

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

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso
Absent: None
Guests: Chris D'Antonio, Paul Brinkman, Town Engineer, Linda Segal
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.

7:35 1. Call to order

7:35 2. Public comment - None

7:35 3. 234 Boston Post Road – Chris D'Antonio attending to discuss WWMD approval of a connection application for a new connection to the Wastewater Treatment System. He is converting a garage into an office.

Chris: Handout with plot plan and picture of garage. Looking for a new tie-in to the wastewater main on Boston Post Road. This will be a small real estate company open Monday – Friday, 7:00 am to 4:00 pm in the now vacant garage. The renovated garage will be two stories, not to exceed 1,000 sq ft. He spoke with Paul Brinkman about using the existing sewer tie-in used by the other two buildings on the lot. Paul will assess the pump to see if it can handle the flow. Chris will do the designs once he knows he has the ability to tie-in and the he will buy the two buildings and garage. The building is within the zoning regulations.

WWMD reviewed the handouts and water use for the last three quarters. Fred: There is an outstanding balance on the Wastewater Account. Chris: This will be finalized at the closing in the fall. Linda Segal: Asked if the garage has floor drains for environmental reasons. Chris: No, it was used as storage. Fred: Motion to approve the Sewer Connection Application for another 75 gpd of design flow for 234 BPR. Making the entire design flow for the property to be 1,075 gpd. Rick second the motion. All in favor 3-0. Chris agreed to pay the Privilege Fee of \$4,880.25 within 90 days of the Connection Application being signed on June 13, 2018.

7:53 4. Paul Brinkman, Town Engineer:

A. Wayland Meadows Status of Land and Design Flow – Betterment transfer from WWMD's books to the Town.

Paul: Working with Jane to update the betterment spreadsheets. Fred: Wayland Meadows. No further discussion on design flow. Paul: betterment issue with tax payments was abated by the Assessor's office. Jane is working with Finance to finalize the journal entries related to the PILOB and other fees received from the Town. Treasury removed the betterment from the State's records.

B. National Development Update – Email from Dave Costello: We are working on looking into feasibility/pricing of creating a leaching field. Hoping to get budget pricing by June 15, 2018.

Paul: National Development is in the process of getting quotes to install a

leaching field in the parking lot to the south of the treatment plant which is on their property. Fred: This was always a possibility on this site and it could help with further design flow requests by National Development. Their effluent could be treated at the Treatment plant and sent to the leaching field and not to the river. There is a possibility of our processing 10,000 gpd, which our plant can handle. Rick: Could this possibly alleviate the Administrative Consent order? Fred: We are not changing the service area. We are enhancing the properties that are there. Paul: We will have to wait and see what the hydrological study will say about increasing flow.

Linda: If the processing goes over 10,000 gpd does this trip MEPA? Paul will check on this. Linda: The overriding history of this property includes Raytheon's cleanup. Will Raytheon be involved in the meetings? Paul: Yes. Raytheon has concerns on whether discharge into ground water would disturb what they have already cleaned up.

Rick: If the leaching field is built, there will be capital and operational costs for the WWMD. Paul: You can collect user fees to cover this and the labor component will basically be the same. Paul: Once the pricing for the leaching field and WWMD's capital costs are determined this should be discussed in Executive session. Paul: Estimated National Development's costs may be \$250,000 - \$300,000.

Rick: The WWMDC will have to have a discussion on what National Development's rights to design flow will be verses the rest of the users. They will now come to WWMD to ask about processing capacity. Rick: We will now have to figure out how to price the processing verses the discharge capacity. Paul: Generic discussions on this have occurred.

C. Account 2701100, Brendon Homes – Board decision on account.

Paul: It is hard to determine who is responsible for the outstanding bill. When the property was sold, assumptions were made and the bill was not paid at the closing. Rick: It is not our responsibility that the bill was not cleared at the closing and it is not our job to chase down who owns this. Paul: You will incur legal costs and it will cost more money to settle this than you will collect. Paul suggests the WWMDC should forgive this. Rick: Doesn't believe we should pay this since Brendon Homes should have researched all outstanding bills. Fred's first motion cancelled. Fred: Motion that the WWMDC would like to write-off the outstanding balance on account #2701100 in the amount of \$4,020.95 as of May 29, 2018. No further interest charges are to be accrued. Uday second the motion and Rick against. Motion passed 2-1.

D. Treatment Plant Sanitary Sewer Overflows on Saturday, January 27 and Sunday, January 28, 2018. Reporting to MassDEP as required. Russ Tierney, WhiteWater Inc. agreed to credit the WWMDC for sludge on January 27 and 28, 2018 and labor starting on January 28 – 30, 2018 as well as markup on sludge. Credit Invoice totaling \$6,931.25.

Paul: WhiteWater Inc agreed to Pay almost all of the bills.

E. Membrane #1 Cleaning – Observed cleaning over the several day period. Train #2 handled all system flows without issue. Covers were not as difficult as originally anticipated to remove. Membranes and tank were significantly impacted by high solids, sludge. Several causes were attributed to this. They

include:

1. Failure to conduct routine cleaning and inspection of membranes.
2. Unbalanced flow between the two trains. Higher loading rates to train #1.
3. Clogging of scour air header for membrane cassettes.

Paul: Final cost of \$20,607 included a lot of labor.

- F. Membrane #2 Manual Cleaning – Flow rates, pressures, etc. are not displaying issues at levels noted in train #1. Observations of tank surface do not appear to demonstrate significant issues. Recommend tank be taken out of service later in the year for inspection and cleaning – preventative action. Chemical Cleaning recently performed with good recoveries of flow rate and transmembrane pressures.

Paul: Delaying this for the WOM to oversee. Running fine. Recent chemical cleaning was successful.

- G. River Rock Pump Station - WhiteWater notified us that there are accumulations of debris in the wet well. They recommended wet well to be cleaned and skimmed to remove heavy mat. Paul spoke with the Condo Association. They are reviewing their documents. Paul attempted to contact them the week of May 7, 2018. No response to voice mail as of this agenda date.

Paul: Owners have not acknowledged this. Rick: By not monitoring this will it harm our system. Paul, it will hurt their system. There is a layer building up and I told WWI not to treat this. We will send a new letter with stern language. Fred will sign the letter.

1. Other Treatment Plant Repairs & Maintenance: Keyes North Atlantic – Performed the Annual Dry Drip Test on June 8, 2018.
2. Plumbing Issues – DPW acquiring camera that can be used in manholes/tanks. Will inspect when available.
3. Alarm System – Need to discuss with WhiteWater and SCADA Contractor.
4. HVAC
5. Ejector Pump

Paul: DPW is purchasing a camera to look at manholes. He will use this to look in the tanks.

- H. Verizon Phone Line Upgrade – Verizon has completed the change out. SCADA improvements can take place now. Using Water Dept. SCADA contractor. Awaiting coordinated visit.

Paul: Will Coordinate with SCADA contractor and take care of this. The contract is not in this area very often.

- I. RFP for Contracting a Treatment Plant Operator – Priority has been increased. Will be started in the next couple of weeks. Coordinating with Ben Keefe. Will draft and get input from WWMDC and Facilities (Wayland High School) when complete. Expect two to three-month process.

Paul: Working on this, but has been busy putting out fires. He will prioritize this and have a draft by the end of next week.

J. Eversource Priority List.

Paul: Gave the list to the guy who handles the electric bills and copied police and fire chief. Paul will send him an email.

K. Tata & Howard – Water Main Project is bidding currently. Bids to be received 6/13/18. The plans and specification include several provisions for the protection of the WWMDC infrastructure, including test pits.

Bids opened for this June 13, 2018. Will start on the project in 4-5 weeks. Test pits are being done where a pipe crosses a sewer for each lateral. The work will be done at night. Replacement of existing water mains is from Pelham Island Road to Russell's Garden Center.

L. Status of Hiring DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Once the process is set up Paul can provide interim services for non-emergency mark-out requests. This will be included in the RFP for O&M services. The new WOM would be responsible for this in most cases.

Paul: Waiting for the WOM to be hired. I am doing this in relation to the water main project.

M. Treatment Plant Capital Items:

1. SCADA System and Security Cameras – See note above.
2. HVAC System, PM Filter and Air Valves – The Town HVAC Contractor is to provide a quote for remaining HVAC issues and maintenance on the boiler.

8:35 5. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position and funding for the WWMD collection and treatment facility and the WHS treatment facility was approved at the April, 2018 annual town meeting. The position will be jointly funded by the WWMDC (60%) and the School Department (40%). The position was advertised for current Wayland Staff on May 30, 2018 with a closing date of June 22, 2018. Posted to association websites w/e 6/8/18. For FY2019, the DPW Director will direct the day-to-day activities of the WOM.

Paul: Bids are out. Not a lot of response. Some trade sights have not listed this yet. He asked the advertised trade sights to get this out.

8:37 6. Update of implications of long-term design flow needs for the WWMD. No discussion.

8:38 7. Finalizing FY2019 Budget and Rates.

Taking Uday's suggestion from the May meeting, we want to draw down from retained earnings to make the rates as close to FY2017 as possible. The revised spreadsheet (attached to the agenda on the WWMDC website) indicating that using \$60,000 of retained earnings is reasonable. Rates for FY2019 will then be approximately what they were in FY2017 but a little higher---Capacity: \$2.88/gpd/yr

vs \$2.79/gpd/yr and flow: \$2.16/gpd/yr vs \$1.97/gpd/yr. WWMDc needs to approve using \$60,000 of retained earnings to fund the budget making the FY2019 rates be Capacity: \$2.88/gpd/yr and flow: \$2.16/gpd/yr.

Fred: We would have to withdraw \$60,000 in retained earnings to reach the rates stated above and to be pretty close to FY2017. Rick: Using a flow of 26,202 gallons per day is reasonable considering we no longer have Bertucci's and Whole Foods on the system. We can't anticipate this will go up in the near future. Uday: Motion that the WWMDc approve using \$60,000 of retained earnings to fund the budget making the FY2019 rates be Capacity: \$2.88/gpd/yr and flow: \$2.16/gpd/yr. Fred second the motion. All in favor 3-0.

8:43

8. Administrative items:

A. Connection Application Review Process – Decision on Julia Junhann's, Health Department, letter.

Jane: Does WWMDc need to sign off on Connection Applications that do not have a change in use or flow? The Health Department would like to know the WWMDc's opinion on Board of Health Applications where people may be adding on a bedroom, but their application does not indicate this. Rick: This is an ongoing problem with the Lillian Way and River Rock properties. These properties are deed restricted to two bedrooms. The WWMDc has no authority to enforce building code. Rick: Proposes that we would like the BOH to continue to provide us their judgement, based on their regulations, whether a bedroom is being added. Then the WWMDc would review the Connection Application. Uday: Agrees. The Health department has the responsibility of regulating Title V. Paul: The Health Department is following the rules and he suggests the WWMDc should review Connection Applications when there is a change in use or flow. Paul will have a more detailed discussion with all the parties involved. WWMDc agreed that they only want to see Connection Applications with a change in use or flow.

B. 23 Lillian Connection Application – Requires Board approval. No discussion based on decision in 8A.

C. 37 Lillian Connection Application – Requires Board approval. No discussion based on decision in 8A.

D. Monthly Operating Report, decision on new design - Rick: Budget your expenses across the months seasonally. Paul: This is hard to do. Paul and Jane will discuss the new design and Rick's request.

E. FY19 Rate Hearing Planning – Fred: We will approve the budget in February, and continue discussing the rates until done. In January Jane will advertise the opening of the rate hearing 30 days in advance of the February board meeting.

F. FY18 Bill Sign-Off – Final bills for FY18 need to be signed on June 28, 2018. Fred will sign them.

G. Account Specialist Review due June 16, 2018. No discussion.

9:27

9. Wastewater Rules and Regulations No discussion.

9:27 10. Approve minutes from previous meetings – May 16, 2018.

