

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF June 3, 2020**

**In Attendance via Zoom:** Rick Greene, Mike Gitten, Uday Virkud and Jane Capasso

**Absent:** All Present

**Guests Via Zoom:** Paul Brinkman, Town Engineer; Cherry Karlson, Selectmen; Seath Crandall, Management Analyst-Selectmen's Office; Michael McCann, IT Director; Tom Holder, DPW Director

**Meeting Location:** 7:30 pm Zoom Call

**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

Rick: Read the opening statement from the Agenda relating to the public calling into the meeting.

7:31 2. Public comment

Seath: No public comment at this time. The calls are on a delay and he will let us know if there is any public comment.

7:35 3. Financial Review – Review FY20 projected close expenses and revenues and FY21 Budget.

Paul: This is a conversation and overview in preparation for the Rate Hearing on June 24, 2020. We are looking at the operational side of things and not the capital. We will review both in more detail in the future. The spreadsheet on the screen shows expenses and revenue for FY19, FY20 and the FY21 budget. From this information we will create a user charge to fund the FY21 budget. With Pezz's (Treatment Plant Manager) help our FY20 expenses are coming in a little lower than budgeted and we will have a small surplus. Rick: Concerned with the gap between actual and budget for the FY20 user charge revenue and the effect the Corona Virus mandatory shutdown of our businesses will have. Paul: The numbers you see are our projection to the end of the fiscal year and include Panera leaving. Mike: What led to the increase in interest earned on savings? Paul: The Town calculated WWMD's interest earned for the last several years based on the retained earnings and transferred the funds to WWMD to cover the past interest due. Uday: Expressed concerns relative to the utility budget. Paul: Changes in operations, electric rates and adding the SCADA system. The numbers include a little bit of a buffer for rate changes and if we have a cold winter.

FY21 Rate Setting Schedule: Paul: The schedule is based on a blend of flow and allocated capacity using current rates and a projected percent increase to equal the user charges required to cover operating expenses in FY21. Detailed discussion on the percentage to increase the rates and the use of Tier 2 revenue to cover expenses.

Uday: What is our split between Commercial and Retail revenue? Paul: Commercial use is down, but residential is likely up. He will research this for the next meeting.

Typical Wastewater Bill Schedule: Paul: This is an example of an annual bill for a two bedroom condo using the new rates at 5%. The annual bill will be approximately \$938 and the prior year bill \$893. This is about a \$40 per year increase.

Cherry: The budget cannot be changed, but you can amend it on the Town Meeting floor. Uday: We are asking for a \$60,000 increase in the budget that needs to be explained. Last year we asked for a modest increase. Note: The increase in budget from FY20 to FY21 is only \$20,000. Paul: We cannot budget to what we actually spend. Unforeseen repairs occur and the plant is now running at full and in the past it was not. Cherry: With municipal finance you cannot come up short and you have to budget slightly more than you need. If everything opens up you need to have the money to cover the costs.

Mike: How is the debt paid? Rick: It is billed separately. Paul: We will be including debt numbers in future iterations of this model. We are planning on analyzing this by the fall. Mike we would like to see where our expenses are going up and how the debt relates to this. Paul: We budget for other needs in our contingency account and use the retained earnings number to cover unforeseen items. Capital would be for large items, if needed, and typically bonded.

Paul: Please review these schedules and email me with any questions. We will use this information to set the FY21 rates on June 24, 2020.

8:10 4. Rate Relief for FY2020

Paul: The WWMD received \$963 of Rate Relief from State. This was recorded as betterment miscellaneous revenue.

8:11 5. Alta at River's Edge - Wastewater discussion update.

Paul: Plans are moving forward for the Wastewater Treatment Facility to process the effluent and send it back to Rivers Edge's and some to the river. We are working on the specifics to build a pipeline to make all connections and update any equipment with zero cost to the district. Expected impact is in one to two years.

8:13 6. Monthly Operations Reports (MOR) of wastewater activity at the Wastewater Treatment Facility (Town Center) and the Wastewater Treatment Plant (High School).

Paul: March we looked at what needs to be done. April Pezz and I alternated overseeing the plant due to the Corona Virus shutdown. We repaired the Odor control and it is working well. May 19, 2020 Wayland Excavating repaired a small pump outside, which is used for the sinks and drains in the plant with an estimated cost of \$8,000 to \$9,000. This could have been broken since the plant was built. The plant is running well with minimal repairs.

Paul: Our new contract for Operations & Maintenance is still in development. WhiteWater increased their hourly rates, outside the contract, which has a minimal effect on us since Pezz does all the work associated with non-routine tasks and maintenance.

7:31- 7. Approve minutes from previous meetings – March 11, 2020 minutes.  
7:35

Rick: Item 4 motion was changed. This allows the DPW Director and Town Engineer to approve Sewer Use Applications with certain restrictions.

**Rick: Motion to approve the minutes as written. Second Mike and third Uday.  
Rick: Motion approved 3-0.**

8:20 8. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

The June 24, 2020 board meeting will be his last meeting. Cherry: There are no candidates at this time to take Uday's place.

