could be contacted to look into the issue, before it becomes an actual problem. No update.

- G. 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.
- H. 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. This is a task that the new staff person would be responsible for in most cases. No Update.
- I. Treatment Plant Capital Items:
 - 1. 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.
 - 2. 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.
- J. 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.

New surveyor started Monday. He has a new GIS locator, which will help Paul with creating as built for the whole sewer system to be entered into the computer.

- K. Fire Inspection. Inspection passed? Future potential need to replace control panel. Fire extinguishers were inspected and the backup generators are being inspected within the next week per contracts.

Inspection completed for fire extinguishers and the alarm system. Alarm system is not working as expected due to it being in a moist room. It should be in an enclosed cabinet. Repair may be needed this year or next.

- L. Met with Wayland Foreign Motors owner regarding the potential connection to the system. Jane spoke with the Health Department and no plans have been submitted as of January 6, 2018.

No update. Fred: There Connection Application will expire soon. We shouldn't chase them to get this done.

9:03

6. Administrative Items:

- A. WhiteWater request to replace the compressor on pre-aeration blower #1. Unit was sent out for evaluation. Repair exceeds cost for a new replacement. Board approval required.

Paul: The motor is still good, but the compressor needs to be replaced. It is more cost efficient to replace the compressor than to repair it. The quoted price is in the range. We have asked WhiteWater to return the damaged compressor. Fred signed the quote.

- B. Capital Account – Reallocation of the debt related to the treatment plant capital account to the Town/High School Treatment Plant. Bonded debt schedules updated. Board to approve the reallocation. FY19 Budget updated for new debt and indirect admin numbers.

Jane reviewed the percentage of how the capital account debt was split between WWMD and the Town. Reviewed the bank debt schedules and the final updated debt schedules. Fred: Felt the numbers should be different and he needed more time to review.

9:22-9:32: Further review of the schedules and a discussion on the interest rate used to calculate the original cash flow schedules used to bill the apportionments. Jane: Mark Abrahams schedules included retained earnings from operations, which should be reserved for operations use. Fred signed the letter approving the transfer of \$220,000 in debt from the capital to the Town.

- C. Contact and Emergency List – Updated and emailed to the Police, Fire, Health Department, DPW and Facilities.

Jane: When the new Wastewater Operations Manager is hired, he will handle all emergencies for WWMD and the high school.

- 9:03 7. Wastewater Rules and Regulations No update

- 9:04 8. Approve minutes from previous meetings–11 Jan 2018.

Fred added a comma and Rick changed NSTAR to Eversource. Fred: Motion to approve minutes as amended. Rick second. All in favor 2-0.

- 9:06 9. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments. FY18 Q2 billing was sent out totaling \$46,290.

Commitment letter for monthly billing was signed. Jane highlighted 4 changes to the regular bills: Increase in BP Trucking's Contract for trash disposal, rate hearing advertising charge, Keane Fire for fire extinguisher inspection and 231 Boston Post Road pumping for manhole repair. Fred: motion to approve the monthly expenses, Rick second. Approved 2-0.

- 9:16 10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting - None.

- 9:16 11. Website status: recent postings and organization.

Jane has been working on learning the new website. No training will be given from the IT Department. Half hour online trainings are happening weekly. Gay Hughes, Water Department, will help Jane with training since she hasn't had time to watch online trainings.

9:19 12. Calendar: upcoming meetings and events, including hearings.

Next meeting is March 14, 2018 at 7:30 pm. Rate Hearing remains open.

9:21 13. Public Comment – None

9:32 14. Adjourn

Attachments:

FY19 Budget

Retained Earnings Calculations

Betterment Payoff Schedule

Paul's Analysis of Flows

Blower Quote

Bonded Debt Schedule

Bonded Debt Transfer Letter

Contact and Emergency List

January 11, 2018 minutes

Commitment Letter

Monthly Operating Reports

Capasso, Jane

From: Capasso, Jane
Sent: Sunday, February 11, 2018 10:32 AM
To: Fred Knight <fred@knightway.org>; Rick Greene; Uday Virkud
Cc: Capasso, Jane
Subject: Agenda and FY19 Rate Hearing Budget
Attachments: 2018-02-13-WWMDCAgendaRevised.docx; FY2019 Budget 2-12-18 Revised.xlsx; 6-30-17 Better Payoff Recalc New Better.xlsx

Please review the attached schedules for our Board Meeting and Rate Hearing on February 13, 2018. Below are the major changes from FY18 to FY19. On the Betterment Payoff schedule please note this is as of June 30, 2017 with the bonded debt numbers updated for the reallocation of the capital account.

Uday, since you will be out of town for the meeting, please send me your comments on the proposed use of Undesignated Retained Earnings (URE) from \$40,000 to \$80,000.

Major changes from FY18 to FY19

- 1) Use of URE (Lowers the user rate) – Using \$40k of URE in FY19 resulted in the annual operations bill (220 gpd X Capacity Rate plus 110 gpd X Flow Rate) changing from \$560 in FY18 to \$932 in FY19 or a 67% increase. If the WWMDC decides to use \$80k of URE, the rates change from \$560 to \$809 or a 45% increase. The amount of available URE that can be used for Operations is approximately \$159,389 (see attached Betterment Payoff schedule). This number will go up or down annually based on the difference in revenue and expenses at year-end. For FY18 we are using \$50,567 of URE and either \$40,000 or \$80,000 in FY19. The operations piece of the URE, per Paul Brinkman and the state, should have a balance of \$20k to \$25k annually to cover emergencies.
- 2) Pipeline Maintenance \$35,000 – Any expenses for this account in FY18 will be funded from URE. In FY19 this will be paid by the users creating a \$35k increase in expenses..
- 3) Indirect/Admin & Fringe – \$68,000 for salaries and benefits for the new Wastewater Operations Manager (WOM). Several other expenses were reduced minimally due to the WOM's overseeing the plant.
- 4) Chemicals – FY18 Budget based on FY16 actual use. FY17 showed a large increase and the FY18 Budget reflects this \$2,787 - \$7,500 = \$4,713).
- 5) Contingency – Reduced from \$25,000 to \$10,000. Contingency was set up to cover emergencies and overages for all expenses. We now have the Pipeline Maintenance Account to handle most of this.
- 6) Bonded Debt – Due to the proposed reallocation of \$220,000 of Capital Account debt to the Town, WWMD's debt will go down roughly \$21k in FY19. This number will fluctuate annually based on interest payments. The WWMDC will approve this at the February 13, 2018 board meeting. Bonded Debt does not affect user rates.

Please let me know if you have any questions, ASAP. I am printing the schedules on Monday for the Board Meeting.

Thank you

Jane Capasso
Account Specialist
Wayland Wastewater Management District Commission
41 Cochituate Road, Wayland, MA 01778
508-358-6851

WWMDC FY19 Final Budget & Rate Hearing	Actual FY2017	FY18 Rate Hearing (1) Billing/Sales	FY18 Final Budget (3) Apprvd STM	FY19 Budget/ Rate Hring \$40K (C&D)	FY19 Budget/ Rate Hring \$80K (C&D)	FY19 Notes	Revised 2/12/18
INCOME							
Receipts (User Charges)	295,690	186,648	191,120	303,063	263,063		
Old Betterment-Principal	25,991	38,442	38,442	43,247	43,247	Debt expense used for budgeting. Note C-3.	
Old Betterment-Interest	4,767	7,350	7,350	5,256	5,256	Debt expense used for budgeting. Note C-3.	
New Betterment-Principal	197,696	245,000	245,000	238,077	238,077	Debt expense used for budgeting. Note C-3.	
New Betterment-Interest	175,414	180,265	180,265	165,506	165,506	Debt expense used for budgeting. Note C-3.	
Current Year Transfer	-	-	35,000	-	-	One time transfer from Undesignated Fund Balance. FY18 Note 3	
Undesignated Fund Bal/Operations	-	50,567	50,567	40,000	80,000	Note C-1	
Net Operating Income:	699,558	708,272	747,744	795,149	795,149	Total needed for betterment income & operating expenses.	
EXPENSES							
Personal Services							
Salaries (Account Specialist)	25,994	25,084	29,555	26,500	26,500	Acc'l Specialist: \$26,500 (includes \$1,000 overtime). No COLA.	
Indirect/Admin & Fringe Ben's	24,669	28,831	28,831	94,965	94,965	Town allocations plus hiring a Wastewater Operations Manager. Note C 2.	
Legal Services	1,013	5,000	5,000	5,000	5,000	No anticipated litigation.	
Professional Services							
Facility Operating Contract	46,800	47,700	47,700	50,000	50,000	Contract ends 9/16/18 @ \$3,900/month. Paul Brinkman: FY19 10% increase, fixed rate over 3 years. Assumes new contractor with higher rates \$4,500 X 12 months. Reduced \$4,000 for new WOM overseeing expenses.	
Facility Labor & Other Prof. Serv.	34,840	16,427	16,427	20,000	20,000	FY17 Actual \$34,840 less Emerg. \$13,384 (\$7,015 268 BPR. \$6,369 install tmt plant pump) = \$21,456 plus 3%/year increase = \$22,763. Facility is incurring more repairs. Reduced \$3,000 for WOM overseeing expenses.	
Engineering Fees	-	-	-	-	-	For future use.	
NPDES Permit	-	-	-	-	-	For future use. Currently no fee for permit.	
Total Pers. & Prof. Expenses	133,316	123,042	127,513	196,465	196,465		
Repairs & Maint. Expenses							
Building Repair & Improvements	6,590	2,000	2,000	5,700	5,700	FY17 \$5,140 new contracts for fire extinguisher & fire alarm testing and emergency lights and \$1,050 tmt plant heater and supply line repair. FY19 contracts total \$3,661 plus \$2,000 for miscellaneous charges outside WhiteWater's contract totaling \$5,661.	
Equipment Repairs & Maint.	20,252	6,687	6,687	8,300	8,300	FY17 \$20,252 less pipeline emergency = \$13,394 = \$6,858 less \$1,020 fixed cost for maintenance for 2 backup generators until 2020 = \$5,838 increased at 3%/year = \$8,194. Add back \$1,020 for contracts. WOM vehicle maintenance and fuel \$1,000 = FY19 \$8,214.	
Pipeline Maint/Emergency	-	-	35,000	35,000	35,000	Note C-4.	
Sludge Disposal	30,331	26,168	26,168	25,000	25,000	FY17 Actual includes pumping for emergency repairs at the plant. Paul Brinkman will be monitoring this and expects less pumping.	
Chemicals	6,644	2,787	2,787	7,500	7,500	FY17 actual with 3%/year increase = \$7,049.	
Markup & Other	6,596	5,346	5,346	6,500	6,500	FY17 actual \$6,596 less \$174 emergency plus 3%/year increase = \$6,813. Paul Brinkman will be monitoring this.	
Surface Water Testing (Oars)	6,803	7,066	7,066	7,325	7,325	FY19 Actual	
Total Repairs & Maint. Exp.	77,216	50,054	85,054	95,325	95,325		
Operating Expenses							
Disposal (Trash Removal)	606	1,069	1,069	1,101	1,101	FY18 budgeted at \$86.60/month. FY19 contract renews in FY18, per Facilities assume 3% increase of \$86.60/year, for 2 years \$1,101.	
Natural Gas-Ntl Grid & Dir. En.	3,844	3,351	3,351	4,100	4,100	FY17 actual with 3%/year increase = \$4,078.	
Electricity -Eversource	31,119	32,212	32,212	33,100	33,100	FY17 actual with 3%/year increase = \$33,014	
Telephone -Verizon	1,320	1,316	1,316	1,800	1,800	FY17 actual with 3%/year increase and Paul Brinkman's estimate for addition of a fiber line with Internet and voice to run upgraded SCADA emergency cal. system.	
Water -Town of Wayland	892	972	972	972	972	FY17 actual with 3%/year increase. Back flow and additional \$25 admin fee (\$946 + \$25).	
Admin Serv's & Other	125	200	200	200	200		
Contingency	3,000	25,000	25,000	10,000	10,000	Reduced since most of this will be expensed through the Pipeline Maint/Emerg account.	
Total Operating Expenses	40,906	64,120	64,120	51,273	51,273		
Total Expenses	251,438	237,215	276,687	343,063	343,063		
CAPITAL EXPENSES							
Old Debt-Principal	27,651	38,442	38,442	43,247	43,247	From Bank Debt Schedules. Full amount, subsidy not included. Note C-3.	
Old Debt-Interest	2,136	7,350	7,350	5,256	5,256	From Bank Debt Schedules. Full amount, subsidy not included. Note C-3.	
New Debt -Principal	240,000	245,000	245,000	238,077	238,077	From Bank Debt Schedules. Full amount, subsidy not included. Note C-3.	
New Debt -Interest	189,565	180,265	180,265	165,506	165,506	From Bank Debt Schedules. Full amount, subsidy not included. Note C-3.	
Total Capital Expenses:	459,351	471,057	471,057	452,086	452,086		
Total:	710,789	708,272	747,744	795,149	795,149		
RATES							
Total Expenses	251,438	237,215	241,687	343,063	343,063		
Use of Undesignated Fund Bal.	-	50,567	50,567	40,000	80,000	Note B	
Adjusted User Charges	251,438	186,648	191,120	303,063	263,063		
Total Current Allocated Capacity	76,245	77,088	77,088	78,699	78,699	Note C-5	
Total Current Connected	78,396	68,483	68,483	70,223	70,223	Note C-6. Includes Way Foreign Motors and Wayland Village.	
Total Assumed Flow	23,000	30,728	30,728	26,202	26,202	Note C-7	
Capacity Rate (\$/gpd-year)	2.79	1.94	1.98	3.08	2.67	80% of Adj. User Charges/Total Current Allocated Capacity.	
Flow Rate (\$/gpd/year)	1.97	1.21	1.24	2.31	2.01	20% of Adjusted User Charges/Total Assumed Flow.	
Penalty Rate (\$/gpd/year)	5.91	3.64	3.73	6.94	6.02	3 Times the Flow Rate.	
Annual Amt for 2-bdr condo	831	560	573	932	809		
Delta Compared to FY2018	271	0	0	372	249		
% Change from 2018	48%	0%	0%	67%	45%		
Quarterly Increase	208	140	143	233	202		

