

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF AUGUST 19, 2019**

**In Attendance:** Rick Greene, Uday Virkud and Jane Capasso  
**Absent:** All Present  
**Guests:** Paul Brinkman, Town Engineer; Lea Anderson, BOS; Regina Marino, AP Derm and Carole Plum  
**Meeting Location:** 7:30 pm Wayland Town Building  
**Prepared By:** Jane Capasso & Paul Brinkman

**Minutes**

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

7:33 1. Call to order

7:33 2. Public comment

7:33 3. System Costs

Paul: I would like to discuss the process of managing design flow approvals, the available capacity at the Town Center and look at the \$65.07 capital cost buy-in charge. There is the need to obtain revenue sources to help with the forecasted revenue dip and any new users through additional capacity would benefit the District. Nothing would be done to jeopardize the NPDES permitted flow and all final decisions would still be approved by the Board.

Rick: Are people not getting capacity because of the buy-in charge? Paul: National Development has mentioned this makes leasing space challenging. Rick: Does not agree that there is 10,000 gpd of available flow. In prior Board meetings we concluded that there was 5,000 gpd of flow that we felt comfortable allocating. Paul: My memo clearly showed the ability of the District to expand the capacity sales by 10,000 gallons per day, which would also help with revenue – both capital and O&M charges.

Rick: We have a responsibility to all users who are paying their betterment at the \$65.07 rate. Paul: Looked at neighboring communities and all have similar expenses with a lower rate. Rick: The Town Center has come in and asked for cheaper capacity. He has not seen any instances where someone has walked away because the cost is prohibitive.

Uday: Agrees we should review the design flow process and make it efficient. Analysis is needed on the capital cost buy-in in order to be consistent with what people have paid. Rick: Retail spaces are not renting and we are seeing more service related industries, which may require more water use. Paul: Is asking permission to look at the design flow process and the capital cost numbers. Uday: We will add this on as an agenda item for our next meeting.

7:47 4. Changes to Town Center  
A. Adult & Pediatric Dermatology (AP Derm), 19 Elissa Ave– Connection Application.

Regina introduced herself. Paul: AP Derm is taking over the vacant Petco space. This will be a dermatology office with no specific wet process(es). There is no specific Title V classification for dermatology. The 615 gpd of

design flow was determined by the Health Department based on one comparable. Paul is comfortable with this flow. There will be a sink in each room for hand washing, an employee bathroom and one for patient use. Rick: Prefers a greater data set.

Paul: Tom Holder, Jane and I met with the Health Department to discuss my providing more assistance to the Health Dept. Rick: We need to have a review mechanism when there is no Title V classification. It is expected the user will have flow at half this amount to allow for fluctuations. How can we go back and review if someone exceeds their design flow? Paul: It benefits the district financially to have people in Tier 2. Femiluxe was assigned dry flow and now they are a wet business and the flows need to be reviewed.

Regina: Water bills were provided for 3 doctors, which will be the maximum at this space in two to three years. Rick: We need to keep track of water use by user so we know when assigned design flow is being exceeded. Jane: The 615 gpd of design flow for AP Derm is based on 184 gpd from the existing space, 218 gpd of Town Center unassigned, 200 gpd from vacant 2F (4,000 sqft space) and 13 out of 121 gpd from vacant 2F (2,688 sqft space).

Uday and Rick agree to the Town Center reallocating design flow from vacant spaces as long as the Town Center and the Health Department agree and we keep track of the spaces with no flow. Rick: The WWMDC should approve all changes in allocation. Uday: Would like to see all changes go through Paul as he is reorganizing the process.

B. Femiluxe, 71 Andrew Ave – Design flow changes.

Jane: The WWMDC approved a connection application to expand into the adjacent space and build a wall. Phase 2 will add 5 manicure and 5 pedicure stations. The master water meter for this building has 1,080 gpd of assigned design flow. Water use from October, 2018 to March, 2019 averaged 1,963 gpd and water use for 5 quarters averaged 1,496 gpd. Femiluxe was assigned 65 gpd as retail space many years ago since there was no Title V classification for a nail salon and it was considered a dry space. Paul will talk with National Development about the plan for this space? Jane: The Health Department is looking at revaluing the design flow for Femiluxe. Darren, Health Department, contacted the DEP and they suggested using 100 gpd for each nail station and 100 for each pedicure station (1,000 gpd of design flow for the addition). The existing stations need to be determined. National Development was contacted and we are awaiting a response. Rick: Should sub meters be added for wet processes? Paul: The Town Center can do this if they want.

8:11 5. River Edge – Wastewater.

Rick: Would like more explanation on all agenda items. Specifically items 3 and 5. He received a call about Rivers Edge that he couldn't answer. Items 3 and 5 were Paul's agenda items.

Paul: The Town has a contract with regards to the land sale – Land Disposition Agreement. The agreement sets forth a number of cost offsets, which includes the cost to build a wastewater facility on the property. Currently, the WWMD treatment plant is underutilized. Rivers Edge would send flow to our plant for processing and

we would send effluent from the treatment plant back to be disposed of in the leaching field on their site. This process would help with the District's Administrative Consent Order issued by the Massachusetts Department of Environmental Protection and spread operating costs across more users. Paul proposes we have four lines in one casing (two active lines and two spares) that attach to the bridge, over the river. Two to carry untreated wastewater from the project and two to return the effluent. The carrier line would be suspended from the bridge, which is commonly done. The existing bridge already has a natural gas line and telecommunication lines on it. Two new carrier pipes are proposed for the Phase III water main project.

Paul: The Town has a MassWorks utility Grant to pay for a significant portion of the Phase II water main project and they are willing to consider an increase in the Grant to provide funding for the piping in combination with the developer at no cost to WWMD. The developer is analyzing the cost for the two options. One to be entirely on-site wastewater facility and the other for connecting to the District. Paul: Has done an O&M analysis that resulted in a reduction in cost to all WWMD users. This project is in the permitting process and we should know the direction within the next 4 to 5 months and Paul wanted the WWMD to be informed. An amendment request is being prepared for the MassWorks grant.

8:27 6. Future of the WWMD and Board membership.

Lea filling in for Cherry Karlson, BOS: There is someone who has expressed interest in joining the Commission. The BOS needs to interview the person.

Rick: We need to look at whether 1) We continue as we are 2) The WWMD is taken over by the DPW, or 3) The Water and WWMD are joined together. Option 2 and 3 would require potential changes to the enabling legislation. Louise Miller was going to appoint a board to review this but it was put on hold. Lea: Will talk with Louise about this. Uday: How can we move forward? A decision needs to be made. Rick: When considering candidates, would it be possible to have a member of the BoPW appointed as a member of our commission now, since there is a high learning curve on municipal law and wastewater regulations.

8:34 7. FY2021 Budget & Capital Planning at Board meetings:

- August – Paul, Pezz and Jane will prepare a 5 year Capital Plan & start the FY21 Budget to be presented at the September 11, 2019 meeting.

Paul: Last year we identified a carbon air scrubber unit, for the five-year plan, to be purchased in 2022 for approximately \$50,000. We need to price this out. Pezz and I made a list of all the mechanical equip in the plant and what would need to be replaced in the future. The equipment is all considered small capital – i.e. not inexpensive but well below the threshold for capital items in the municipal budgeting process. We suggest the small capital item in the budget needs to be gradually increased to proactively begin the replacement of this equipment. We are looking to replace old technology with modern equipment, but it costs money and we don't want to be using retained earnings. Rick: We need to have a reserve for capital items and emergencies. Paul: Retained earnings from operations are less than \$100,000. Rick: Concerned with whether we should be using retained earnings to reduce user fees instead of reserving for future repairs. Paul: DEP says your capital budget should be between 20-40% of your operations budget. With regards to the Water Department there was some consideration for 25% of the O&M budget plus the value of the

largest expense associated with a critical failure. Rick: Each year when we budget for capital items we should consider 1) small capital and 2) budget an amount for the longer term. Paul: We should consider creating a reserve to cover these costs.

WWMDC read through the following schedule for the budget process for Fiscal Year 2021:

- September – Board approves 5 year Capital Plan due to Finance 9/21/19.
- September – Board reviews draft FY21 Budget. Finance and BOS Liaison will review starting 10/11/19.
- October – Board review of FY21 Budget before 10/11/19 submission to Finance.
- November – Review Finance and Liaison questions/changes. Board can make changes before 12/17/19.
- December – Final Board approval of the total dollars for the FY21 Budget. Due to Finance on 12/17/19.
- January & February – The total dollars cannot be changed, but the amounts may be moved between line items.
- February 24, 2019 – Finance Committee adopts final FY21 Budget.