Rick: Motion to approve minutes of May 16, 2018 as written. Fred second the motion. All in favor 3-0.

9:29 11. Pay Bills, monthly budget update, unbudgeted expenses list, year-to-date finances and monthly commitments.

Review bills totaling \$29,259.97. Increased costs due to the cleaning of Membrane #1 for \$20,607. WhiteWater credited \$8,000 for the spill and corresponding charges that occurred on January 27 and 28, 2018. Reviewed year-to-date actual to Budget. Uday: Motion to approve the bills. Fred second. All in favor 3-0. Commitment letter signed.

9:35 12. Website status: Recent postings and organization. No Update.

9:35 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Board Decision on BOH applications with perceived new bedrooms. Discussed in 8A above.

9:36 14. Calendar: upcoming meetings and events, including hearings.

Upcoming meetings: July 11, 2018 and August 8, 2018. Rick will have a draft of the Annual Report for review next month.

9:37 15. Public Comment – None.

9:37 16. Adjourn

Attachments:
234 Boston Post Road
FY19 Final Rates & Budget
Julia Junghanns Letter
Jane Capasso – 23 & 37 Lillian Way
Monthly Operating Report Format Change
June 30, 2018 Forecast of Remaining Bills
Commitment Letter
Agenda



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

2701046

Updated 11/20/17

SEWER CONNECTION APPLICATION

(For New Connection or Modification to Existing Connection)

Property Owner/Applicant's Name: Daniel Martinez Date: April 16, 2018
Contact Phone #: 508-294-9795 Contact Email: melmaria@verizon.net
Property Address: 234 Boston Post Road (Rear)
Describe Proposed Use or Modification: Convert existing 2 car garage to office.

| | | Title V Design Flow Calculation: Use MGL, Title V, 310 CMR 15.203. Located on the WWMD website. Review and approval by WWMD & Health Department. | | | | |
|---|---------------------------------------|--|---|--------------------------|---------------------------------------|-------------------------------------|
| Reason for Application | Pipe Connection Required? (Yes or No) | Type of Establishment? If a change in use, indicate below. | Unit Type & # of Units. If a change in use, indicate below. | Gallons Per Day per Unit | Total GPD (# of Units X GPD per Unit) | Privilege Fee (\$65.07 X Total GPD) |
| New User | Yes | Convert garage to office | Convert garage to office | 75 | 1,000 S.F. | \$4,880.25 |
| Currently Paying for Design Flow, Requesting Connection | | N/A | N/A | N/A | N/A | N/A |
| Connected, Change in Use and/or Connection | | | | | | \$ - |

Property Owner/Applicant Acknowledgement:

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

Signature of Applicant: Daniel J. Martinez Print Name: Daniel J Martinez Date: 04/17/2018

| WWMD/TREASURY DEPARTMENT USE ONLY | |
|--|--|
| Privilege Fee for New Connections: \$ <u>4880.25</u> | (Design Flow <u>75</u> gpd X Fee \$ <u>65.07</u>) |
| WWMD Approval [<input checked="" type="checkbox"/>] or Disapproval [<input type="checkbox"/>]. Signature: <u>[Signature]</u> | Date: <u>13 June 2018</u> |
| Comments: <u>Need to pay Privilege Fee in 90 days, and developer will continue to work with other town depts</u> | |
| Treasury Department - Privilege Fee: Check #: | Date: Received By: |

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

RECEIVED

MAY 28 2017

APPLICATION FOR BOARD OF HEALTH APPROVAL TO OBTAIN A BUILDING PERMIT

(Please Print ALL Application Information Unless Directed Otherwise)

Wayland Wastewater
Management District

FEE SCHEDULE: (Checks payable to "Town of Wayland")

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

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

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

Public/Semi Public Pool - \$ 200

App # _____

Permit # _____

Check # _____ Fee Paid \$ 0 *No fee*Property Location: 234 Boston Post RoadProperty Owner(s): Daniel MartinezProposes to Change / Construct / Demolish (please describe project): Convert the existing two car garage to office space (not to exceed 1,000 S.F.). The tenant for the proposed office will be a small real estate company.This property is served by: ☐ Subsurface Sewage Disposal System ☒ Town Sewer (WWMDC pre-approval required)☐ (check) I have, or may have wetlands, a stream, river, or other water body on or near my property and I have contacted the Conservation Commission regarding this project. Cons Com submittal date (if applicable): _____

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

1. ☐ to construct a new building.
2. ☐ to add to an existing dwelling or other existing building.
3. ☒ to alter an existing dwelling or other existing building.
4. ☐ to change the use of an existing dwelling or other existing building.
5. ☐ for additional use of an existing dwelling or other existing building.
6. ☐ to demolish an existing dwelling or other existing building.

RECEIVED

APR 20 2018

TOWN OF WAYLAND
BOARD OF HEALTHContractor's Name: Owner (If Homeowner write "Owner")

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

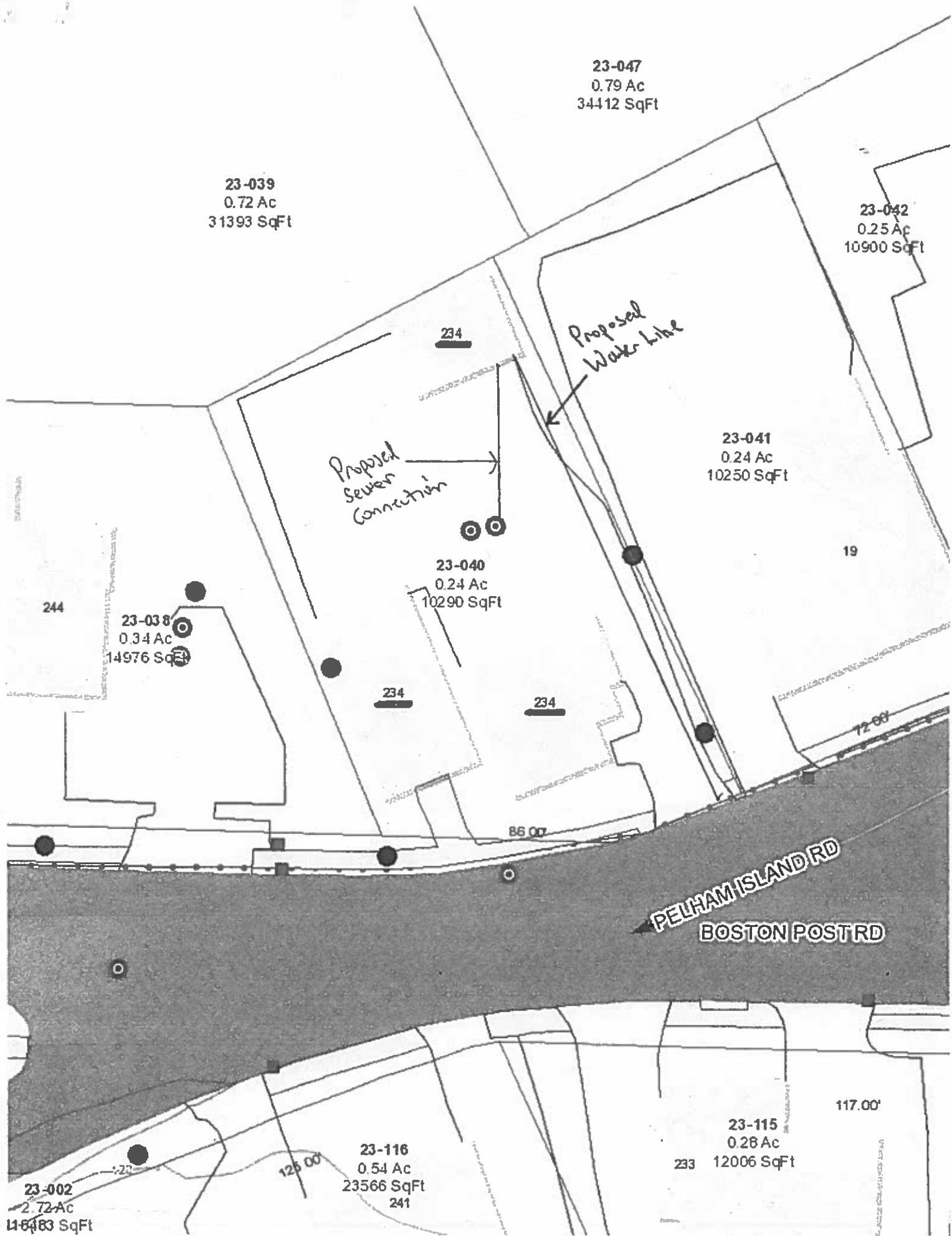
Applicant Signature: Daniel J. Martinez Owner/Agent, Please Circle OneThe applicant warrants the truthfulness of the information in the application and that if any of the information provided is incorrect, the building permit may be revoked. If Agent: (check) ☐ "I hereby certify that the proposed work has been authorized by the owner and I have been authorized by the owner as their agent to make this application on their behalf."Applicant Name: Daniel Martinez Owner/Agent, Please Circle OneFull Address: 49 Mohawk Dr. Acton, MA. 01720Phone/Cell: (508) 294-9795 Email: melmarly@verizon.netWWMDC Authorization
Board of Health ActionApproved ☐ *
Approved ☒Disapproved ☐
Disapproved ☐

BOH Comments / Conditions:

** CONCEPTUAL APPROVAL for discussion purposes.*
*** Applicant will need to pull a formal BOH building permit w/ plans and specifics.*
*** Approximately 1000 sq ft of office space to generate no more than 75 gallons per day.*

Approval Date: 5/23/2018 Board of Health (or Agent): Daniel R. McLaughlin

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





BURKE & BURKE
ATTORNEYS AT LAW
FIVE WASHINGTON STREET (ROUTE 16)
P.O. BOX 10
SHERBORN, MASSACHUSETTS 01770-0010
PHONE: (508) 653-5252
FAX: (508) 651-9276
e-mail: john@johnburkelaw.com

April 17, 2018

Geoffrey S. Larsen
Building Commissioner
Town of Wayland
41 Cochituate Road
Wayland MA 01778

Re: 234 Boston Post Road, Wayland
Assessors Map ID 23/040

Dear Commissioner Larsen,

This office represents Chadwick Homes, LLC, of 73 Pelham Island Road, Wayland, MA, ("Chadwick"). Chadwick intends to purchase the above identified property. There are 3 structures located on the property and Chadwick plans to redevelop the building currently used as a garage located on the northeasterly most corner of the property. Chadwick plans to convert the existing garage to office use. Chadwick has asked that I examine the Zoning By-laws of the Town of Wayland and provide you with an opinion in respect to that use.

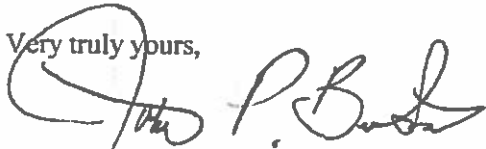
In connection with the above, I have examined the Zoning By-laws of the Town of Wayland, (Chapter 198) to date to develop this opinion. In addition, I have examined the Assessors records for the above described property and the zoning map of the Town of Wayland. Based on the above the above examination, it is my opinion as follows:

1. The property is located entirely within a Business A District
2. According to attachment 3 of the Wayland Zoning By-law business use No. 8 (office) is allowed (as of right) within a Business A district
3. No special permit or other zoning relief is required under the Wayland Zoning By-law for the proposed use.

With respect to the Site Plan Review requirement of the Zoning By-law Chapter 198-601, the proposed project will be exempt from Site Plan review because it falls under Exception 601.2.3 in that the proposed structure is less than 3,330 sq. feet (approximately 960 sq. feet). Accordingly, it is my opinion that the property is not subject to a requirement for a Special Permit under Site Plan Review Section of the Zoning By-law.

If you should have any questions concerning this opinion, please contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "John P. Burke". The signature is fluid and cursive, with the first name "John" being more legible than the last name "Burke".