Notes are listed for some columns that have been hidden.

A) The FY19 Budget (A) Approved STM Column - Includes \$35,000 for the Pipeline Maintenance/Emergency (PME) account (approved November, 2017 STM). \$40,000 from Undesignated Fund Balance (operations only) will be used to fund the account.

B) FY19 12/26/17 Budget (b) with WOM Column - Changes made to Salaries and Indirect/Admin accounts for the new Wastewater Operations Manager (WOM) position that will oversee the Wastewater Treatment Plant and the High School Treatment plant.

C) FY19 Rate Hearing Columns: Choice of using \$40,000 or \$80,000 in Retained Earnings:

Due to the expected hiring of the WOM, Paul Brinkman partially reduced the following expense accounts anticipating it will take time for the WOM to get up to speed: Facility Operating Contract, Facility Labor & Other Prof. Services and the Contingency Account.

C-1) **Undesignated Fund Balance (operations only)** - account. The overage from FY17 Revenue and Expenses of \$40,000 will be used to reduce user rates.

C-2) **Indirect/Admin** - Estimate of FY19 expenses from other town departments (Treasury, Administration, Facilities, Treatment Plant Insurance & Fringe Benefits). Amount increased \$68,160 primarily due to the WOM Salary & Benefits. Facilities prior allocation was split between DPW/Engineer and Facilities.

C-3) **Betterment debt expense** number is used as the betterment income number so revenues = expenses. Betterment apportioned income is different from the actual betterment debt expense paid to the bank. Debt expense was reduced due to the High School Treatment Plant taking over the remaining capital account's \$220,000 in debt. The Town and WWMD will pay the remaining principal and interest payments over the life of the bond (FY 2031).

C-4) **Pipeline Maintenance/Emergency** - November, 2017 Town Meeting approved a current year transfer from Undesignated Fund balance/Operations only. FY19 this will be funded as an operations expense from user fees. The account will be used for DigSafe and maintenance & emergency calls involving the sewer line.

C-5) **Total Current Allocated Capacity** (Design Flow) 76,396 gpd (from FY18 Q1 Billing Spreadsheet includes 127 gpd Whole Foods and 70 gpd Salon). Additional design flow 440 returned from 5 Concord Road + 380 gpd from Wayland Meadows (820 gpd). Assumes 356 Boston Post Road (Wayland Foreign Motors) will connect in FY18 for 300 gpd. 1/11/18 WWMD approved additional 1,183 gpd for Wayland Village (former Water Lily increased by 3 seats for 105 gpd and former Energy Unlimited changing to beauty salon with 11 chairs for 983 gpd and 95 gpd for remaining CVS changing to supermarket.) TC 150 seat restaurant in FY19 for 5,250 gpd was not included. Total Current Allocated Capacity 78,699 gpd

C-6) **Total Current Connected** 68,740 gpd (from FY18 Q1 Billing Spreadsheet includes 127 gpd Whole Foods, + 70 gpd Salon). Assumes additional design flow for 300 gpd 356 Boston Post Road + 1,183 gpd Wayland Village. Total Current Connected July 1, 2019 70,223 gpd. Not included 820 gpd for 5 Concord Road.

C-7) **Total Assumed Flow** - Average annual flow June, 2016 - June 2017 from the Discharge Monitoring Report 25,050 (includes Whole Foods and Salon). Plus additional flow added (at half the design flow): 150 gpd for 356 Boston Post Road + Wayland Village 592 gpd + Wayland Meadows 410. Total Assumed Flow 26,202.

D) FY19 Budget 1/13/18 column was the FY19 Rate Hearing Column. New column added FY19 Budget/Rate Hearing D) has the new Indirect Admin numbers from Finance and New Betterment bonded debt number adjusted for the Capital Account debt of \$220,000 being transferred to the Town.

FY19 Other:

- Privilege fees charged for new design flow applies to the betterments and is not included in the budget. With these fees the WWMD will be able to pay the balance of the bond accounts in all years.

- Additional design flow that may be added to the system during FY19 will affect rates, but will not be changed unless a rate hearing is set up.

FY18 Notes:

(1) - FY18 Rate Hearing Column (Rate Hearing FY18 tab) are the approved rates on 9/30/16 for quarterly billing and final sales.

- The overage from FY16 Revenue and Expenses of \$50,567 was used to reduce user rates. This will be paid from undesignated fund balance (operations only).

(2) FY18 Budget 2/21/17 Before STM Column (FY18 Budget 2/21/17 tab), approved at Town Meeting and Finance Committee. Entered in MUNIS with expenses of \$241,687. Pipeline Maintenance Account was not included. This column is hidden.

(3) - FY18 Final Budget STM Approved Column, effective 11/14/17, will be used for the Monthly Operating Budget and updated in MUNIS with the following changes:

- Includes the addition of a Pipeline Maintenance expense account, approved at the November STM, funded through a Current year Transfer from the Undesignated Fund Balance (operations only) account at year-end and will have no affect on revenue or the rate hearing rates.

- The Pipeline Maintenance expense account for \$35,000 will be used for DigSafe, hiring a contractor to do mark-outs, maintenance and emergency calls involving the sewer line.

(4) The Betterment debt expense number is used as the betterment income number so revenues = expenses. Betterment apportioned income is different from the actual betterment debt expense paid to the bank.

Wastewater Department

WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS

FY19

Indirect costs include Administration, Treasurer, General Insurances costs. This section documents the application of the indirect cost methodology.

Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Wastewater budget to the prior year's Administration budgets.

Description	FY18 Budgets	Percent	Allocation	Notes
Wastewater budget (less debt)	\$ 276,687			1
Town budget (less debt and Facilities)	\$ 69,279,183	0.0040		
Administration Budget		\$ 2,147,369	\$ 8,576	

Treasurer

The Treasurer provides check disbursement, investment and processing of receipts.

Treasurer Budget	\$ 290,204	0.0040	\$ 1,159
60% share of DPW-Wastewater employee		\$ 48,000	\$
Facilities Office-FY 18	\$286,198	0.01	\$2,662

Insurances

Insurances identifies the cost of insuring the WTP. The balance of the General Insurance premium includes general building, liability, workers' compensation and property insurance allocated based on the established percentage.

Wastewater Plant	\$ 5,196	100.0000	\$ 5,196
Balance of Insurance Budget	\$ 674,804	0.0040	\$ -

Total FY18 Indirect (Administration) Costs

\$ 65,593

Fringe Benefits

In addition to Indirect/Administration costs, the Town of Wayland charges the Water Dept for fringe benefits/retirement costs. Fringe benefits includes health, life, OPEB, Medicare, and retirement.

Health & Life			TBD
WOW Benefits	0.42	48000	\$ 20,160
Medicare		\$ 353	\$ 4
DPW Director and Engineer Salary	0.04	221490	\$ 8,860

Total FY18 Fringe Benefit Costs

\$ 29,372

Total FY18 Fringe Benefits

\$ 94,965

Additional Comments and Notes by J. Capasso:

Other Expenses not part of Indirect/Admin & Fringe Benefits (6)

Vehicle Fuel & Maintenance - Expensed to WWMD				Notes
Equipment Repairs & Maintenance.	\$1,000			5
			\$1,000	

Notes Added on by J. Capasso

- 1) At November, 2017 Town Meeting, \$35,000 was approved for the pipeline maintenance account. Frances numbers did not include this amount
- 2) Beginning FY19 - The DPW is hiring a Wastewater Operations Manager to over see the Town Center Treatment Plant and the High School. Salary will be split 60% WWMD and 40% High School and Benefits will be 42%. Of the salary.
- 3) New FY19 Facilities will be reimbursed 1% instead of 5% of salaries and the DPW Director & Engineer will receive 4% based on the DPW Director's estimate of the combined salaries for himself and Engineer.
- 4) Medicare cost for Account Specialist.
- 5) Estimated cost by DPW Director for vehicle fuel & maintenance. Expensed through Equipment Repairs & Maintenance. WDM will have a gas card and vehicle repairs will be billed directly to WWMD.
- 6) Other: Office setup for desk, chair, computer and supplies at the treatment plants will not be charged to WWMD per

Brian Keverly approved the changes in red and said to use my numbers.

