

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF MARCH 11, 2020**

In Attendance: Rick Greene, Mike Gitten, Uday Virkud and Jane Capasso
Absent: All Present
Guests: Paul Brinkman, Town Engineer
Meeting Location: 7:30 pm Wayland Town Building

Minutes

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

7:31 1. Call to order

7:31 2. Public comment – None.

7:32 3. Welcome new member, Mike Gitten.

Rick: Welcome Mike Gitten as a new WWMD Commissioner for a two year term.

7:40 4. Wastewater Connection Application form and Workflow Process. Modifications. Request extension of permissions for DPW Director and Town Engineer approvals of specific applications.

Rick: We have a system where we have limited capacity, which is regulated by State and Federal environmental agencies. This allows us to discharge the treated flow to the Sudbury River. We submitted an application to increase the treated flow discharged about 6 years ago that has not been approved. Paul: This is not uncommon. Rick: Title V has an antiquated system that defines the needed wastewater capacity based on the type of business or bedrooms. Our biggest user is the Town Center. Based on their assigned design flow, they are shifting the capacity between businesses. Tonight, we are discussing the continuation of having the Town Engineer, or the DPW Director, having the ability to approve changes to design flow. January, 2020 they were given temporary approval.

Paul: Jane and I heavily revised the Connection Application and renamed it the Sewer Use Application (SUA). It can be filled out online. We are asking that applicants fill out the application for any changes so we know who is moving in or out. The workflow process and a draft plan have been created. They are under review to ensure that appropriate Town departments are informed and the process is more efficient and timely. The WWMD will be managing the SUA rather than the Health Department. The Health Department is still determining the Title V design flow allocations with input from Paul as needed.

Rick: Has three main stipulations in allowing the approval of SUAs: 1) The total design flow for the property or facility is not increased. i.e. the Town Center has a total amount and it will not increase without Commission approval. Also, that any changes/shifts occur within the same property/owner, 2) If the Town Center is moving design flow around, he would like to stipulate that we have a process to keep track of it. Paul: Created a spreadsheet that shows what it was and what it will be. The Town Center is in agreement with this process and 3) Rick: Any deviation from Title V designations would come before the Board; such as design flow is based on usage history rather than a Title V designation.

Paul: Discussed with the Health Department that we are currently processing about one-third of the flow that we are allowed. Rick: Title V is setup to be double the

water usage to include peaks. Paul: We have 7 years of flow data that gives us a more accurate view of flows. Some of our residences are above and most are below Title V. Rick: As a Board, we are cautious against flexibility in changing assigned flows from Title V. If Title V says 200 gpd and we look at the actual use, then we are applying a different standard. Paul: In the case of Femiluxe, we looked at historical data. The original allocation was incorrect and we can't go back and fix that. We looked at reasonable use compared to Title V. Title V does not capture every potential usage type and allows for other methods to calculate the DF. Rick: If you are making exceptions, this should go before the Board. Paul: We don't want to create delays in the process. Uday: Let's try not to make a deviation to the process. Rick: The standards have served us well. When there is a deviation, we should treat all businesses or homes with the same rules. In the past, there has been public comment on all design flow being allocated and priced at the same amount.

Mike: Asked about the SUA process. Paul: We receive the Health Department form with a proposed design flow value. If necessary, Paul will do research to obtain additional information to determine the design flow and consult with the Health Department for the final number. Jane and I review, add appropriate notes based on Title V, and then have the owner sign the application. Paul: We recently received a SUA to add rooms in the basement of a two bedroom condominium. We added wording to the SUA stating the deed restrictions. Rick: This may turn into a three or four bedroom house. Paul: There is no process to monitor the number of bedrooms in the condominiums. If they are using water for three bedrooms, we will receive the additional revenue. Mike: Is there a provision if the influent is higher than the Title V design flow allocation? Paul: Our billing reflects these changes. Revenue is based on: 80% of the assigned design flow allocation, 20% is on half of the actual water use, and above that, they are charged a Tier 2 rate. Mike: How can we enforce the 2 versus 3 bedroom use? Can we monitor it based on the water use and use this as an opportunity to revisit? Paul: Water use depends on the number of people and their use. Rick: Since all the condominiums are deed restricted to 2 bedrooms this would require the Town to get involved and legal changes.

