

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF JANUARY 8, 2020**

**In Attendance:** Rick Greene, Uday Virkud and Jane Capasso  
**Absent:** All Present  
**Guests:** Paul Brinkman, Town Engineer  
**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.*

- 7:30 1. Call to order
- 7:31 2. Public comment. None
- 7:31 3. WWMDC Board membership.

Paul: Someone expressed interest on being on the WWMDC and he has not heard anything further.

Uday: Is probably not continuing past June, 2020. He will not be here February, 2020.

- 7:33 4. Wastewater Application Workflow Process. Paul Brinkman.

Paul: The Town has looked at permits for other departments and created a workflow process in order to increase efficiency and better coordination between departments. The Town is looking at several software products that might be able to provide an efficient means to track and provide a timely permit process. During the initial development, the Wastewater Connection Application was not included in the workflow process analysis. A review of the Wastewater Connection Application workflow process has been conducted with follow-up meetings required before finalization.

Paul: The process has been complicated and the Town has been challenged in providing a clear process to applicants obtaining necessary information for approval and coordinating with the Health Department. This has led to extended time periods between initial application and final recommendation for approval to the WWMDC. Additionally, with the WWMDC meetings occurring monthly at most, it can be an issue for sewer system users to wait the length of time required for processing and approval. The process will allow us to work more efficiently with the Health Department.

Paul: Proposed that when an application comes in that doesn't involve an increase in wastewater allocation, specifically buying capacity to the property, that the Town Engineer or the DPW Director signoff on them. This would allow the reallocation of flows within a single property to occur without going to the WMMDC. As well as, reduce approval time substantially and represent no risk with the overall management of the District. Rick: In principal he is 100 percent behind this. He would like rules and safeguards setup since there can be different interpretations of no change. We have had issues with what represents a change and how the connection is interpreted. Paul: Handed out a simplified spreadsheet showing current Town Center design flow allocations to each space on the entire property.

The Town Center is in agreement with this spreadsheet. This will be used to provide communication of changes between the Town and Town Center. We will update as each change occurs and issue to the Town Center. This will also allow us to quickly know the existing capacity allocations. Jane will still keep the more detailed version that provides the history of changes over the longer term.

Paul: Femiluxe is currently at 65 gpd and we calculated their expansion at another 200 gpd. The result is 200 gpd was borrowed from another vacant spot in the TC. Rick: Now that the 200 gpd was moved, the design flow does not match the space. Paul: National Development agrees with this list and knows what they have. They are actually colored differently in spreadsheet. This way we can assess the space when a new tenant moves in or a change in the business at a location occurs.

Paul: Proposed that he will approve the Connection Applications and report on changes at the next meeting. The WWMDC can then comment for future applications. The Health Department is still setting the original design flow and Jane is checking the history for the space. Uday: What happens if the Town Center uses up their design flow total? Paul: The Town Engineer or Director will not sign off on that. Rick: Would like to see documentation with the limits of the person signing and requirements for the new process. Paul: Rick, if you could present an outline of your concerns. The permit process schematic is designed to demonstrate each step and can help to identify the checks and balances. We will provide the permit process schematic at the next meeting. Paul: Can this go into effect now and have the documentation for the March meeting?

**Rick: Motion to allow the Town Engineer or the Director of Public Works to approve Sewer Connection Application forms where the applicant does not require an increase in flow by purchase of additional capacity, through the assessment of a privilege fee, through April 1, 2020. Authority will be revisited in future meetings to review documentation of authorities and requirements. Uday, second. Approved 2-0.**

- 7:58 5. Discussion of Existing Application/Approval Process. Recommend modifications under specific conditions. Paul Brinkman.

Paul: There will be a change in the existing Connection Application to provide the appropriate information and processes. We will update as needed. Additional discussion under number 4.

- 7:58 6. Long Term Financing Needs – Continued discussion regarding balancing revenues and future betterment/debt gap and identified capital purchases. Paul Brinkman

Paul: Nothing prepared for tonight. This is going to be a complicated schedule. He would like to discuss this at the March meeting. Rick: It's been a long time since we have seen what is in our accounts and our future cash flow based on privilege fees and betterments paid in full. Paul: The Town did file for rate relief but we have not seen any notices back to the Town as of yet. We have been using retained earnings to supplement user charges, which dips into the savings needed to cover our bonds.

- 8:03 7. Monthly Operations Reports (MOR) of wastewater activity at the Wastewater Treatment Facility, (Town Center) and the Wastewater Treatment Plant (High School). Paul Brinkman.

Paul handed out the October, November and December, 2019 MOR. Paul: In November the plant started to fail. One of the membrane cartridges started to bleed

sludge. We took that membrane cartridge offline. The second membrane cartridge in that tank failed almost immediately and we were reduced to running on one side of the plant. Over the course of two weeks, in sequence, we took all four membrane cartridges out of the process, took apart and cleaned everything and put it back together. This was a monumental task. The DPW and Water Department provided several support employees who worked with Pezz and Paul over a two-week period. The cartridges contain 200 individual membranes each which are huge and awkward. We cleaned 200 membranes, which took about two weeks. The plant ran and we met permit the whole time. This could have cost the WWMDC approximately \$200,000. The reason for the failure, according to the membrane expert, is the cartridges should be manually cleaned every 3 to 5 years. This is something they leave out of the O&M manual. Rick: Will the cost for Town employees be charged to WWMDC? Paul: We used resources from the Town and there is no anticipated billing for labor. This is common in every community. It will be expected that if another department has a similar event that Pezz will be asked to help out the same way. Overtime was mostly Paul and Pezz, which does not get charged. Paul: Pezz really drove this repair and saved the WWMDC a lot of money.

Paul: In regards to the other months' MORs, we are meeting permit. We had one alarm call that WhiteWater came out and charged us for. Jane: We have not had any out of contract calls for FY20 up to this point. Rick: Can you talk about the noise complaint? Paul: A neighbor complained of a buzzing noise which was from the backup generator. Pezz unhooked the buzzer and added a warning light instead. It was a notification alarm and not an indication of a failure.

8:14 8. Alta at River's Edge wastewater discussion update. Paul Brinkman.

Paul: We have submitted an amendment to Mass Works for additional funding to help pay for the wastewater work and piping to the plant. We have not heard anything as of yet.