FY 18 Payroll budget

24,317.00
0.0145
352.80

Wastewater-2017

712,744.00

Wastewater Debt-2007

(471,057.00)

Net

276,687.00

Plus \$35,000 Pipeline Account

All inclusive GF Less Debt

77,080,084.00 (7,544,703.00)

Less Facility Salary

(266,198.00)

Net

69,279,183.00

Net

680,000.00 (5,196.00) 674,804.00

Wastewater Management District Commission

Breakout of Undesignated Retained Earnings (URE) & Estimated Betterment Shortfall

Shortfall based on Estimated Betterment Portion of URE

As of June 30, 2017

Undesignated Retained Earnings Calculation:			
Ending URE balance from FY16 (prior year) (1)			\$ 1,299,068.54
Revenue Control - FY17 Total Income (User fees, betterment receipts and other) Ties to Munis Cash Receipts		\$ 758,911.53	
Expenditure Control:			
FY17 Operating Expenses	\$ 251,438.09		
FY17 Debt Service Expense	\$ 459,351.40		
(Old subsidized \$29,786.40, New \$429,565)			
Total Expenditure Control		\$ 710,789.49	
Less Fund Bal Reserve for Encumbrance (2)		\$ (8,000.00)	
Revenue Control less Expenditure Control			\$ 40,122.04
Undesignated Retained Earnings as of 6/30/17.			\$ 1,339,190.58
PILOB's & Betterments Paid in Advance			
FY16 PILOB-Town of Wayland (Reserved Capacity for Town Bldg.)	\$ 500,671.00		
FY17 PILOB-Salon D'Elegance/Denovo (add'l 100 gpd)	\$ 4,523.00		
FY17 PILOB-Fresh Market (add'l 127 gpd)	\$ 8,182.65	\$ 513,376.65	
FY17 New Betterments Paid in Advance	\$ 664,061.00		
FY17 Old Betterments Paid in Advance	\$ 2,364.12	\$ 666,425.12	
Total PILOB & Betterments Paid In Advance (Estimated URE from Betterment)			\$ 1,179,801.77
Estimated URE from Operations			\$ 159,388.81
Total URE 6/30/17			\$ 1,339,190.58
FY17 Betterment Shortfall Calculation:			
Est. Betterment from Ret. Earn's 6/30/17			\$ 1,179,801.77
FY17 Apportionments Billed		\$ 398,151.11	
FY17 Debt Service Payments		\$ (459,351.40)	
Betterment Shortfall paid out of URE's			\$ (61,200.29)
FY17 URE Balance after Shortfall			\$ 1,118,601.48

Notes: 1) FY16 ending URE \$1,303,230.54, Operations Exp. increased \$4,162 for an increase in Indirect Admin for FY18 \$4,162 (\$24,669 to \$28,831).

2) \$8,000 Fund Bal Res for Encumbrance - FY17 purchase order for WhiteWater bills not received in time for the FY17 close. Amount carried over to FY18.

Total Negative Cash Flows

Requiring Financing

\$ (510,999.64)

Total Negative Cash Flows		
Requiring Financing		\$ {510,999.64}

Capasso, Jane

From: Brinkman, Paul
Sent: Tuesday, February 13, 2018 10:48 AM
To: Capasso, Jane
Subject: FW: Wayland Town Center and High School Action Items
Attachments: flow analysis.xlsx

From: Brinkman, Paul
Sent: Monday, February 12, 2018 3:54 PM
To: 'Lama, Tenzin (DEP)' <Tenzin.Lama@MassMail.State.MA.US>
Cc: Unobskey, Arthur <arthur_unobskey@wayland.k12.ma.us>; Knight, Fred <fred@knightway.org>; Keefe, Ben <bkeefe@wayland.ma.us>; Junghanns, Julia <JJunghanns@wayland.ma.us>; Brander, Kevin (DEP) <kevin.brander@state.ma.us>; Nerden, Joseph (DEP) <joseph.nerden@state.ma.us>
Subject: RE: Wayland Town Center and High School Action Items

Tenzin,

I am providing the following as an update to the MassDEP regarding the issues identified in your earlier e-mail. I will provide periodic reports as items are completed to ensure the MassDEP is aware of the progress that the Town is making towards remedying the issues with regards to the two Town owned facilities.

Wayland Town Center Treatment Facility

- The contractor completed an inspection of the ejector pump and found that it is not working as intended. Flows to the ejector have been reduced to ensure no SSOS or other issues occur.
- A review of the pump station and plant flows was completed and can be reviewed in the attached spreadsheet. The readings/flows from the pump stations are based upon run time meters and assumed pump capacities. Flows for days that readings were not taken are average over the period. It appears the run times over-estimate the actual flows to the treatment plant. It is clear that flows rose over the two weeks immediately prior to the SSO event with a significant jump occurring on that weekend.
- The owner/operator of the Town Center did confirm that one toilet failed completely over that weekend. This toilet was repaired.
- We have attempted to confirm the cause of the overflow/interconnection using auditory means in the plumbing fixtures. The results of this were inconclusive. We plan on conducting additional investigations this week to ensure that the cause is found and the necessary repairs made.
- Once the problem is clearly known a schedule for repair will be provided to MassDEP.
- An addition to the operation and maintenance standard operating procedures regarding high flow management is being drafted and will be provide to the MassDEP next week.

Wayland High School Wastewater Treatment Facility

- The plan for correction requires significant coordination between several parties. The Town has begun coordinating a meeting with the Original Equipment Manufacturer, Membrane Manufacturer, Operator, Original Designer, and Independent Consultant, and several other Town parties. The meeting is anticipated to be scheduled the week of 2/26/18. Once this meeting is completed we will be better able to provide a defined schedule. The likely tasks and preliminary schedule are:
 - o Meeting week 2/26/18
 - o Identify work required week 3/05/18

- Complete repairs March/April 2018
- Restart facility April 2018
- We will provide an record of the off-site volumes of wastewater removed from the facility during our next update.

Until all items are addressed to the MassDEP's satisfaction, the Town will provide periodic updates regarding the incomplete items.

Thanks

Paul

From: Lama, Tenzin (DEP) [<mailto:Tenzin.Lama@MassMail.State.MA.US>]
Sent: Monday, February 5, 2018 10:40 AM
To: Brinkman, Paul <PBrinkman@wayland.ma.us>
Cc: Unobskey, Arthur <arthur_unobskey@wayland.k12.ma.us>; Knight, Fred <fred@knightway.org>; Keefe, Ben <bkeefe@wayland.ma.us>; Junghanns, Julia <JJunghanns@wayland.ma.us>; Brander, Kevin (DEP) <kevin.brander@state.ma.us>; Nerden, Joseph (DEP) <joseph.nerden@state.ma.us>
Subject: Wayland Town Center and High School Action Items

Paul,

This email is a follow-up to MassDEP's February 2nd, 2018, site visit to the **Wayland Town Center Treatment Facility** with you, Julia Junghanns, and Whitewater staff, Joe Malloy & Phil Pascarelli, in response to the SSOs that took place on January 27th and 28th. The following action items are required from the Town to identify the cause and corrective actions needed to prevent future system failures:

- On or before February 12, 2018, identify and confirm the cause of the SSO and submit your findings to MassDEP for review and approval.
- Include the Town's plan and schedule to mitigate the issue.
- Revisions to the WWTP Operations and Maintenance Standard Operating Procedures is also required to prevent unplanned flow increases in the collection system from impacting the WWTP. Provide a copy of the O&M/SOP implemented revisions for MassDEP review and files.

MassDEP also visited the **Wayland High School's Wastewater Treatment Facility** on the same day due to the recent plant shut down. This facility has been having issues with the new membranes since they were replaced last year. The WWTP stopped operations on January 23, 2018 and began to pump and haul wastewater offsite.

- Please submit to MassDEP for review and approval on or before February 12, 2018, the Town's corrective action plan to address the current problem.
- Written updates on the status of the Town's corrective action plan shall be included with the submittal of each subsequent monthly DMR until the problem has been adequately corrected or the submittals are no longer required by MassDEP.
- Beginning with the January 2018 DMR include a tabular listing of daily pumping records as well as a running total of pumped wastewater from the facility

Please contact me with any questions or comments regarding this email and the items noted above.

Thank you.

Sincerely,
 Tenzin

Tenzin Lama

Environmental Engineer

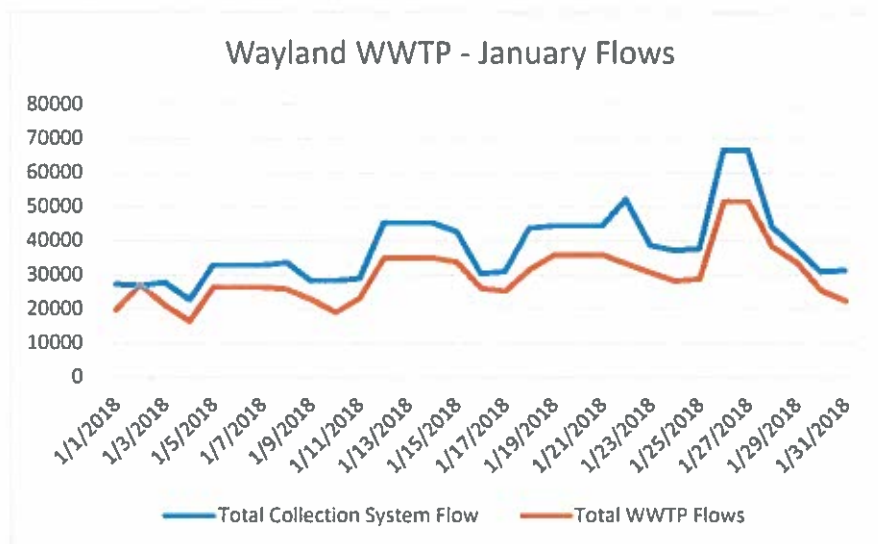
MassDEP/NERO | 205B Lowell Street | Wilmington, MA 01887

Phone: (978) 694-3241 | tenzin.lama@massmail.state.ma.us

Wayland WWTP - January Flows

Date	PS #1 Run Time hours	Flow gallons	PS#2 Run Time hours	Flow gallons	Total Collection System Flow gallons	WWTP Discharge Flow gallons	Hauled Offsite gallons	Total WWTP Flows gallons
1/1/2018	*	3840	*	23460	27300	19786		19786
1/2/2018	1.4	3360	2.3	23460	26820	27133		27133
1/3/2018	3.7	4440	2.3	23460	27900	21060		21060
1/4/2018	*	4440	1.8	18360	22800	16390		16390
1/5/2018	5.4	4320	8.4	28560	32880	26320		26320
1/6/2018	*	4320	*	28560	32880	26320		26320
1/7/2018	*	4320	*	28560	32880	26320		26320
1/8/2018	1.7	4080	2.9	29580	33660	25819		25819
1/9/2018	2.8	3360	4.9	24990	28350	22728		22728
1/10/2018	*	3360	*	24990	28350	18916		18916
1/11/2018	2.3	5520	2.3	23460	28980	23173		23173
1/12/2018	7.4	5920	11.6	39440	45360	35045		35045
1/13/2018	*	5920	*	39440	45360	35045		35045
1/14/2018	*	5920	*	39440	45360	35045		35045
1/15/2018	1.7	4080	3.8	38760	42840	33778		33778
1/16/2018	1.6	3840	2.6	26520	30360	26045		26045
1/17/2018	1.5	3600	2.7	27540	31140	25226		25226
1/18/2018	1.7	4080	3.9	39780	43860	31587		31587
1/19/2018	4.2	3360	12.1	41140	44500	35835		35835
1/20/2018	*	3360	*	41140	44500	35835		35835
1/21/2018	0.0	3360	*	41140	44500	35835		35835
1/22/2018	3.1	7440	4.4	44880	52320	33350		33350
1/23/2018	1.7	4080	3.4	34680	38760	30649		30649
1/24/2018	1.5	3600	3.3	33660	37260	28209		28209
1/25/2018	1.7	4080	3.3	33660	37740	28872		28872
1/26/2018	3.4	4080	12.3	62730	66810	33581	18000	51581
1/27/2018	*	4080	*	62730	66810	33581	18000	51581
1/28/2018	1.4	3360	4	40800	44160	38290		38290
1/29/2018	1.8	4320	3.3	33660	37980	33690		33690
1/30/2018	1.9	4560	2.6	26520	31080	25500		25500
1/31/2018	2.0	4800	2.6	26520	31320	22422		22422

* No reading taken





Please return the broken compressor to the treatment plant, per Paul Brinkman 1/30/18.