8:21 9. A) Calendar: Upcoming meetings, events and hearings – June 24, 2020 at 7:30pm  
Rate Hearing.

B) Review topics for future discussion. No discussion.

Seath: No public comment so far.

8:23 10. A) Adjourn. Rick moved to adjourn. Mike second, Uday third. Approved 3-0.

Attachments:

FY19-FY21 Summary Budget  
Rate Setting FY21 Schedule  
Typical Wastewater Bill  
March 11, 2020 Minutes  
Agenda

	FY 2019 Close	FY 2020 Budget	FY 2020 Anticipated at Close	Estimated % realized	FY 2021 Approved Budget
<b>Costs</b>					
Salaries	\$ 29,531	\$ 87,600	\$ 82,600	94%	\$ 88,330
Services	\$ 124,263	\$ 164,140	\$ 123,904	75%	\$ 166,005
Supplies	\$ 10,309	\$ 13,000	\$ 9,630	74%	\$ 13,000
Utilities	\$ 46,726	\$ 40,000	\$ 46,028	115%	\$ 54,750
Indirect Costs	\$ 94,965	\$ 34,913	\$ 34,913	100%	\$ 36,472
Debt Service					
New Debt Service					
<b>Total Costs</b>	<b>\$ 305,794</b>	<b>\$ 339,653</b>	<b>\$ 297,075</b>	<b>87%</b>	<b>\$ 358,557</b>
<b>Revenues</b>					
User Charges	\$ 263,080	\$ 311,653	\$ 265,000	85%	\$ 317,557
Interest on Savings	\$ 11,144	\$ 5,000	\$ 38,264	765%	\$ 10,000
Penalties and Interest		\$ -	\$ 522		\$ -
Wastewater Liens		\$ -	\$ 5,825		\$ -
Retained Earnings - Operating	\$ 31,570	\$ 23,000			\$ 31,000
Betterments					
Retained Earnings - Debt Service					
<b>Total Revenues</b>	<b>\$ 305,794</b>	<b>\$ 339,653</b>	<b>\$ 309,611</b>	<b>91%</b>	<b>\$ 358,557</b>
Cost/Expense Balance	\$ -	\$ -	\$ 12,536		\$ -
<b>Surplus / Deficit</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,536</b>		<b>\$ -</b>
<b>Retained Earnings (Fund Balance)</b>					

## Rate Setting FY 2021

Projected Usage (Ccf)	Existing Rates	Existing Revenue	Rate Increase	New Rate	New Revenue	
Base Charge	38,331 \$	6.05 \$	231,900.20 \$	5.0%	6.35 \$	243,495.21 \$
Tier 1	12,685 \$	4.54 \$	57,589.90 \$	5.0%	4.77 \$	60,469.40 \$
Tier 2	-	13.62 \$	-	5.0%	14.30 \$	-
		\$	289,490.10 \$			\$
		<b>Total \$</b>	<b>289,490</b>		<b>\$</b>	<b>303,965</b>
		<b>Budget Value \$</b>	<b>317,557</b>	<b>Revenue Increase \$</b>	<b>14,475</b>	
		<b>Difference \$</b>	<b>(28,067)</b>	<b>Difference \$</b>	<b>(13,592)</b>	

78562 gpd  
38330.61 HCF/yr  
Current Allocated cap:

70203 gpd  
34252.23 HCF/yr  
Current Connected Ca

26000 gpd  
12685 HCF/yr  
Connected Use

### Typical Wastewater Bill

2 persons per service  
55 gpcd (1/2 Title V)  
40150 gallons per year  
110 gallons per day  
54 HCF per year  
13 HCF per quarter

Base Charge \$	170.47 (2 Bedrooms)
Tier 1 \$	63.96
1/2 Year Bill \$	234.43
Annual Bill \$	937.71
 \$/gallon \$	 0.0234

**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

**Draft 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 WWMDC. 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 – WWMDC 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

**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**

**NOTE:** In compliance with the revised Open Meeting Law requirements, we will live stream the meeting on WayCAM. Public comment will be received by phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. All calls during the public comment period will be addressed. Thank you in advance for your patience and understanding.

**NAME OF BOARD/COMM:** Wayland Wastewater Management District Commission  
**FILED By:** Jane Capasso  
**DATE OF MEETING:** June 3, 2020  
**TIME OF MEETING:** 7:30 PM  
**PLACE OF MEETING:** Zoom Call

**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
- 7:31 2. Public comment
- 7:35 3. Financial Review – Review FY20 projected close expenses and revenues and FY21 Budget.
- 7:48 4. Rate Relief for FY2020
- 7:50 5. Alta at River's Edge - Wastewater discussion update.
- 7:55 6. Monthly Operations Reports (MOR) of wastewater activity at the Wastewater Treatment Facility (Town Center) and the Wastewater Treatment Plant (High School).
- 8:05 7. Approve minutes from previous meetings – March 11, 2020 minutes.
- 8:10 8. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:15 9. A) Calendar: Upcoming meetings, events and hearings – June 24, 2020 at 7:30pm  
Rate Hearing.  
B) Review topics for future discussion.
- 8:20 10. A) Adjourn