John P. Burke, Esq.

JPB/

4963

CHADWICK HOMES LLC.73 PELHAM ISLAND RD.
WAYLAND, MA 01778 2625

4/19/2018

PAY TO THE
ORDER OF

Town of Wayland

\$ **150.00 -

One Hundred Fifty and 00/100*****

DOLLARS

Town of Wayland

MEMO

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈004963⑈ ⑆211371858⑆ 1388009569⑈

CHADWICK HOMES LLC.

4963

| | | | | | |
|-----------------|------|------------------|---------------|--------------|----------|
| Town of Wayland | | | | 4/19/2018 | |
| Date | Type | Reference | Original Amt. | Balance Due | Discount |
| 4/19/2018 | Bill | 234 BPR BOH appl | 150.00 | 150.00 | |
| | | | | Check Amount | Payment |
| | | | | | 150.00 |
| | | | | | 150.00 |

Village Bk-Chadwick

150.00

| WWMDC FY19 Final Budget & Rate Hearing | Actual FY2015 | Actual FY2016 | Actual FY2017 | FY18 Rate Billing/Sales | FY18 Final Budget (3) | FY19 Final Budget/Rate | FY19 Notes | Revised 6/13/18 |
|---|------------------|------------------|------------------|----------------------------|--------------------------|---------------------------|--|-----------------|
| INCOME | | | | | | \$60K (C&D) | | |
| Receipts (User Charges) | 214,078 | 257,294 | 295,690 | 186,648 | 191,120 | 283,083 | | |
| Old Betterment-Principal | 26,721 | 23,661 | 25,991 | 38,442 | 38,442 | 43,247 | Debt expense used for budgeting. Note C-3. | |
| Old Betterment-Interest | 7,509 | 5,915 | 4,767 | 7,350 | 7,350 | 5,256 | Debt expense used for budgeting. Note C-3. | |
| New Betterment-Principal | 207,494 | 199,333 | 197,696 | 245,000 | 245,000 | 238,077 | Debt expense used for budgeting. Note C-3. | |
| New Betterment-Interest | 12,589 | 182,003 | 175,414 | 180,265 | 180,265 | 165,506 | Debt expense used for budgeting. Note C-3. | |
| Current Year Transfer | | | - | - | 35,000 | - | One time transfer from Undesignated Fund Balance. FY18 Note 3 | |
| Undesignated Fund Bal/Operations | | | - | 50,567 | 50,567 | 60,000 | Note C-1 | |
| Net Operating Income: | 468,392 | 668,206 | 699,558 | 708,272 | 747,744 | 795,149 | Total needed for betterment income & operating expenses. | |
| EXPENSES | | | | | | | | |
| Personal Services | | | | | | | | |
| Salaries (Account Specialist) | 16,534 | 28,284 | 25,994 | 25,084 | 29,555 | 26,500 | Acc't Specialist: \$26,500 (includes \$1,000 overtime). No COLA. | |
| Indirect/Admin & Fringe Ben's | 0 | 24,288 | 24,669 | 28,831 | 28,831 | 94,985 | Town allocations plus hiring a Wastewater Operations Manager. Note C-2. | |
| Legal Services | 36,175 | 0 | 1,013 | 5,000 | 5,000 | 5,000 | No anticipated litigation. | |
| Professional Services | | | | | | | | |
| Facility Operating Contract | 47,775 | 46,962 | 46,800 | 47,700 | 47,700 | 50,000 | Contract ends 9/16/18 @ \$3,900/month. Paul Brinkman: FY19 10% increase, fixed rate over 3 years. Assumes new contractor with higher rates \$4,500 X 12 months. Reduced \$4,000 for new WOM overseeing expenses. | |
| Facility Labor & Other Prof. Serv. | 21,118 | 15,223 | 34,840 | 16,427 | 16,427 | 20,000 | FY17 Actual \$34,840 less Emerg. \$13,384 (\$7,015 268 BPR, \$6,369 install limit plant pump) = \$21,456 plus 3% year increase = \$22,763. Facility is incurring more repairs. Reduced \$3,000 for WOM overseeing expenses. | |
| Engineering Fees | 0 | 0 | - | - | - | - | For future use. | |
| NPDES Permit | 0 | 0 | - | - | - | - | For future use. Currently no fee for permit. | |
| Total Pers. & Prof. Expenses | 121,602 | 114,757 | 133,316 | 123,042 | 127,513 | 196,465 | | |
| Repairs & Maint. Expenses | | | | | | | | |
| Building Repair & Improvements | 5,814 | 2,478 | 6,590 | 2,000 | 2,000 | 5,700 | FY17 \$5,140 new contracts for fire extinguisher & fire alarm testing and emergency lights and \$1,050 limit plant heater and supply line repair. FY19 contracts total \$3,661 plus \$2,000 for miscellaneous charges outside WhileWater's contract totaling \$5,661. | |
| Equipment Repairs & Maint. | | | 20,252 | 6,687 | 6,687 | 8,300 | FY17 \$20,252 less pipeline emergencies \$13,394 = \$6,858 less \$1,020 fixed cost for maintenance for 2 backup generators until 2020 = \$5,838 increased at 3%/year = \$6,194. Add back \$1,020 for contracts. WOM vehicle maintenance and fuel \$1,000 = FY19 \$8,214. | |
| Pipeline Maint/Emergency | | | | - | 35,000 | 35,000 | Note C-4. | |
| Sludge Disposal | 18,780 | 13,290 | 30,331 | 26,168 | 26,168 | 25,000 | FY17 Actual includes pumping for emergency repairs at the plant. Paul Brinkman will be monitoring this and expects less pumping. | |
| Chemicals | 7,338 | 7,373 | 6,644 | 2,787 | 2,787 | 7,500 | FY17 actual with 3%/year increase = \$7,049. | |
| Markup & Other | 1,758 | 14,316 | 6,596 | 5,346 | 5,346 | 6,500 | FY17 actual \$6,596 less \$174 emergency plus 3%/year increase = \$6,813. Paul Brinkman will be monitoring this. | |
| Surface Water Testing (Oars) | 6,062 | 6,837 | 6,803 | 7,066 | 7,066 | 7,325 | FY19 Actual | |
| Total Repairs & Maint. Exp. | 39,752 | 44,294 | 77,216 | 50,054 | 85,054 | 95,325 | | |
| Operating Expenses | | | | | | | | |
| Disposal (Trash Removal) | 0 | 0 | 606 | 1,069 | 1,069 | 1,101 | FY18 budgeted at \$86.60/month. FY19 contract renews in FY18, per Facilities assume 3% increase of \$86.60/year, for 2 years \$1,101. | |
| Natural Gas-Ntl Grid & Dir. En. | 5,824 | 4,178 | 3,844 | 3,351 | 1 3,351 | 4,100 | FY17 actual with 3%/year increase = \$4,078. | |
| Electricity -Eversource | 37,501 | 38,062 | 31,119 | 32,212 | 32,212 | 33,100 | FY17 actual with 3%/year increase = \$33,014 | |

| | | | | | | | |
|----------------------------------|---------|---------|---------|---------|---------|---------|--|
| Telephone -Verizon | 1,911 | 1,383 | 1,320 | 1,316 | 1,316 | 1,800 | FY17 actual with 3%/year increase and Paul Brinkman's estimate for addition of a fiber line with internet and voice to run upgraded SCADA emergency call system. |
| Water -Town of Wayland | 596 | 600 | 892 | 972 | 972 | 972 | FY17 actual with 3%/year increase. Back flow and additional \$25 admin fee (\$946 + \$25). |
| Admin Serv's & Other | 6,893 | 453 | 125 | 200 | 200 | 200 | |
| Contingency | 0 | 3,000 | 3,000 | 25,000 | 25,000 | 10,000 | Reduced since most of this will be expensed through the Pipeline Main/Emerg account. |
| Total Operating Expenses | 52,725 | 47,676 | 40,906 | 64,120 | 64,120 | 51,273 | |
| Total Expenses | 214,078 | 206,727 | 251,438 | 237,215 | 276,687 | 343,063 | |
| CAPITAL EXPENSES | | | | | | | |
| Old Debt-Principal | 28,180 | 30,886 | 27,651 | 38,442 | 38,442 | 43,247 | From Bank Debt Schedules. Full amount, subsidy not included. Note C-3. |
| Old Debt-Interest | 0 | 0 | 2,136 | 7,350 | 7,350 | 5,256 | From Bank Debt Schedules. Full amount, subsidy not included. Note C-3. |
| New Debt -Principal | 220,000 | 240,000 | 240,000 | 245,000 | 245,000 | 238,077 | From Bank Debt Schedules. Full amount, subsidy not included. Note C-3. |
| New Debt -Interest | 203,600 | 196,715 | 189,565 | 180,265 | 180,265 | 165,506 | From Bank Debt Schedules. Full amount, subsidy not included. Note C-3. |
| Total Capital Expenses: | 451,780 | 467,601 | 459,351 | 471,057 | 471,057 | 452,086 | |
| Total: | 665,858 | 674,328 | 710,789 | 708,272 | 747,744 | 795,149 | |
| RATES | | | | | | | INCOME |
| Total Expenses | 214,078 | 206,727 | 251,438 | 237,215 | 241,687 | 343,063 | |
| Use of Undesignated Fund Bal. | | | - | 50,567 | 50,567 | 60,000 | Note B |
| Adjusted User Charges | | | 251,438 | 186,648 | 191,120 | 283,063 | |
| Total Current Allocated Capacity | 76,245 | 76,245 | 76,245 | 77,088 | 77,088 | 78,699 | Note C-5. |
| Total Current Connected | 73,330 | 71,793 | 76,396 | 68,483 | 68,483 | 70,223 | Note C-6. Includes Way Foreign Motors and Wayland Village. |
| Total Assumed Flow | 21,000 | 23,000 | 23,000 | 30,728 | 30,728 | 26,202 | Note C-7. |
| Capacity Rate (\$/gpd/year) | 2.13 | 2.76 | 2.79 | 1.94 | 1.98 | 2.88 | 80% of Adj. User Charges/Total Current Allocated Capacity. |
| Flow Rate (\$/gpd/year) | 1.58 | 2.29 | 1.97 | 1.21 | 1.24 | 2.16 | 20% of Adjusted User Charges/Total Assumed Flow. |
| Penalty Rate (\$/gpd/year) | 4.74 | 6.87 | 5.91 | 3.64 | 3.73 | 6.48 | 3 Times the Flow Rate above 50% of users design flow. |
| Annual Amt for 2-bdr condo | | | 831 | 560 | 573 | 871 | |
| Delta Compared to FY2018 | | | 271 | 0 | 0 | 311 | |
| % Change from 2018 | | | 48% | 0% | 0% | 56% | |
| Quarterly Increase | | | 208 | 140 | 143 | 218 | |

Notes are listed for some columns that have been hidden.

A) The FY19 Budget (A) Approved STM Column - Includes \$35,000 for the Pipeline Maintenance/Emergency (PME) account (approved November, 2017 STM).

\$60,000 from Undesignated Fund Balance (operations only) will be used to fund the account.

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

C) FY19 Final Budget/Rate Hearing Column:

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

C-1) Undesignated Fund Balance (operations only) - account. Year-end FY17 there was an average from Revenue and Expenses of \$40,000. The WWMD will decide to use \$60,000 from retained earnings/operations at the final Rate Hearing on June 13, 2018.