- 8:48 8. Long-term Finances-Review FY19 Monthly Operating Report focusing on long-term financing needs and the possibility of increasing rates above a nominal amount each year to meet bond payment deficits in 2027-2032.

See item 7

- 8:49 9. FY19 Annual Report Preparation.

- August – Draft for review.

Rick: Yellow is where we need numbers. Added information about the savings from the WOM and his overview of the high school wastewater plant, remote SCADA operation and review of all discharge capacity. Additional information to add on rates changes and revenue received from the Wayland Fire Department for a flow situation in their building, which has temporarily been fixed. Jane will obtain information on WhiteWater alarm and other costs from October, 2018 to June, 2019 compared to the savings of having the WOM overseeing the plant.

- September – Board approval. No discussion.

- 9:00 10. Account Specialist Change in Job Description: Potential salary and benefit changes when this position starts financial analysis and invoice processing for the operations piece of the High School Treatment Plant.

Rick: Changing the job to include benefits is spending money and the board should be consulted. As an enterprise fund, this will affect our users. Jane: Tom has asked for an outline of how her job has changed. With the increased time to create and process purchase orders, Connection Application issues and meetings Jane has not had time to do this. Rick: Since the Water department is doing the billing, don't you have more time? Jane: No, this is only approximately 6 hours of work at the end of the quarter.

- 9:08 11. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager. Paul Brinkman attending.

WWMDC reviewed the following information. Comments are as indicated.

- A. Recent failure of critical flow meter has required an evaluation of the plant with an eye on equipment that there is not a good secondary or alternate operating plan in place. Items of critical nature will be identified and itemized. Back up equipment and parts will be identified and purchased as funding allows.
- B. The management of hauled sludge volumes still continues to provide a positive cost benefit to the District. Decanting of sludge supernatant continues and a 4+ week interval between sludge hauling continues to be realized.
- C. The conversion to polyaluminum chloride for phosphorus removal is complete. Dosing rates are lower than when using the aluminum sulfate (alum) and the effluent pH continues to be in compliance and effluent phosphorus remain low. Costs for chemical purchases are anticipated to be similar to previous.
- D. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District is still ongoing. The startup of the WHS plant is important to ensure that the facility can be properly represented in the RFP.

Paul: We have been waiting for a decision on rebuilding the high school treatment plant. He was informed not to wait for the high school and to create the RFP within the month. The RFP will be menu based. He expects to complete this in September.

- E. Route 20 Water Main replacement project recommenced April 4, 2019. Project is virtually complete. No further disturbance of the system has occurred. Will watch for information from construction observer (Tata & Howard) for additional information on the actual location of the sewer system to add to our understanding of the piping system.

Paul: This is just about done. No cost to the WWMDC.

- F. Treatment Plant Capital Items:

SCADA System. Tighe & Bond completed two additional visits to the plant to troubleshoot and implement improvements to the SCADA system. Remote system access has been confirmed which will allow for some future SCADA system improvements to occur remotely.

Paul: Improvements have been made and little things need to be investigated and tweaked. The remote SCADA system allowed Paul to make adjustments from home when the flow meter was not working.

- G. Hastings Way manhole/pavement repairs were completed. Extraneous flows from precipitation events appear to have been reduced.

Paul: There is possibly a toilet running based on flow fluctuations. Paul reviews the flow patterns after rain.

9:14 12. Administrative Items: See item 4 above.

9:14 13. Wastewater Rules and Regulations.

9:14 14. Approve minutes from previous meetings – July 23, 2019.

Rick: Moved to approve the July 23, 2019 minutes as written. Uday second.  
Passed 2-0.

9:15 15. Review Monthly Operating Report.

A. FY19 year closes on August 20, 2019. Final numbers will be presented at the September Board Meeting.

B. FY20 July MOR.

Jane: Handed out a list of changes to the FY20 MOR: Betterment income is now shown, new line for retained earnings to show the annual betterment deficit, we are now showing interested earned from savings and WOM salary is shown instead of an Indirect Charge from the Town. July: User charges have not been entered into MUNIS and a correction to betterment principal interest charged to WWMD in error will be made.

9:19 16. Website status: Recent postings and organization. Rick listed as Chair. No discussion.

9:19 17. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

None

9:19 18. Calendar: Upcoming meetings, events and hearings

Scheduled meetings: - Wednesday, September, 11, 2019 and Thursday, October 10, 2019.

9:22 19. Public Comment. None

9:22 20. Adjourn

Attachments:

AP Derm Connection Application

Femiluxe Nails email

Draft Annual Report

July 23, 2019 Draft Minutes

July, 2019 MOR Changes

July, 2019 MOR

Agenda

RECEIVED

AUG 14 2019

Wayland Wastewater Management District



Wayland Wastewater Management District (WWMD)
66 River Road, Wayland, MA 01778-2697
508-358-6851 wastewater@wayland.ma.us

Updated 11/20/17

SEWER CONNECTION APPLICATION

(For New Connection or Modification to Existing Connection)

Property Owner/Applicant's Name: AP DERMATOLOGY Date: 8/14/19
Contact Phone #: 617-892-5056 Contact Email: awayne@apderm.com
Property Address: 17-19 ELISSA AVE
Describe Proposed Use or Modification: New tenant - Dermatology office

Table with 7 columns: Reason for Application, Pipe Connection Required?, Type of Establishment?, Unit Type & # of Units, Gallons Per Day per Unit, Total GPD, Privilege Fee. Includes Title V Design Flow Calculation header.

Property Owner/Applicant Acknowledgement:

- The undersigned has read the rules and regulations and agrees to conform with the laws, rules, regulations and ordinances relating to the use of the WWMD System.
- The undersigned agrees to pay all costs related to the connection of the building to the sewer main.
- The undersigned agrees to notify the WWMD, one day in advance, when the sewer connection is ready for inspection.
- The applicant's Engineer is responsible for: A) Field verifying the location and/or elevation of the lateral prior to work start, B) Preparing detailed engineering and as built plans for the connection, and C) Obtaining and paying for all necessary permits.
- The septic system shall not be abandoned until the sewer connection is completed and approved unless prior written approval is received from the Health Department.
- Approval of this application may be rescinded if the Privilege Fee payment is not received within 90 days.

Signature of Applicant: [Signature] Print Name: DAVID K. COSTELLO Date: 8/14/19

WWMD/TREASURY DEPARTMENT USE ONLY
Privilege Fee for New Connections: \$ (Design Flow gpd X Fee \$)
WWMD Approval [ ] or Disapproval [ ]. Signature: Date:
Comments:
Treasury Department - Privilege Fee: Check #: Date: Received By:

Directions: 1) Return the completed Connection Application to the Health Department. 2) You will be informed when the WWMD will meet to review the application. Attendance at this meeting is optional. 3) The WWMD will send their Approval or Disapproval to the Health Department and inform you. 4) If you do not owe a Privilege Fee, contact the Health Department. 5) Privilege Fee payments must be made in person at the Treasurer's Office, 41 Cochituate Road, Wayland, MA by check payable to "Town of Wayland". 6) Treasury signs the Connection Application. 7) Owner/Applicant delivers the application to the Health Department for final approval.

Design flow determined by Health Dept. Danner, Based on comparable received from AP Derm.

## Capasso, Jane

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**From:** Capasso, Jane  
**Sent:** Wednesday, August 14, 2019 1:29 PM  
**To:** Rick Greene (regreene5@verizon.net); Virkud, Uday  
**Cc:** Capasso, Jane; Brinkman, Paul; Holder, Thomas; Junghanns, Julia; MacCaughey, Darren; DavidCostello@natdev.com  
**Subject:** AP Derm Connection Application for Tonight  
**Attachments:** Scanned from a Xerox Multifunction Printer.pdf

Rick and Uday,

As of this morning, and multiple discussions between the Health Department, Tom Holder and Paul Brinkman regarding design flow, Adult and Pediatric Dermatology, (AP Derm) will be attending tonight's Board meeting to discuss their connection application. As of 1:20 today I have not received a Connection Application. Please review the information below and attached in anticipation of AP Derm attending with the application.

### Connection Application Details:

- Address: 17-19 Elissa Ave, space 20/50 has 184 gpd of allocated design flow
- Design Flow Calculation: Darren, Health Dept - Since there is no Title V classification for Dermatology he used the one comparable received from the company, which calculated to 615 gpd of design flow. This is based on their three-year business plan to be at approximately 3 doctors (FTE), medical assistants and front desk staff. Title V for 3 doctors is 750 gpd.
- Dave Costello: To obtain the addition 431 gpd (615 gpd assigned less 184 gpd existing) for this space, Dave would like to use 218 gpd of unallocated design flow and borrow 200 gpd from vacant 2F and 13 gpd from vacant 2F (see Dave's email below).