As far as the Alta at Rivers Edge project goes, the Town has issued all permits and they are in the appeal period. They are starting the design process and they are looking to make a decision on connecting to us or building their own plant. There will be zero cost to WWMDC. This is a benefit to the WWMDC since it will help spread the O&M costs among more users. We should hear more within a month.

8:17 9. Administrative Items:

A. FY20 Lien Letter. Principal and Interest \$6,705.02. Tom Holder signed the final letter.

Jane: Beth Doucette spoke with the Attorneys and they gave approval for Tom Holder to sign the lien letter.

**Rick: Motion to delegate authority to sign lien letters for the WWMDC to the Director of Public Works or the Town Engineer. Uday, seconds. Approved 2-0.**

B. FY20 Q2 Billing \$73,212.19.

Jane: Reviewed the billing done by the Water Dept. FY2020 Q1 billed \$72,094. Paul and Rick discussed the amount billed year-to-date and it is reasonable.

C. FY20 Apportionment of Betterments – Final apportionment for the old betterment \$35,384.49 (principal and interest). New betterment \$324,490.02

(principal and interest).

Jane: In FY21 the old betterment will not have an apportionment, but due to the debt schedule, we will have the final debt payment to pay. This will require using retained earnings to cover the difference. Paul: We will discuss the effects of this at the March meeting.

8:34 10. Approve minutes from previous meetings – October 10, 2019.

**Rick: Move to approve minutes as written. Uday second. Approved 2-0.**

8:35 11. Review Monthly Financial Report (MFR).

A. The most current report for November, 2019 was reviewed.

Paul: There has been a decrease in sludge disposal due to Pezz's decanting process. Uday: Revenue and expenses seem reasonable based on 1/3 of the total budget being used through November, 2019. Jane: Paul and Tom review the MFR each month. Pezz and Jane discuss planned expenses, create purchase requisitions and increase purchase orders as needed. There are adjusting entries that Finance and Treasury need to make. Jane and Tom will meet with Louise to resolve these entries. Discussed at 8:30 in number 9.

Paul: Has been working on Request for Qualifications (RFQ) for two engineering projects in Town. The first relates to conducting preliminary feasibility at making a connection to the MWRA water system. The second is being drafted for assistance with the design of improvements to the Wayland High School wastewater treatment plant. Once the RFQ's are in process, work will recommence on the Request for Proposals (RFP) for the Wastewater Treatment Operation and Maintenance Services. RFP anticipated to be drafted prior to the next WWMDC meeting. Paul: The monthly cost we are being charged by WhiteWater is appropriate for the services we are receiving. Rick: Has Pezz's work reduced WhiteWater's work? Paul: No, WhiteWater is doing work under their contract and Pezz repairs things and makes sure things are done right and at a reasonable cost. Rick: The WWMDC appreciates all Pezz does.

8:39 12. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.

8:39 13. Calendar: Upcoming meetings, events and hearings January 8, 2020.

No WWMDC meeting in November and December, 2019.

Uday: Traveling January 27, 2020-March 3, 2020. Upcoming meetings Wednesday, March 11, 2020 and Wednesday, April 15, 2020.

8:41 14. Adjourn

Attachments:

Paul Brinkman Motion revised by Rick Greene

MOR: October, November and December, 2019

MFR: November, 2019

October, 2019 Draft Minutes

Agenda

Town Center Design Flow Allocation. No attachment. Contact WWMD for details.

1/8/2020

Make a motion - From Paul Brinkman

"To allow the Town Engineer or the Director of Public Works to approve Sewer Connection Application forms where the applicant does not require an increase in flow by purchase of additional capacity through the assessment of a privilege fee." thru April 1st. Authority will be revisit in future meeting to review documentation of authorities and requirements.

changes from Rick Greene 1/8/2020



DEPARTMENT OF PUBLIC WORKS  
TOWN OF WAYLAND

*Entrusted To  
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Public  
Infrastructure*

Thomas M. Holder  
*Director*

Joseph Doucette  
*Superintendent*

Don Millette  
*Superintendent*

Paul Brinkman  
*Town Engineer*

To: Paul Brinkman

From: Pezz

Date: 1 November 2019

Subject: **October 2019** monthly report

Town Center Wastewater Treatment Facility

1. 1 October 2019, decant from sludge holding tank
2. Hauled 8500 gal WWSI of sludge on Oct. 2
3. Complete cyber security training
4. Send out DMR reports for September, no exceedances
5. Have Hope Air in for blower seal & shaft sleeve replaced on PA blower #2
6. Cooling & Heating in for pipe repair for heat system.
7. 21 October 2019, decant from sludge holding tank
8. 22 October 2019, decant from sludge holding tank
9. Replace Endress & Hauser air flow meter on MBR side #1
10. Fixed waste sludge flow meter parameters
11. 28 October 2019, decant from sludge holding tank
12. 29 October 2019, decant from sludge holding tank
13. Troubleshooting dissolved oxygen probe for side #1 pre air tank, ordered new probe
14. Colling & Heating installed carbon filter on exhaust fan in basement
15. Met with residents in regards to odor issues at the plant
16. Working on quotes for carbon filter repairs
17. Identifying/coordinating capital equipment/spare parts purchases

Wayland High School Wastewater Treatment Plant

1. Daily monitoring of high school flows and coordination of wastewater hauling with WWSI
2. Met with Tighe & Bond to go over potential improvements to plant on 17 Oct
3. Daily monitoring of 2 water meters at the High School
4. Met with Kleinfelder to go over potential improvements to plant on 22 Oct