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

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

- C-4) Pipeline Maintenance/Emergency** - November, 2017 Town Meeting approved a current year transfer from Undesignated Fund balance/Operations only. FY19 this will be funded as an operations expense from user fees. The account will be used for DigSafe and maintenance and emergency calls involving the sewer line.
- C-5) Total Current Allocated Capacity (Design Flow)** 76,396 gpd (from FY18 Q1 Billing Spreadsheet includes 127 gpd Whole Foods and 70 gpd Salon). Additional design flow 440 returned from 5 Concord Road + 380 gpd from Wayland Meadows (820 gpd). Assumes 356 Boston Post Road (Wayland Foreign Motors) will connect in FY18 for 300 gpd. 1/11/18 WWMDC approved additional 1,183 gpd for Wayland Village (former Water Lily increased by 3 seats for 105 gpd and former Energy Unlimited changing to beauty salon with 11 chairs for 983 gpd and 95 gpd for remaining CVS changing to supermarket.) TC 150 seat restaurant in FY19 for 5,250 gpd was not included. Total Current Allocated Capacity 78,699 gpd
- C-6) Total Current Connected** 68,740 gpd (from FY18 Q1 Billing Spreadsheet includes 127 gpd Whole Foods, + 70 gpd Salon). Assumes additional design flow for: 300 gpd for 356 Boston Post Road + 1,183 gpd Wayland Village. Total Current Connected as of July 1, 2019 70,223 gpd. Not included 820 gpd for 5 Concord Road.
- C-7) Total Assumed Flow** - Average annual flow June, 2016 - June 2017 from the Discharge Monitoring Report 25,050 (includes Whole Foods and Salon). Plus additional flow added (at half the design flow): 150 gpd for 356 Boston Post Road + Wayland Village 592 gpd + Wayland Meadows 410. Total Assumed Flow 26,202.
- D) FY19 Budget 1/13/18 column** was the original forecast for the FY19 Rate Hearing Column. New column added "FY19 Budget/Rate Hearing D)" has the Indirect Admin numbers from Finance and New Betterment bonded debt number adjusted for the Capital Account debt of \$220,000 being transferred to the Town.
- FY19 Other:**
- Privilege fees charged for new design flow applies to the betterments and is not included in the budget. These fees will be used to pay the balance on the bond accounts.
 - Additional design flow that may be added to the system during FY19 will affect rates, but will not be changed unless a rate hearing is set up.
- FY18 Notes:**
- (1) - FY18 Rate Hearing Column (Rate Hearing FY18 tab) are the approved rates on 9/30/16 for quarterly billing and final sales.
 - The overage from FY16 Revenue and Expenses of \$50,567 was used to reduce user rates. This will be paid from undesignated fund balance (operations only).
 - (2) FY18 Budget 2/21/17 Before STM Column (FY18 Budget 2/21/17 tab), approved at Town Meeting and Finance Committee. Entered in MUNIS with expenses of \$241,687. Pipeline Maintenance Account was not included. This column is hidden.
 - (3) - FY18 Final Budget STM Approved Column, effective 11/14/17, will be used for the Monthly Operating Budget and updated in MUNIS with the following changes:
 - Includes the addition of a Pipeline Maintenance expense account, approved at the November STM, funded through a Current year Transfer from the Undesignated Fund Balance (operations only) account at year-end and will have no affect on revenue or the rate hearing rates.
 - The Pipeline Maintenance expense account for \$35,000 will be used for DigSafe, hiring a contractor to do mark-outs, maintenance and emergency calls involving the sewer line.
 - (4) The Betterment debt expense number is used as the betterment income number so revenues = expenses. Betterment apportioned income is different from the actual betterment debt expense paid to the bank.

| Wastewater Department | | | | |
|--|---------------|--------------|------------|-------|
| WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS | | | | |
| FY19 | | | | |
| Indirect costs include Administration, Treasurer, General Insurance costs. This section documents the application of the indirect cost methodology. | | | | |
| Administration | | | | |
| Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Wastewater budget to the prior year's Administration budgets. | | | | |
| Description | FY18 Budgets | Percent | Allocation | Notes |
| Wastewater budget (less debt) | \$ 276,657 | | | 1 |
| Town budget (less debt and Facilities) | \$ 69,279,183 | 0.0040 | | |
| Administration Budget | | \$ 2,147,369 | \$ 8,576 | |
| Treasurer | | | | |
| The Treasurer provides check disbursement, investment and processing of receipts. | | | | |
| Treasurer Budget | \$ 290,204 | 0.0040 | \$ 1,159 | |
| 60% share of DPW-Wastewater employee | | | \$ 48,000 | 2 |
| Facilities Office-FY 18 | \$266,198 | 0.01 | \$2,662 | 3 |
| Insurance | | | | |
| Insurance identifies the cost of insuring the WTP. The balance of the General Insurance premium includes general building, facility, workers' compensation and property insurance allocated based on the established percentage. | | | | |
| Wastewater Plant | \$ 5,196 | 100.0000 | \$ 5,196 | |
| Balance of Insurance Budget | \$ 674,804 | 0.0040 | \$ - | |
| Total FY18 Indirect (Administration) Costs | | | \$ 65,593 | |
| Fringe Benefits | | | | |
| In addition to indirect/Administration costs, the Town of Wayland charges the Water Dept for fringe benefits/retirement costs. | | | | |
| Fringe benefits includes health, life, OPEB, Medicare, and retirement. | | | | |
| Health & Life | | | TBD | |
| WOW Benefits | 0.42 | 48000 | \$ 20,160 | 2 |
| Medicare | | | \$ 353 | 4 |
| DPW Director and Engineer Salary | 0.04 | 221490 | \$ 8,860 | 3 |
| Total FY19 Fringe Benefit Costs | | | \$ 29,372 | |
| Total FY19 Fringe Benefits | | | \$ 94,965 | |

Additional Comments and Notes by J. Capasso:

| Other Expenses not part of Indirect/Admin & Fringe Benefits (6) | Notes |
|--|---------|
| Vehicle Fuel & Maintenance - Expensed to WWMD Equipment Repairs & Maintenance. | 5 |
| | \$1,000 |

Notes Added on by J. Capasso

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

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

| | | | |
|--------------------------------|----------------|----------------------|-----------|
| Wastewater-2017 | 712,744.00 | FY 18 Payroll budget | 24,317.00 |
| Wastewater Debt-2007 | (471,057.00) | | 0.0145 |
| Net | 276,687.00 | | 352.60 |
| Plus \$35,000 Pipeline Account | | | |
| All Inclusive GF | 77,090,084.00 | | |
| Less Debt | (7,544,703.00) | | |
| Less Facility Salary | (266,198.00) | | |
| Net | 69,279,183.00 | | |
| Net | 680,000.00 | | |
| | (5,196.00) | | |
| Net | 674,804.00 | | |

Capasso, Jane

From: Junghanns, Julia
Sent: Tuesday, June 05, 2018 11:25 AM
To: Knight, Fred; Rick Greene (regreene5@verizon.net); udayvirkud@gmail.com
Cc: Capasso, Jane; MacCaughey, Darren
Subject: Residential building projects at Lillian Way-connected to town sewer

Good morning,

We have 2 applications for residential building projects at Lillian Way properties. These properties are connected to town sewer. The projects are as follows:

23 Lillian Way- Finishing basement adding family room
37 Lillian Way-Finishing basement and doing plumbing/renovations

These projects are currently under review by office staff to ensure compliance with current use and that there is no change in use/increase in flow. We do a very thorough review which is part of our standard process for any building project. Do these projects, where there is no identified change/increase in flow, need to go before the commission with an application or is it more of an fyi? Please let me know as we are trying to improve the process for expediting building approvals and this appears to be an extra step for the applicant that could be simplified/eliminated(and reduce time for approval). We would certainly support WWMDC approving any application where there is a change/increase in use.

I understand there is a WWMDC meeting on June 12th. Please let me know your thoughts. In hopes of expediting these 2 project I am working on obtaining the Sewer connection applications for you in the event you would like to review those on June 12th.

Thank you!

Julia

Julia Junghanns, R.S., C.H.O.
Director of Public Health
Town of Wayland
Health Department
41 Cochituate Road, 01778

508-358-3617 ph
508-358-3619 fax

email: jjunghanns@wayland.ma.us



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Capasso, Jane

From: Capasso, Jane
Sent: Tuesday, June 12, 2018 11:05 AM
To: Fred Knight <fred@knightway.org>; Rick Greene; Uday Virkud
Cc: Capasso, Jane; MacCaughey, Darren
Subject: RE: 23 & 37 Lillian and Finished Basement Area
Attachments: 23 Lillian Way Connection App.pdf; 37 Lillian Way Con App & BoH.pdf

Please read Darren's comments below. You can skip to "Short(er) Answer/Summary:" or read everything.

The WWMDC is being asked by Darren (and Julia) in the Health Department, for a decision on how they would like to handle situations where properties "which could be considered as adding additional potential flows per Title 5, but probably won't" should be approved?

Further information from Patti in the Health Department: The original plans for the Lillian Way units were passed from the Planning Department to the Building Department for approval. The Health Department had no say in them. The floor plans for the basement showed a stub for a bathroom and the possibility for a theater and a separate room for a gym. This is what buyers received.

Bathroom Descriptions:

Half = Toilet & sink

Three quarter = Shower, toilet & sink

Full = Bath tub, toilet & sink

Jane's thoughts:

- 1) From speaking with Darren, adding a bathroom doesn't automatically mean there should be a change to Title V Design Flow. The flows change if the area is used as bedroom. The Health Department defines a bedroom as a separate room with complete privacy, electricity and a window. Assessors consider a room with a closet to indicate a bedroom.
- 2) Based on the application received, if the space is not specified as a bedroom and there is no other change to design flow, then the WWMDC could comment on the connection application that the space cannot be used as a bedroom. Darren said this is what he would do on the BOH Application. Does the WWMDC Rules and Regulations address this? Does the WWMDC have the right to limit the size of the bathroom if the owner does not specify this as a bedroom?
- 3) The WWMDC is deciding tonight if the WWMDC want's to see Connection Applications that have no change in use or design flow. Your ruling on additional bedrooms will affect whether you see this type of an application.

Rick, please bring a copy of the WWMDC Rules and Regulations.

Thank you

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

From: MacCaughey, Darren
Sent: Monday, June 11, 2018 7:02 PM

To: Junghanns, Julia; Capasso, Jane
Cc: White, Patti
Subject: RE: 23 & 37 Lillian and Finished Basement Area

Hi All ☺

With regard to the situations at 23 & 37 Lillian, they are not identical although may appear so at first glance. Here is some of my "logic" when reviewing these types of applications when they are serviced by onsite septic systems governed under Title 5 (Long Answer):

37 Lillian: Adding two (2) separate rooms, one of which affords complete privacy and fits our Title 5 bedroom definition, plus adding a $\frac{3}{4}$ bath ($\frac{3}{4}$ as requested). In addition they show a direct walk out from the finished area giving the vague appearance of a 1 br apt (potential bedroom w/ connected living area sans a kitchen), to me, along with a clearly accessed closet from the finished area (this in addition to the storage closet under the stairs that both properties have).

23 Lillian: Adding one (1) large Family Room with another, smaller/connected open area. These areas do not generally appear to provide the privacy needed to be used as a bedroom as it is open from the bottom of the stairs. Additionally the walk out is through an unfinished storage area, and there is no full closet other than the one under the stairs as accessed from the finished area (like 37 Lillian has).

Ideally when a Title 5 septic system is involved (and again rightly or wrongly that is how I review these things), I would not like to see anything more than a $\frac{1}{2}$ bath in any basement area which is proposed to be finished, especially when that finished area either fits our potential bedroom definition and/or has a closet in it (although the lack of a closet doesn't necessarily mean it isn't a bedroom, it just has to have one to be considered a bedroom by the Assessor's Dept.).

These basement area rooms with $\frac{3}{4}$ or full baths are much more conducive to being used as bedrooms, certainly adding real flows when used that way, even when not officially approved as such.

I guess the final approval is up to you in WW as they are not on a Title 5 septic system (and I probably shouldn't have required 37 Lillian to only have a $\frac{1}{2}$ bath but just suggested it). I can reach out to them and let them know that the areas may be approvable however it may not be used as bedrooms and not adding bedrooms per their stated application.