Paul: I am looking for a temporary extension. Rick: Is open to extending the approvals.

Motion: To extend the authority of the Town Engineer and DPW Director to evaluate and approve Sewer Use Applications provided the specified stipulations are followed through July 31, 2020. The stipulations are that 1) no increase in flow can be approved without Commission approval, 2) Reallocation of flow be limited to a single site or parcel and that the Owner/Site Manager approves of the change, and 3) that all approvals use Title V for the basis of flow. Any other instance requires Commission approval. Uday second, Mike third. Approved 3-0.

- 8:18 5. Long Term Financing Needs – Continued discussion regarding balancing revenues and future betterment/debt gap and identified capital purchases.

Paul: There is a meeting scheduled after Town Meeting to bring all parties together to discuss what this will entail and who will do it. Mike: Are we running at a loss? Paul: We have lost a few users, flows are considerably down. We are closely watching our expenditures and the effect of lower flows on revenue. Rick: By statute, our revenues have to equal our expenditures. We would need to raise rates next year. Paul: We have a debt shortfall projected in a few years so we are closely looking at O&M costs, revenue and how we can moderate rates. Rick: Our main

concern is paying off the bonds. When the betterment rate was set, the assumption was made that people would be paying us 5% interest per year. A lot of people paid upfront and we did not receive the interest from these payments. Starting in Fiscal Years 2023/2024 we will have a shortfall.

- 8:24 6. Monthly Operations Reports (MOR) of wastewater activity at the Wastewater Treatment Facility (Town Center) and the Wastewater Treatment Plant (High School).

January and February, 2020 distributed. Paul: Nothing dramatic has occurred. The Plant has been running pretty well. Rick: The High School plant is on the MOR. We do not have authority over it. Paul: Since Pezz runs both plants and his time is shared with the High School, both facilities are on one report. Paul: There is a two-phase plan to rebuild the high school treatment plant. Phase I is to improve the facility to meet MassDEP requirements and restart the plant. Phase II is for additional improvement to improve operation and safety. We have seen significant reductions in the sludge hauling from the Town Center wastewater facility related to the decanting procedure. We may end the year at half of the budgeted sludge amount due to decanting. Mike: Is decanting based on capacity? Paul: No, it is based on a design issue of the plant. In the past the sludge was hauled with some "water" in it. Having Pezz spend the time required to remove the excess water allows us to reduce hauled volumes.

- 8:32 7. Infiltration Inflow Control Plan – MassDEP update.

Paul: The Department of Environmental Protection emailed asking for an update. He reported specific events; fire station drain and the manhole on Hastings, which were resolved. Mike: Was this due to an uptick in the system? Paul: Yes, we saw increases in flow to the treatment facility and went to find the source. One example is the Public Safety Building has a backflow preventer that drips into a drain in the floor; during a flood in the basement this drain allowed some of the flood water into the sewer system. The drain has been temporarily plugged at this time.

- 8:36 8. Alta at River's Edge wastewater discussion update.

Paul: The Town is putting in an application to MassWorks to receive funding to install a connection from the property to the treatment facility.

Rick: Asked about the rate relief that the WWMDC applied for in November. No update at this time.

- 8:38 9. Significant Procurements:

A. Sludge Hauling

Paul: This was bid a third time. We are following a process to let the state know. There are a bunch of activities that we are bundling all together. Some are billed as prevailing wage and some are not. Sludge hauling is not. Cleaning a wet well is considered prevailing wage. We are finding that haulers are reluctant to pay prevailing wage. Contractors do not want to be involved in this process. The WWMDC will continue using the current vendor. The cost is reasonable and the service good.

B. Operations & Maintenance Contract RFP

Paul: Started the RFP and hopes to have it done in 2 to 3 weeks. Other people

in Town need to review it first and then it will go to the WWMD. Rick: Do you think we will get more bidders? Paul: We had two. There are three or four who might be interested. The RFP will have everything that could be required so they can state their totals. Mike: Is this for the High School and the Town Center plants? Paul: Just the Town Center. We need to get this in place sooner than later and can't wait for the High School to get started. We could RFP both together in the future.

8:43 10. Administrative Items:

- A. Wastewater Treatment Facility Capital Account #44443103 – WWMD to make a motion to close the account. Lab equipment not supplied.