HIGHWAY -- WATER -- PARKS -- CEMETERIES -- TRANSFER STATION -- WASTEWATER - ENGINEERING



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*Town Engineer*

To: Paul Brinkman

From: Pezz

Date: December 5, 2019

Subject: November 2019 monthly report

Town Center Wastewater Treatment Facility

1. 4 November 2019, decanted from sludge holding tank
2. 5 November 2019, decanted from sludge holding tank
3. Participated IDDE training with Kleinfelder
4. 7 November 2019, discovered breach in membrane side 1. Activated sludge bypassing membrane units. MBR 1A (membrane cassette 1A) was found to be allowing activated sludge to bypass. Took MBR 1A. Operating parameters adjusted, facility on 1B, 2A and 2B.
5. 10 November 2019, MBR 1B shuts down on high transmembrane pressure. Plant operating on MBR 2A and 2B only.
6. 12 November 2019, Commenced manual external cleaning of start MBR 1A. Tank drained and membrane unit pulled. Cooperation from DPW to assist. Town Engineer assisting as well.
7. 12 November 2019, Hauled one load of sludge 8500 gallons. Continue manual cleaning MBR 1A. MBR 2 showing signs of stress from sole operating unit.
8. 13 November 2019, Hauled two loads of sludge 17,000 gallons total. (required for membrane cleaning).
9. 12 November – 20 November 2019 each MBR removed and manually cleaned. Approximately 144 hours of labor provided by DPW and Water Dept. towards the effort.
10. 14 November 2019, October reports out with no exceedances
11. 20 November 2019, completed last MBR manual clean and install (4 units total)
12. 21 November 2019, decanted from sludge holding tank
13. 25 November 2019, decanted from sludge holding tank
14. 25 November 2019, performed hypochlorite CIP on MBR 2A and 2B

Wayland High School Wastewater Treatment Plant

1. Daily monitoring of high school flows and coordination of wastewater hauling with WWSI. Total volume hauled 69,150 gallons.
2. Daily monitoring of 2 water meters at the high school

HIGHWAY -- WATER -- PARKS -- CEMETERIES -- TRANSFER STATION -- WASTEWATER - ENGINEERING



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Don Millette  
*Superintendent*

Paul Brinkman  
*Town Engineer*

To: Paul Brinkman

From: Pezz

Date: January 2 2020

Subject: December 2019 monthly report

Town Center Wastewater Treatment Facility

1. 3 & 4 December 2019, decant from sludge holding tank
2. 4 December 2019, perform CIP on MBR side 1 (Hypo)
3. 5 December 2019, perform CIP on MBR side 1 (Citric)
4. 6 December 2019, perform CIP on MBR side 2 (Citric)
5. 9 December 2019, Install low priority warning light on Generator (to replace audible due to neighbor complaints)
6. 11 December 2019, decant from sludge holding tank
7. 12 December 2019, decant from sludge holding tank
8. Send out DMR for November 2019 with no exceedances
9. 12 December 2019, replace bad UV lamp out with spare
10. 16 December 2019, decant from sludge holding tank
11. 17 December 2019, decant from sludge holding tank, Overhead crane inspected
12. 18 December 2019, decant from sludge holding tank
13. 19 December 2019, Hauled 8500 gal. waste sludge
14. 20 December 2019, standby permeate pump locked up, take apart & clean out, test run OK
15. 26 December 2019, Annual calibration of Effluent flow meters

Wayland High School Wastewater Treatment Plant

1. Daily monitoring of high school flows and coordination of wastewater hauling with WWSI
2. Daily monitoring of 2 water meters at the High School
3. Hauled 73,100 gal of wastewater from HS
4. Met with Clean Harbors for quote on removal of old chemical containers and out-of-date, unidentifiable chemicals from plant.