Short(er) Answer/Summary:

37 Lillian: Adding at least one room that fits the potential bedroom definition per BOH enforced Title 5 regs plus either a $\frac{1}{2}$ or $\frac{3}{4}$ bath. Will it add flows? Yes, 110 gpd/br if they are physically using those rooms as a bedroom. No if they use it as a theatre and game room as stated on their application.

23 Lillian: Adding one big, open concept area (which again if not dissimilar to one big bedroom) with a $\frac{3}{4}$ bath in the basement. Will it add flow? Yes, 110 gpd/br if they use it as a bedroom. No if they use it as a family room as stated on their application.

These units are likely already deed restricted to a certain number of bedrooms via the master deed so it is unlikely they will ever be sold as anything more than the number of bedrooms they currently have.

You and WW may need to figure out how you want to process these situations when as properties like this which could be considered as adding potential flows per Title 5, but probably won't (or will not if you believe what their applications say on them)!

Sincerely,

-Darren

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

From: Junghanns, Julia
Sent: Wednesday, June 06, 2018 3:08 PM
To: Capasso, Jane
Cc: MacCaughey, Darren; White, Patti
Subject: FW: 23 & 37 Lillian
Importance: High

Hi Jane,

I am going to have Darren respond to this. He will be back from vacation on Monday and I will ask him to respond before the WW meeting that you have scheduled for Tuesday.

Thanks,
Julia

Julia Junghanns, R.S., C.H.O.
Director of Public Health
Town of Wayland
Health Department
41 Cochituate Road, 01778

508-358-3617 ph
508-358-3619 fax

email: jjunghanns@wayland.ma.us



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From: Capasso, Jane
Sent: Wednesday, June 06, 2018 11:09 AM
To: Junghanns, Julia
Cc: Capasso, Jane
Subject: 23 & 37 Lillian

Hi Julia

The BOH Application for 23 and 37 Lillian shows them adding a $\frac{3}{4}$ or and a full bathroom (respectively) to their basements. Darren's email for 37 Lillian state's that they will need to be changed to a half bath with a toilet and sink yet the BOH application says a full bath. What was the final decision on this? Should 27 Lillian's application also be changed to a $\frac{1}{2}$ bath from a $\frac{3}{4}$ bath?

Are we setting a precedent for the future so the condo's are less likely to turn their basements into bedrooms? Can we do this?

Thank you

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

Capasso, Jane

From: Capasso, Jane
Sent: Wednesday, May 23, 2018 1:06 PM
To: Fred Knight <fred@knightway.org>; Rick Greene; Uday Virkud
Cc: Capasso, Jane
Subject: New Monthly Budget Format for Review
Attachments: Scanned from a Xerox Multifunction Device.pdf

Hi Fred, Rick and Uday

To improve efficiency for annual budgeting and monthly reporting , please review the attached new format for our monthly operating budget. This format is used by the DPW/Water Department and several other Town Departments. It is only partially complete in case changes need to be made. I am hoping to implement this with the first report in the new fiscal year in July, 2018.

The first three columns show how much we have received/expenses year-to-date compared to the budget. Our main goal each month is to ensure we are below the budgeted amount and in-line with the forecast for the year.

I added a new column broken out by % Received and % Used:

% Received shows how much has been collected year-to-date based on Budget projections.

% Used shows how much of the budget has been used year-to-date.

Balance YTD column shows how much of the Budget remains based on year-to-date actuals.

Another advantage to this format is the new line at the top right "88% of Year Complete". This number is the number of weeks the report represents divided by 52 weeks in a year. Using the 88% you can look at the % Received and % Used column and compare it to how much of the year is left to see if we are on track. For example: Old Betterment-Principal shows we have collected 58.2% of the budgeted amount with 88% of the year already completed. The note to the left tells us that another billing will be received in May.

The Actual MTD column is still included so we can see how much is being spent in the current period and it ties to our billing.

I am excited about this potential change and I look forward to hearing your comments ASAP. June is going to be a crazy month where I will be chasing vendors to process bills before fiscal close, preparing for the quarterly billing and changing all the reports over to the new Fiscal year.

Thank you

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

-----Original Message-----

From: SMTP Relay

Sent: Wednesday, May 23, 2018 11:29 AM

WWMDC FY2018 BUDGET

April 18 - May 11, 2018

88% of Year Complete

| | FY18 BUDGET | ACTUAL YTD | BALANCE YTD | % | ACTUAL MTD | NOTES |
|---|-------------------|-------------------|-------------------|------------|-------------------|--|
| User Charges | | 177,442.93 | | | | |
| Total Operating Expenses | | 201,073.38 | | | | |
| Net Operating Income: | | (23,630.45) | | | | |
| INCOME DETAILS | | | | | | |
| User Charges | 191,120.00 | 177,442.93 | 13,677.07 | % REC'D | 22,343.47 | * Unbudgeted FY18 Qtr 3: \$47,511 billed 4/6/18 |
| Other | - | 85,761.02 | - | 92.8% | 441.71 | Pen & Int, Liens, Misc Rev & Int Earn'd on Sav's |
| Old Betterment - Principal | 38,442.00 | 22,383.95 | 16,058.05 | 58.2% | 9,740.75 | Betterment Exp. # = Income. Pmts rec'd Feb/May |
| Old Betterment - Interest | 7,350.00 | 3,357.60 | 3,992.40 | 45.7% | 1,461.09 | Betterment Exp. # = Income. Pmts rec'd Feb/May |
| New Betterment - Principal | 245,000.00 | 190,385.22 | 54,614.78 | 77.7% | 84,430.77 | Betterment Exp. # = Income. Pmts rec'd Feb/May |
| New Betterment - Interest | 180,265.00 | 156,262.88 | 24,002.12 | 86.7% | 69,330.34 | Betterment Exp. # = Income. Pmts rec'd Feb/May |
| Unapp WW Better TC Rev | - | 24,336.52 | - | - | - | Unbudgeted Betterments Paid in Advance |
| Unapp WW Better TC Int | - | 1,065.63 | - | - | - | Unbudgeted Betterments Paid in Advance |
| WW Retained Earnings | 85,567.00 | - | 85,567.00 | 0.0% | - | Note 1 |
| Transfers from Capital-Town | - | 49,647.00 | - | - | - | Town PILOB, 380 gpd Des. Flow-Way. Meadows |
| Total Income/MUNIS: | 747,744.00 | 710,642.75 | 197,911.42 | N/A | 187,748.13 | Bal YTD = Uncollected. Ret Earn's trsf'd at Yr End |
| EXPENSE DETAILS | | | | | | |
| PERSONAL SERVICES | | | | % USED | | |
| Salaries (Account Specialist) | | | | | | |
| Indirect/Admin (Town Services) | | | | | | |
| Legal Services | | | | | | |
| PROFESSIONAL SERVICES | | | | | | |
| Facility Operating Contract | | | | | | |
| Fac. Labor & Other Prof. Serv. | | | | | | |
| Engineering Fees | | | | | | |
| NPDES Permit | | | | | | |
| Total Pers. & Prof. Expenses | | | | | | |

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 16 MAY 2018**

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso
Absent: None
Guests: None
Meeting Location: 7:30 pm Wayland Town Building

Draft Minutes

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

7:32 1. Call to order

7:32 2. Public comment

7:35 3. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position and funding for the WWMD collection and treatment facility and the WHS treatment facility was approved at the April, 2018 annual town meeting. The position will be jointly funded by the WWMD (60%) and the School Department (40%). The job description has been drafted by DPW Director, Tom Holder and Town Engineer, Paul Brinkman. They will advertise the position and hire the WOM to start in July 2018. For FY2019, the DPW Director will direct the day-to-day activities of the WOM. The WOM will report to the DPW Director.

Per the advice of Town Counsel, delegation of authority to the DPW Director is required. Last month the WWMD delegated the authority to hire and to oversee the Wastewater Operations Manager to the Town Administrator. The Town Administrator delegated the hiring and oversight of the WOM to the DPW Director.

Fred: The Personnel Board approved the WOM position. Tom Holder will advertise the position with the hope to hire this person by July 1, 2018. Fred has seen a draft of the job description. Uday: Would like to be involved in the final interviewing.

Jane: Will notify Tom and Paul of Uday's participation.

7:45 4. Update of implications of long-term design flow needs for the WWMD.

Fred: Nothing new since National Development completed a Connection Application to extend 90 days more on the requested design flow for a 150 seat restaurant. Jane: We are waiting for privilege fees to be paid from 356 Boston Post Road to connect to the treatment plant (high ground water is preventing the connection) and 234 Boston Post Road has expressed an interest to connect when they change a garage into an office in FY19.

7:50 5. Finalizing FY2019 budget and rates.

WWMD reviewed the rates from FY17 to FY19. In FY19 the rates increase 67% over FY18 if we use \$40,000 of retained earnings to offset operating expenses and 45% if \$80,000 is used.

To lessen the increase, the WWMD discussed adjusting the flow number used to calculate the rates. In the past, adjusting the flows allowed the WWMD to collect a little more in user revenue, which was used to build up a reserve in retained earnings. Fred: We are now more exact on the flows and costs have increased due

to the planned hiring of the WOM in FY19. Rick: In the past, we assumed design flow growth would help to cover increased costs and we cannot assume this now.

Betterment Payoff Schedule reviewed. Jane: \$260,000 of debt from the Capital Account that was transferred to the Town was removed from the bonded debt payments. No other changes were made to the schedule since June 30, 2017. At year-end FY18 Retained earnings from operations may go up minimally based on FY18 activity. Retained earnings for betterments will go up \$126,625 based on privilege fees and PILOB's received to date.

Jane: Per Tom Holder the industry standard is to have 15% to 20% of annual operating expenses reserved in retained earnings to cover unexpected problems. The board reviewed these numbers in their decision to as to whether they should use \$40,000 or \$80,000 of retained earnings from operations on the FY19 Budget.

Rick: Believes we should retain \$80,000 in retained earnings/operations and use \$80,000 to offset user charges. The WWMDC would then need to use \$80,000 annually to keep user rates level. Fred: We are expecting the WOM will be able to reduce operating expenses over the next few years. Fred recalculated the Rate Hearing numbers to come up with a rate close to the \$2.79 used in FY7. We would need to use approximately \$70,000 of retained earnings.

Uday: Explanation to users for the increase is we may have been too aggressive in using retained earnings to offset user charges in the past. Expenses have increased primarily due to the planned hiring of the WOM and we are hoping to see our costs decrease as the WOM overseas operations.

WWMDC will finalize user rates at the June meeting.

8:10 6. Updates from Paul Brinkman, Town Engineer

- A. Treatment Plant Sanitary Sewer Overflows on Saturday, January 27 and Sunday, January 28, 2018. Board decision on payment of invoices. Reporting to MassDEP as required.

Reviewed billing by Contract Operator for the incident. After investigation of issues that led up to and actions taken during, I recommend Commission pays through Saturday. On Sunday the incident recurred without notification to WWMDC or action taken by Operator to prevent recurrence. Board decision required. Jane: Letter emailed and mailed to WhiteWater indicating WWMDC will only pay for costs incurred on January 27, 2018. Russ Tierney is reviewing. Russ is considering the letter and will get back to us by fiscal year-end.

- B. Membrane #1 Cleaning – Observed cleaning over the several day period. Train #2 handled all system flows without issue. Covers were not as difficult as originally anticipated to remove. Membranes and tank were significantly impacted by high solids, sludge. Several causes were attributed to this. They include:
1. Failure to conduct routine cleaning and inspection of membranes.
 2. Unbalanced flow between the two trains. Higher loading rates to train #1.
 3. Clogging of scour air header for membrane cassettes.

WWMDC reviewed the \$20,607 invoice submitted by WhiteWater. Rick: Are we going to get to a point where the plant runs properly? Fred: Paul's overseeing

has improved this problem and the WOM will help this. Jane: Paul is emailing with Joe Malloy to see if and when this needs to be done.