From: David Costello [<mailto:dcostello@NatDev.com>]

Sent: Wednesday, August 14, 2019 9:39 AM

To: Capasso, Jane

Cc: Holder, Thomas; Brinkman, Paul; Junghanns, Julia; MacCaughey, Darren; 'Sharmeen Dossani'; Chris McMahon

Subject: RE: REVISED AP Derm @ 17-19 Elissa (Application for BOH Review to Obtain a Building Permit) - REVISED REVIEW

To the WWWMDC:

For the AP Derm space which needs an additional 431 GPD we would like to use the below allocations:

218 GPD of unallocated Design Flow

200 CPD from Vacant – 2F – 4,000 SF

13 GPD from Vacant – 2F – 2,688 SF (leaving 121 GPD allocated to this space)

Thank you

David K. Costello

Property Manager

781-501-1595

[dcostello@natdev.com](mailto:dcostello@natdev.com)



Please let me know if you have any questions.

Thank you

Jane Capasso  
Account Specialist  
Wayland Wastewater Management  
District Commission  
508-358-6851

## Capasso, Jane

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**From:** MacCaughey, Darren  
**Sent:** Monday, August 12, 2019 1:21 PM  
**To:** Capasso, Jane  
**Cc:** Junghanns, Julia; David Costello; Ritual Interiors; 'kprokopiuk@apderm.com'  
**Subject:** REVISED AP Derm @ 17-19 Elissa (Application for BOH Review to Obtain a Building Permit) - REVISED REVIEW

**Importance:** High

Hi Jane,

This is a revised review determination for the proposed AP Derm to occupy 17-19 Elissa (see attached drawing as provided by the applicant).

My prior analysis as to their likely "proposed flows" needs to be revised as an incorrect assumption was made about the applicant's provided water use records.

The assumption was that the 4 water meter readings were from different establishments (which is what I had requested in the interest of determining an average water use that was realistic). They were not.

The records provided were from 4 different meters servicing the same establishment.

As such, please find these new, corrected calculations:

- Title 5 would determine their flows to be 750 gallons per day as they identified they would eventually have 3 full time doctors (250 gallons/day per doctor).
- The water use records provided from their one, like establishment show that the flows generated are approximately 615 gallons per day.

Generally, multiple sets of past/prior water use records are used in determining an actual, likely average.

As they have only provided one set of records, I would suggest that the applicant provide the additional requested water use records from their other, like establishments.

Short of that, the recommendation would be to use one of the above (or perhaps an average of them both).

Sincerely,

*-Darren*

Darren R. MacCaughey, R.S.  
Sanitarian/Health Agent  
Wayland Health Department  
[dmaccaughey@wayland.ma.us](mailto:dmaccaughey@wayland.ma.us)  
Office (508) 358-3617  
Fax # (508) 358-3619

Begin forwarded message:

**From:** Angela Wayne <[awayne@apderm.com](mailto:awayne@apderm.com)>  
**Date:** August 9, 2019 at 9:36:18 AM EDT  
**To:** Ritual Interiors <[gfadrowska@ritualinteriorsglobal.com](mailto:gfadrowska@ritualinteriorsglobal.com)>  
**Cc:** Regina Marino <[rmarino@apderm.com](mailto:rmarino@apderm.com)>, Michael Petit <[mpetit@apderm.com](mailto:mpetit@apderm.com)>  
**Subject:** RE: AP Derm @19 Elissa, Wayland (Application for BOH Review to Obtain a Building Permit) - REVIEW

This is the updated plan, based on recruitment information we have today.

Year 1- 1 doctor 2 days a week and 1 doctor 1 day a week- not overlapping  
So, 3 days per week, there will be 2 doctors, 3 medical assistants and one front desk

Year 2- 1 doctor 2 days per week, 1 doctor 2 days per week, 1 doctor 1 day per week- not overlapping  
So, 5 days per week, there will be 1 doctors, 3 medical assistants and one front desk

Year 3- 2 doctors 4 days per week  
So, 2 days per week, there will be one doctor, 3 medical assistants and one front desk;  
3 days per week, there will be 2 doctors, 6 medical assistants and 2 front desk

Year 4 and beyond – maximum capacity could be 3 doctors, 9 medical assistants and 2 front desk

We don't have water bills from other locations- they need to use a proxy for this

RECEIVED

JUN 21 2019

TOWN OF WAYLAND  
BOARD OF HEALTH

Samuel D. Goos, MD  
Kathleen M. Joyce, MD  
Christy M. Williams, MD  
Peter Muz, MD  
David E. Geist, MD  
Katalin Kovalszki, MD  
Benjamin A. Solky, MD  
Jennifer P. Toyohara, MD  
Abby L. Hochberg, MD  
Anna Sarno Ryan, MD  
Janice C. Washburn, MD  
Jeffrey D. Mailhot, MD  
Hamad Alabdulrazzaq, MD  
Paul F. Bostrom, MD  
John A. Watson, MD  
Peter J. Sands, MD  
Michael T. Rosenbaum, MD  
Shelley Yang, MD  
Brian M. Connolly, MD  
Frank P. Fechner, MD  
  
Beth M. McCabe, DCNP  
Donna P. Kulas, DCNP  
Kathleen Burke, DCNP  
Barbara A. Bradley, DCNP  
John F. Chambliss, PAC  
Danielle M. Raja, DCNP  
Kelly A. Noska, DCNP  
Lauren M. Szlosek, PAC

Adult & Pediatric Dermatology is a specialty practice that focuses on both medical and surgical aspects for adult and pediatric population. We have been practicing for over 25 years. Currently, we have 22 locations in MA and NH. We are dedicated to delivering exceptional outcomes by making comprehensive dermatology services available and accessible to all patients within their local communities.

Our Dermatologists are trained in all aspects of medical (acne, eczema, skin cancers, etc.), surgical and cosmetic care of the skin. **The core of our business is to provide patients with thorough skin exams that may lead to simple biopsies.** If patients are diagnosed with skin cancer, our trained dermatologists will excise it using locally injected lidocaine.

**Small part of our business is to provide cosmetic services to patients.** These might include botox and filler injections, and simple skin wrinkle corrections that include use of laser.

**Each room is outfitted with sink, exam chair, and storage cabinets. We don't require any special grade wiring in our exam rooms.**

**In year one, we anticipate starting with a physician that would work 4 days a week and see around 20 patients daily. Over one year we would want to build up volume to 30 patients a day.**

**In year two we would like to add one more physician with similar volumes as above. We also would have a Mohs surgeon at this location one to two days a week with maximum 10 patients per day.**

**In the first year with one physician we would have maximum of 2 to 3 staff.**

**We are open from 8 am to 5 pm and see patients every 15 minutes. The flow throughout the day should be steady with an hour lunch break.**

RECEIVED

JUN 21 2019

TOWN OF WAYLAND  
BOARD OF HEALTH



RECEIVED

APPLICATION FOR BOARD OF HEALTH APPROVAL TO OBTAIN A BUILDING PERMIT

JUN 21 2019

(Please Print ALL Application Information Unless Directed Otherwise)

Entered under in Elissa

73

TOWN OF WAYLAND BOARD OF HEALTH

Checks payable to "Town of Wayland"

App # 20191259

New Construction, Demolition, Addition, Porch, Garage \$150

Permit # 20190005

Temp Mobile Home/Change of Use \$ 75; Deck \$ 50; Shed \$ 25

Private Pools: Above Ground Pool \$ 25; In Ground Pool \$100

Public/Semi Public Pool - \$ 200

Check # 2762 Fee Paid \$ 150

Property Location: 19 Elissa Ave, Wayland MA AP Derm Mount

Property Owner(s): Adult and Pediatric Dermatology, PC

Proposes to Change / Construct / Demolish (please describe project): Construction of 10 exam rooms for Dermatology practice

This property is served by: [ ] Subsurface Sewage Disposal System [X] Town Sewer (WWMDC pre-approval required)

[ ] (check) I have, or may have wetlands, a stream, river, or other water body on or near my property and I have contacted the Conservation Commission regarding this project. Cons Com submittal date (if applicable):

Requirements for Items 1-6 are listed on the back of this application

- 1. [ ] to construct a new building. Lic. Refuse Hauler
2. [ ] to add to an existing dwelling or other existing building.
3. [X] to alter an existing dwelling or other existing building.
4. [ ] \*to change the use of an existing dwelling or other existing building.
5. [ ] \*for additional use of an existing dwelling or other existing building.
6. [ ] \*to demolish an existing dwelling or other existing building.

\*Licensed Refuse Hauler: Licensed Chemical Toilet Co:

Contractor's Name: TBD (If Homeowner write "Owner")

\* There is an exemption you may qualify for if the property is single family, owner occupied, and the owners themselves (NO outside contractors) are undertaking ALL renovation activities (see Demo handout).