HIGHWAY -- WATER -- PARKS -- CEMETERIES -- TRANSFER STATION -- WASTEWATER - ENGINEERING



## Based on Final Close Numbers from Finance

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION				Beginning of Year: 7/1/19					
FY2020 MONTHLY FINANCIAL REPORT-				MUNIS Date: 11/30/19					
42% of Year Complete									
ACCOUNT #		FY20	YTD	YTD ACT	ENCUMB.	BUDGET	TOTAL		
		BUDGET	ACTUAL	% SPENT	BALANCE	BALANCE	% SPENT	COMMENTS	
<b>EXPENSES</b>									
63443001	51001	Salaries (Acct Spec/WOM)	\$ 82,600	\$ 33,644	40.7%	N/A	\$ 48,956	40.7%	New FY20 - 60% WOM Salary
63443001	51003	Salaries (Part-time)	\$ 5,000	\$ -	0.0%	N/A	\$ 5,000	0.0%	
		<b>Total Personnel Services</b>	<b>\$ 87,600</b>	<b>\$ 33,644</b>	<b>38.4%</b>	<b>0%</b>	<b>\$ 53,956</b>	<b>38.4%</b>	
63443002	52100	Facility Operating Contract	\$ 50,000	\$ 15,600	31.2%	\$ -	\$ 34,400	31.2%	No contract until RFP is finalized
63443002	52101	Fac. Labor & Other Prof. Serv.	\$ 12,500	\$ 65	0.5%	\$ -	\$ 12,435	0.5%	
63443002	52103	Surface Water Testing (Oars)	\$ 7,800	\$ -	0.0%	\$ 7,800	\$ -	100.0%	
63443002	52107	Admin Serv's (Other)	\$ 500	\$ 162	32.5%	\$ -	\$ 338	32.5%	
63443002	52108	Legal Services	\$ 5,000	\$ -	0.0%	\$ -	\$ 5,000	0.0%	
63443002	52112	Training & Education	\$ 350	\$ 75	21.4%	\$ -	\$ 275	21.4%	
63443002	52115	Building Repair & Improvement	\$ 5,900	\$ -	0.0%	\$ 1,770	\$ 4,130	30.0%	
63443002	52116	Equipment Repairs & Maint.	\$ 30,000	\$ 8,161	27.2%	\$ 11,184	\$ 10,656	64.5%	\$4,384 Air flow meter.
63443002	52117	Vehicle Repair	\$ 500	\$ -	0.0%	\$ -	\$ 500	0.0%	
63443002	52121	Disposal (BP Trucking/Trash)	\$ 1,240	\$ 381	30.7%	\$ 764	\$ 95	92.3%	
63443002	52122	Sludge Disposal	\$ 25,000	\$ 3,443	13.8%	\$ 2,553	\$ 19,005	24.0%	
63443002	52125	Chemicals	\$ 7,500	\$ 3,013	40.2%	\$ 4,487	\$ -	100.0%	
63443002	52126	Pipeline Maint/Emergency	\$ 10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%	
63443002	52152	Engineering Fees	N/A	N/A	N/A	N/A	N/A	N/A	
63443002	53102	Natural Gas-Ntl Grid & Dir. En.	\$ 4,100	\$ 291	7.1%	\$ 3,467	\$ 341.71	91.7%	
63443002	53103	Electricity -Eversource	\$ 33,000	\$ 12,954	39.3%	\$ 17,240	\$ 2,806	91.5%	
63443002	53104	Telephone -Verizon	\$ 1,900	\$ 729	38.4%	\$ 1,009	\$ 162	91.5%	
63443002	53105	Water -TOW	\$ 1,000	\$ 21	2.1%	\$ 979	\$ -	100.0%	
63443002	59710	Indirect/Admin (Town Services)	\$ 34,913	\$ -	0.0%	N/A	\$ 34,913	0.0%	(1) Expensed June, 2020
		<b>Total Services</b>	<b>\$ 231,203</b>	<b>\$ 44,894</b>	<b>19.4%</b>	<b>\$ 51,252</b>	<b>\$ 135,056</b>	<b>41.6%</b>	
63443002	54100	Supplies	\$ 5,000	\$ 448	9.0%	\$ 4,157	\$ 394	92.1%	
63443002	54111	Vehicle Gasoline	\$ 500	\$ 169	33.8%	\$ 260	\$ 71	85.8%	
63443002	54115	Uniforms	\$ 350	\$ -	0.0%	N/A	\$ 350	0.0%	
63443002	54500	Small Equipment	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	New FY21
63443002	54599	Contingency	\$ 15,000	\$ -	0.0%	\$ -	\$ 15,000	0.0%	
		<b>Total Goods</b>	<b>\$ 20,850</b>	<b>\$ 617</b>	<b>3.0%</b>	<b>\$ 4,417</b>	<b>\$ 15,815</b>	<b>24.1%</b>	
		<b>Total Operating Expenses</b>	<b>\$ 339,653</b>	<b>\$ 79,156</b>	<b>23.3%</b>	<b>\$ 55,670</b>	<b>\$ 204,828</b>	<b>39.7%</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%	Subsidy pays Aug. WWMDC Feb
63443002	47501	New Debt -Principal	\$ 248,077	\$ 16,259	6.6%	N/A	\$ 231,818	6.6%	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 OPERATING &amp; CAP EXP'S</b>	<b>\$ 787,940</b>	<b>\$ 206,030</b>	<b>26.1%</b>	<b>\$ 55,670</b>	<b>\$ 526,241</b>	<b>33.2%</b>	
<b>REVENUE</b>									
					% REC'D			% REC'D	
63410500	47501	Old Betterment - Principal	\$ 22,885	\$ -	0.0%	N/A	\$ (22,885)	0.0%	(2) Pmts due Feb/May
63410500	47502	Old Betterment - Interest	\$ 1,144	\$ -	0.0%	N/A	\$ (1,144)	0.0%	(2) Pmts due Feb/May
63410500	47503	New Betterment - Principal	\$ 189,830	\$ 358	0.2%	N/A	\$ (189,472)	0.2%	(2) Pmts due Feb/May
63410500	47504	New Betterment - Interest	\$ 140,832	\$ 914	0.6%	N/A	\$ (139,918)	0.6%	(2) Pmts due Feb/May
63410500	48600	Retained Earn's-Betterment	\$ 93,596	\$ -	0.0%	N/A	\$ (93,596)	0.0%	(2) Pmts due Feb/May
63105000	43299	Miscellaneous Rev-Betterment	\$ -	\$ -	N/A	N/A	\$ -	N/A	(3)
63410500	47505	Unapp WW Better TC Rev	\$ -	\$ -	N/A	N/A	\$ -	N/A	(4) Unbudg Betterments Paid in Adv.
63410500	47506	Unapp WW Better TC Int	\$ -	\$ -	N/A	N/A	\$ -	N/A	(4) Unbudg Betterments Paid in Adv.
63410500	49740	Transfers from Capital-Town	\$ -	\$ -	N/A	N/A	\$ -	N/A	
		<b>Total Debt/Betterment Rev</b>	<b>\$ 448,287</b>	<b>\$ 1,272</b>	<b>0.3%</b>	<b>N/A</b>	<b>\$ (447,015)</b>	<b>0.3%</b>	
63410500	42105	User Charges	\$ 311,653	\$ 105,128	33.7%	N/A	\$ (206,525)	33.7%	(5)
63410500	48210	Interest Earned on Savings	\$ 5,000	\$ 4,899	98.0%	N/A	\$ (101)	98.0%	(6) New FY20
63410500	41750	Penalties & Interest	\$ -	\$ 20	N/A	N/A	\$ 20	N/A	
63105000	42111	Wastewater Liens	\$ -	\$ 1,320	N/A	N/A	\$ 1,320	N/A	
63105000	43299	Miscellaneous Rev-Operating	\$ -	\$ -	N/A	N/A	\$ -	N/A	(3)
63410500	48600	Retained Earn's-Operations	\$ 23,000	\$ -	0.0%	N/A	\$ (23,000)	0.0%	Supplement for User Charges.
		<b>Total Operating Revenue</b>	<b>\$ 339,653</b>	<b>\$ 111,368</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ (228,285)</b>	<b>N/A</b>	
		<b>TOTAL REVENUE</b>	<b>\$ 787,940</b>	<b>\$ 112,639</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ (675,301)</b>	<b>14.3%</b>	
<b>OPERATING INCOME/(LOSS)</b>									
		<b>Total Operating Revenue</b>	<b>\$ 339,653</b>	<b>\$ 111,368</b>					
		<b>Total Operating Expenses</b>	<b>\$ 339,653</b>	<b>\$ 79,156</b>					
		<b>Net Operating Income/(Loss)</b>	<b>\$ -</b>	<b>\$ 32,212</b>					Budget: \$60k Retained Earn's-Oper's WWMDC voted to use \$23,000

**Notes:**

- 1) Indirect Admin: FY20 WOM Salary moved to Salaries account.
- 2) Betterment Income & Retained Earnings/Betterment: Beginning FY20, 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.
- 3) Miscellaneous Revenue:
- 4) Unapportioned Principal/Interest (Paid in Full):
- 5) FY20 Billing: Q4= \$70,755 (6/28/19). Q1=\$72,094 (\$71,903+\$191) 10/16/19. Q2 \$73,108. Treasury to input FY19 rollover \$16,109 and \$199.
- 6) 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 WWMD's retained earnings is in the Town's General Fund. We are working for WWMD to receive interest on this.