- C. Membrane #2 Cleaning – Flow rates, pressures, etc. are not displaying issues at levels noted in train #1. Observations of tank surface do not appear to demonstrate significant issues. Recommend tank be taken out of service later in the year for inspection and cleaning – preventative action.

Jane: Paul is emailing with Joe Malloy to see if and when this needs to be done.

- D. River Rock Pump Station - WhiteWater notified us that there are accumulations of debris in the wet well. They recommended wet well to be cleaned and skimmed to remove heavy mat. Paul spoke with the Condo Association. They are reviewing their documents. Paul attempted to contact them last week. No response to voice mail as of this agenda date.

Rick concerned this will impact our system. Should we have the cleaning done and bill them? Jane will follow up with Paul.

- E. Other Treatment Plant Repairs: No discussion.
 - 1. Blower related repairs – 2 of the 3 blowers have been repaired
 - 2. Generator – Did not start after power failure during 3/7-8, 2018 storm. South Shore Generator performed annual maintenance. Issue resolved.
 - 3. Alarm System – Need to discuss with WhiteWater.
 - 4. Chemical feed pumps
 - 5. HVAC
 - 6. Ejector Pump
- G. Verizon Phone Line Upgrade – Verizon has completed the change out. SCADA improvements can take place now. No discussion.
- H. RFP for Contracting a Treatment Plant Operator – Priority has been increased. Will be started in the next couple of weeks. Coordinating with Ben Keefe. Will draft and get input from WWMDC and Facilities (Wayland High School) when complete. Expect three-month process.

Fred: Hoping to see a draft in June. Jane: School Department contract has ended or will end soon.

- I. Eversource Priority List. No action taken as of yet.

Rick: Each Town gives Eversource a list of critical facilities. Rick has a partial list from Eversource for Wayland. Paul should review the list and send it to the appropriate Town Employees. When the list is complete the Town should contact Eversource. Rick will email Jane the Community Relations contact person for the Town to contact.

- J. Tata & Howard - Is doing the design and engineering for a new water main on Boston Post Road. We have received 95% plans and specifications and a review was completed. The plans and specification include several provisions for the protection of the WWMDC infrastructure. No discussion.
- K. Status of Hiring DigSafe - A company to do mark-outs and system maintenance and a contractor for emergencies. Paul has been working with

the Water Department to get notified of mark-out requests that are requested currently. Once the process is set up Paul can provide interim services for non-emergency mark-out requests. This will be included in the RFP for O&M services. The new WOM would be responsible for this in most cases. No discussion.

L. Treatment Plant Capital Items: No discussion.

1. SCADA System and Security Cameras – Paul met with the SCADA Contractor for the Water Department at the Treatment Plant and he is willing to assist. He received a budget for the work, which was forwarded to the Board. A back-up of the SCADA programming and computer licenses have been received from the equipment manufacturer. Upgrade was done. Will contact SCADA.
2. HVAC System, PM Filter and Air Valves – The Town HVAC Contractor is to provide a quote for remaining HVAC issues and maintenance on the boiler.

8:28 7. Status of the land and design flow acquisition from Wayland Meadows.

Jane: Brian Keveny, Finance Director, is handling removing this from WWMD's books. Jane will follow up.

8:30 8. Administrative items:

- A. Unbudgeted Expenses List – Jane: Explained the estimate of non-operating bills expected by year-end and how the schedule is now broken out by FY18 projects and FY19 projects the WOM will take over.
- B. Review of Betterment and Retained Earnings – Discussed in number 5.
- C. April, 2018 DMR – Aluminum above permitted limit. – Jane: WhiteWater believes this was caused by an over feed of the aluminate for phosphorous control. Joe Malloy has been asked to review the Flow in Conduit Numbers through the treatment plant numbers for inconsistency. New DMR report will be submitted as soon as these numbers are updated.
- D. 2017 OARS Report, Uday reviewing – Uday will return the report to Jane for the files.

8:37 9. Wastewater Rules and Regulations. No discussion.

8:37 10. Approve minutes from previous meetings–April 25, 2018.

Fred: Motion to approve April 25, 2018 minutes. Uday second. All in favor 3-0.

8:39 11. Pay Bills, monthly budget update, year-to-date finances and monthly commitments.

No monthly commitments.

Jane: For the FY19 Budget, asked the Board to consider removing Budget MTD and MTD Variance columns since they are rarely referred to. Jane would like to add a column showing the percentage of annual budget remaining. To be discussed next meeting.

Monthly budget reviewed: User revenues, betterments income received and operating expenses. Rick: Motion to approve paying \$28,228 in bills. Second by Fred. All in favor 3-0.

9:07 12. Website status: Recent postings and organization. None

9:07 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Fred: Email received today from Nan Balmer asking all boards and committees to attend a meeting on May 23, 2018 to review a proposal to change the Town Administrator position to Town Manager.

9:09 14. Calendar: upcoming meetings and events, including hearings.

Upcoming meetings: June 13, 2018 (rates will be set). Tentative July 11, 2018, Uday may not be able to attend.

9:13 15. Public Comment – None

9:14 16. Adjourn

Attachments:

FY19 Rate Hearing Budget

Betterment Payoff Schedule

Estimate of Bills to be Paid & Unbudgeted Expenses List

WhiteWater, Inc. Letter

Eversource Priority List for Wayland

April, 2018 DMR Report to be updated

April 25, 2018 Draft Minutes

Monthly Operating Reports

May 16, 2018 Agenda

WWMDC FY2018 BUDGET

June, 2018 - Preliminary

May 12 - June 11, 2018

| SUMMARY | | ACTUAL YTD | ANNUAL BUDGET | NOTES | | | | | |
|---------------------------------|----|-------------|---------------|-----------------|---------------|--------------|--------------|----------------|--|
| User Charges | \$ | 198,230.92 | 747,744 | | | | | | |
| Total Operating Expenses | \$ | 238,689.72 | 747,744 | | | | | | |
| Net Operating Income: | \$ | (40,458.80) | - | | | | | | |
| INCOME DETAILS | | ACTUAL YTD | BUDGET YTD | YTD VARIANCE | ANNUAL BUDGET | ACTUAL MTD | BUDGET MTD | MTD VARIANCE | NOTES |
| User Charges | | 198,230.92 | 238,900.00 | (40,669.08) | 191,120 | 20,787.99 | - | 20,787.99 | FY18 Qtr 3: \$47,511 billed 4/6/18 |
| Other | | 86,489.10 | - | 86,489.10 | - | 728.08 | - | 728.08 | Pen & Int. Liens, Misc Rev & Int Eamd on Sav's |
| Old Belterment - Principal | | 22,383.95 | 57,663.00 | (35,279.05) | 38,442 | - | - | - | Belterment Exp. # = Income. Pmts rec'd Feb/May |
| Old Belterment - Interest | | 3,357.60 | 11,025.00 | (7,667.40) | 7,350 | - | - | - | Belterment Exp. # = Income. Pmts rec'd Feb/May |
| New Belterment - Principal | | 191,454.27 | 367,500.00 | (176,045.73) | 245,000 | 1,069.05 | - | 1,069.05 | Belterment Exp. # = Income. Pmts rec'd Feb/May |
| New Belterment - Interest | | 157,457.57 | 270,397.50 | (112,939.93) | 180,265 | 1,194.69 | - | 1,194.69 | Belterment Exp. # = Income. Pmts rec'd Feb/May |
| Unapp WW Belter TC Rev | | 24,336.52 | - | 24,336.52 | - | - | - | - | Unbudgeted Belterments Paid in Advance |
| Unapp WW Belter TC Int | | 1,065.63 | - | 1,065.63 | - | - | - | - | Unbudgeted Belterments Paid in Advance |
| WW Retained Earnings | | - | - | - | 85,567 | - | 85,567.00 | (85,567.00) | Note 1 |
| Transfers from Capital-Town | | 49,647.00 | - | 49,647.00 | - | - | - | - | Town PLOB, 380 god Des. Flow-Way Meadows |
| Total Income/MUNIS: | \$ | 734,422.58 | \$ 945,485.50 | \$ (211,062.94) | \$ 747,744 | \$ 23,779.81 | \$ 85,587.00 | \$ (61,787.19) | |
| EXPENSE DETAILS | | ACTUAL YTD | BUDGET YTD | YTD VARIANCE | ANNUAL BUDGET | ACTUAL MTD | BUDGET MTD | MTD VARIANCE | NOTES |
| PERSONAL SERVICES | | | | | | | | | |
| Salaries (Account Specialist) | | 27,097.98 | 29,555.00 | 2,457.02 | 29,555 | 1,965.20 | 2,462.92 | 497.72 | |
| Indirect/Admin (Town Services) | | 28,831.00 | 28,831.00 | - | 28,831 | 28,831.00 | 28,831.00 | - | |
| Legal Services | | - | 5,000.00 | 5,000.00 | 5,000 | - | 416.67 | 416.67 | |
| PROFESSIONAL SERVICES | | | | | | | | | |
| Facility Operating Contract | | 46,800.00 | 47,700.00 | 900.00 | 47,700 | 3,900.00 | 3,975.00 | 75.00 | |
| Fac. Labor & Other Prof. Serv | | 31,199.99 | 16,427.00 | (14,772.99) | 16,427 | 7,053.75 | 1,368.92 | (5,684.83) | |
| Engineering Fees | | - | - | - | - | - | - | - | |
| NPDES Permit | | - | - | - | - | - | - | - | |
| Total Pers. & Prof. Expenses | \$ | 133,928.97 | \$ 127,513.00 | \$ (6,415.97) | \$ 127,513 | \$ 41,749.95 | \$ 37,054.50 | \$ (4,695.45) | |
| Percent of Total | | 68% | | | 17% | | | | |
| REPAIRS & MAINT EXP. | | | | | | | | | |
| Building Repair & Improvement | | 450.00 | 2,000.00 | 1,550.00 | 2,000 | - | 166.67 | 166.67 | |
| Equipment Repairs & Maint. | | 17,198.44 | 6,687.00 | (10,509.44) | 6,687 | 6,322.77 | 557.25 | (5,765.52) | |
| Pipeline Maint/Emergency | | 3,117.00 | 35,000.00 | 31,883.00 | 35,000 | - | 5,000.00 | 5,000.00 | |
| Sludge Disposal | | 23,635.00 | 26,168.00 | 2,533.00 | 26,168 | 4,707.50 | 2,180.67 | (2,526.83) | |
| Chemicals | | 9,781.00 | 2,787.00 | (6,994.00) | 2,787 | 2,485.64 | 232.25 | (2,253.39) | |
| Markup & Other | | 6,836.16 | 5,346.00 | (1,490.16) | 5,346 | 1,874.39 | 445.50 | (1,428.89) | |
| Surface Water Testing (Oars) | | 7,068.00 | 7,068.00 | - | 7,068 | - | - | - | |
| Total Repairs & Maint Exp. | \$ | 68,081.60 | \$ 85,054.00 | \$ 16,972.40 | \$ 85,054 | \$ 15,390.30 | \$ 8,582.33 | \$ (6,807.97) | |
| Percent of Total | | 34% | | | 11% | | | | |
| OPERATING EXPENSES | | | | | | | | | |
| Disposal (BP Trucking/Trash) | | 862.20 | 1,069.00 | 206.80 | 1,069 | 106.26 | 89.08 | (17.18) | |
| Natural Gas-WT Grid & Dir. En. | | 2,963.73 | 3,351.00 | 387.27 | 3,351 | 125.29 | 279.25 | 153.96 | |
| Electricity -Eversource | | 31,101.91 | 32,212.00 | 1,110.09 | 32,212 | 2,567.60 | 2,684.33 | 116.53 | |
| Telephone -Verizon | | 1,280.16 | 1,316.00 | 35.84 | 1,316 | 116.57 | 109.67 | (6.90) | |
| Water -TOW | | 270.00 | 972.00 | 702.00 | 972 | - | 81.00 | 81.00 | |
| Admin Serv's (Other/Vadar Trng) | | 201.15 | 200.00 | (1.15) | 200 | - | 16.67 | 16.67 | |
| Contingency | | - | 25,000.00 | 25,000.00 | 25,000 | - | 2,083.33 | 2,083.33 | |
| Total Operating Expenses | \$ | 36,679.15 | \$ 64,120.00 | \$ 27,440.85 | \$ 64,120 | \$ 2,915.92 | \$ 5,343.33 | \$ 2,427.41 | |
| Percent of Total | | 19% | | | 9% | | | | |
| TOTAL EXPENSES | \$ | 238,689.72 | \$ 278,687.00 | \$ 37,997.28 | \$ 278,687 | \$ 60,056.17 | \$ 50,980.17 | \$ (9,076.00) | |
| TOTAL OPER & CAP EXPS | | | | | | | | | |
| CAPITAL EXPENSES | | | | | ANNUAL BUDGET | | | | |
| Debt Paid YTD | | | | | 747,744 | | | | |
| Old Debt-Principal | | 27,446.99 | - | 27,446.99 | 38,442 | - | - | - | Paid in August and February |
| Old Debt-Interest | | 1,209.98 | - | 1,209.98 | 7,350 | - | - | - | Subsidy pays interest in Aug. Payment due Feb. |
| New Debt -Principal | | 245,000.00 | - | 245,000.00 | 245,000 | - | - | - | Paid in August and February |
| New Debt -Interest | | 180,265.00 | - | 180,265.00 | 180,265 | - | - | - | Paid in August and February |
| Total Capital Expenses: | \$ | 453,921.97 | - | 453,921.97 | 471,057 | - | - | - | |