Wastewater Management District (WWMD)

NEW Betterment Bonded Debt Payments

J. Capasso Updated 2/6/18

U.S. Bank		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
New Debt Payments										
Issue date 2/1/11	Long term debt Principal	\$ 210,000.00	\$ 215,000.00	\$ 225,000.00	\$ 235,000.00	\$ 240,000.00	\$ 250,000.00	\$ 260,000.00	\$ 265,000.00	\$ 275,000.00
\$5,000,000	Long term debt Interest	\$ 87,725.00	\$ 83,525.00	\$ 79,225.00	\$ 73,600.00	\$ 67,725.00	\$ 61,725.00	\$ 56,725.00	\$ 51,525.00	\$ 46,225.00
	Long term debt Interest	\$ 87,725.00	\$ 83,525.00	\$ 79,225.00	\$ 73,600.00	\$ 67,725.00	\$ 61,725.00	\$ 56,725.00	\$ 51,525.00	\$ 46,225.00
See Unibank Recalculation of \$400,000 Loan Below										
Issue date 2/1/12	Long term debt Principal	\$ 20,000.00	\$ 20,000.00	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92
\$400,000	Long term debt Interest	\$ 3,507.50	\$ 3,307.50	\$ 478.08	\$ 447.31	\$ 416.54	\$ 385.77	\$ 355.00	\$ 318.46	\$ 281.92
(Recalculated FY18)	Long term debt Interest	\$ 3,507.50	\$ 3,307.50	\$ 478.08	\$ 447.31	\$ 416.54	\$ 385.77	\$ 355.00	\$ 318.46	\$ 281.92
		\$ 27,015.00	\$ 26,615.00	\$ 4,033.08	\$ 3,971.54	\$ 3,910.00	\$ 3,848.46	\$ 3,786.92	\$ 3,713.85	\$ 3,640.77
Issue date 2/13/14	Long term debt Principal	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
\$200,000	Long term debt Interest	\$ 3,550.00	\$ 3,300.00	\$ 3,050.00	\$ 2,800.00	\$ 2,550.00	\$ 2,300.00	\$ 2,100.00	\$ 1,900.00	\$ 1,700.00
	Long term debt Interest	\$ 3,550.00	\$ 3,300.00	\$ 3,050.00	\$ 2,800.00	\$ 2,550.00	\$ 2,300.00	\$ 2,100.00	\$ 1,900.00	\$ 1,700.00
	Total Principal & Interest	\$ 429,565.00	\$ 425,265.00	\$ 403,583.08	\$ 401,771.54	\$ 394,460.00	\$ 391,898.46	\$ 391,436.92	\$ 385,563.85	\$ 384,490.77
Total Principal & Interest	Total Principal	\$ 240,000.00	\$ 245,000.00	\$ 238,076.92	\$ 248,076.92	\$ 253,076.92	\$ 263,076.92	\$ 273,076.92	\$ 278,076.92	\$ 288,076.92
	Total Interest	\$ 189,565.00	\$ 180,265.00	\$ 165,506.15	\$ 153,694.62	\$ 141,383.08	\$ 128,821.54	\$ 118,360.00	\$ 107,486.92	\$ 96,413.85
	Total Principal & Interest	\$ 429,565.00	\$ 425,265.00	\$ 403,583.08	\$ 401,771.54	\$ 394,460.00	\$ 391,898.46	\$ 391,436.92	\$ 385,563.85	\$ 384,490.77
Payment Schedule:	Payment Schedule:	due 8/1/16	due 8/1/17	due 8/1/18	due 8/1/19	due 8/1/20	due 8/1/21	due 8/1/22	due 8/1/23	due 8/1/24
	1/2 Total Interest	\$ 94,782.50	\$ 90,132.50	\$ 82,753.08	\$ 76,847.31	\$ 70,691.54	\$ 64,410.77	\$ 59,180.00	\$ 53,743.46	\$ 48,206.92
		due 2/1/17	due 2/1/18	due 2/1/19	due 2/1/20	due 2/1/21	due 2/1/22	due 2/1/23	due 2/1/24	due 2/1/25
	Principal & 1/2 Interest	\$ 334,782.50	\$ 335,132.50	\$ 320,830.00	\$ 324,924.23	\$ 323,768.46	\$ 327,487.69	\$ 332,256.92	\$ 331,820.38	\$ 336,283.85
	New Betterment Total									
	Principal & Interest	\$ 429,565.00	\$ 425,265.00	\$ 403,583.08	\$ 401,771.54	\$ 394,460.00	\$ 391,898.46	\$ 391,436.92	\$ 385,563.85	\$ 384,490.77

OLD Betterment Bonded Debt Payments-For budgeting, full amount of payments. Subsidy is not deducted.

Massachusetts Water Pollution Abatement Trust

		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
#98-108	Long term debt Principal	\$ 38,441.67	\$ 38,441.67	\$ 43,246.88	\$ 43,246.88	\$ 43,246.88				
\$558,440.23	Long term debt Interest	\$ 9,465.15	\$ 7,348.03	\$ 5,255.58	\$ 3,267.79	\$ 1,135.23				
	Total Principal & Interest	\$ 47,906.82	\$ 45,789.70	\$ 48,502.46	\$ 46,514.67	\$ 44,382.11				
Full amount of loan,	Payment Schedule:	due 8/1/16	due 8/1/17	due 8/1/18	due 8/1/19	due 8/1/20				
	Principal & 1/2 Interest	\$ 42,994.20	\$ 42,312.85	\$ 46,409.34	\$ 45,517.34	\$ 44,382.11				
		due 2/1/17	due 2/1/18	due 2/1/19	due 2/1/20	due 2/1/21				
	Due 8/1 Prin & Int	\$ 4,912.62	\$ 3,476.85	\$ 2,093.12	\$ 997.33	\$ -				
	Total Principal & Interest	\$ 47,906.82	\$ 45,789.70	\$ 48,502.46	\$ 46,514.67	\$ 44,382.11				

Total Bonded Debt New & Old Betterment

		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
New and Old Betterment Principal		\$ 278,441.67	\$ 283,441.67	\$ 281,323.80	\$ 291,323.80	\$ 296,323.80	\$ 263,076.92	\$ 273,076.92	\$ 278,076.92	\$ 288,076.92
New and Old Betterment Interest		\$ 199,030.15	\$ 187,613.03	\$ 170,761.73	\$ 156,962.41	\$ 142,518.31	\$ 128,821.54	\$ 118,360.00	\$ 107,486.92	\$ 96,413.85
Total Bonded Debt New & Old Betterment		\$ 477,471.82	\$ 471,054.70	\$ 452,085.54	\$ 448,286.21	\$ 438,842.11	\$ 391,898.46	\$ 391,436.92	\$ 385,563.85	\$ 384,490.77

Unibank Recalculation of \$400,000 New Betterment Loan as of July 1, 2018

\$400,000 Loan split 84.62% Town and 15.38% WWMD.

Total		FY2017	FY2018 (1)	FY2019 (2)	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
	Principal	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	Interest	\$ -	\$ -	\$ 3,107.50	\$ 2,907.50	\$ 2,707.50	\$ 2,507.50	\$ 2,307.50	\$ 2,070.00	\$ 1,832.50
	Interest	\$ -	\$ -	\$ 3,107.50	\$ 2,907.50	\$ 2,707.50	\$ 2,507.50	\$ 2,307.50	\$ 2,070.00	\$ 1,832.50
		\$ -	\$ -	\$ 26,215.00	\$ 25,815.00	\$ 25,415.00	\$ 25,015.00	\$ 24,615.00	\$ 24,140.00	\$ 23,665.00
Town's 78.57%	0.8462									
	Principal	\$ -	\$ -	\$ 16,923.08	\$ 16,923.08	\$ 16,923.08	\$ 16,923.08	\$ 16,923.08	\$ 16,923.08	\$ 16,923.08
	Interest	\$ -	\$ -	\$ 2,629.42	\$ 2,460.19	\$ 2,290.96	\$ 2,121.73	\$ 1,952.50	\$ 1,751.54	\$ 1,550.58
	Interest	\$ -	\$ -	\$ 2,629.42	\$ 2,460.19	\$ 2,290.96	\$ 2,121.73	\$ 1,952.50	\$ 1,751.54	\$ 1,550.58
		\$ -	\$ -	\$ 22,181.92	\$ 21,843.46	\$ 21,505.00	\$ 21,166.54	\$ 20,828.08	\$ 20,426.15	\$ 20,024.23
WWMD 21.43%	0.1538									
	Principal	\$ -	\$ -	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92
	Interest	\$ -	\$ -	\$ 478.08	\$ 447.31	\$ 416.54	\$ 385.77	\$ 355.00	\$ 318.46	\$ 281.92
	Interest	\$ -	\$ -	\$ 478.08	\$ 447.31	\$ 416.54	\$ 385.77	\$ 355.00	\$ 318.46	\$ 281.92
		\$ -	\$ -	\$ 4,033.08	\$ 3,971.54	\$ 3,910.00	\$ 3,848.46	\$ 3,786.92	\$ 3,713.85	\$ 3,640.77
Total Town and WWMD	Principal & Interest	\$ -	\$ -	\$ 26,215.00	\$ 25,815.00	\$ 25,415.00	\$ 25,015.00	\$ 24,615.00	\$ 24,140.00	\$ 23,665.00

Notes: Recalculation of \$400,000 loan issued 2/1/12.

1) Treasury paid off FY18. Reallocation begins July 1, 2018 (FY19)

2) FY19: The remaining balance of the treatment plant capital account of \$220,000 will be transferred to the Town for use by the High School treatment plant effective July 1, 2019. The remaining principal and interest debt payments, on the New Betterment \$400,000 loan issued 2/1/12, will be paid 84.62% by the Town and 15.38% WWMD. Unibank calculated the split based on \$220,000/\$260,000. The \$260,000 is the Principal Balance remaining on the loan as of July 1, 2018 (FY19).