**Adjustments:**

**A) \$16,259 Principal and \$2,460 Interest booked in error to WWMDC.**



**WWMDC**      **FY20 Monthly Utility Bills**      **T. Holder**      **T. Holder**  
**November, 2019**      **11/5/2019**      **12/4/2019**      **2567**      **2736**

ID	Vendor Name	Address	Invoice #/Contract	Date	Amount												YTD Total	WWMDC Acct #	Org	Object	Description/Notes
					Jul	Aug	Sep	Oct	Nov	Total											
2591	Amazon	(3) PO Box 035184, Seattle, WA 98108	16X3-VTKT-3VPT	11/30/19	\$ 148.00	\$	\$ 61.34	\$	\$	\$	\$	\$	\$	\$	\$ 209.34	A1250QDKD724L	63443002	54100	2 Fans		
17675	Aqua Solutions, Inc.	154 Grove St, Unit D, Middleboro, MA 01712			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002				
2494	B-P Trucking Inc.	P.O. Box 386, Ashland, MA 01712	200254	11/30/19	\$ 95.26	\$ 95.26	\$ 95.26	\$ 95.26	\$ 95.26	\$ 95.26	\$ 95.26	\$ 95.26	\$ 95.26	\$ 95.26	\$ 476.30	8670	63443002	52121	Trash Disposal 185 Elissa Ave		
10536	Crane's Aerial Trucking	Se1578 Mendon St, Bellingham, MA 01820			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52115	Bldg Repair Crane Inspection		
10656	Direct Energy	(2) P.O. Box 32179, New York, NY 10008	H591551125	11/15/19	\$ 16.78	\$ 16.44	\$ 18.56	\$ 27.16	\$ 171.87	\$	\$	\$	\$	\$	\$ 250.81	452224/56098	63443002	53102	Gas 185 Elissa Ave (1)		
10656	Direct Energy	(2) P.O. Box 32179, New York, NY 10008			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	452224/56105	63443002	53102	Gas-2 Elissa Ave		
18133	Endress & Hauser	PO Box 78000, Dept 78795, Detroit, MI 48226	600208648	8/27/19	\$	\$ 821.88	\$	\$	\$	\$	\$	\$	\$	\$	\$ 821.88	46189127	63443002	52116	ERM-Air System Replace Part		
18133	Endress & Hauser	PO Box 78000, Dept 78795, Detroit, MI 48226	6751049052	8/14/19	\$	\$ 758.59	\$	\$	\$	\$	\$	\$	\$	\$	\$ 758.59	46189127	63443002	52116	ERM-Air System Replace Part		
18133	Endress & Hauser	PO Box 78000, Dept 78795, Detroit, MI 48226	6002099159	10/17/19	\$	\$	\$	\$ 4,384.21	\$	\$	\$	\$	\$	\$	\$ 4,384.21	46189127	63443002	52116	ERM-Air Flow Meter Mbr Side 1		
3027	EVERSOURCE	247 Station Dr, NW 200, Westwood, NJ 07622	28704030031	11/29/19	\$ 145.04	\$ 135.11	\$ 145.90	\$ 143.55	\$ 169.90	\$	\$	\$	\$	\$	\$ 739.50	28704030031	63443002	53103	Electricity-185 Elissa Ave		
3027	EVERSOURCE	247 Station Dr, NW 200, Westwood, NJ 07622	28671560010	11/29/19	\$ 3,357.37	\$ 3,234.96	\$ 2,973.70	\$ 2,838.25	\$ 2,635.98	\$ 15,020.26	\$	\$	\$	\$	\$ 15,020.26	28671560010	63443002	53103	Electricity-185 Elissa Ave		
13720	F.W. Webb	160 Middlesex Turnpike, Bedford, MA 01830			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52116	ERM-Plumbing Supplies		
3087	Hays Pump, Inc.	PO Box 0351, Brattleboro, VT 05301			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52116	ERM-Replaced Motor		
2942	Hach Company	2207 Collections Ctr Dr, Chicago, IL 60604	11724763	11/14/19	\$	\$ 3,013.01	\$	\$	\$ 2,216.36	\$	\$	\$	\$	\$	\$ 2,216.36	261236	63443002	52116	ERM-Oxygen Probe Reprint		
9698	Holland Co., Inc.	153 Howland Ave, Adams, MA 01420	20444	9/10/19	\$	\$ 3,013.01	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,013.01	1931	63443002	52125	Chemicals		
4017	Home Depot	(3) PO Box 9001030, Dept 32-200, Atlanta, GA 30328	1064008	11/18/19	\$	\$	\$	\$	\$ 125.45	\$	\$	\$	\$	\$	\$ 125.45	603553253882853E	63443002	54100	Equip Repairs & Maint		
18316	STS Operating, Inc. dba The Hope Group	PO Box 412624, Boston, MA 02241-2624			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52116	ERM-Blower Repair		
18316	STS Operating, Inc. dba The Hope Group	PO Box 412624, Boston, MA 02241-2624	H98153	10/28/19	\$	\$	\$	\$	\$ 1,115.41	\$	\$	\$	\$	\$	\$ 1,115.41	W0911	63443002	52116	ERM-Blower Repair		
7102	Kelley & Ryan	3 Rosenfeld Drive, Hopedale, MA 01842			\$	\$ 113.16	\$	\$	\$	\$	\$	\$	\$	\$	\$ 113.16	Invoice #	63443002	54100	FY19 Q4 Mailing & Postage		
2129	Keyes North Atlantic, Inc	459 Watertown Street, Newton, MA 02459			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52115	Tmt Plant Fire Alarm Inspection		
2129	Keyes North Atlantic, Inc	459 Watertown Street, Newton, MA 02459			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52115	Tmt Plant Dry Drip Test		
18311	KUBOTA Membrane USA	11807 North Creek Parkway S, Bismarck, ND 58102			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52116	Membrane Filter Parts		
17678	MAHER Corp	192 Pleasant St, Rockland, MA 02366			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52116	Equip Repairs & Maint.		
2759	National Grid	PO Box 11735, Newark, NJ 07101	50412-10350	11/14/19	\$ 40.10	\$ 38.07	\$ 39.49	\$ 47.78	\$ 158.00	\$	\$	\$	\$	\$	\$ 323.44	50412-10350	63443002	53102	Gas-185 Elissa Ave		
2759	National Grid	PO Box 11735, Newark, NJ 07101	50412-10370	11/14/19	\$ 11.97	\$ 12.37	\$ 11.77	\$ 10.77	\$ 11.88	\$	\$	\$	\$	\$	\$ 58.76	50412-10370	63443002	53102	Gas-2 Elissa Ave		