Paul: Originally there was \$239,219 in the account. As of FY19 \$219,000 was transferred to the High School Capital Account. WWMD has spent the remaining amount on equipment that was not supplied when the facility was built.

Rick: Motion to close the Wastewater Treatment Facility Capital Account #44443103 as it is no longer needed. Second Uday. Approved 3-0.

- B. 234 Boston Post Road paid off their New Betterment in full. Principal and Interest \$49,592. Approximately \$1,100 more to come in when the Old Betterment is paid.

Jane: This is the Spice and Pepper location. The new owner is paying off the old and new betterment. The proceeds will go towards the betterment pay off.

- C. Sewer Use Applications Processed:

- 1) 27 Lillian, Basement renovation - Paul: Wrote on the SUA that these are deeded as two 2 bedroom condominiums. See section 4 for more details.
- 2) 234 BPR, New Owner - Change in ownership. No discussion.
- 3) 310 Boston Post Road, New tenant - Wayland Healing Massage.
- 4) 71 Andrew Ave, Femiluxe - Paul: Visited Femiluxe, discussed their renovation, reviewed historical flow data and estimated the new design flow. This space was originally based on retail (gallons per square foot) and assigned 65 gpd of design flow. It is not appropriate to change the original design flow as it is policy to only review flows during a significant change, like a change in the type of business in the facility. Femiluxe is expanding their space with additional manicure and pedicure stations. Their actual flow for the existing space was approximately 400 gallons per day based upon flow metering data provided by National Development. We added more for the space based upon the usage rate in the existing space, but did not change their original capacity. The new design flow is 265 gpd. The additional 200 gallons was taken from other spaces in the Town Center. Mike: In the future, there will not be enough for a new tenant. Paul: We have a spreadsheet that clearly defines the flows for each space at Town Center. Any time there is a change the spreadsheet is sent to the management company and they are aware of the available flow for each space. In Femiluxe's case we went out and methodically calculated the DF and reviewed it with Julia, Health Department Director. The change was not to correct the initial flow assignment for the space, but to accommodate the

expansion. Rick: Ultimately, Julia and the Health Department are the final decision makers. Paul: To clarify the Health Department is strictly responsible for the flow assignment when the wastewater is discharged to the ground, not into the wastewater system. The Health Department assists the WWMDC in determining the DF. Rick: Understands how it was calculated, but concerned with using history to determine design flow. Paul: We were looking for a fair number and Title V allows for this process. Rick: In the future, he does not want a new tenant in this unit to have the same capacity. Paul: The design flow for a new tenant, provided it would be a substantial change in business operations, will be recalculated based on Title V.

- D. February, 2020 meeting with Town Administrator, Finance and Treasury to discuss accounting adjustments.

Jane: After the February, 2020 meeting, she met with Finance and Treasury to research the adjustments and to discuss who will make them. A summary email was sent to each department.

- 9:04 11. Approve minutes from previous meetings – January 8, 2020. No meeting February, 2020.

Rick: Motion to approve minutes as written. Uday second, approved 2-0. Mike abstained since he was not on the Board.

- 9:06 12. Review Monthly Financial Report (MFR). - December, 2019 and/or January, 2020 (if available).

Review of January, 2020 MFR. Jane: Electrical is higher than budget due to all equipment is now running. Uday: Looks like we are on track for revenue and expenses. Paul: Odor control is being repaired and will increase costs. Rick: Whitewater billing is very low now. Paul: Pezz spends most of his time at the Wastewater Treatment Facility (Town Center) (WWTF) since the High School Treatment Plant (HSTP) is not running. In the next few months he will be more focused at the HSTP. Paul: Pezz has resolved several severe maintenance and operational deficiencies, that left in the hands of the Contract Operator, would have cost the WWMDC considerably more money.

- 9:15 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

A. Uday discussed with Lea Andersen, Board of Selectmen, that he is leaving the WWMDC the end June, 2020.

B. Paul: Due to the Coronavirus, the DPW has been tasked to create a nonessential personnel plan to maintain core level of services. No one can go to group meetings, but board meetings are allowed. They have looked at Wastewater and have a plan for managing the WWTF.

- 9:17 14. Calendar: Upcoming meetings, events and hearings – April 15, 2020.