Paid in August and February
Subsidy pays interest in Aug. Payment due Feb.
Paid in August and February
Paid in August and February

Notes:
1. Wastewater Related Earnings-Current year transfer \$35,000 for pipeline maint/emerg. Account (approved November, 2017 Town Meeting) & \$50,567 overage from FY16 revenue and expenses used to reduce user charges.
2. 317 BPR Privilege Fee \$76,977.81 paid April, 2018.

May 12 - June 11, 2018

FY2018 Cash Receipts YTD

| Revenue Codes | July 2017 | August 2017 | September 2017 | October 2017 | November 2017 | December 2017 | January 2018 | February 2018 | March 2018 | April 2018 | May 2018 | June 2018 |
|--------------------------------|-------------------------|---------------------------|---------------------------|---------------------------|-------------------------|----------------------------|------------------------|----------------------------|---------------------------|--------------------------|---------------------------|---------------------------|
| 6302 WW User Charges | 7/1-7/12/17 \$ 1,048.35 | 7/13-8/11/17 \$ 31,607.00 | 8/12-9/25/17 \$ 32,285.73 | 9/26-10/13/17 \$ 1,680.30 | 10/14-11/6/17 \$ 547.70 | 11/7-12/15/17 \$ 43,260.33 | 12/17-1/9/18 \$ 576.88 | 1/10/18-2/9/18 \$ 5,153.86 | 2/10-3/12/18 \$ 32,877.00 | 3/13-4/11/18 \$ 6,062.31 | 4/18-5/11/18 \$ 22,343.47 | 5/12-6/11/18 \$ 20,787.99 |
| 63105000/42105 | | | | | | | | | | | | \$ 198,230.92 |
| 6308 Penalties & Interest * | \$ 0.17 | \$ 9.19 | \$ 72.86 | \$ 42.20 | \$ 3.66 | \$ 168.95 | \$ 2.81 | \$ 23.92 | \$ 0.37 | \$ 20.30 | \$ 21.04 | \$ 73.61 |
| 63105000/41750 | | | | | | | | | | | | \$ 439.08 |
| 6303 Miscellaneous Rev * | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 438.00 | \$ - | \$ - | \$ - | \$ 76,377.81 | \$ - | \$ - |
| 63105000/43299 | | | | | | | | | | | | \$ 77,415.81 |
| 6304 Betterments (Old) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 12,064.19 | \$ 111.95 | \$ 467.06 | \$ 9,740.75 | \$ - |
| 63105000/47501 | | | | | | | | | | | | \$ 22,383.95 |
| 6305 Betterment Interest (Old) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,809.65 | \$ 16.80 | \$ 70.06 | \$ 1,461.09 | \$ - |
| 63105000/47502 | | | | | | | | | | | | \$ 3,357.60 |
| 6306 Betterments Pd In Adv | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 63105000/47599 | | | | | | | | | | | | \$ - |
| 6307 Int. Earned on Savings * | \$ - | \$ - | \$ 744.25 | \$ - | \$ 360.54 | \$ 1,234.83 | \$ - | \$ 507.89 | \$ 584.01 | \$ 1,155.55 | \$ - | \$ 654.47 |
| 63105000/48210 | | | | | | | | | | | | \$ 5,241.54 |
| 6309 Wastewater Uens * | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 901.87 | \$ - | \$ 720.40 | \$ - | \$ 1,349.73 | \$ 420.67 | \$ - |
| 63105000/42111 | | | | | | | | | | | | \$ 3,392.67 |
| 6311 WW Better TC Rev | \$ 357.89 | \$ - | \$ 357.89 | \$ - | \$ - | \$ - | \$ 2,147.34 | \$ 96,757.32 | \$ 2,335.47 | \$ 3,998.54 | \$ 84,430.77 | \$ 1,069.05 |
| 63105000/47503 | | | | | | | | | | | | \$ 191,454.27 |
| 6312 WW Better TC Int | \$ 322.10 | \$ - | \$ 322.10 | \$ - | \$ - | \$ - | \$ 1,825.23 | \$ 79,907.02 | \$ 688.56 | \$ 3,867.53 | \$ 69,330.34 | \$ 1,194.69 |
| 63105000/47504 | | | | | | | | | | | | \$ 157,457.57 |
| 6313 UNAPP WW Better TC Rev | \$ 21,693.20 | \$ - | \$ 2,643.32 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 63105000/47505 | | | | | | | | | | | | \$ 24,336.52 |
| 6314 UNAPP WW Better TC Int | \$ 950.12 | \$ - | \$ 115.51 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 63105000/47506 | | | | | | | | | | | | \$ 1,065.63 |
| 63 Wastewater Retained Earn's | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 63105000/48600 | | | | | | | | | | | | \$ - |
| 63 Transfers from Capital-Town | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 49,647.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 63105000/49740 | | | | | | | | | | | | \$ 49,647.00 |
| 49761 Trans from wtr fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 63105000/49761 | | | | | | | | | | | | \$ - |
| Total Revenue | \$ 24,371.83 | \$ 31,616.19 | \$ 36,541.66 | \$ 1,722.50 | \$ 911.90 | \$ 95,650.98 | \$ 4,552.26 | \$ 196,944.25 | \$ 36,614.16 | \$ 93,968.89 | \$ 187,748.13 | \$ 23,779.81 |

Notes:

- Unapportioned WW Better TC Rev & Int - Betterments paid: 11 Lillian in full and 39 Lillian partial payment.
- Miscellaneous Revenue \$438 from Wayland Meadows Agreement (November, 2017) to cover Administrative Costs. \$76,977.81 317 Boston Post Road Privilege Fee
- Wastewater Retained Earnings - New Account: Current Year transfer from Wastewater's Retained Earnings Account (operations only) for \$35,000, approved at November, 2017 Town Meeting
- Budgeted line added 12/7/17 (no money added) to the schedule to cover the new pipeline maintenance account
- Transfer from Capital-Town- New account: Paid in Lieu of Betterment \$49,647 from the town for 380 gpd of design flow from the Wayland Meadows Agreement, November, 2017
- Other for Budget Reporting

| | |
|----------------------------------|----------------------------|
| Total Revenue (Munis Balance) | \$ 734,422.56 |
| Less: UNAPP New Better TC Rev | 47599,47505 \$ (24,336.52) |
| Less: UNAPP New Better TC Int | 47506 \$ (1,065.63) |
| Less: New WW Better TC Principal | 47503 \$ (191,454.27) |
| Less: New WW Better TC Int | 47504 \$ (157,457.57) |
| Less: Old Betterment Principal | 47501 \$ (22,383.95) |
| Less: Old Betterment Int | 47502 \$ (3,357.60) |
| Revenue net of Capital Accts | \$ 334,367.02 |
| (Net of Betterment) | |

WhiteWater Invoices

Fiscal Year 2018

May 12 - June 11, 2018

| Invoice # | Invoice Date | Amount | Month Processed | Contract Fee | Labor | Equip Repairs | | | Sludge | Chemicals | Mark Up | Total |
|-----------|--------------|---------------|-----------------|--------------|---------------|---------------|--------------|-------------|---------------|---------------|-------------|---------------|
| | | | | | | #52101 | & Maint | #52151 | | | | |
| 70028264 | 7/24/2017 | \$ 95.31 | June (1) | \$ - | \$ - | \$ 82.88 | \$ - | \$ - | \$ - | \$ - | \$ 12.43 | \$ 95.31 |
| 70028766 | 8/14/2017 | \$ 1,325.00 | June (1) | \$ - | \$ 1,050.00 | \$ - | \$ - | \$ - | \$ 275.00 | \$ - | \$ - | \$ 1,325.00 |
| 70027882 | 7/7/2017 | \$ 3,900.00 | Aug (2) | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| 70028505 | 8/1/2017 | \$ 3,900.00 | Aug | \$ 3,900.00 | \$ 672.50 | | | | \$ 1,080.00 | | | \$ 1,752.50 |
| 70029205 | 9/1/2017 | \$ 3,900.00 | Sep | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| 70029589 | 9/13/2017 | \$ 55.18 | Sep | \$ 3,900.00 | | | \$ 47.98 | | | | \$ 7.20 | \$ 55.18 |
| 70029874 | 10/2/2017 | \$ 3,900.00 | Oct | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| 70028766 | 8/14/2017 | \$ 203.25 | Nov (3) | \$ 3,900.00 | | | | | | | | \$ 203.25 |
| 70030547 | 11/1/2017 | \$ 3,900.00 | Nov | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| 70030258 | 10/13/2017 | \$ 3,802.72 | Nov | \$ 3,900.00 | | | | | | | | \$ 3,802.72 |
| 70031163 | 12/1/2017 | \$ 3,900.00 | Dec | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| 70031625 | 11/15/2017 | \$ 5,607.32 | Dec (4) | \$ 3,900.00 | \$ 1,400.00 | \$ 20.54 | \$ 2,100.00 | \$ 1,538.00 | \$ 1,538.00 | \$ 548.78 | \$ 5,607.32 | \$ 3,900.00 |
| 70031729 | 1/5/2018 | \$ 3,900.00 | Jan | \$ 3,900.00 | \$ 2,858.75 | | | | \$ 6,240.00 | \$ 1,375.80 | \$ 1,142.37 | \$ 11,616.92 |
| 70031491 | 12/14/2017 | \$ 11,616.92 | Jan (5) | | | | | | | | | \$ 3,900.00 |
| 70032301 | 2/1/2018 | \$ 3,900.00 | Feb | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| | 2/12/2018 | | No Bill Rec'd | | | | | | | | | \$ - |
| 70032893 | 3/1/2018 | \$ 3,900.00 | Mar | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| 70032511 | 2/6/2018 | \$ 1,164.28 | Mar | | \$ 890.00 | \$ 238.50 | | | | | \$ 35.78 | \$ 1,164.28 |
| 70032512 | 2/6/2018 | \$ 1,164.28 | Mar | | \$ 890.00 | \$ 238.50 | | | | | \$ 35.78 | \$ 1,164.28 |
| 70033447 | 4/2/2018 | \$ 3,900.00 | Apr | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| 70032784 | 2/22/2018 | \$ 4,379.69 | Apr (9) | | \$ 2,547.65 | \$ 271.89 | | | \$ 1,299.48 | \$ 260.67 | \$ (24.96) | \$ 4,379.69 |
| 70033352 | 3/20/2018 | \$ (702.61) | Apr (9) | | \$ (617.65) | | | | \$ 2,125.00 | \$ 1,241.24 | \$ 504.94 | \$ 3,871.18 |
| 70033807 | 4/16/2018 | \$ 3,871.18 | Apr | | | | | | | | | \$ 3,871.18 |
| 70029726 | 9/22/2017 | \$ 6,988.00 | Apr (7) | | \$ 496.25 | \$ 5,645.00 | | | | | | \$ 6,988.00 |
| 70034075 | 5/7/2018 | \$ 3,900.00 | May | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| 70034364 | 5/18/2018 | \$ 20,607.10 | May (8) | | \$ 11,945.00 | \$ 139.78 | | | \$ 7,107.50 | \$ 284.98 | \$ 1,129.84 | \$ 20,607.10 |
| 70034776 | 6/1/2018 | \$ 3,900.00 | Jun | \$ 3,900.00 | | | | | | | | \$ 3,900.00 |
| 70033206 | 3/14/2018 | \$ 12,232.59 | Jun (10) | | \$ 3,702.50 | \$ 204.83 | | | \$ 5,575.00 | \$ 1,637.64 | \$ 1,112.62 | \$ 12,232.59 |
| 70033206A | 3/14/2018 | \$ (6,931.25) | Jun (10) | | \$ (1,238.75) | | | | \$ (4,950.00) | | \$ (742.50) | \$ (6,931.25) |
| 70032755 | 2/13/2018 | \$ 9,454.62 | Jun (11) | | \$ 3,738.75 | \$ 39.82 | | | \$ 4,082.50 | \$ 848.00 | \$ 745.55 | \$ 9,454.62 |
| 70033355 | 3/21/2018 | \$ (45.79) | Jun (11) | | | \$ (39.82) | | | | | \$ (5.97) | \$ (45.79) |
| 70032755A | 2/13/2018 | \$ (1,023.75) | Jun (11) | | \$ (1,023.75) | | | | | | | \$ (1,023.75) |
| 70035034 | 6/6/2018 | \$ 2,183.75 | Jun (12) | | \$ 890.00 | \$ 1,125.00 | | | | | | \$ 2,183.75 |
| 70035035 | 6/6/2018 | \$ 5,553.88 | Jun (13) | | \$ 985.00 | \$ 3,972.94 | | | | | | \$ 5,553.88 |
| Totals | | \$ 130,154.17 | | \$ 46,800.00 | \$ 30,943.75 | \$ 12,158.26 | \$ 23,635.00 | \$ 9,781.00 | \$ 6,836.16 | \$ 130,154.17 | | |