17663	NCL of Wisconsin	PO Box 8, Birnamwood, WI 54411			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	54100	Supplies-Eyewash Station		
11776	OARS Inc.	23 Bradford St, Concord, MA 01734			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52103	2015 Surface Water Testing		
17656	Richard Pezzolesi	215 East Monomac Road, Winchendon, MA 01890	3000931122	9/11/19	\$	\$	\$ 100.00	\$	\$	\$	\$	\$	\$	\$	\$ 100.00	N/A	63443002	52107	Admin-Physical		
17786	RHP Environmental	210 Park Avenue, Suite 350, Worcester, MA 01608	126597	9/28/19	\$	\$	\$ 75.00	\$	\$	\$	\$	\$	\$	\$	\$ 75.00	N/A	63443002	52112	Train/Educa-WWTPO Lic		
2226	South Shore Generator	PO Box 567, East Wareham, MA 01936			\$	\$ 525.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 525.00	WAY1-C	63443002	52116	185 Elissa Backup Gen. Ann Maint.		
2226	South Shore Generator	PO Box 567, East Wareham, MA 01936			\$	\$ 495.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 495.00	WAY1-C	63443002	52116	2 Elissa - Generator Ann Maint.		
2271	TOW-Water	66 River Road, Wayland, MA 01779	2601700	9/20/19	\$	\$	\$	\$	\$	\$	\$ 20.71	\$	\$	\$	\$ 20.71	2601700	63443002	53105	Water Dept Admin Fee-185 Elissa		
2271	TOW-Water	66 River Road, Wayland, MA 01779	2601700		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	2601700	63443002	53105	Back Flow Testing-185 Elissa Ave		
18338	Trojan Technologies Group	Fifth Third Bank, c/o Chicago Lock, Chicago, IL 60601			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		63443002	52116	Phone - Pump @ 2 Elissa Ave		
2569	VERZON	PO Box 15124, Albany, NY 12212	5083582801	10/18/19	\$ 43.48	\$ 42.87	\$	\$	\$	\$	\$	\$	\$	\$	\$ 86.35	5083582801	63443002	53104	Phone - 185 Elissa Ave		
2569	VERZON	PO Box 15124, Albany, NY 12212	5083580192	11/18/19	\$ 44.22	\$ 52.05	\$ 51.92	\$ 51.99	\$ 52.27	\$	\$	\$	\$	\$	\$ 252.45	5083580192	63443002	53104	Phone - 185 Elissa Ave		
2058	WB MASON	59 Centre St, Broomfield, MA, Attn: Facilities	2558333300014C	11/20/19	\$ 109.99	\$ 109.99	\$ 111.08	\$ 111.08	\$ 109.99	\$	\$	\$	\$	\$	\$ 552.13	2558333300014C	63443002	53104	Phone - 185 Elissa Ave Fios		
17669	Waste Water Services, Inc	1997 Bedford St, Bridgewater, MA 01923	301438	10/10/19	\$ 1,147.50	\$	\$ 1,147.50	\$	\$	\$	\$	\$	\$	\$	\$ 2,295.00	301438	63443002	52122	Sludge Hauling		
15256	Wayland Home & Design	21 Conwell St, Provincetown, MA 01903	3534	10/16/19	\$ 12.07	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,147.50	62024	63443002	52122	Sludge Hauling		
15256	Wayland Home & Design	21 Conwell St, Provincetown, MA 01903	3587	11/8/19	\$	\$	\$ 113.83	\$	\$	\$	\$	\$	\$	\$	\$ 130.54	62024	63443002	54100	Supplies-Way Home Design		
15256	Wayland Home & Design	21 Conwell St, Provincetown, MA 01903	3599	11/12/19	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 348.68	62024	63443002	54100	Supplies-Way Home Design		
15256	Wayland Home & Design	21 Conwell St, Provincetown, MA 01903	3603	11/13/19	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 11.79	62024	63443002	54100	Supplies-Way Home Design		
15256	Wayland Home & Design	21 Conwell St, Provincetown, MA 01903	3605	11/13/19	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 8.19	62024	63443002	54100	Supplies-Way Home Design		
15256	Wayland Home & Design	21 Conwell St, Provincetown, MA 01903	3608	11/15/19	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1.39	62024	63443002	54100	Supplies-Way Home Design		
15256	Wayland Home & Design	21 Conwell St, Provincetown, MA 01903	3624	11/21/19	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 33.74	62024	63443002	54100	Supplies-Way Home Design		
15256	Wayland Home & Design	21 Conwell St, Provincetown, MA 01903	3634	11/25/19	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 9.09	62024	63443002	54100	Supplies-Way Home Design		
1666	WEX Inc.	PO Box 6293, Carol Stream, IL 60131	62566810	11/30/19	\$ 43.51	\$ 44.70	\$ 80.85	\$ 71.04	\$ 71.04	\$ 240.30	\$	\$	\$	\$	\$ 496.005652045	63443002	54111	Vehicle Fuel			
6693	Whitewater	C/O RHW Construc, 41 Central St, Auburn, MA 01501	70045740	11/1/19	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 19,500.00	\$	\$	\$	\$	\$ 19,500.00	WAY002	63443002	52100	Fac Oper Contract		
6693	Whitewater	C/O RHW Construc, 41 Central St, Auburn, MA 01501			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	WAY002	63443002	52100	Fac Oper Contract		
<b>Total</b>					\$ 11,438.37	\$ 12,275.30	\$ 8,946.91	\$ 11,610.05	\$ 11,215.40	\$ 55,486.03	\$	\$	\$	\$	\$						

**Notes:**  
 STS Operating, Inc. dba The Hope Group - Name change. New PO's are being created

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
 FY2020 MONTHLY FINANCIAL REPORT - November, 2019