Applicant Signature: Krystyna Prokopiuk (Owner / Agent, Please Circle One)

The applicant warrants the truthfulness of the information in the application and that if any of the information provided is incorrect, the building permit may be revoked. If Agent: (check) [X] "I hereby certify that the proposed work has been authorized by the owner and I have been authorized by the owner as their agent to make this application on their behalf.

Applicant Name Krystyna Prokopiuk (Owner / Agent, Please Circle One)

Full Address 526 Main St, Acton MA 01720

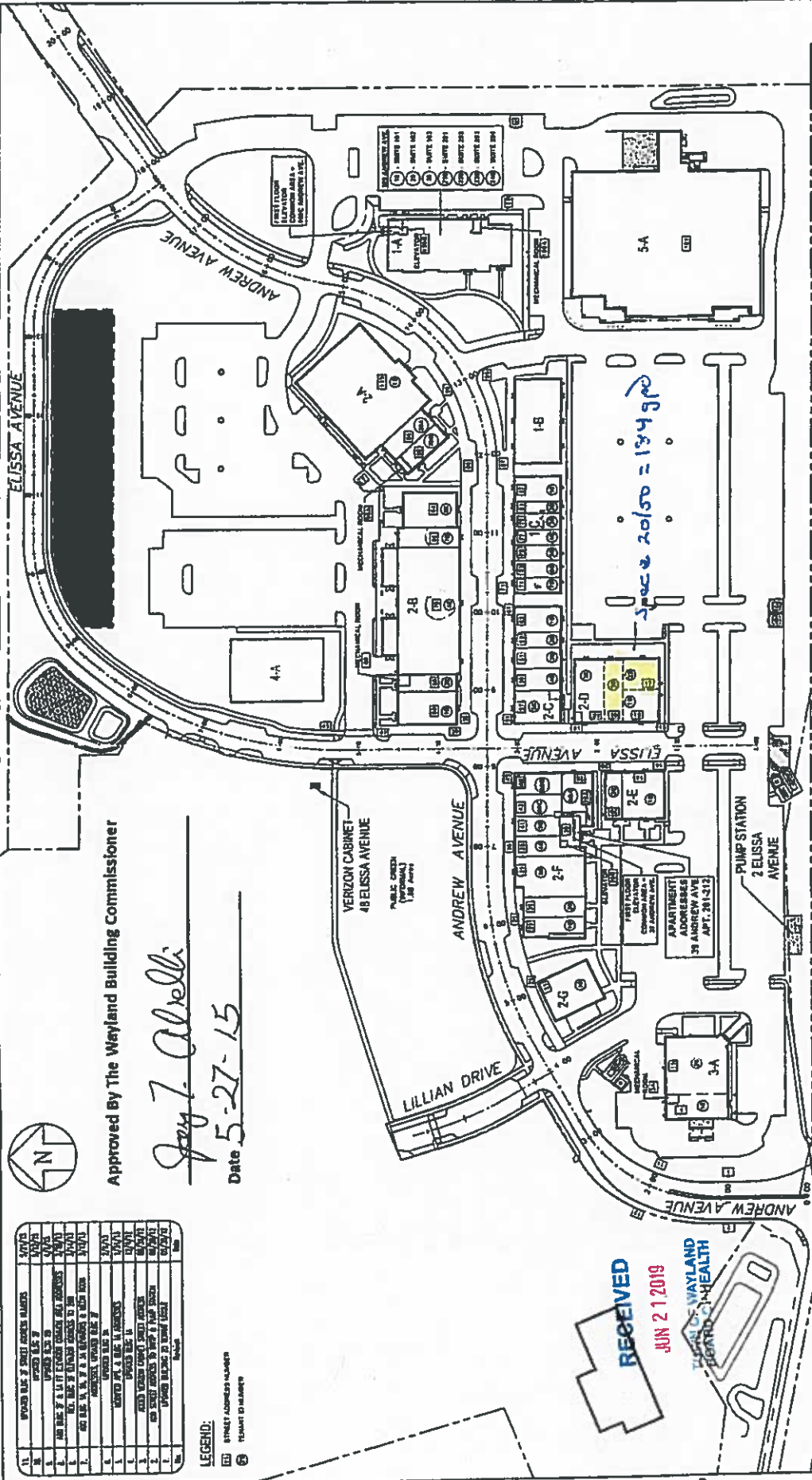
Phone/Cell (617) 223-1546 Email KPROKOPIUK@APDERM.COM

WWMDC Authorization Approved [ ] Disapproved [ ]
Board of Health Action Approved [ ] Disapproved [ ]

BOH Comments / Conditions:

Approval Date: Board of Health (or Agent):

Board of Health approval only means that the proposed project does not violate any BOH minimum setback requirements and/or rules & regulations based on the information provided. It is expected that the applicant will not cause any increase in wastewater flow to the Town's sewer system (other than as authorized by the WWMDC) or to the septic system unless a system designed to accommodate that increased flow has been approved by the BOH and said system has been installed.



NO.	SYMBOL	DESCRIPTION
1	(Symbol)	EXISTING BUILDING FOOTPRINT
2	(Symbol)	PROPOSED BUILDING FOOTPRINT
3	(Symbol)	EXISTING DRIVEWAY
4	(Symbol)	PROPOSED DRIVEWAY
5	(Symbol)	EXISTING SIDEWALK
6	(Symbol)	PROPOSED SIDEWALK
7	(Symbol)	EXISTING PAVEMENT
8	(Symbol)	PROPOSED PAVEMENT
9	(Symbol)	EXISTING CURB
10	(Symbol)	PROPOSED CURB
11	(Symbol)	EXISTING LANDSCAPE
12	(Symbol)	PROPOSED LANDSCAPE
13	(Symbol)	EXISTING UTILITY
14	(Symbol)	PROPOSED UTILITY
15	(Symbol)	EXISTING FENCE
16	(Symbol)	PROPOSED FENCE
17	(Symbol)	EXISTING SIGN
18	(Symbol)	PROPOSED SIGN
19	(Symbol)	EXISTING LIGHT FIXTURE
20	(Symbol)	PROPOSED LIGHT FIXTURE
21	(Symbol)	EXISTING TREE
22	(Symbol)	PROPOSED TREE
23	(Symbol)	EXISTING PLANT
24	(Symbol)	PROPOSED PLANT
25	(Symbol)	EXISTING BIOMECHANICAL
26	(Symbol)	PROPOSED BIOMECHANICAL
27	(Symbol)	EXISTING MECHANICAL
28	(Symbol)	PROPOSED MECHANICAL
29	(Symbol)	EXISTING ELECTRICAL
30	(Symbol)	PROPOSED ELECTRICAL
31	(Symbol)	EXISTING TELEPHONE
32	(Symbol)	PROPOSED TELEPHONE
33	(Symbol)	EXISTING CABLE
34	(Symbol)	PROPOSED CABLE
35	(Symbol)	EXISTING GAS
36	(Symbol)	PROPOSED GAS
37	(Symbol)	EXISTING WATER
38	(Symbol)	PROPOSED WATER
39	(Symbol)	EXISTING SEWER
40	(Symbol)	PROPOSED SEWER
41	(Symbol)	EXISTING RAIN
42	(Symbol)	PROPOSED RAIN
43	(Symbol)	EXISTING STORM
44	(Symbol)	PROPOSED STORM
45	(Symbol)	EXISTING FLOOD
46	(Symbol)	PROPOSED FLOOD
47	(Symbol)	EXISTING EROSION
48	(Symbol)	PROPOSED EROSION
49	(Symbol)	EXISTING SLOPE
50	(Symbol)	PROPOSED SLOPE
51	(Symbol)	EXISTING ELEVATION
52	(Symbol)	PROPOSED ELEVATION
53	(Symbol)	EXISTING BOUNDARY
54	(Symbol)	PROPOSED BOUNDARY
55	(Symbol)	EXISTING ADJACENT PROPERTY
56	(Symbol)	PROPOSED ADJACENT PROPERTY
57	(Symbol)	EXISTING PUBLIC SPACE
58	(Symbol)	PROPOSED PUBLIC SPACE
59	(Symbol)	EXISTING OPEN SPACE
60	(Symbol)	PROPOSED OPEN SPACE
61	(Symbol)	EXISTING WATERWAY
62	(Symbol)	PROPOSED WATERWAY
63	(Symbol)	EXISTING BRIDGE
64	(Symbol)	PROPOSED BRIDGE
65	(Symbol)	EXISTING TUNNEL
66	(Symbol)	PROPOSED TUNNEL
67	(Symbol)	EXISTING UNDERPASS
68	(Symbol)	PROPOSED UNDERPASS
69	(Symbol)	EXISTING OVERPASS
70	(Symbol)	PROPOSED OVERPASS
71	(Symbol)	EXISTING ROADWAY
72	(Symbol)	PROPOSED ROADWAY
73	(Symbol)	EXISTING AIRWAY
74	(Symbol)	PROPOSED AIRWAY
75	(Symbol)	EXISTING WATERWAY
76	(Symbol)	PROPOSED WATERWAY
77	(Symbol)	EXISTING BRIDGE
78	(Symbol)	PROPOSED BRIDGE
79	(Symbol)	EXISTING TUNNEL
80	(Symbol)	PROPOSED TUNNEL
81	(Symbol)	EXISTING UNDERPASS
82	(Symbol)	PROPOSED UNDERPASS
83	(Symbol)	EXISTING OVERPASS
84	(Symbol)	PROPOSED OVERPASS
85	(Symbol)	EXISTING ROADWAY
86	(Symbol)	PROPOSED ROADWAY
87	(Symbol)	EXISTING AIRWAY
88	(Symbol)	PROPOSED AIRWAY
89	(Symbol)	EXISTING WATERWAY
90	(Symbol)	PROPOSED WATERWAY
91	(Symbol)	EXISTING BRIDGE
92	(Symbol)	PROPOSED BRIDGE
93	(Symbol)	EXISTING TUNNEL
94	(Symbol)	PROPOSED TUNNEL
95	(Symbol)	EXISTING UNDERPASS
96	(Symbol)	PROPOSED UNDERPASS
97	(Symbol)	EXISTING OVERPASS
98	(Symbol)	PROPOSED OVERPASS
99	(Symbol)	EXISTING ROADWAY
100	(Symbol)	PROPOSED ROADWAY