A. The next Board meeting will be Wednesday, April 15, 2020. Future meeting will be Wednesday, May 6, 2020.

B. Review topics for future discussion.

1) WWMDC Rules and Regulations – Jane: The new SUA refers to the

WWMDC Rules and Regulations. The current Regulations are dated and an update has been discussed. The WWMDC agreed these should be updated and Paul has completed a preliminary review. Jane will scan the most recent draft with Paul's comments and forward it to the Board.

- 2) Rate Hearing Planning – Paul: We should start planning in April and finalize in May and June. Jane: We need to choose a date for the hearing so it can be advertised.

9:22 15. Adjourn - All in favor.

Attachments:

Sewer Use Application

Wastewater Treatment Facility Capital Account Spreadsheet

MOR – January and February, 2020

January 8, 2020 Minutes

MFR – January, 2020

Agenda



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

Applicant Name	Property Owned <input type="checkbox"/>	Property Rented <input type="checkbox"/>
Applicant Phone #	Owner/Site Manager (SM)	
Applicant Email	SM Phone #	
Business Name	SM Email	
Location Address		
Proposed Use		

Check all that apply

Change in Business <input type="checkbox"/>	Change in Flow <input type="checkbox"/>	Vacant <input type="checkbox"/>	Existing Connection <input type="checkbox"/>
New Owner <input type="checkbox"/>	Change in Space <input type="checkbox"/>	Occupied <input type="checkbox"/>	New Connection <input type="checkbox"/>
Closed Business <input type="checkbox"/>	New Billing Address		

To Be Completed by WWMD

Current Design Flow	<i>gallons per day</i>	Basis for Current Design Flow
Change Design Flow	<i>gallons per day</i>	Basis for Change to Design Flow
Total Final Design Flow	<i>gallons per day</i>	Source of Increase

Applicant/Site Manager 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.
- This application addresses solely wastewater design flow allocations and billing by the WWMD.
- Additional approvals are required for construction activities associated with changed or new physical connections to the sewer.
- All costs associated with the construction of sewer modifications are to be borne by the applicant.
- This application is not considered approved until all fees have been paid and WWMD signature provided.
- Application may be deemed invalid if the Privilege Fee payment is not received within 90 days.

Signature of Applicant: _____ Print Name: _____ Date: _____

Signature of Site Manager: _____ Print Name: _____ Date: _____
If required

WWMDC USE ONLY	Privilege Fee : \$ _____ <i>(Design Flow _____ gpd X Fee \$ _____)</i>
WWMD Approval [<input type="checkbox"/>] or Disapproval [<input type="checkbox"/>].	Signature: _____ Date: _____
Comments:	

Directions: 1) Return the completed Municipal Sewer Use Application to the WWMD at the location noted above. The WWMD will review for completion. 2) If no fee is required, the DPW will review and approve as appropriate. 3) If a Privilege Fee is required, the Application will require approval by the Commission. 4) Applications requiring Privilege Fee payment will not be considered approved until payment is made to the Treasurer's Office, 41 Cochituate Road, Wayland, MA by check payable to "Town of Wayland". 5) Applicant is required to comply with all applicable wastewater regulations and pay all fees prior to permitted occupancy.

WWMDC Wastewater-New Plant Building Renovations Account												
Signed:												12/10/2019
Munis/ Batch:												2762
Vendor ID	Vendor Name	Date	Address	Invoice#	Invoice Date	Aug	Sep	Oct	Nov	Mar	Total	Object
Beginning Balance												58201
Transfer to Capital-School												58201
Beginning Capital Account Balance												59741
14515	LCS Controls Inc.		PO Box 286, Route 100, Rochester	13672	1/3/19						\$ 900.00	58201
14515	LCS Controls Inc.		PO Box 286, Route 100, Rochester	13698	2/11/19						\$ 4,000.00	58201
7749	Tighe & Bond		53 Southampton Rd, Westfield, MA	81990189	8/23/19	\$ 1,728.42					\$ 1,728.42	58201
7749	Tighe & Bond		53 Southampton Rd, Westfield, MA	91990190	9/27/19		\$ 1,471.58				\$ 1,471.58	58201
15256	Wayland Home & Design		211 Conwell St, Provincetown, MA	169583	11/20/19			\$ 931.62			\$ 931.62	58201
17675	Aqua Solutions, Inc.		154 Grove St, Unit D, Middleboro, MA	IN-19-196	11/27/19			\$ 5,790.00			\$ 5,790.00	58201
	Balance										\$ 5,920.83	58201
17663	NCL of Wisconsin		PO Box 8, Birnamwood, WI 54414							\$ 5,822.51	\$ 5,822.51	58201
17663	NCL of Wisconsin		PO Box 8, Birnamwood, WI 54414							\$ 98.32	\$ 98.32	58201
	Monthly Total					\$ 1,728.42	\$ 1,471.58	\$ 5,790.00	\$ 931.62	\$ 5,920.83	\$ 5,920.83	58201
											\$ 0.00	58201
											\$ 0.00	58201