J Capasso Updated 2/6/18

									FY12-FY31	
FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	FY12-FY31	Loan Total
\$ 285,000.00	\$ 295,000.00	\$ 305,000.00	\$ 315,000.00	\$ 330,000.00	\$ 345,000.00				\$ 5,000,000.00	\$ 5,000,000.00
\$ 40,725.00	\$ 35,025.00	\$ 28,756.25	\$ 22,275.00	\$ 15,187.50	\$ 7,762.50				\$ 1,249,931.25	
\$ 40,725.00	\$ 35,025.00	\$ 28,756.25	\$ 22,275.00	\$ 15,187.50	\$ 7,762.50				\$ 1,249,931.25	\$ 2,499,862.50
										\$ 7,499,862.50
									FY13-FY31	
\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ -	\$ -	\$ -	\$ 180,000.00	\$ 180,000.00
\$ 245.38	\$ 208.85	\$ 172.31	\$ 129.23	\$ 86.15	\$ 43.08	\$ -	\$ -	\$ -	\$ 26,913.08	\$ 40,000.00
\$ 245.38	\$ 208.85	\$ 172.31	\$ 129.23	\$ 86.15	\$ 43.08	\$ -	\$ -	\$ -	\$ 26,913.08	\$ 3,568.08
\$ 3,567.69	\$ 3,494.62	\$ 3,421.54	\$ 3,335.38	\$ 3,249.23	\$ 3,163.08	\$ -	\$ -	\$ -	\$ 233,826.15	\$ 47,136.15
									FY15-FY34	
\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 200,000.00	
\$ 1,550.00	\$ 1,400.00	\$ 1,250.00	\$ 1,100.00	\$ 937.50	\$ 768.75	\$ 600.00	\$ 400.00	\$ 200.00	\$ 39,036.25	
\$ 1,550.00	\$ 1,400.00	\$ 1,250.00	\$ 1,100.00	\$ 937.50	\$ 768.75	\$ 600.00	\$ 400.00	\$ 200.00	\$ 39,306.25	\$ 78,342.50
										\$ 278,342.50
\$ 383,117.69	\$ 381,344.62	\$ 378,434.04	\$ 375,085.38	\$ 375,499.23	\$ 375,225.58	\$ 11,200.00	\$ 10,800.00	\$ 10,400.00	\$ 8,012,031.15	\$ 8,012,031.15

\$ 298,076.92	\$ 308,076.92	\$ 318,076.92	\$ 328,076.92	\$ 343,076.92	\$ 358,076.92	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,380,000.00
\$ 85,040.77	\$ 73,267.69	\$ 60,357.12	\$ 47,008.46	\$ 32,422.31	\$ 17,148.65	\$ 1,200.00	\$ 800.00	\$ 400.00	\$ 2,632,031.15
\$ 383,117.69	\$ 381,344.62	\$ 378,434.04	\$ 375,085.38	\$ 375,499.23	\$ 375,225.58	\$ 11,200.00	\$ 10,800.00	\$ 10,400.00	\$ 8,012,031.15

									FY12-FY34	
due 8/1/25	due 8/1/26	due 8/1/27	due 8/1/28	due 8/1/29	due 8/1/30	due 8/1/31	due 8/1/32	due 8/1/33		
\$ 42,520.38	\$ 36,633.85	\$ 30,178.56	\$ 23,504.23	\$ 16,211.15	\$ 8,574.33	\$ 600.00	\$ 400.00	\$ 200.00	\$ 1,315,880.58	
due 2/1/26	due 2/1/27	due 2/1/28	due 2/1/29	due 2/1/30	due 2/1/31	due 2/1/32	due 2/1/33	due 2/1/34		
\$ 340,597.31	\$ 344,710.77	\$ 348,255.48	\$ 351,581.15	\$ 359,288.08	\$ 366,651.25	\$ 10,600.00	\$ 10,400.00	\$ 10,200.00	\$ 6,696,150.58	
									\$ -	
\$ 383,117.69	\$ 381,344.62	\$ 378,434.04	\$ 375,085.38	\$ 375,499.23	\$ 375,225.58	\$ 11,200.00	\$ 10,800.00	\$ 10,400.00	\$ 8,012,031.15	

FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Loan Total	
									\$ 558,440.23	
									\$ 265,482.37	
									\$ 823,922.60	
									\$ -	
									\$ 426,049.70	
									\$ 56,483.93	
									\$ 482,533.63	
									\$ 341,388.97	
Plus Principal & Interest FY5-FY11										

									FY12-FY34	
FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Loan Total	
\$ 298,076.92	\$ 308,076.92	\$ 318,076.92	\$ 328,076.92	\$ 343,076.92	\$ 358,076.92	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,938,440.23	
\$ 85,040.77	\$ 73,267.69	\$ 60,357.12	\$ 47,008.46	\$ 32,422.31	\$ 17,148.65	\$ 1,200.00	\$ 800.00	\$ 400.00	\$ 2,897,513.52	
\$ 383,117.69	\$ 381,344.62	\$ 378,434.04	\$ 375,085.38	\$ 375,499.23	\$ 375,225.58	\$ 11,200.00	\$ 10,800.00	\$ 10,400.00	\$ 8,835,953.75	

									FY19-FY31		
FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Total		
\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 260,000.00		Principal
\$ 1,595.00	\$ 1,357.50	\$ 1,120.00	\$ 840.00	\$ 560.00	\$ 280.00	\$ -	\$ -	\$ -	\$ 23,192.50		
\$ 1,595.00	\$ 1,357.50	\$ 1,120.00	\$ 840.00	\$ 560.00	\$ 280.00	\$ -	\$ -	\$ -	\$ 23,192.50	\$ 46,385.00	Interest
\$ 23,190.00	\$ 22,715.00	\$ 22,240.00	\$ 21,680.00	\$ 21,120.00	\$ 20,560.00	\$ -	\$ -	\$ -	\$ 306,385.00	\$ 306,385.00	
\$ 16,923.08	\$ 16,923.08	\$ 16,923.08	\$ 16,923.08	\$ 16,923.08	\$ 16,923.08	\$ -	\$ -	\$ -	\$ 220,000.00		Principal
\$ 1,349.62	\$ 1,148.65	\$ 947.69	\$ 710.77	\$ 473.85	\$ 236.92	\$ -	\$ -	\$ -	\$ 19,624.42		
\$ 1,349.62	\$ 1,148.65	\$ 947.69	\$ 710.77	\$ 473.85	\$ 236.92	\$ -	\$ -	\$ -	\$ 19,624.42	\$ 39,248.85	Interest
\$ 19,622.31	\$ 19,220.38	\$ 18,818.46	\$ 18,344.62	\$ 17,870.77	\$ 17,396.92	\$ -	\$ -	\$ -	\$ 259,248.85	\$ 259,248.85	
\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ 3,076.92	\$ -	\$ -	\$ -	\$ 40,000.00		Principal
\$ 245.38	\$ 208.85	\$ 172.31	\$ 129.23	\$ 86.15	\$ 43.08	\$ -	\$ -	\$ -	\$ 3,568.08		
\$ 245.38	\$ 208.85	\$ 172.31	\$ 129.23	\$ 86.15	\$ 43.08	\$ -	\$ -	\$ -	\$ 3,568.08	\$ 7,136.15	Interest
\$ 3,567.69	\$ 3,494.62	\$ 3,421.54	\$ 3,335.38	\$ 3,249.23	\$ 3,163.08	\$ -	\$ -	\$ -	\$ 47,136.15	\$ 47,136.15	
\$ 23,190.00	\$ 22,715.00	\$ 22,240.00	\$ 21,680.00	\$ 21,120.00	\$ 20,560.00	\$ -	\$ -	\$ -	\$ 306,385.00		

(A)

Town of Wayland, Massachusetts

\$400,000 Wastewater portion of 2/1/2012 GOB

\$260,000 Remaining Wastewater Debt Service as of 2/5/2018

\$220,000 remaining bond proceeds to GF

\$260,000 remaining debt service due

84.62% GF portion of debt service

15.38% WW portion of debt service

Debt Service Schedule

Part 1 of 1

84.62%

15.38%

WWMO Original Debt Service

Town Pmt

WWMO Pmt

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total	GF P+I	GF Fiscal Total	WW P+I	WW Fiscal Total	FY
08/01/2018	-	-	3,107.50	3,107.50	-	2,629.42	-	478.08	-	
02/01/2019	20,000.00	2,000%	3,107.50	23,107.50	-	19,552.50	-	3,555.00	-	
06/30/2019	-	-	-	-	26,215.00	-	22,181.92	-	4,033.08	19
08/01/2019	-	-	2,907.50	2,907.50	-	2,460.19	-	447.31	-	
02/01/2020	20,000.00	2,000%	2,907.50	22,907.50	-	19,383.27	-	3,524.23	-	
06/30/2020	-	-	-	-	25,815.00	-	21,843.46	-	3,971.54	20
08/01/2020	-	-	2,707.50	2,707.50	-	2,290.96	-	416.54	-	
02/01/2021	20,000.00	2,000%	2,707.50	22,707.50	-	19,214.04	-	3,493.46	-	
06/30/2021	-	-	-	-	25,415.00	-	21,505.00	-	3,910.00	21
08/01/2021	-	-	2,507.50	2,507.50	-	2,121.73	-	385.77	-	
02/01/2022	20,000.00	2,000%	2,507.50	22,507.50	-	19,044.81	-	3,462.69	-	
06/30/2022	-	-	-	-	25,015.00	-	21,166.54	-	3,848.46	22
08/01/2022	-	-	2,307.50	2,307.50	-	1,952.50	-	355.00	-	
02/01/2023	20,000.00	2,375%	2,307.50	22,307.50	-	18,875.58	-	3,431.92	-	
06/30/2023	-	-	-	-	24,615.00	-	20,828.08	-	3,786.92	23
08/01/2023	-	-	2,070.00	2,070.00	-	1,751.54	-	318.46	-	
02/01/2024	20,000.00	2,375%	2,070.00	22,070.00	-	18,674.62	-	3,395.38	-	
06/30/2024	-	-	-	-	24,140.00	-	20,426.15	-	3,713.85	24
08/01/2024	-	-	1,832.50	1,832.50	-	1,550.58	-	281.92	-	
02/01/2025	20,000.00	2,375%	1,832.50	21,832.50	-	18,473.65	-	3,358.85	-	
06/30/2025	-	-	-	-	23,665.00	-	20,024.23	-	3,640.77	25
08/01/2025	-	-	1,595.00	1,595.00	-	1,349.62	-	245.38	-	
02/01/2026	20,000.00	2,375%	1,595.00	21,595.00	-	18,272.69	-	3,322.31	-	
06/30/2026	-	-	-	-	23,190.00	-	19,622.31	-	3,567.69	26
08/01/2026	-	-	1,357.50	1,357.50	-	1,148.65	-	208.85	-	
02/01/2027	20,000.00	2,375%	1,357.50	21,357.50	-	18,071.73	-	3,285.77	-	
06/30/2027	-	-	-	-	22,715.00	-	19,220.38	-	3,494.62	27
08/01/2027	-	-	1,120.00	1,120.00	-	947.69	-	172.31	-	
02/01/2028	20,000.00	2,800%	1,120.00	21,120.00	-	17,870.77	-	3,249.23	-	
06/30/2028	-	-	-	-	22,240.00	-	18,818.46	-	3,421.54	28
08/01/2028	-	-	840.00	840.00	-	710.77	-	129.23	-	
02/01/2029	20,000.00	2,800%	840.00	20,840.00	-	17,633.85	-	3,206.15	-	
06/30/2029	-	-	-	-	21,680.00	-	18,344.62	-	3,335.38	29
08/01/2029	-	-	560.00	560.00	-	473.85	-	86.15	-	
02/01/2030	20,000.00	2,800%	560.00	20,560.00	-	17,396.92	-	3,163.08	-	
06/30/2030	-	-	-	-	21,120.00	-	17,870.77	-	3,249.23	30
08/01/2030	-	-	280.00	280.00	-	236.92	-	43.08	-	
02/01/2031	20,000.00	2,800%	280.00	20,280.00	-	17,160.00	-	3,120.00	-	
06/30/2031	-	-	-	-	20,560.00	-	17,396.92	-	3,163.08	31
Total	\$260,000.00	-	\$46,385.00	\$306,385.00	-	\$259,248.85	-	\$47,136.15	-	