Approved By The Wayland Building Commissioner  
*July 7, 2015*  
 Date 5-27-15

**Griffin Engineering Group, LLC**

**RECEIVED JUN 2 1 2019**

**TOWN OF WAYLAND BOARD OF HEALTH**

**Owner:** Twenty Wayland, LLC  
 10 Uxmal Road, Suite 901  
 Providence, RI 02903

**Project:** Wayland Town Center  
 400 Boston Post Road  
 Wayland, Massachusetts

**Drawing Title:** STREET ADDRESS KEY PLAN  
**SCALE:** NTS  
**Drawing Number:** KP-1

**Project No:** 1312  
**Drawn By:** MSP  
**Checked By:** RJC  
**Issue Date:** 12/31  
**Revision:** \_\_\_\_\_

**P.O. Box 7061**  
 100 Cummings Center, Suite 224G  
 Beverly, MA 01915  
 Tel: 978-927-5111  
 Fax: 978-927-5103

**TOWN CENTER / WASTEWATER**

## Capasso, Jane

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**From:** Capasso, Jane  
**Sent:** Thursday, August 01, 2019 2:18 PM  
**To:** MacCaughey, Darren; Junghanns, Julia; Larsen, Geoffrey  
**Cc:** Capasso, Jane; Holder, Thomas  
**Subject:** FW: Femilux Nails

Julia and Darren

I would like to ask for a review of the design flow allocated to the Town Center, Master Meter, for Building 1C based on the following information:

The WWMDC signed a connection application for Femiluxe to expand an additional 529 sqft into the adjacent unit with no explanation of the use. Based on today's email from Dave Costello, Femiluxe is planning on adding 5 more manicure stations and 5 more pedicure stations. I believe this would be 11 pedicure stations (6 existing plus 5 new), which require a lot more water use than nail stations and possibly more employees for the 10 new stations.

### **HISTORY:**

There is a Master Meter for the building with 4 tenants and 2 vacancies (see Note A below) which allows 1,080 gpd of design flow. In Note B below you will see the water readings for the Master Meter over the last 5 quarters. The average for this period is 1,496 gpd with a high of 2,055 gpd for October, 2018 - December, 2019. Femiluxe is a seasonal business and the readings reflect this. Although, since this is a master meter it is difficult to know if Femiluxe is using the majority of the water.

The Wastewater Management District reviews water use by tenant to see who exceeds half their design flow use (we charge a penalty or Tier 3) and those that exceed their total design flow.

Half the design flow = 540 gpd. Total design flow 1,080 gpd  
Water use average = 1,496 gpd (over 5 quarters) . Allowed design flow is 1,080 gpd  
Peak season water use = Oct, 2018 to Mar,2019 averaged 1,963 gpd

The 5 quarter average and peak season water use averages exceed, not only the half water use of 540 gpd, but the total allowed of 1,080 gpd.

**Note A: Tenant/sqft/design flow in gallons per day** (All tenants except 79 Andrew are classified as retail at 50 gpd per 1,000 sqft according to Title V):

87 Andrew: Sperry's Liquors/2,000 sqft/100 gpd  
81 Andrew: Antons/900 sqft/45 gpd  
79 Andrew: Vacant/1,250 sqft/700 gpd (beauty salon at 100 gpd per chair)  
75 Andrew: GNC/1,140 sqft/57 gpd  
73 Andrew: Vacant/1,735 sqft/87 gpd (before expansion: 2,264 sqft/113 gpd)  
71 Andrew: Femiluxe/1,820 sqft/91 gpd (before expansion: 1291 sqft/65 gpd)

**Totals for the Master Meter: 8,845 sq ft/1,080 gpd design flow (mix between retail and beauty salon)**

7,595 sqft/380 gpd for retail tenants  
1,250 sqft/700 gpd for vacant beauty salon



# Wayland Wastewater Management District Commission

## FY 2019 Annual Report –Draft

The Wayland Wastewater Management District Commission (WWMDC) operates a sewer system that serves business and residential properties along Route 20 from Route 27 to the Town Center development. Wastewater discharged into the system flows to a treatment plant located on Town-owned property within the Town Center development. The treated wastewater is discharged to the Sudbury River. In FY2019, it also agreed to share resources with the Wayland School Department, which sought assistance in overseeing the wastewater treatment plant at Wayland High School.

**Managerial Oversight of the WWMDC and High School Wastewater System:** On October 1, 2018, Richard Pezzolesi (Pezz) started work as the WWMDC's Wastewater Operations Manager (WOM). In this role, he is responsible for overseeing the vendor that manages day to day operations of the WWMDC's Wastewater Treatment Facility (WWTF), and will perform preventive maintenance and repair work that previously was done on an ad hoc basis by Whitewater. Additionally, he will manage emergency response to alarm calls, and will look for opportunities to increase plant efficiency and effectiveness, and to reduce the cost of maintaining and operating the system.

In the last nine months of the fiscal year, Pezz identified a number of cost saving opportunities in plant repairs and operations. These include repairing a fire alarm panel for \$500 instead of the \$16,100 quoted by Whitewater, getting remote SCADA monitoring capacity operational to allow more effective emergency response, and putting in place operational practices that should reduce the volume (and cost) of sludge that has to be hauled away. Additionally he has performed a comprehensive assessment of the condition and the WWTF and how it is routinely operated; preventive repairs and changes in operational practices potential saved tens of thousands of dollars in avoided costs down the road. In the time Pezz has overseen the plant, the charges for Whitewater alarm calls fell to \$XXXX from \$XXXX from the same period in FY2018.

The WOM is also tasked with overseeing the operation of the High School wastewater plant (WHS-WP); in late 2018, however, due to the seriousness of issues in running the WHS-WP it was decided that it was more cost effective to suspend operation until further notice and pay to have the wastewater hauled off for offsite processing.

**Operation of the WWTF:** In November 2018, the WWTF two significant incursion situations. One originated in the basement of the Public Safety building. It was remediated in short order, and plant setting were adjusted to be able to handle the increased flow. The second source of incursion was though damaged pavement surrounding a privately owned pumping station. The owners were notified, and repairs were scheduled for early in FY2020.

**Discharge Permits and System Usage:** The WWTF continues to operate under permits issued jointly by the Federal Environmental Protection Agency (EPA) and the State Department of Environmental Protection (DEP). The permits allow discharge of an annualized average limit of 52,000 gallons per day (GPD) into the Sudbury River. An application for renewal submitted on time in June 2013 seeks an increase in discharge capacity to 80,000 GPD. As of the end of FY2019, the renewal application remains pending with the EPA.

Town Engineer also met with representatives of the Massachusetts Department of Environmental Protection to explore lifting the Administrative Consent Order under which the WWMDC currently operates. At this time, no change is anticipated.

During FY2019, the WWMDC met with representatives of the owner of the Town Center development to explore the possibility of building a leaching field on private property to which the WWMDC could discharge processed wastewater. An engineer hired by the Town Center development concluded that the plan was not feasible.