Notes:
A) Board approved \$220,000 to be transferred to Capital-School account. Finance transferred \$219,000 and the amount cannot be changed per B. Keveny. T. Holder is aware of this.
B) 1/29/19 Finance closing out 2012 Tighe & Bond PO \$10,229.87 and Waterline Industries Corp PO \$8,227.58 = \$18,457.45.
C) Per Louise Miller, spend the remaining balance of \$98.32 and have the WWMDC make a motion to close the account



DEPARTMENT OF PUBLIC WORKS
TOWN OF WAYLAND

*Entruste
Manage
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Thomas M. Holder
Director

Joseph Doucette
Superintendent

Don Millette
Superintendent

Paul Brinkman
Town Engineer

To: Paul Brinkman

From: Pezz

Date: 5 February 2020

Subject: January 2020 monthly report

Town Center Wastewater Treatment Facility

1. 6 January 2020 decant from sludge holding tank
2. 7 January 2020 decant from sludge holding tank
3. Relocate both pre-air Dissolved Oxygen probes for better access to service and provide more predictable and reliable readings
4. Rebuild #2 permeate pump, disassemble and send out
5. Replace bad UV lamps (4 total)
6. 13 January 2020 sent out Net DMR for December 2019 with no exceedances
7. 15 January 2020 decant from sludge holding tank
8. 15 January 2020 Clean MBR side 1 with Hypo, good recovery noted
9. 16 January 2020 Clean MBR side 2 with Hypo, good recovery noted
10. 21 January 2020 hauled 8500gal. WSI waste sludge
11. 23 January 2020 Hayes pump in to reinstall permeate pump , test run , OK
12. 29 January 2020 South Shore Gen. in for service on 2 Elissa Gen set (Anual)
13. Making improvements to Chemical Clean Feed system

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. Prepare paperwork for Clean Harbors to remove old chemicals
4. Conduct testing on drum for safe shipping required by Clean Harbors
5. Hauled 65100 gal. WWSI

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



DEPARTMENT OF PUBLIC WORKS
TOWN OF WAYLAND

*Entrusted To
Manage The
Public
Infrastructure*

Thomas M. Holder
Director

Joseph Doucette
Superintendent

Don Millette
Superintendent

Paul Brinkman
Town Engineer

To: Paul Brinkman

From: Pezz

Date: 2 March 2020

Subject: February 2020 monthly report

Town Center Wastewater Treatment Facility

1. 5 February 2020, decant from sludge holding tank
2. Replace #3 hot water circulator in basement w/ (Contractor - Cooling & Heating)
3. 10 February 2020, send out Net DMR reports for Jan. with no exceedances
4. 11 February 2020, decant from sludge holding tank
5. 12 February 2020, decant from sludge holding tank
6. 18 February 2020, decant from sludge holding tank
7. 25 February 2020, decant from sludge holding tank
8. 26 February 2020, Pre-anoxic Blower #1 motor issue, coordinating with Hope Air for repair.
9. 27 February 2020, decant from sludge holding tank
10. 27 February 2020, facilitated tour of facility by Whitewater for on-call operators.
11. 28 February 2020, hauled 8500gal. WSI waste sludge
12. 28 February 2020, Keyes North Atlantic in for fire alarm testing, test OK.