February 5, 2018

G/L ACCOUNT - MASTER INQUIRY

Org code: 44443103 WASTEWATER-NEW PLANT
 Object code: 58201 BUILDING RENOVATIONS
 Project code:

Type: E
 Status: A
 Budgetary: Y

(B)

Fund 44 CAPITAL PROJECT-WASTEWATER
 Function 4 PUBLIC WORKS
 Department 4431 WASTEWATER-NEW PLANT
 Loc/TN Bud 00
 Sch Dept 00
 Category 03 ARTICLES
 DOE Function 0000

Full description: BUILDING RENOVATIONS
 Reference Acct:

Short desc: BUILD RENO
 Auto-encumber? (Y/N) N

----- CURRENT YEAR MONTHLY AMOUNTS -----				
PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	18,457.45	.00	.00
01	.00	.00	18,457.45	19,978.51
02	.00	.00	221,285.00	19,978.54
03	.00	.00	.00	19,978.54
04	.00	.00	.00	19,978.54
05	.00	.00	.00	19,978.54
06	.00	.00	.00	19,978.54
07	.00	.00	.00	19,978.54
08	.00	.00	.00	19,978.54
09	.00	.00	.00	19,978.54
10	.00	.00	.00	19,978.54
11	.00	.00	.00	19,978.54
12	.00	.00	.00	19,978.54
13	.00	.00	.00	.00
Tot:	.00	18,457.45	239,742.45	239,742.45

----- CURRENT YEAR TOTAL AMOUNTS -----			
Actual (Memo)	.00	Original Budget	.00
Encumbrances	18,457.45	Budget Tranfr In	221,285.00
Requisitions	.00	Budget Tranfr Out	.00
Total	18,457.45	Carry Fwd Budget	18,457.45
Available Budget	221,285.00	Carry Fwd Bud Tfr	.00
Percent Used	7.70	Revised Budget	239,742.45
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	18,457.45	REQUEST	.00
Actual-Last Yr	.00	REV REQ	.00
Estim-Actual	18,457.45	BRD APPV	.00
	.00	FINCOM	.00
		APPROP	.00

01-26-2012

DEBT SERVICE SCHEDULE

Town of Wayland, Massachusetts

(C)

ISSUE PURPOSE WASTEWATER (outside the debt limit)

ISSUE AMOUNT \$ 400,000.00

FINANCIAL ADVISOR Eastern Bank

ISSUE DATE 02/01/12

PAYING AGENT U.S. Bank National Association

ISSUE TYPE General Obligation Bond

REGISTRAR The Depository Trust

EXEMPT No

LEGAL OPINION Edwards Wildman Palmer

BANK QUALIFIED Yes

PURCHASER FIRST SW

STATE QUALIFIED No

INSURER (none)

SELF REPORTING No

CUSIP NUMBER 944216

Date	Principal Balance	Principal Payment	Interest Payment	Principal & Interest	Coupon Rate	Call Price	Cusip Number
02/01/12	\$ 400,000.00	\$	\$	\$	\$	\$	
08/01/12	400,000.00	0.00	4,507.50	4,507.50			
02/01/13	375,000.00	25,000.00	4,507.50	29,507.50	2.0000	NA	YF1
08/01/13	375,000.00	0.00	4,257.50	4,257.50			
02/01/14	350,000.00	25,000.00	4,257.50	29,257.50	2.0000	NA	YG9
08/01/14	350,000.00	0.00	4,007.50	4,007.50			
02/01/15	325,000.00	25,000.00	4,007.50	29,007.50	2.0000	NA	YH7
08/01/15	325,000.00	0.00	3,757.50	3,757.50			
02/01/16	300,000.00	25,000.00	3,757.50	28,757.50	2.0000	NA	YJ3
08/01/16	300,000.00	0.00	3,507.50	3,507.50			
02/01/17	280,000.00	20,000.00	3,507.50	23,507.50	2.0000	NA	YK0
08/01/17	280,000.00	0.00	3,307.50	3,307.50			
02/01/18	260,000.00	20,000.00	3,307.50	23,307.50	2.0000	NA	YL8
08/01/18	260,000.00	0.00	3,107.50	3,107.50			
02/01/19	240,000.00	20,000.00	3,107.50	23,107.50	2.0000	NA	YM6
08/01/19	240,000.00	0.00	2,907.50	2,907.50			
02/01/20	220,000.00	20,000.00	2,907.50	22,907.50	2.0000	NA	YN4
08/01/20	220,000.00	0.00	2,707.50	2,707.50			
02/01/21	200,000.00	20,000.00	2,707.50	22,707.50	2.0000	NA	YP9
08/01/21	200,000.00	0.00	2,507.50	2,507.50			
02/01/22	180,000.00	20,000.00	2,507.50	22,507.50	2.0000	NA	YQ7
08/01/22	180,000.00	0.00	2,307.50	2,307.50			
02/01/23	160,000.00	20,000.00	2,307.50	22,307.50	2.3750	100.0000	YV6
08/01/23	160,000.00	0.00	2,070.00	2,070.00			
02/01/24	140,000.00	20,000.00	2,070.00	22,070.00	2.3750	100.0000	YV6
08/01/24	140,000.00	0.00	1,832.50	1,832.50			
02/01/25	120,000.00	20,000.00	1,832.50	21,832.50	2.3750	100.0000	YV6
08/01/25	120,000.00	0.00	1,595.00	1,595.00			
02/01/26	100,000.00	20,000.00	1,595.00	21,595.00	2.3750	100.0000	YV6
08/01/26	100,000.00	0.00	1,357.50	1,357.50			
02/01/27	80,000.00	20,000.00	1,357.50	21,357.50	2.3750	100.0000	YV6
08/01/27	80,000.00	0.00	1,120.00	1,120.00			
02/01/28	60,000.00	20,000.00	1,120.00	21,120.00	2.8000	100.0000	YZ7
08/01/28	60,000.00	0.00	840.00	840.00			
02/01/29	40,000.00	20,000.00	840.00	20,840.00	2.8000	100.0000	YZ7
08/01/29	40,000.00	0.00	560.00	560.00			
02/01/30	20,000.00	20,000.00	560.00	20,560.00	2.8000	100.0000	YZ7
08/01/30	20,000.00	0.00	280.00	280.00			
02/01/31	0.00	20,000.00	280.00	20,280.00	2.8000	100.0000	YZ7
Total	\$ 400,000.00	\$	\$ 93,075.00	\$ 493,075.00			

Net Interest Cost 2.139360 (premium = 102.677410)
 True Interest Cost 2.085345
 Average Life 9.625000 years

Eastern Bank 2012



Wayland Wastewater Management District Commission
66 River Road, Wayland, Massachusetts 01778-2697
508-358-6851 wastewater@wayland.ma.us

February 13, 2018


Ms. Zoe Pierce
Town of Wayland Treasurer
41 Cochituate Road
Wayland Ma, 01778


Ms. Pierce

The Wastewater Management District Commission (WWMDC) agrees to the transfer of \$220,000 from the Wastewater-New Plant Building Renovations account to the Town of Wayland General Fund pursuant to approval at the April, 2018 Town Meeting. The transfer represents the remaining balance in the Wastewater Treatment Plant Capital Account as of January, 2018.

The Town of Wayland will be responsible for 84.62% of the remaining principal and interest payments beginning with FY19. The WWMDC will be responsible for 15.38%.

Sincerely,

 13 Feb 2018
Fred Knight Date
WWMDC Chair

 2/13/18
Rick Greene Date
Commissioner

CC: Nan Balmer
Brian Keveny

Reallocation of Remaining Wastewater Treatment Plant Capital Account Debt
Effective July 1, 2019

1/30/18 Information from Zoe Pierce, summarized by Jane Capasso:

The remaining balance of the Wastewater Treatment Plant Capital Account will be transferred to the Town's General Fund after Town Meeting approval April, 2018 effective July 1, 2019.

Unibank Financial Services recalculated the Principal and Interest for the \$400,000 debt service schedule issued on 2/1/12 (Attachment A) based on the following:

Paul Brinkman and Ben Keefe decided the Wastewater Management District (WWMD) should retain \$20,000 to complete the remaining capital items at the treatment plant.

Capital Account Balance 1/30/18 (Attachment B)	\$239,742.45
Amount WWMD is Retaining for Capital Projects	<u>\$ 20,000.00</u>
Capital Account Balance	\$219,742.45

Allocation of Remaining Bond Proceeds:

Capital Account Balance Transferred to the Town (rounded up) (Note 1)	\$220,000.00
Remaining Debt Service Payments (Attachment C, Note 2)	\$260,000.00

Percentage of Remaining Bond Proceeds – Town/General Fund	84.62%
Percentage of Remaining Bond Proceeds – WWMD	15.38%

The new Debt Service Schedule recalculated the Principal and Interest annually for the Town and WWMD based on the above percentages (Attachment A).

In FY19 WWMD's Principal and Interest will be reduced by \$22,181.92. WWMD's new Principal and Interest payment will be \$4,033.08.

Notes:

- 1) The Town of Wayland will transfer \$220,000 in debt to the General Fund from the Wastewater-New Plant building Renovations account (Org code: 44443103, Object #58201) to be used by the High School Treatment Plant. The rules state that the debt can only be transferred to a like project.
- 2) Based on the Debt Service Schedules on July 1, 2018 (FY19) the \$400,000 loan has \$260,000 of principal remaining. Unibank calculated the Allocation of Remaining Bond Proceeds using 220,000/260,000.

Wayland Wastewater Management District - Emergency Contacts

First Call: Facilities Director – Ben Keefe: Cell 508-745-9775. If unavailable, call Pat Morris: Cell 781-727-4198.

Second Call: Health Department Director – Julia Junghanns: Cell 508-397-9552
If unavailable, call Darren MacCaughey: Cell 508-479-5392

Wastewater Management District Commission Contact: Account Specialist, Jane Capasso:
Cell 508-397-3877 (only if more information is needed).

Wayland Water Department – If needed 508-358-3672. After 2:30 or the weekends, call the Police Station 508-358-4721 they will know who is on call.