The WWMDC performed a comprehensive review all assigned discharge capacity (including non-connected users and vacant property) to evaluate potential for assigning additional capacity to users. After extensive discussion the board concluded that we have currently allocated 32,300 GPD of discharge capacity, with 37,440 GPD being the maximum prudent amount to be allocated given current restrictions of our permit.

In FY2019, the average discharge from the plant was approximately XXXXX GPD, (up/down) about X.X% from 23,661 GPD in FY2018. This is partially attributable to .... The average flow is expected to remain well below the current permitted limits.

**Administration and Finances:** Income for FY2019 was \$XXXXX. Of this amount \$XXXXX was earmarked for paying off outstanding bonds (\$XXXXX betterment and interest payments, \$XXXXX for privilege fees for increased discharge allocations). Operating income was \$XXXXX, and operating expenses were \$XXXXX. A share of current year operating expenses was paid out of retained earnings from the prior fiscal year.

The Commission's undesignated fund balance at the end of FY2019 was \$XXXX, including money collected in prior years for bond payments.

The WWMDC developed a budget for FY2020 of \$XXXXXX. This includes \$XXXXXX operating income and expenses, and \$XXXXX bond and interest payments. The capacity rate for users is \$X.XXper gallon, a xx% increase from FY2019; the flow rate was \$X.XX, a XX% increase. The Commission is committed to managing budgets to ensure more rate stability going forward.

**Commission Membership and Staffing:** The Wastewater Management District Commission consisted members for FY2019: Fred Knight, Chair, Rick Greene, and Uday Virkud. Fred Knight's term expired at the end of FY2019, and which time he chose not to seek reappointment after 12 years of service. Jane Capasso continued as the WWMDC's part-time Account Specialist, working on administrative issues, communicating with other town departments, and managing the Board's financial reporting.

In FY2019, the WWMDC partnered with the Board of Public Works to explore options for the future oversight of the WWMDC. Options discussed included maintaining the status quo, having the Board of Public Works take over responsibility for the WWMDC, or creating a new board to oversee both the Water Department and Wastewater enterprise funds. Town Administrator Louise Miller committed to appoint a committee to examine the options, but as of the end of FY2019 this effort was still on hold.

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF JULY 23, 2019**

**In Attendance:** Rick Greene, Uday Virkud and Jane Capasso  
**Absent:** All Present  
**Guests:** None  
**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.*

7:30 1. Call to order

7:30 2. Public comment - None

7:31 3. Elect Chairman effective July 1, 2019. Jane will notify the Town Clerk, Board of Selectmen representative and update the Website.

Uday: Motion to elect Rick as Chairman of the WWMDC. Rick second. Passed 2-0.

7:31 4 Future of the WWMDC. Chair retired June 30, 2019. The new Chairman is responsible for discussing with the Chair of the Board of Selectmen (BOS) the topic of WWMDC Board membership.

Rick: Has not heard from Cherry Karlson, BOS. Before the meeting, he read the last BOS minutes, but there was no mention of a new member or the future of the WWMDC. Rick will reach out to BOS.

7:33 5. FY2021 Budget & Capital Planning at Board meetings:

- August – Paul, Pezz and Jane will prepare a 5 year Capital Plan & start the FY21 Budget.
- September – Board approves 5 year Capital Plan due to Finance 9/21/19.
- September – Board reviews draft FY21 Budget. Finance and BOS Liaison will review starting 10/11/19.
- October – Board review of FY21 Budget before 10/11/19 submission to Finance.
- November – Review Finance and Liaison questions/changes. Board can make changes before 12/17/19.
- December – Final Board approval of the total dollars for the FY21 Budget. Due to Finance on 12/17/19.
- January & February – The total dollars cannot be changed, but the amounts may be moved between line items.
- February 24, 2019 – Finance Committee adopts final FY21 Budget.

WWMDC read through the list.

7:35 6. How and when to proceed with determining what long-term finances are shaping up to be; possible need to increase rates above a nominal increase per year to meet bond payment needs in 2027-2030; then actual decrease in rates possible when bond payments reach parity with revenue.

Rick: Betterment payments made to the bank exceed what we bill users. Interest collected from the users does not make up this difference. Offsetting this is the money we receive when privilege fees from new connections or increases in design flow are received. Once we have the FY19 close, we will look at retained earnings

and determine future budgets.

- 7:43 7. FY19 Annual Report Preparation.  
- August – Draft for review.  
- September – Board approval.

Rick: Would like to see detail on the benefits the WOM has contributed physically and monetarily. He will send a draft to Tom Holder for the previous information and to Jane to fill in financial information.

- 7:47 8. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager.

WWMDC reviewed the following information:

- A. The management of hauled sludge volumes still continues to provide a positive cost benefit to the District. Decanting supernatant has reduced hauling from a 1-2 week interval to 4 or more weeks.
- B. The conversion to polyaluminum chloride for phosphorus removal is complete. Dosing rates are lower than when using the aluminum sulfate (alum) and the effluent pH continues to be in compliance and effluent phosphorus remain low.
- C. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District is still ongoing. A tour of a facility similar to the WHS treatment plant was performed. The start-up of the WHS plant is important to ensure that the facility can be properly represented in the RFP.

Jane: The School Department is reviewing the options for renovating the current facility. Once this has been decided, the RFP will be sent out.

- D. Route 20 Water Main replacement project recommenced April 4, 2019. Project is virtually complete. No further disturbance of the system has occurred. Will watch for information from construction observer (Tata & Howard) for additional information on the actual location of the sewer system to add to our understanding of the piping system.

- E. DigSafe - Paul and Pezz are doing this at this time.

- F. Treatment Plant Capital Items:

- 1. SCADA System. Tighe & Bond was at the plant on Tuesday July 17, 2019 to do the first of two days of improvements to the SCADA system. Mr. Smith from T&B is assisting in a number of areas to upgrade SCADA system to work better. He is also providing information on the replacement of critical control system pieces that are coming to the end of their useful life (desktop computer and SCADA electronics).
- 2. Unexpended monies will be used to procure tools and lab equipment.

Jane: Expenditures are being paid from the remaining balance of the capital account when the treatment plant was built.

- G. Still coordinating with Hastings Way to repair the damaged asphalt and a frost heave that directs street runoff into sewer. Increased influent flow noted during significant rain events.

Jane: Pezz is monitoring the inflows to the treatment plant. The Discharge Monitoring Report has a schedule that shows rainfall and the inflows.

7:51 9. Administrative Items:

A. Update on new MUNIS Billing System.

Jane: The system went live in July. Billing for the Water Department has begun and they are working out the "bugs". When a house is sold, a final water reading is done and a bill created. This process has a lot of problems that MUNIS is addressing.

B. 71 Andrew Ave – Femiluxe Nails expansion into 73 Andrew Ave. Connection Application Approval.

WWMDC reviewed the Connection Application and Rick signed.

C. 60 & 66 Andrew Ave – Golf X Connection Application for approval.

Jane: Connection Application shows a privilege fee is due. This is not required since the two spaces already have 230 gpd of design flow assigned to them, which is greater than Golf X has been assigned at 208 gpd. Rick signed the Connection Application.

Jane: The WWMDC originally signed a Connection Application for Golf X November, 2018. Since the application is over 90 days and some of the details have changed, a new connection application was created for signature.

D. 57 Andrew Ave – Arts Wayland moved across the street from 60 Andrew Ave.

Jane: Arts Wayland was a pop-up store that decided to stay in the Town Center. They relocated from 57 Andrew Ave to 60 Andrew Ave. The Health Department determined Arts Wayland best fits into the category of Retail, (Title V regulations) and as a result, their design flow will be 201 gpd based on the square footage at 57 Andrew Ave. Rick signed the Connection Application.

E. High School Treatment Plant – Starting July 1, 2019 the Account Specialist position (Jane) will be doing the financial analysis for the High School Treatment Plant. This includes budgets, capital plan, invoice processing and monthly operating reports.

Rick: How will Jane's hours be split? Since Jane will be receiving benefits our costs to the user will double for this position. Rick will talk with Tom Holder on why the WWMDC was not informed and how to deal with the increase in salaries and benefits.

8:16 10. Wastewater Rules and Regulations. No discussion.

8:16 11. Approve minutes from previous meetings – June 5, 2019.

Jane: The comment about Fred Knight's off camera retirement party was added to explain the time the video was not on during the meeting. Rick: Motion to approve the minutes as written. Uday second. Approved 2-0.

- 8:21 12. Review Monthly Operating Report.  
A. FY19 year closes on August 2, 2019. Final numbers will be presented at the August Board Meeting.