FY2020 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	\$ 352.89	\$ 34.27	\$ 55,993.55	\$ 34,432.31	\$ 14,315.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42105												\$ 105,128.27
6308 Penalties & Interest	\$ -	\$ -	\$ -	\$ -	\$ 20.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/41750												\$ 20.46
6303 Miscellaneous Rev:												
6310500/43299-Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6310500/43299-Betterment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47501												\$ -
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47502												\$ -
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												\$ -
6307 Int. Earned on Savings	\$ -	\$ 987.87	\$ 987.87	\$ 1,272.91	\$ 1,650.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6310500/48210												\$ 4,898.94
6309 Wastewater Liens	\$ 1,319.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42111												\$ 1,319.99
6311 WW Better TC Rev	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47503												\$ 357.89
6312 WW Better TC Int	\$ 286.31	\$ 627.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47504												\$ 913.63
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>\$ 1,649.46</b>	<b>\$ 56,981.42</b>	<b>\$ 35,705.22</b>	<b>\$ 15,986.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 112,639.18</b>

Notes:

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF OCTOBER 10, 2019**

**In Attendance:** Rick Greene, Uday Virkud and Jane Capasso

**Absent:** All Present

**Guests:** Cherry Karlson, Board of Selectmen, and Paul Brinkman, Town 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.*

- 7:30 1. Call to order
- 7:31 2. Public comment - None
- 7:30 3. Cherry Karlson, Board of Selectmen Chair – Presentation and discussion on the Town Manager Act.

Cherry: Has been meeting with boards and committees. She handed out the Draft of the Select Board/Town Manager Act from June 21, 2019 and a slide deck summarizing the Act. Goals of the act are to professionalize the structure of Wayland Government, coordinate administrative, operational and financial functions, provide consistent approach, use resources effectively, improve legal and regulatory compliance and maintain volunteer opportunities across all boards and committees.

The Act is based on the Maximus Report in 2002 and the Collins Center Review in 2016 and 2017-2018. The 2018 Collins Center Review states “the financial management of the Town is severely fragmented in a way that reduces the Town’s effectiveness and transparency”.

Wayland is a \$90 million company and there is no centralized structure. Our current structure makes it difficult to hire a Town Administrator who has no power to get things done. Currently, the Town Administrator has 20 direct reports, 6 department heads appointed by boards and more than 40 boards and committees who source ideas and projects. There is little coordination of functions, efforts or priorities among boards and committees.

Collins Center prepared a Peer Analysis of surrounding towns who have stronger statutory management structures. Strongest is Charter, then By-law, and third is Town Manager, which is what we would like to have. Town Administrator is 4<sup>th</sup>. Attached Slide Deck shows Organizational Charts for Peer Towns.

January 2019 Wayland’s Town Counsel was asked to review the Collins Report with Wayland’s Chapter 60 Code. Three major changes are being considered from the Maximus Report and Collins Report: 1) Change the name of the Board of Selectmen to the Select Board and reaffirm their role as executive and policy making body; 2) Change the Town Administrators name to Town Manager and define responsibilities as stated in the Special Act; and 3) The Town Clerk would be appointed instead of elected at town meeting. All changes would be voted at town meeting and then by the State. Not sure if this will become part of Mass General Law. Please see slides 21-28 for details on the Town Manager’s areas of responsibility.

Rick: How do these changes affect the WWMDC's responsibilities? Cherry: The Finance department is responsible for billing and the WWMDC will set the goals for billing and talk with staff to make sure it can be done. The Town Manager is responsible for helping to execute and oversee the operations of the Town and to make sure the billing is done consistently within all Town Departments. Rick: Policy verses implementation may create a gray area. What are the limits of the Town Manager? Cherry: Does did not have an answer for this.

Cherry: We are in the discussion state of setting up a structure for Wayland. Uday: will the change be cost effective? Cherry: Most communities have had their structure for a long time. We are trying to bring procurement into a more centralized structure and with recent contract changes expect to save approximately \$100,000.

Rick: With a Town Manager, how will we resolve difference of opinion on how the treatment plant should be managed? Cherry: There is no conflict resolution section and doesn't think there will be. Your Board creates a plan and it's the Town Managers responsibility to make sure this gets done. Rick: If you change an employee from part time to receiving benefits, this affects our rate structure. How will decisions be made that affect our budget? Cherry: WWMDC's Budgets are separate from the Town since you are an Enterprise Fund.

Changes affecting the WWMDC are on slides 32-34. Areas with changes are: Contracts, Policy, Capital Plan, Procurement and Hiring.

Rick: Maintenance and repair of the treatment plan relating to the building is partially paid through the Facilities Department. Paul: Facilities pays for the building shell and the functions of the building. The actual process of wastewater and the budget is the WWMDC's responsibility. This has been a gray area in the past. Cherry: The Town Manager is responsible to make sure these things are done. Please refer to Section 3.4 a of the attached Draft 6/21/19.

Cherry: This is where the Town is going. Please review the details and let her know if you have questions. There will be discussion later in the month. An article will be worked-up for April TM.

8:30 4. Future of the WWMDC and Board membership.

Cherry: The position was advertised after Fred Knight's term ended. Residents have expressed interest. The future of the WWMDC has not been worked on. We need to legally look at the Act and administratively and financially see what makes sense. Rick: Our options are to 1) stay as is, 2) merge or be absorbed by the Board of Public Works or 3) the Water and WWMDC become their own board. Options 2 and 3 would require a special act. Rick: We would like a commitment to restart this process. Uday: His term ends June, 2020 and he will have challenges being able to attend meetings.

8:35 5. Long-term Finances - Discuss long-term financing needs (capital purchases and debt expense) and the possibility of increasing rates above a nominal amount to meet bond payment deficits in 2027-2032.

Rick: Received a notice for grant money that would help offset sewer rates. Paul: Completed the application for the WWMDC to sign and he will talk to Louise in the morning. The application asked if WWMD had filed for rate relief in the past. The board was not aware of any prior filings. Paul: This was setup when the MWRA had

huge debtors so they created a process for everyone to apply based on non-subsidized bonding.

Paul: Envisioning creating a model reflecting action for rates, betterment fees and debt to be completed in the January timeframe. See item 10 below.