Wayland High School Wastewater Treatment Plant

13. Daily monitoring of high school flows, holding tank volumes, and coordination of wastewater hauling with WWSI.
14. Daily monitoring of 2 water meters at the High School.
15. 12 February 2020, Clean Harbors in to remove old chemicals & empty barrels from High School.
16. Total amount of wastewater hauled from the WHS 65,100 gallons. Performed by WSI

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

**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 WWMDC. 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.

Based on Final Close Numbers from Finance

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION				Beginning of Year: 7/1/19					
FY2020 MONTHLY FINANCIAL REPORT-				MUNIS Date: 1/31/20					
January, 2020									
59% of Year Complete									
ACCOUNT #		FY20	YTD	YTD ACT	ENCUMB.	BUDGET	TOTAL		
		BUDGET	ACTUAL	% SPENT	BALANCE	BALANCE	% SPENT	COMMENTS	
EXPENSES									
63443001	51001	Salaries (Acct Spec/WOM)	\$ 82,600	\$ 48,686	58.9%	N/A	\$ 33,914	58.9%	New FY20 - 60% WOM Salary
63443001	51003	Salaries (Part-time)	\$ 5,000	\$ -	0.0%	N/A	\$ 5,000	0.0%	
		Total Personnel Services	\$ 87,600	\$ 48,686	58.9%	0%	\$ 38,914	55.6%	
63443002	52100	Facility Operating Contract	\$ 50,000	\$ 19,500	39.0%	\$ 7,800	\$ 22,700	54.6%	No contract until RFP is finalized.
63443002	52101	Fac. Labor & Other Prof. Serv.	\$ 12,500	\$ 745	6.0%	\$ -	\$ 11,755	6.0%	
63443002	52103	Surface Water Testing (Oars)	\$ 7,800	\$ 7,671	98.3%	\$ -	\$ 129	98.3%	
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	\$ 435	7.4%	\$ 1,335	\$ 4,130	30.0%	
63443002	52116	Equipment Repairs & Maint.	\$ 30,000	\$ 11,206	37.4%	\$ 8,955	\$ 9,839	67.2%	\$4,384 Air flow meter.
63443002	52117	Vehicle Repair	\$ 500	\$ -	0.0%	\$ -	\$ 500	0.0%	
63443002	52121	Disposal (BP Trucking/Trash)	\$ 1,240	\$ 576	46.5%	\$ 569	\$ 95	92.3%	
63443002	52122	Sludge Disposal	\$ 25,000	\$ 4,590	18.4%	\$ 2,473	\$ 17,938	28.3%	
63443002	52125	Chemicals	\$ 7,500	\$ 3,013	40.2%	\$ 5,200	\$ (713)	109.5%	
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-N/I Grid & Dir. En.	\$ 4,100	\$ 1,487	36.3%	\$ 1,703	\$ 909.24	77.8%	
63443002	53103	Electricity -Eversource	\$ 33,000	\$ 18,644	56.5%	\$ 11,322	\$ 3,034	90.8%	
63443002	53104	Telephone -Verizon	\$ 1,900	\$ 1,047	55.1%	\$ 675	\$ 178	90.6%	
63443002	53105	Water -TOW	\$ 1,000	\$ 284	28.4%	\$ 716	\$ -	100.0%	
63443002	59710	Indirect/Admin (Town Services)	\$ 34,913	\$ -	0.0%	N/A	\$ 34,913	0.0%	(1) Expensed June, 2020
		Total Services	\$ 231,203	\$ 69,435	30.0%	\$ 40,748	\$ 121,020	47.7%	
63443002	54100	Supplies	\$ 5,000	\$ 974	19.5%	\$ 3,913	\$ 112	97.8%	
63443002	54111	Vehicle Gasoline	\$ 500	\$ 288	57.6%	\$ 179	\$ 34	93.3%	
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%	
		Total Goods	\$ 20,850	\$ 1,262	6.1%	\$ 4,092	\$ 15,496	25.7%	
		Total Operating Expenses	\$ 339,653	\$ 119,384	35.1%	\$ 44,840	\$ 175,430	48.4%	
CAPITAL EXPENSES									
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, WWMD Feb.
63443002	47501	New Debt -Principal	\$ 248,077	\$ 281,259	113.4%	N/A	\$ (33,182)	113.4%	Paid in August & February
63443002	47502	New Debt -Interest .	\$ 153,695	\$ 159,305	103.6%	N/A	\$ (5,610)	103.6%	Paid in August & February
		Total Capital Expenses:	\$ 448,287	\$ 474,332	105.8%	N/A	\$ (26,045)	105.8%	
		TOTAL OPERATING & CAP EXP'S	\$ 787,940	\$ 593,715	75.4%	\$ 44,840	\$ 149,385	81.0%	
REVENUE									
				% REC D			% REC D		
63410500	47501	Old Betterment - Principal	\$ 22,885	\$ 5,192	22.7%	N/A	\$ (17,693)	22.7%	(2) Pmts due Feb/May
63410500	47502	Old Betterment - Interest	\$ 1,144	\$ 260	22.7%	N/A	\$ (884)	22.7%	(2) Pmts due Feb/May
63410500	47503	New Betterment - Principal	\$ 189,830	\$ 89,836	47.3%	N/A	\$ (99,994)	47.3%	(2) Pmts due Feb/May
63410500	47504	New Betterment - Interest	\$ 140,832	\$ 63,382	45.0%	N/A	\$ (77,450)	45.0%	(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	\$ -	\$ 48,803	N/A	N/A	\$ 48,803	N/A	(4) Unbudg Betterments Paid in Adv.
63410500	47506	Unapp WW Better TC Int	\$ -	\$ 789	N/A	N/A	\$ 789	N/A	(4) Unbudg Betterments Paid in Adv.
63410500	49740	Transfers from Capital-Town	\$ -	\$ -	N/A	N/A	\$ -	N/A	
		Total Debt/Betterment Rev	\$ 448,287	\$ 208,262	46.5%	N/A	\$ (240,025)	46.5%	
63410500	42105	User Charges	\$ 311,653	\$ 198,505	63.7%	N/A	\$ (113,148)	63.7%	(5) Treas. working on receipts
63410500	48210	Interest Earned on Savings	\$ 5,000	\$ 5,712	114.2%	N/A	\$ 712	114.2%	(6) New FY20
63410500	41750	Penalties & Interest	\$ -	\$ 402	N/A	N/A	\$ 402	N/A	
63105000	42111	Wastewater Liens	\$ -	\$ 3,325	N/A	N/A	\$ 3,325	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.
		Total Operating Revenue	\$ 339,653	\$ 207,944	N/A	N/A	\$ (131,709)	N/A	
		TOTAL REVENUE	\$ 787,940	\$ 416,205	N/A	N/A	\$ (371,735)	52.8%	
OPERATING INCOME/(LOSS)									
		Total Operating Revenue	\$ 339,653	\$ 207,944					
		Total Operating Expenses	\$ 339,653	\$ 119,384					
		Net Operating Income/(Loss)	\$ -	\$ 88,560					Budget: \$60k Retained Earn's-Oper's WWMD 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= \$70,755.38 (6/28/19), Q1=\$71,903.56 + \$191,22 = \$72,094.78 went out 10/16/19. Treasury has revenue to input.
- 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 WWMD. Treasury working on other debt adjustments.
- B) Finance to remove \$22,181.53 of LTD Principal charged to WWMD in FY19.