Jane: User Charges were budgeted to be supplemented with retained earnings in order to keep the cost to the user down. Preliminary FY19 numbers show User Charges net of operating expenses resulted in an operating loss of \$43,648. This will be offset with the planned use of retained earnings and net of any other operating income (penalties and interest, interest income etc). On the Cash Receipts schedule there is a schedule showing the deficit to betterments resulting from the billed amount being lower than the amount paid the bank of \$77,952.40. This will be funded from retained earnings. The final affect to retained earnings will be calculated after the accounting is done on August 2, 2019. Uday: It looks like we met our operating budget goals. We will only be using approximately \$43,000 out of the allocated \$60,000 of retained earnings.

Rick: We expect to see lower operating expenses due to the savings the WOM provides and the reduction in WhiteWater labor and markup.

- B. FY20 July MOR will not be prepared for this Board Meeting since the bills are being paid through the end of the fiscal year June 30, 2019.

- 8:28 13. Website status: Recent postings and organization – FY20 Rate Hearing posted.

Rick: From his cell phone Uday's name is not on the list of Board Members. Jane: Will update the website to show Rick as the Chair and remove Fred Knight. She will also inform the Town Clerk, Town Administrator and the BOS.

- 8:32 14. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. No discussion.

- 8:32 15. Calendar: Upcoming meetings, events and hearings.

Upcoming meetings: Wednesday, August 14, 2019 and Wednesday, September 11, 2019.

- 8:36 16. Public Comment. None

- 8:36 17. Adjourn

Attachments:

Connection Applications: 71 Andrew Ave, 60 & 66 Andrew Ave and 57 Andrew Ave.

June 5, 2019 Draft Minutes

Monthly Operating Report – Preliminary June 30, 2019

Agenda

## WWMDC FY20 July MOR.

### New for FY20 and Adjustments:

- Budget shows betterment income. In the past debt expense was budgeted.
- Added Retained Earnings Betterment to show the approximate amount of retained earnings to be used to offset debt expense being higher than the billed amount.
- Treasury is behind in entering user charges.
- Budgeting for interest earned on \$483,606 (from July, 2018) in a separate account controlled by Treasury. Working on WWMD receiving interest on the retained earnings account for prior and future years.
- WOM salary will now be shown under salaries instead of an indirect charge.
- \$16,259 principal and \$2,460 interest booked in error. Treasury has been asked to make the adjustment.

WWMDC-FY2020 MONTHLY OPERATING REPORT

Current Period: 7/1/19-8/13/19

July, 2019

User Charges-YTD	YTD ACTUAL	\$ 353
Total Operating Expenses-YTD		\$ 18,294
Net Operating Income:		\$ (17,941)

Beginning of Year: 7/1/19  
MUNIS Date: 8/13/19

12% of Year Complete

ACCOUNT #	INCOME DETAILS	FY20 BUDGET	YTD ACTUAL	YTD ACT % REC'D	ENCUMB BAL	BUDGET BAL	TOTAL % REC'D	COMMENTS
<b>OPERATING INCOME</b>								
63410500	42105 User Charges	\$ 274,653	\$ 353	0.1%	N/A	\$ (274,300)	0.1%	(1) Treasury has revenue to input.
63410500	48210 Interest Earned on Savings	\$ 5,000	\$ -	0.0%	N/A	\$ (5,000)	0.0%	(2) New for FY20
63410500	47501 Old Betterment - Principal	\$ 22,885	\$ -	0.0%	N/A	\$ (22,885)	0.0%	(3) Pmts due Feb/May
63410500	47502 Old Betterment - Interest	\$ 1,144	\$ -	0.0%	N/A	\$ (1,144)	0.0%	(3) Pmts due Feb/May
63410500	47503 New Betterment - Principal	\$ 189,830	\$ 358	0.2%	N/A	\$ (189,472)	0.2%	(3) Pmts due Feb/May
63410500	47504 New Betterment - Interest	\$ 140,832	\$ 286	0.2%	N/A	\$ (140,546)	0.2%	(3) Pmts due Feb/May
63410500	48600 Retained Earn's-Betterment	\$ 93,596	\$ -	0.0%	N/A	\$ (93,596)	0.0%	(3) Pmts due Feb/May
63410500	48600 Retained Earn's-Operations	\$ 60,000	\$ -	0.0%	N/A	\$ (60,000)	0.0%	Supplement for User Charges
	<b>Total Operating Income</b>	<b>\$ 787,940</b>	<b>\$ 997</b>	<b>0.1%</b>	<b>N/A</b>	<b>\$ (786,943)</b>	<b>0.1%</b>	
<b>UNBUDGETED INCOME</b>								
63410500	Other	\$ -	\$ 1,320	N/A	N/A	\$ 1,320	N/A	(4) Pen & Int. Liens, Misc Rev. Int Emd on Sav's
63410500	47505 Unapp WW Better TC Rev	\$ -	\$ -	N/A	N/A	\$ -	N/A	(5) Unbudgeted Betterments Paid in Advance
63410500	47506 Unapp WW Better TC Int	\$ -	\$ -	N/A	N/A	\$ -	N/A	(5) Unbudgeted Betterments Paid in Advance
63410500	49740 Transfers from Capital-Town	\$ -	\$ -	N/A	N/A	\$ -	N/A	
	<b>Total Unbudgeted Income</b>	<b>\$ -</b>	<b>\$ 1,320</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 1,320</b>	<b>N/A</b>	
	<b>Total Income/MUNIS:</b>	<b>\$ 787,940</b>	<b>\$ 2,317</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ (785,623)</b>	<b>0.3%</b>	
<b>EXPENSE DETAILS</b>								
<b>PERSONAL SERVICES</b>								
63443001	51001 Salaries (Acct Spec/WOM)	\$ 82,600	\$ 5,614	6.8%	N/A	\$ 76,986	6.8%	New FY20 - 60% WOM Salary
63443001	51003 Salaries (Part-time)	\$ 5,000	\$ -	0.0%	N/A	\$ 5,000	0.0%	
63443002	52112 Training & Education	\$ 350	\$ -	0.0%	N/A	\$ 350	0.0%	
63443002	54115 Uniforms	\$ 350	\$ -	0.0%	N/A	\$ 350	0.0%	
63443002	59710 Indirect/Admin (Town Services)	\$ 34,913	\$ -	0.0%	N/A	\$ 34,913	0.0%	(6) Expensed June, 2020
<b>PROFESSIONAL SERVICES</b>								
63443002	52100 Facility Operating Contract	\$ 50,000	\$ 3,900	7.8%	\$ 1,700	\$ 44,400	11.2%	No contract until RFP is finalized.
63443002	52101 Fac. Labor & Other Prof. Serv.	\$ 12,500	\$ 65	0.5%	\$ 4,000	\$ 8,435	32.5%	
63443002	52108 Legal Services	\$ 5,000	\$ -	0.0%	\$ -	\$ 5,000	0.0%	
63443002	52152 Engineering Fees	N/A	N/A	N/A	N/A	N/A	N/A	
	<b>Total Pers. &amp; Prof. Expenses</b>	<b>\$ 190,713</b>	<b>\$ 9,579</b>	<b>5.0%</b>	<b>\$ 5,700</b>	<b>\$ 175,434</b>	<b>5.0%</b>	
<b>REPAIRS &amp; MAINT EXP.</b>								
63443002	52103 Surface Water Testing (Cars)	\$ 7,800	\$ -	0.0%	\$ 7,800	\$ -	100.0%	
63443002	52115 Building Repair & Improvement	\$ 5,900	\$ -	0.0%	\$ 1,770	\$ 4,130	30.0%	
63443002	52116 Equipment Repairs & Maint.	\$ 30,000	\$ 2,196	7.3%	\$ 16,277	\$ 11,526	61.6%	FY19 expense \$1,176.12 to be moved
63443002	52126 Pipeline Maint/Emergency	\$ 10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%	
63443002	52151 Markup & Other	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
63443002	54100 Supplies	\$ 5,000	\$ 273	5.5%	\$ 4,840	\$ (113)	102.3%	
63443002	54111 Vehicle Gasoline	\$ 500	\$ 44	8.7%	\$ 456	\$ -	100.0%	
63443002	52117 Vehicle Repair	\$ 500	\$ -	0.0%	\$ -	\$ 500	0.0%	
	<b>Total Repairs &amp; Maint Exp.</b>	<b>\$ 59,700</b>	<b>\$ 2,513</b>	<b>4.2%</b>	<b>\$ 31,144</b>	<b>\$ 25,043</b>	<b>56.4%</b>	
<b>OPERATING EXPENSES</b>								
63443002	52121 Disposal (BP Trucking/Trash)	\$ 1,240	\$ 95	7.7%	\$ 1,145	\$ -	100.0%	
63443002	52122 Sludge Disposal	\$ 25,000	\$ 2,295	9.2%	\$ 7,205	\$ 15,500	38.0%	
63443002	52125 Chemicals	\$ 7,500	\$ -	0.0%	\$ 7,500	\$ -	100.0%	
63443002	53102 Natural Gas-Ntl Grid & Dir. En.	\$ 4,100	\$ 69	1.7%	\$ 4,031	\$ (0.04)	100.0%	
63443002	53103 Electricity -Eversource	\$ 33,000	\$ 3,482	10.6%	\$ 29,518	\$ -	100.0%	
63443002	53104 Telephone -Verizon	\$ 1,900	\$ 198	10.4%	\$ 1,900	\$ (198)	110.4%	
63443002	53105 Water -TOW	\$ 1,000	\$ -	0.0%	\$ 1,000	\$ -	100.0%	
63443002	52107 Admin Serv's (Other)	\$ 500	\$ 62	12.5%	N/A	\$ 438	12.5%	
63443002	54599 Contingency	\$ 15,000	\$ -	0.0%	\$ -	\$ 15,000	0.0%	
	<b>Total Operating Expenses</b>	<b>\$ 89,240</b>	<b>\$ 6,202</b>	<b>6.9%</b>	<b>\$ 52,299</b>	<b>\$ 30,740</b>	<b>65.6%</b>	
	<b>TOTAL EXPENSES</b>	<b>\$ 339,653</b>	<b>\$ 18,294</b>	<b>5.4%</b>	<b>\$ 89,142</b>	<b>\$ 232,217</b>	<b>31.8%</b>	
<b>CAPITAL EXPENSES</b>								
63443002	47501 Old Debt-Principal	\$ 43,247	\$ 31,308	72.4%	N/A	\$ 11,939	72.4%	Paid in August & February
63443002	47502 Old Debt-Interest	\$ 3,268	\$ 2,460	75.3%	N/A	\$ 808	75.3%	7) Subsidy pays Aug int, WWMDC pays Feb.
63443002	47501 New Debt -Principal	\$ 248,077	\$ 16,259	6.6%	N/A	\$ 231,818	6.6%	7) Paid in August & February
63443002	47502 New Debt -Interest	\$ 153,695	\$ 76,847	50.0%	N/A	\$ 76,848	50.0%	Paid in August & February
	<b>Total Capital Expenses:</b>	<b>\$ 448,287</b>	<b>\$ 126,874</b>	<b>28.3%</b>	<b>N/A</b>	<b>\$ 321,413</b>	<b>28.3%</b>	
	<b>TOTAL BUDGET EXP &amp; CAP</b>	<b>\$ 787,940</b>	<b>\$ 145,168</b>	<b>18.4%</b>	<b>\$ 89,142</b>	<b>\$ 553,630</b>	<b>29.7%</b>	