- 8:40 6. Monthly Operations Report (MOR) - Paul Brinkman, Town Engineer, attending. MOR prepared by Paul & Richard Pezzolesi, Wastewater Operations Manager. The report will summarize activity at the Wastewater Treatment Facility (WTF, Town Center) and the Wastewater Treatment Plant (WTP, High School).

Jane: The Monthly Operating Report (MOR) will now represent the activity for the treatment plants and the financial information will be known as the Monthly Financial Report (MFR).

Paul: The new MOR will be handed out at board meetings (attached). Number 11 on this list (odor complaint from River Rock); the media was tested and it was expended in the odor control unit. This will cost about \$15,000. We will shift replacement of other equipment to accommodate this. Replacement will be done during the fiscal year since odor is not much of an issue in the winter.

#5 Sludge hauling went 60 days this time. In the past it was every two weeks.

#3 PAC is a phosphorous chemical, which works better with the PH levels.

Rick: Whitewater has let us down in the past and handled things as emergencies, which resulted in WWMD paying a premium. Paul: We have very limited out of contract work from WhiteWater. They do routine checks, lab samples and more.

Paul: Any damage done to the plant in the past is now being dealt with and plans to improve the plant are moving forward. Across the board there were lots of areas that contributed to the failure. Paul: The airflow meter would have taken a lot of time to resolve if Pezz had not been there. The plant is 6 years old and things need repair.

Cherry: For the High School Plant, the Board of Selectmen voted to submit Paul's FY21 plan, for \$140,000, for a two year strategy to get the plant running. The restart will require more of Pezz's time at the high school. Currently, Pezz has spent most of his time at the WTF. The 60/40 split of his salary will remain.

- 8:51 7. Administrative Items:

A. FY20 Q1 Billing

Jane: Due to the implementation of the new MUNIS Revenue system, Treasury is reviewing the data that was brought over and updating the system for payments received since July 1, 2019. Reads were done September 23, 2019. Bills are expected to go out the middle of October. A note was added to the front of the bill that WWMD bills will be combined with the Water Department. A section is being added to the website called Bill Information with an attachment to the FY20 Rate Tables.

B. FY21 Budget

Jane: The budget has been entered into MUNIS. A new Small Capital account will be added. Paul is working on the narrative to accompany the budget.



Rick: In the past, we asked WhiteWater to budget for expected costs and we discovered that there were more than membranes that needed replacing. We are seeing a lot of surprise costs, now, without WhiteWater running things and he feels we have not planned properly for expenses. Paul: WhiteWater was only under contract for three years and they were not looking at the future. They reacted to problems only. Rick: Last meeting we talked about a timeline of when things may break down and talked about what we should be saving instead of using retained earnings.

#### C. Meeting with Town Administrator and Finance

Jane : Louise Miller, Tom Holder, Brian Keveny and Jane.

- Reviewed a list of account specialist reports and duties to determine how to streamline the reporting. No decision on reducing reports.
- Town-wide all departments are to do their monthly financial reports after the Town closes the books each month. This occurs in the second to third week following the month end. There will be no MFR for September, 2019.

#### D. FY2021 Budget Approval Dates:

- 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.

Jane: Will someone review the FY21 budget with the WWMDC? Cherry: Will check into this.

- 9:05 8. Approve minutes from previous meetings – September 11, 2019.

Rick: Motion to approve September 11, 2019 minutes as written. Uday second. 2-0 approved.

- 9:06 9. Review Monthly Financial Report (MFR) - Former Monthly Operating Report.

##### A. FY19 MFR

Jane: We are working with Finance to remove the \$22,181 betterment debt payment from the debt that was transferred to the Town in FY18. The MFR given to the Board previously does not include this.

##### B. FY20 September MFR

No financial report for September. Town-wide directive requires reporting to be done after the books are closed each month.

- 9:08 10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Paul: Rivers Edge project. Spoke today with the engineer for the developer and he is putting together more information. Ultimately, this will provide more users for WWMD and less cost for users.

9:10 - Rick motion to sign the sewer rate relief fund grant application as prepared by Paul Brinkman (item 5 above). Uday second. 2-0 approved. Attached.

9:11 11. Calendar: Upcoming meetings, events and hearings – Wednesday, November 13, 2019.

Uday is out the month of December, 2019. Jane: If something needs approval, can we remotely vote? Cherry: No there must be a quorum at the meeting. Rick: The last week of December we could schedule a meeting if necessary.

Next meeting: Wednesday, January 8, 2020.

9:15 12. Public Comment. None

9:15 13. Adjourn

Attachments:

Draft 6/21/19 Select Board/Town Manager Act

Printout of slides for An Act Establishing a Select Board and the Position of Town Manager in the Town of Wayland

Monthly Operating Report for the Wastewater Treatment Facility (Town Center) FY21 Budget

Account Specialist List of Reports and Responsibilities

September 11, 2019 Draft Minutes

No MOR for FY19 or FY20 September

Sewer Rate Relief Application

Agenda



**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: January 8, 2020  
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. WWMDC Board membership.
- 7:37 4. Wastewater Application Workflow Process. Paul Brinkman.
- 7:47 5. Discussion of Existing Application/Approval Process. Recommend modifications under specific conditions. Paul Brinkman.
- 8:00 6. Long Term Financing Needs – Continued discussion regarding balancing revenues and future betterment/debt gap and identified capital purchases. Paul Brinkman
- 8:05 7. Monthly Operations Reports (MOR) of wastewater activity at the Wastewater Treatment Facility, (Town Center) and the Wastewater Treatment Plant (High School). Paul Brinkman.
- 8:05 8. Alta at River's Edge wastewater discussion update. Paul Brinkman
- 8:10 9. Administrative Items:
  - A. FY20 Lien Letter. Principal and Interest \$6,705.02. Tom Holder signed the final letter.
  - B. FY20 Q2 Billing \$73,212.19
  - C. FY20 Apportionment of Betterments – Final apportionment for the old betterment \$35,384.49 (principal and interest). New betterment \$324,490.02 (principal and interest).
- 8:15 10. Approve minutes from previous meetings – October 10, 2019.
- 8:20 11. Review Monthly Financial Report (MFR).
  - A. October, 2019
- 8:25 12. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:30 13. Calendar: Upcoming meetings, events and hearings – No meeting in December, January 8, 2020.
- 8:35 14. Adjourn