Current month total without Contract Fee \$ 21,424.05

Notes:

- 1) Invoice #70028766 received with June and July expenses. June was reported on a purchase order for FY17 carryover, booked by Finance in FY18.
- 2) Invoice #70028264 purchase order for FY17 carryover was booked by Finance in FY18.
- 3) Invoice #70027882 for July Contract Fee. Monthly Operating Reports not done for July.
- 4) Markup not recorded at year-end.
- 5) New Invoice #70031625 correcting Invoice #70031058 which included an invoice for Raco Alarm Co. Per Joe Malloy, this is no longer functional - deduct \$600 and \$90 for Markup.
- 6) Invoice #70031491 corrected. Overcharged for sludge.
- 7) WWMDC to decide on 3/14/18 who is responsible for the spill that occurred on 1/27 & 1/28, 2018. Estimated cost for the spill as of 3/13/18:
- 8) Invoice #70029726 - WILCO Eq Mixer was installed July, 2017. Invoice received 3/22/18.
- 9) Membrane #1 Cleaning April, 2018.
- 10) Invoice #70032784 received a credit on Invoice #370033352.
- 11) Invoice #70033206 received a credit on Invoice #70033206A. WhiteWater credited sludge from 1/27/18 and all costs related to 1/28/18 SSO.
- 12) Invoice #70032755 received a credit on Invoice #70033355. Removed charge for space heaters and Invoice 70032755A \$1,023.75 for 9 hours of labor related to 1/27/18 SSO.
- 13) Repair & Installation of EQ Pump #1
- 14) Replace compressor on Pre-Aeration Blower #1

WWMDC**FY18 June 30, 2018 Forecast of Remaining Bills**

| | | |
|--------------------------------------|----|----------|
| Salaries | \$ | 2,000.00 |
| Disposal | \$ | 106.00 |
| Gas | \$ | 360.00 |
| Electricity | \$ | 3,140.00 |
| Telephone | \$ | 117.00 |
| Water-Back Flow Fee | \$ | 225.00 |
| Keyes North Atlantic - Dry Drip Test | \$ | 400.00 |

| | | |
|--------------------------------|----|----------|
| WhiteWater-May Estimate | \$ | 1,100.00 |
| Sludge - Paul's Est. | \$ | 2,000.00 |

| | | |
|---|----|----------|
| WhiteWater- Jane's June Estimate | | |
| Membrane #2 Cleaning - Estimate | \$ | 1,700.00 |
| Additional O&M Costs | \$ | 4,000.00 |

| | | |
|---|-----------|------------------|
| Estimate of FY18 Yr-End Expenses | \$ | 15,148.00 |
|---|-----------|------------------|



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

**TOWN OF WAYLAND
FISCAL YEAR 2018**

TQ: Treasurer/Collector
Town Accountant


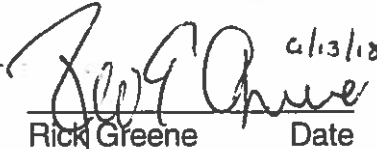
You are hereby notified of **Commitments** for the month of **MAY, 2018**
listed below:


Cycle: Wastewater FY2018/Q4
Finals: 1
Quarterly Billing: 0

AMOUNT OF COMMITMENTS

20 Elissa Ave (Former Bertucci's) \$ 909.38

TOTAL WASTEWATER/WASTE(63-13101) \$ 909.38

 13 Jun 2018  6/13/18
Fred Knight Date Rick Greene Date
WWMDC Chair Commissioner

 6/13/18
Jane Capasso Date
Account Specialist

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: Wednesday, 13 June 2018

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
- 7:40 3. 234 Boston Post Road – Chris D'Antonio attending to discuss WWMDC approval of a connection application for a new connection to the Wastewater Treatment System. He is converting a garage into an office.
- 7:50 4. Paul Brinkman, Town Engineer:
- A. Wayland Meadows Status of Land and Design Flow – Betterment transfer from WWMD's books to the Town.
 - B. National Development Update – Email from Dave Costello: We are working on looking into feasibility/pricing of creating a leaching field. Hoping to get budget pricing by June 15, 2018.
 - C. Account 2701100, Brendon Homes – Board decision on account.
 - D. Treatment Plant Sanitary Sewer Overflows on Saturday, January 27 and Sunday, January 28, 2018. Reporting to MassDEP as required. Russ Tierney, WhiteWater Inc. agreed to credit the WWMDC for sludge on January 27 and 28, 2018 and labor starting on January 28 – 30, 2018 as well as markup on sludge. Credit Invoice totaling \$6,931.25.
 - E. Membrane #1 Cleaning – Observed cleaning over the several day period. Train #2 handled all system flows without issue. Covers were not as difficult as originally anticipated to remove. Membranes and tank were significantly impacted by high solids, sludge. Several causes were attributed to this. They include:
 - 1. Failure to conduct routine cleaning and inspection of membranes.
 - 2. Unbalanced flow between the two trains. Higher loading rates to train #1.
 - 3. Clogging of scour air header for membrane cassettes.
 - F. Membrane #2 Manual Cleaning – Flow rates, pressures, etc. are not displaying issues at levels noted in train #1. Observations of tank surface do not appear to demonstrate significant issues. Recommend tank be taken out of service later in the year for inspection and cleaning – preventative action. Chemical Cleaning recently performed with good recoveries of flow rate and transmembrane pressures.
 - G. River Rock Pump Station - WhiteWater notified us that there are accumulations of debris in the wet well. They recommended wet well to be

cleaned and skimmed to remove heavy mat. Paul spoke with the Condo Association. They are reviewing their documents. Paul attempted to contact them last week. No response to voice mail as of this agenda date.

H. Other Treatment Plant Repairs & Maintenance:

1. Keyes North Atlantic – Performed the Annual Dry Drip Test on June 8, 2018.
2. Plumbing Issues – DPW acquiring camera that can be used in manholes/tanks. Will inspect when available.
3. Alarm System – Need to discuss with WhiteWater and SCADA Contractor.
4. HVAC
5. Ejector Pump

I. Verizon Phone Line Upgrade – Verizon has completed the change out. SCADA improvements can take place now. Using Water Dept. SCADA contractor. Awaiting coordinated visit.

J. RFP for Contracting a Treatment Plant Operator – Priority has been increased. Will be started in the next couple of weeks. Coordinating with Ben Keefe. Will draft and get input from WWMD and Facilities (Wayland High School) when complete. Expect two to three-month process.

K. Eversource Priority List. No action taken as of yet.

L. Tata & Howard – Water Main Project is bidding currently. Bids to be received 6/13/18. The plans and specification include several provisions for the protection of the WWMD infrastructure, including test pits.

M. Status of Hiring DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Once the process is set up Paul can provide interim services for non-emergency mark-out requests. This will be included in the RFP for O&M services. The new WOM would be responsible for this in most cases.

N. Treatment Plant Capital Items:

1. SCADA System and Security Cameras – See note above.
2. HVAC System, PM Filter and Air Valves – The Town HVAC Contractor is to provide a quote for remaining HVAC issues and maintenance on the boiler.

8:30 5. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position and funding for the WWMD collection and treatment facility and the WHS treatment facility was approved at the April, 2018 annual town meeting. The position will be jointly funded by the WWMD (60%) and the School Department (40%). The position was advertised for current Wayland Staff on May 30, 2018 with a closing date of June 22, 2018. Posted to association websites w/e 6/8/18. For FY2019, the DPW Director will direct the day-to-day activities of the WOM.

8:35 6. Update of implications of long-term design flow needs for the WWMD.

8:36 7. Finalizing FY2019 Budget and Rates.

Taking Uday's suggestion from the May meeting, we want to draw down from retained earnings to make the rates as close to FY2017 as possible. The revised spreadsheet (attached to the agenda on the WWMDC website) indicating that using \$60,000 of retained earnings is reasonable. Rates for FY2019 will then be approximately what they were in FY2017 but a little higher---Capacity: \$2.88/gpd/yr vs \$2.79/gpd/yr and flow: \$2.16/gpd/yr vs \$1.97/gpd/yr. WWMDC needs to approve using \$60,000 of retained earnings to fund the budget making the FY2019 rates be Capacity: \$2.88/gpd/yr and flow: \$2.16/gpd/yr.

8:56 8. Administrative items:

- A. Connection Application Review Process – Decision on Julia Junhann's, Health Department, letter.
- B. 23 Lillian Connection Application – Board approval.
- C. 37 Lillian Connection Application – Board Approval.
- D. Monthly Operating Report – Decision on new design.
- E. FY19 Rate Hearing Planning
- F. FY18 Bill Sign-Off
- G. Account Specialist Review – Due June 16, 2018

9:20 9. Wastewater Rules and Regulations

9:20 10. Approve minutes from previous meetings – May 16, 2018.

9:25 11. Pay Bills, monthly budget update, unbudgeted expenses list, year-to-date finances and monthly commitments.

9:35 12. Website status: Recent postings and organization.

9:35 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

9:40 14. Calendar: upcoming meetings and events, including hearings.

9:42 15. Public Comment

9:45 16. Adjourn