Notes:

- 1) FY20 Billing: Q4= \$70,755.38 (6/28/19). Treasury has revenue to input.
- 2) Interest Earned on Savings - Beginning FY20, budgeting for interest earned on \$483,606 (July 31, 2018) located in a separate account controlled by Treasury. The remainder of WWMDC's retained earnings is in the Town's General Fund. We are working for WWMDC to receive interest on this.
- 3) Betterment Income & Retained Earnings/Betterment: Beginning FY20, the betterment income will be budgeted. In prior years, debt expense numbers were used to balance the budget. Added Retained Earnings/Betterment account, which reflects the net of the billed amount and debt expense paid.
- 4) Miscellaneous Revenue:
- 5) Unapportioned Principal/Interest (Paid in Full):
- 6) Indirect Admin: Town allocation for Finance, Town Office, Personnel, treatment plant insurance and employee fringe benefits. FY20 WOM Salary was moved to the Salaries account.
- 7) \$16,259 Principal and \$2,460 Interest booked in error to WWMDC.



7/1/19-8/13/19 June Preliminary FY2019 Cash Receipts YTD

Revenue Codes	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
6302 WW User Charges 63105000/42105	7/1-8/13/19 \$ 352.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6308 Penalties & Interest *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6303 Miscellaneous Rev *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/43299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6307 Int. Earned on Savings *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6309 Wastewater Liens *	\$ 1,319.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6311 WW Better TC Rev	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47503	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6312 WW Better TC Int	\$ 286.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47504	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6313 UNAPP WW Better TC Rev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6314 UNAPP WW Better TC Int	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47506	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63 Wastewater Retained Earn's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63 Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 2,317.08</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,317.08</b>

NOTES:

\* Other for Budget Reporting





WhiteWater Invoices  
Fiscal Year 2020

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor #52101	Equip Repairs					Mark Up #52151	Total
						& Maint 52116	Sludge 52122	Chemicals 52125				
70043028	7/1/2019	\$ 3,900.00		\$ 3,900.00								\$ 3,900.00
												\$ -
												\$ -
												\$ -
												\$ -
Totals		\$ 3,900.00		\$ 3,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,900.00

Notes:

**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: Monday, August 19, 2019  
TIME OF MEETING: 7:30 PM  
PLACE OF MEETING: Town Building

**PROPOSED AGENDA**

*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
- 7:32 3. System Costs
- 7:50 4. Changes to Town Center
- A. Adult & Pediatric Dermatology (AP Derm), 19 Elissa Ave– Connection Application.
  - B. Femiluxe, 71 Andrew Ave – Design flow changes.
- 8:15 5. River Edge – Wastewater.
- 8:25 6. Future of the WWMDC and Board membership.
- 8:30 7. FY2021 Budget & Capital Planning at Board meetings:
- August – Paul, Pezz and Jane will prepare a 5 year Capital Plan & start the FY21 Budget to be presented at the September 11, 2019 meeting.
  - September – Board approves 5 year Capital Plan due to Finance 9/21/19.
  - September – Board reviews draft FY21 Budget. Finance and BOS Liaison will review starting 10/11/19.
  - October – Board review of FY21 Budget before 10/11/19 submission to Finance.
  - November – Review Finance and Liaison questions/changes. Board can make changes before 12/17/19.
  - December – Final Board approval of the total dollars for the FY21 Budget. Due to Finance on 12/17/19.
  - January & February – The total dollars cannot be changed, but the amounts may be moved between line items.
  - February 24, 2019 – Finance Committee adopts final FY21 Budget.
- 8:35 8. Long-term Finances-Review FY19 Monthly Operating Report focusing on long-term financing needs and the possibility of increasing rates above a nominal amount each year to meet bond payment deficits in 2027-2032.
- 8:38 9. FY19 Annual Report Preparation.
- August – Draft for review.
  - September – Board approval.
- 8:50 10. Account Specialist Change in Job Description: Potential salary and benefit changes when this position starts financial analysis and invoice processing for the operations piece of the High School Treatment Plant.
- 8:52 11. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager. Paul Brinkman attending.
- A. Recent failure of critical flow meter has required an evaluation of the plant with

an eye on equipment that there is not a good secondary or alternate operating plan in place. Items of critical nature will be identified and itemized. Back up equipment and parts will be identified and purchased as funding allows.

- B. The management of hauled sludge volumes still continues to provide a positive cost benefit to the District. Decanting of sludge supernatant continues and a 4+ week interval between sludge hauling continues to be realized.
- C. The conversion to polyaluminum chloride for phosphorus removal is complete. Dosing rates are lower than when using the aluminum sulfate (alum) and the effluent pH continues to be in compliance and effluent phosphorus remain low. Costs for chemical purchases anticipates to be similar to previous.
- D. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District is still ongoing. The startup of the WHS plant is important to ensure that the facility can be properly represented in the RFP.
- E. Route 20 Water Main replacement project recommenced April 4, 2019. Project is virtually complete. No further disturbance of the system has occurred. Will watch for information from construction observer (Tata & Howard) for additional information on the actual location of the sewer system to add to our understanding of the piping system.
- F. DigSafe - Paul and Pezz are doing this at this time.
- G. Treatment Plant Capital Items:
  - 1. SCADA System. Tighe & Bond completed two additional visits to the plant to troubleshoot and implement improvements to the SCADA system. Remote system access has been confirmed which will allow for some future SCADA system improvements to occur remotely.
  - 2. Unexpended monies will be used to procure tools and lab equipment.
- H. Hastings Way manhole/pavement repairs were completed. Extraneous flows from precipitation events appear to have been reduced.

- 9:00 12. Administrative Items: See item 4 above.
- 9:00 13. Wastewater Rules and Regulations.
- 9:01 14. Approve minutes from previous meetings – July 23, 2019.
- 9:06 15. Review Monthly Operating Report.
  - A. FY19 year closes on August 20, 2019. Final numbers will be presented at the September Board Meeting.
  - B. FY20 July MOR.
- 9:16 16. Website status: Recent postings and organization. Rick listed as Chair.
- 9:16 17. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:18 18. Calendar: Upcoming meetings, events and hearings - September, 11, 2019.
- 9:23 19. Public Comment.
- 9:25 20. Adjourn