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION					
FY2020 MONTHLY FINANCIAL REPORT-		January, 2020			
			ENCUMB		TOTAL ACT
	FY20 BUDGET	YTD ACTUAL	BALANCE	BUDGET BAL	% SPENT
Salaries (Acct Spec/WOM)	\$ 87,600	\$ 48,686	\$ -	\$ 38,914	55.6%
Services Expenses	\$ 231,203	\$ 69,435	\$ 40,748	\$ 121,020	47.7%
Goods Expenses	\$ 20,850	\$ 1,262	\$ 4,092	\$ 15,496	25.7%
Capital Expenses	\$ 448,287	\$ 474,332	N/A	\$ (26,045)	105.8%
Total Operating & Cap Exp's	\$ 787,940	\$ 593,715	\$ 44,840	\$ 149,385	81.0%
Total Revenue	\$ 787,940	\$ 416,205	N/A	\$ (371,735)	52.8%
Net Income/(Loss)	-	(177,509.78)		(521,120)	
Total Operating Revenue	\$ 339,653	\$ 207,944	N/A	\$ (131,709)	
Total Operating Exp's	\$ 339,653	\$ 119,384	\$ 44,840	\$ 175,430	48.4%
Net Operating Inc/(Loss)	\$ -	\$ 88,560	N/A	(307,138.92)	