WhiteWater (For treatment plant issues at 185 Elissa Ave)

Joe Malloy Cell 508-340-9134

If not available: Phone & Answering Service: 888-377-7678

41 Central Street, PO Box 404, Auburn, MA 01501

Local Contractors:

RH White Construction & Service Solutions (Digging services)

(Affiliated with WhiteWater)

On Call - 800-922-8182

Russell Tierney, Northeast Regional Manager 508-208-8741

Regan Septic Pumping (Pumping for surface, manholes and monitoring wells)

John Regan – Cell 508-655-5779

Address: PO Box 5003, Wayland, MA 01778

W-9 #04-2623471

Certificate of Liability Insurance is in the file

Ed O'Neil/Septic Pump Lift Stations (Repair)

Ed O'Neill – Cell 978-580-4179

Office: 781-891-8442

Address: 82 Lawrence St, Waltham, MA 02451

W-9 #04-3296618 (Business Name: E.S. O'Neill Electric)

Certificate of Liability Insurance is in the File

ABC Soils, Inc. (For vacuum and excavation services)

Marcia J Berger – Cell 617-848-1200

111 Boston Post Road, Sudbury, MA 01776

Wayland Billing: ABC Soils, Inc., Vendor #16307

**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

Draft 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 WWMDC 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 WWMDC 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 WWMDC 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 verses 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: Nstar 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

Pump Station 2 Letter

FY19 Budget

Emergency Call 12/28/17

December DMR

Contact & Emergency List (private information-not included)

Summary of Bills

December Commitment Letter

December 20, 2017 Draft Minutes

January 11, 2018 Agenda



Wayland Wastewater Management District Commission
66 River Road, Wayland, Massachusetts 01778-2697
508-358-6851 wastewater@wayland.ma.us

**TOWN OF WAYLAND
FISCAL YEAR 2018**

TQ: Treasurer/Collector
Town Accountant

You are hereby notified of Commitments for the month of **JANUARY, 2018**
listed below:

Cycle: Wastewater FY2018/Q²~~3~~

Finals: 0

Quarterly Billing: 1

AMOUNT OF COMMITMENTS

FY18 Quarter 2 Billing	\$46,290.48
TOTAL WASTEWATER/WASTE(63-13101)	<u>\$46,290.48</u>

Fred Knight 13 Feb 2018
Fred Knight
WWMD Chair

Rick Greene 2/13/18
Rick Greene
Commissioner

Jane Capasso 2/13/18
Jane Capasso
Account Specialist

WWMDC FY2018 BUDGET

January 10 - February 9, 2018

February

SUMMARY		ACTUAL YTD	BUDGET	ANNUAL BUDGET	NOTES					
User Charges	\$	116,160.15		747,744						
Total Operating Expenses	\$	104,383.72		747,744						
Net Operating Income:	\$	11,776.43								
INCOME DETAILS		ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	ACTUAL MTD	BUDGET MTD	MTD VARIANCE	NOTES	
User Charges		116,160.15	143,340.00	(27,179.85)	191,120	5,153.86	47,760.00	(42,606.14)	FY18 Qtr 2 billed January 26, 2018.	
Other		5,231.54	-	5,231.54		1,252.21	-	1,252.21	Pen & Int. Liens, Misc Rev & Int Easmd on Sav's	
Old Belterment - Principal		12,064.19	19,221.00	(7,156.81)	38,442	12,064.19	19,221.00	(7,156.81)	Betterment Exp. # = Income, Pmts rec'd Feb/May	
Old Belterment - Interest		1,809.65	3,675.00	(1,865.35)	7,350	1,809.65	3,675.00	(1,865.35)	Betterment Exp. # = Income, Pmts rec'd Feb/May	
New Belterment - Principal		99,620.44	122,500.00	(22,879.56)	245,000	96,757.32	122,500.00	(25,742.68)	Betterment Exp. # = Income, Pmts rec'd Feb/May	
New Belterment - Interest		82,376.45	90,132.50	(7,756.05)	180,265	79,907.02	90,132.50	(10,225.48)	Betterment Exp. # = Income, Pmts rec'd Feb/May	
Unapp WW Better TC Rev		24,336.52	-	24,336.52	-	-	-	-	Unbudgeted Betterments Paid in Advance	
Unapp WW Better TC Int		1,065.63	-	1,065.63	-	-	-	-	Unbudgeted Betterments Paid in Advance	
WW Retained Earnings		49,647.00	-	49,647.00	85,567	-	85,567.00	(65,567.00)	Note 1	
Transfers from Capital-Town		-	-	-	-	-	-	-	Town P/L/OB, 380 gpd Des. Flow-Way, Meadows	
Total Income/MUNIS:	\$	392,311.57	\$	378,868.50	\$	198,944.25	\$	368,875.50	\$	(171,931.25)
EXPENSE DETAILS		ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	ACTUAL MTD	BUDGET MTD	MTD VARIANCE	NOTES	
PERSONAL SERVICES		18,251.18	19,703.33	1,452.15	29,555	3,461.20	2,462.92	(998.28)		
Salaries (Account Specialist)		-	-	-	28,831	-	-	-		
Indirect/Admin (Town Services)		-	3,333.33	3,333.33	5,000	-	416.67	416.67		
Legal Services		-	-	-	-	-	-	-		
PROFESSIONAL SERVICES		31,200.00	31,800.00	600.00	47,700	3,900.00	3,975.00	75.00		
Facility Operating Contract		8,054.99	10,951.33	2,896.34	16,427	32.79	1,368.92	1,336.13		
Fac. Labor & Other Prof. Serv.		-	-	-	-	-	-	-		
Engineering Fees		-	-	-	-	-	-	-		
NPDES Permit		-	-	-	-	-	-	-		
Total Pers. & Prof. Expenses	\$	57,506.17	\$	65,788.00	\$	7,393.99	\$	8,223.50	\$	829.51
Percent of Total	50%				17%					
REPAIRS & MAINT EXP.		80.00	1,333.33	1,253.33	2,000	80.00	166.67	86.67		
Building Repair & Improvement		321.82	4,458.00	4,136.18	6,687	-	557.25	557.25		
Equipment Repairs & Maint.		217.00	15,000.00	14,783.00	35,000	217.00	5,000.00	4,783.00		
Pipeline Maint/Emergency		9,695.00	17,445.33	7,750.33	26,168	-	2,180.67	2,180.67		
Solids Disposal		4,469.66	1,858.00	(2,611.66)	2,767	-	232.25	232.25		
Chemicals		2,172.97	3,564.00	1,391.03	5,346	-	445.50	445.50		
Markup & Other		7,066.00	7,066.00	-	7,066	-	-	-		
Surface Water Testing (Ours)		-	-	-	-	-	-	-		
Total Repairs & Maint Exp.	\$	24,022.45	\$	50,724.67	\$	297.00	\$	8,582.33	\$	8,285.33
Percent of Total	21%				11%					
OPERATING EXPENSES		456.66	712.67	256.01	1,069	95.26	89.08	(6.18)		
Disposal (BP Trucking/Trash)		1,716.36	2,234.00	517.64	3,351	893.49	279.25	(614.24)		
Natural Gas-MT Ghd & Dir. Enl.		19,411.36	21,474.67	2,063.31	32,212	3,050.76	2,684.33	(366.43)		
Electricity -Eversource		813.19	877.33	64.14	1,318	117.00	109.67	(7.33)		
Telephone -Verizon		256.38	648.00	391.62	972	-	81.00	81.00		
Water -TOW		201.15	133.33	(67.82)	200	-	16.67	16.67		
Admin Serv's (Other/Vader Trng)		-	16,666.67	16,666.67	25,000	-	2,083.33	2,083.33		
Contingency		-	-	-	-	-	-	-		
Total Operating Expenses	\$	22,855.10	\$	42,746.67	\$	4,156.51	\$	5,343.33	\$	1,186.82
Percent of Total	20%				9%					
TOTAL EXPENSES	\$	104,383.72	\$	159,259.33	\$	11,847.50	\$	22,149.17	\$	10,301.67
TOTAL OPER & CAP EXPS					747,744					
CAPITAL EXPENSES		Debt Paid YTD	ANNUAL BUDGET	NOTES						
Old Debt-Principal		27,446.99	38,442		Paid in August and February					
Old Debt-Interest		1,209.88	7,350		Subsidy pays interest in Aug. Payment due Feb.					
New Debt -Principal		245,000.00	245,000		Paid in August and February					
New Debt -Interest		180,265.00	180,265		Paid in August and February					
Total Capital Expenses:	\$	453,921.87	471,057							

Notes:
 1. Wastewater Retained Earnings-Current year transfer \$35,000 for pipeline maint/emerg. Account (approved November, 2017 Town Meeting) \$, \$50,567 overage from FY16 revenue and expenses used to reduce user charges.

January 10 - February 9, 2018

FY2018 Cash Receipts YTD

Revenue Codes	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018
6302 WW User Charges 63105000/42105	7/1-7/12/17 \$ 1,048.35	7/1-8/11/17 \$ 31,607.00	8/12-9/25/17 \$ 32,285.73	9/26-10/13/17 \$ 1,680.30	10/14-11/6/17 \$ 547.70	11/7-12/15/17 \$ 43,260.33	12/17-1/9/18 \$ 576.88	1/10/18-2/9/18 \$ 5,153.86	0	0	0	0
6308 Penalties & Interest *	\$ 0.17	\$ 9.19	\$ 72.86	\$ 42.20	\$ 3.66	\$ 168.95	\$ 2.81	\$ 23.92	\$ -	\$ -	\$ -	\$ -
63105000/41750												\$ 323.76
6303 Miscellaneous Rev *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 438.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/43299												\$ 438.00
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,064.19	\$ -	\$ -	\$ -	\$ -
63105000/47501												\$ 12,064.19
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,809.65	\$ -	\$ -	\$ -	\$ -
63105000/47502												\$ 1,809.65
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												\$ -
6307 Int. Earned on Savings *	\$ -	\$ -	\$ 744.25	\$ -	\$ 360.54	\$ 1,234.83	\$ -	\$ 507.89	\$ -	\$ -	\$ -	\$ -
63105000/48210												\$ 2,847.51
6309 Wastewater Liens *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 901.87	\$ -	\$ 720.40	\$ -	\$ -	\$ -	\$ -
63105000/42111												\$ 1,622.27
6311 WW Better TC Rev	\$ 357.89	\$ -	\$ 357.89	\$ -	\$ -	\$ -	\$ 2,147.34	\$ 96,757.32	\$ -	\$ -	\$ -	\$ -
63105000/47503												\$ 99,620.44
6312 WW Better TC Int	\$ 322.10	\$ -	\$ 322.10	\$ -	\$ -	\$ -	\$ 1,825.23	\$ 79,907.02	\$ -	\$ -	\$ -	\$ -
63105000/47504												\$ 82,376.45
6313 UNAPP WW Better TC Rev	\$ 21,693.20	\$ -	\$ 2,643.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47505												\$ 24,336.52
6314 UNAPP WW Better TC Int	\$ 950.12	\$ -	\$ 115.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47506												\$ 1,065.63
63 Wastewater Retained Earn's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48600												\$ -
63 Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,647.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49740												\$ 49,647.00
49761 Trans from wtr fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49761												\$ -
Total Revenue	\$ 24,371.83	\$ 31,616.19	\$ 36,541.66	\$ 1,722.50	\$ 911.90	\$ 95,650.98	\$ 4,552.26	\$ 196,944.25	\$ -	\$ -	\$ -	\$ 392,311.57

Notes:

- Unapportioned WW Better TC Rev & Int - Betterments paid: 11 Lillian in full and 39 Lillian partial payment.
- Miscellaneous Revenue \$438 from Wayland Meadows Agreement (November, 2017) to cover Administrative Costs.
- Wastewater Retained Earnings - New Account. Current Year transfer from Wastewater's Retained Earnings Account (operations only) for \$35,000, approved at November, 2017 Town Meeting. Budgeted line added 12/7/17 (no money added) to the schedule to cover the new pipeline maintenance account.
- Transfer from Capital-Town: New account: Paid in Lieu of Betterment \$49,647 from the town for 380 gpd of design flow from the Wayland Meadows Agreement, November, 2017.
- Other for Budget Reporting