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
 FY2020 MONTHLY FINANCIAL REPORT- **January, 2020**
 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	7/1-8/13/19 \$ 352.89	8/14-9/13/19 \$ 34.27	10/22/19 \$ 55,993.55	11/14/2019 \$ 34,432.31	11/30/2019 \$ 14,315.25	12/31/2019 \$ 26,994.84	1/31/2020 \$ 66,381.94	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42105												\$ 198,505.05
6308 Penalties & Interest	\$ -	\$ -	\$ -	\$ -	\$ 20.46	\$ 348.93	\$ 32.30	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/41750												\$ 401.69
6303 Miscellaneous Rev:												
63105000/43299-Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/43299-Betterment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,192.30	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47501												\$ 5,192.30
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 259.62	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47502												\$ 259.62
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												\$ -
6307 Int. Earned on Savings	\$ -	\$ 987.87	\$ 987.87	\$ 1,272.91	\$ 1,650.29	\$ 812.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48210												\$ 5,711.74
6309 Wastewater Uens	\$ 1,319.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,005.32	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42111												\$ 3,325.31
6311 WW Better TC Rev	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,478.05	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47503												\$ 89,835.94
6312 WW Better TC Int	\$ 286.31	\$ 627.32	\$ -	\$ -	\$ -	\$ -	\$ 62,468.05	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47504												\$ 63,381.68
6313 UNAPP WW Better TC Rev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,803.17	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47505												\$ 48,803.17
6314 UNAPP WW Better TC Int	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 788.90	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47506												\$ 788.90
63 Wastewater Retained Earn's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48600												\$ -
63 Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49740												\$ -
Total Revenue	\$ 2,317.08	\$ 1,649.46	\$ 56,981.42	\$ 35,705.22	\$ 15,986.00	\$ 28,156.57	\$ 275,409.65	\$ -	\$ -	\$ -	\$ -	\$ 416,205.40

Notes:
 Miscellaneous Revenue:
 Unapportioned Principal/Interest: 234.8PR New Better in full; Principal \$48,803.17 and Interest \$788.90

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: March 11, 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.
Paul Brinkman Town Engineer is planned to be in attendance.*

- 7:30 1. Call to order
- 7:30 2. Public comment
- 7:35 3. Welcome new member, Mike Gitten.
- 7:40 4. Wastewater Connection Application form and Workflow Process. Modifications. Request extension of permissions for DPW Director and Town Engineer approvals of specific applications.
- 7:50 6. Long Term Financing Needs – Continued discussion regarding balancing revenues and future betterment/debt gap and identified capital purchases.
- 7:55 7. Monthly Operations Reports (MOR) of wastewater activity at the Wastewater Treatment Facility (Town Center) and the Wastewater Treatment Plant (High School).
- 8:05 8. Infiltration Inflow Control Plan – MassDEP update.
- 8:15 9. Alta at River's Edge wastewater discussion update.
- 8:20 10. Significant Procurements:
 - A) Sludge Hauling
 - B) Operations & Maintenance Contract RFP
- 8:25 11. Administrative Items:
 - A. Wastewater Treatment Facility Capital Account #44443103 – WWMD to make a motion to close the account. Lab equipment not supplied.
 - B. 234 Boston Post Road paid off their New Betterment in full. Principal and Interest \$49,592. Approximately \$1,100 more to come in when Old Betterment is paid.
 - C. Sewer Use Applications Processed:
 - a) 27 Lillian – Basement renovation.
 - b) 234 BPR – New Owner.
 - c) 310 Boston Post Road – New tenant.
 - d) 71 Andrew Ave – Femiluxe.
 - D. February, 2020 meeting with Town Administrator, Finance and Treasury to discuss accounting adjustments.

- 8:45 12. Approve minutes from previous meetings – January 8, 2020. No meeting February, 2020.
- 8:50 13. Review Monthly Financial Report (MFR).
 - A. December, 2019 and/or January, 2020 (if available).
- 9:00 14. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:05 15. Calendar: Upcoming meetings, events and hearings – April 15, 2020.
 - A. Review topics for future discussion.
- 9:10 16. Adjourn