WhiteWater Invoices
Fiscal Year 2018

January 10 - February 9, 2018

January 10 - February 9, 2018

Equip Repairs											
Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor	& Maint	Sludge	Chemicals	Mark Up	Total	
70028264	7/24/2017	\$ 95.31	June (1)	\$ -	\$ -	\$ 82.88	\$ -	\$ -	\$ 12.43	\$	\$ 95.31
70028766	8/14/2017	\$ 1,325.00	June (1)	\$ -	\$ 1,050.00	\$ -	\$ 275.00	\$ -	\$ -	\$	\$ 1,325.00
70027882	7/7/2017	\$ 3,900.00	Aug (2)	\$ 3,900.00							\$ 3,900.00
70028505	8/1/2017	\$ 3,900.00	Aug	\$ 3,900.00							\$ 3,900.00
70028766	8/14/2017	\$ 1,752.50	Aug		\$ 672.50		\$ 1,080.00				\$ 1,752.50
70029205	9/1/2017	\$ 3,900.00	Sep	\$ 3,900.00							\$ 3,900.00
70029589	9/13/2017	\$ 55.18	Sep			\$ 47.98			\$ 7.20	\$	\$ 55.18
70029874	10/2/2017	\$ 3,900.00	Oct	\$ 3,900.00							\$ 3,900.00
70028766	8/14/2017	\$ 203.25	Nov (3)						\$ 203.25	\$	\$ 203.25
70030547	11/1/2017	\$ 3,900.00	Nov	\$ 3,900.00							\$ 3,900.00
70030258	10/13/2017	\$ 3,802.72	Nov		\$ 1,817.50	\$ 170.42		\$ 1,555.86	\$ 258.94	\$	\$ 3,802.72
70031163	12/1/2017	\$ 3,900.00	Dec	\$ 3,900.00							\$ 3,900.00
70031625	11/15/2017	\$ 5,607.32	Dec (4)		\$ 1,400.00	\$ 20.54	\$ 2,100.00	\$ 1,538.00	\$ 548.78	\$	\$ 5,607.32
70031729	1/5/2018	\$ 3,900.00	Jan	\$ 3,900.00							\$ 3,900.00
70031491	12/14/2017	\$ 11,616.92	Jan (5)		\$ 2,858.75		\$ 6,240.00	\$ 1,375.80	\$ 1,142.37	\$	\$ 11,616.92
70032301	2/1/2018	\$ 3,900.00	Feb	\$ 3,900.00							\$ 3,900.00
	2/12/2018	No Bill Rec'd								\$	\$ -
										\$	\$ -
										\$	\$ -
Totals		\$ 25,313.65		\$ 19,500.00	\$ 2,490.00	\$ 218.40	\$ 1,080.00	\$ 1,555.86	\$ 469.39	\$	\$ 25,313.65

Current month total without Contract Fee \$ 11,616.92

Notes:

- 1) Invoice #70028766 received with June and July expenses. June was reported on a purchase order for FY17 carryover, booked by Finance in FY18.
- 2) Invoice #70028264 purchase order for FY17 carryover was booked by Finance in FY18.
- 3) Invoice #70027882 for July Contract Fee. Monthly Operating Reports not done for July.
- 3) Markup not recorded at year-end.
- 4) Invoice #70031058 included an invoice for Raco Alarm Co. Per Joe Malloy, this is no longer functional - deduct \$600 and \$90 for Markup.
- 5) Invoice #70031491 corrected. Overcharged for sludge.

Outstanding WWMD Bills - UnBudgeted for FY18

Updated: 2/13/2018

Vendor/Location	Reason	Status	Amount	
WhiteWater	Wilo EQ Mixer Pump	Replaced FY17, waiting for invoices.	\$ 8,464.00	Quote
WhiteWater	Reseal Kaeser Pre-Aeration Blower. Leaking Oil	Quote signed, work done, waiting for invoices.	\$ 1,320.00	Quote
WhiteWater	Reseal Kaeser Pre-Aeration Blower. Leaking Oil	Quote signed, work done, waiting for invoices.	\$ 1,320.00	Quote
WhiteWater	Kaeser Blower #1 needs compressor, more cost efficient to buy new blower.	Board to sign quote 2/13/18	\$ 5,816.00	Quote
Various	231 BPR Manhole Repair	Regan bill for pumping \$217	\$ 5,000.00	Quote
	HVAC System, PM Filter, Air Valves & Boiler Maintenance		\$ 2,000.00	Paul's Est.
	Chemical Feed Pumps \$5,000-\$10,000		\$ 10,000.00	Paul's Est.
	Ejector Pump		\$ 5,000.00	Paul's Est.
	Treatment Plant Hand Hole damaged & frozen.	Verizon's equipment we may get a bill.		Paul's Est.
	Treatment Plant Spills on January 27 & 28, 2018. SSO Report.	Reason for the spill to be determined. Who is responsible?		
	Estimate of Unbudgeted Expenses		\$ 38,920.00	*
Capital Account Repairs:				
	SCADA System & IT. Security Camera's	Waiting for the Hand Hole to be repaired.		
	HVAC System Upgrade			

*For Unbudgeted FY18 expenses WWMD has on reserve \$10,000 Contingency and \$35,000 Pipeline Maintenance/Emergency account totaling \$45,000

25

60

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

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission

FILED By: Jane Capasso

DATE OF MEETING: Tuesday, 13 Feb 2018

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Town Building

PROPOSED AGENDA-REVISED BUDGET

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
- 7:35 3. Rate Hearing for FY2019

The budget for FY2019 is detailed on the attached page. The budget was formulated by the WWMD Account Specialist with input from the Finance Director, the Treasurer, and the Town Engineer and has been scrutinized by the WWMD and the Finance Committee. The expenses are calculated using the past two years' figures and expected changes. Two new expenses have been added for the Wastewater Operations Manager (WOM) and the routine maintenance, emergency response, and DigSafe requests. In FY2018 (the current year), there is no WOM, and the latter three were covered by a transfer from retained earnings. The WOM is discussed below. The income consists of operational charges based on rates calculated to meet expenses and the on-going betterment. There is an additional payback to users of \$80,000 due to income exceeding expenses in FY2017.

The rates for next year are up ~\$1 per gallon per day for both design flow (capacity) and actual flow. Rates are based 80% on gallons per day (gpd) of Title 5 design flow and 20% on actual flow based on water usage, also measured in gpd. This allocation reflects the actual amounts of fixed expenses (80%) and variable expenses (20%). The design flow rate will go from ~\$1.94/gpd for FY2018 (this year) to \$2.67/gpd for FY2019. The actual flow rate will go from \$1.21/gpd to \$2.01/gpd. This means a user in a 2-bedroom condo, with 220-gpd design flow and 110-gpd actual flow (typical), will be charged \$809/year in FY2019 versus \$560/year for FY2018 (this year). This is an increase of \$249/year or 45%. This increase is due to \$69,000 for a new salaried position, called the Wastewater Operations Manager (WOM), plus \$35,000 for infrastructure maintenance. The maintenance is necessary due to the aging of the piping. This combination of new expenses has increased operating expenses significantly.

The new Wastewater Operations Manager (WOM) is an investment in our future in that we hope to recoup salary and benefits by saving operating expenses in future years. The WOM is shared between the WWMD (60%) for the system in the center of town and the School Department (40%) for the High School treatment plant. The WWMD considers this extra expense as an investment in the future. The payback in FY2019 will be due to savings for overhead expenses (estimated to be \$6,000 or about 10% of WOM cost). In future years, there are anticipated cutbacks in contracted services that will be significant and, we hope, will pay for the WOM. There will be annual assessments of this payback.

On another front, the WWMD is working on further ways to enhance the financial

situation. At this spring's ATM, an article requests that the Town assume \$220k of WWMD debt. This will help our bottom line. In addition, in ten years starting in 2027, the betterment income will be insufficient to pay for bond payments. This will be a temporary situation. The fact that the the Town is assuming part of the bond repayment will almost alleviate this future temporary situation. Also, the WWMD is working on other initiatives to generate income and improve the bottom line by utilizing the WWTF more effectively. We are fortunate to have a new town engineer, Paul Brinkman, who has significant experience in wastewater treatment. He has recognized that the WWTF can handle more actual flow. Hence, the WWMD is considering ways in which increased flow to the WWTF can generate more income for users. We will be reporting on developments over the next few months.

- 8:15 4. Update of implications of long-term design flow needs for the WWMD. Chair will give some information on additional design flows, including needs of the Town Center, the Wayland Village shopping center, 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.
- 8:40 5. Updates from Paul Brinkman, Town Engineer
- A. Treatment Plant Sanitary Sewer Overflows on January 27 and 28, 2018 – Health Department request for a report. MassDEP communications, Inspection and follow-up requirements. Town Center Bathroom Update.
 - B. Other Treatment Plant Repairs:
 - 1. Blower related repairs
 - 2. Chemical feed pumps
 - 3. SCADA/IT improvements
 - 4. HVAC
 - 5. Ejector Pump
 - C. 231 BPR Manhole Repair – WWMD gave authorization to spend up to \$5,000. Paul Brinkman to facilitate the repair. Manhole was emptied and the concrete adjustment for the casting is breaking down. Ellingwood has provided a verbal estimate to complete the repair. Work to be completed during better weather for concrete placement. Digsafe notification has been completed by Ellingwood.
 - D. Verizon Phone line upgrade – Hand hole damaged and frozen soil around line preventing replacement. Coordinating with Verizon once better weather occurs (thaw). Once complete the SCADA work can be completed.
 - E. RFP for Contracting a Treatment Plant Operator – This will be taken on as time permits. Coordinating with Ben Keefe.
 - F. Advanced Metering Infrastructure system for water meters. DPW/Water Department is sponsoring an article at ATM for the purchase of an AMI system. It can be configured to provide daily information on the usage by individual users. This could have been used to prevent the Sanitary Sewer Overflow as the flow to the facility started rising two weeks earlier than the actual problem. The AMI system would flag a high use and the user could be contacted to look into the issue, before it becomes an actual problem.
 - G. 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.

- H. 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. This is a task that the new staff person would be responsible for in most cases.
- I. Treatment Plant Capital Items:
 - 1. 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.
 - 2. 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.
- J. 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.
- K. Fire Inspection. Inspection passed? Future potential need to replace control panel. Fire extinguishers were expected and the backup generators are being inspected within the next week per contracts.
- L. Met with Wayland Foreign Motors owner regarding the potential connection to the system. Jane spoke with the Health Department and no plans have been submitted as of January 6, 2018.

9:05

6. Administrative Items:

- A. WhiteWater request to replace the compressor on pre-aeration blower #1. Unit was sent out for evaluation. Repair exceeds cost for a new replacement. Board approval required.
- B. Capital Account – Reallocation of the debt related to the treatment plant capital account to the Town/High School Treatment Plant. Bonded debt schedules updated. Board to approve the reallocation. FY19 Budget updated for new debt and indirect admin numbers.
- C. Contact and Emergency List – Updated and emailed to the Police, Fire, Health Department, DPW and Facilities.

9:25

7. Wastewater Rules and Regulations

9:35

8. Approve minutes from previous meetings–11 Jan 2018.

9:40

9. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments. FY18 Q2 billing was sent out totaling \$46,290

10:00

10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

10:02

11. Website status: recent postings and organization.

10:05

12. Calendar: upcoming meetings and events, including hearings.

10:15

13. Public Comment