

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 8 AUGUST 2018**

In Attendance: Fred Knight, Rick Greene and Jane Capasso
Absent: Uday Virkud
Guests: Cherry Karlson (Board of Selectmen) and Cliff Lewis (Board of Public Works)

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.

7:32 1. Call to order

7:33 2. Public comment

7:33 3. Cherry Karlson, Board of Selectmen – Proposed Town Manager Special Act: Discussion with and provide feedback to Selectman.

Cherry: Each of the selectmen is visiting their liaison boards to review a handout of a slide deck presented October, 2017 related to the Collins Center Financial Management Structure Review of the Town of Wayland (referred to as the Report) and a draft of the Special Act establishing the position of Town Manager.

Cherry: The Report conveyed that all Town departments/staff will report to the Town Manager. Rebalancing of roles and a new budget process will begin with a budget summit. Regulatory issues and budget review will be dealt with by the Town Manager and department heads will handle department based issues such as personnel hiring. The Finance Manager will report directly to the Town Manager and be given more responsibility. He will be using multi-year financial models and creating new budget guidelines for all departments to use. This will be kicked off on September 17, 2018.

The Report cites two main changes: 1) the budget process (rebalance roles and begin annual budget process with a budget summit) and 2) the reporting structure (Town Manager shall supervise all Town departments with the exception of the School Department).

Other changes: 1) Name change from the Board of Selectmen to Select Board. They will adopt new financial policies and focus on goal-setting long-term planning and strategies. 2) Name change from Town Administrator to Town Manager and strengthen the Town Manager and Finance Director positions. 3) Finance Committee will receive budget from Town Manager and Select Board.

Fred: What if the WWMD wants to form a Water/Wastewater board? Cherry: No problem under the new plan.

Cherry will find out more information and report to Fred on: How is an enterprise fund different for budgeting? What authority does the Town Manager have to veto major decisions related to the WWMD? How are disagreements resolved? Any further questions can be sent to Cherry and she will present them to the Selectmen.

Cherry: Nan Balmer's last day is Sept 7, 2018. Louise Miller is the new Town Administrator, and she will work with Nan for a few days.

- 8:08 4. National Development Connection Application for 150-seat restaurant – Original request was in Fall 2017; 90-day extension was granted in May 2018. National Development is requesting an additional 180-day extension on 5,250 gpd of additional design flow for 60-66 Andrew Ave. See Dave Costello's email (attached) that states they are reviewing pricing received for leaching field option. (no email attached.)

Fred: National Development is hoping that having the design flow available will improve their chances on finding a vendor for the space. National Development is discussing adding a leaching field, which would help WWMD by diverting some of the output to the field. They are continuing to work on whether to pay for a leaching field vs paying for more design flow.

Fred: We would like National Development to make a decision on whether the leaching field will become viable and a proposal for their future design flow needs.

Rick: We are setting a bad precedent and negating our design flow process of 90 days for submitting a payment. They were given an extra 90 days, and I think we should not hold this capacity without a financial commitment. Cherry: National Development received plans for the leaching field and pricing in July, and they are negotiating for the vacant Bertucci's site. Rick: Motion: Based on prior information communicated in this agenda item, the WWMDC denies the extension of the connection application. Jane will inform National Development of the WWMDC's decision. Motion denied 2-0.

- 8:14 5. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position – Advertisements closed on June 22, 2018, candidates were reviewed with four worthy of interviews. One interview was held week ending 26 Jul 2018 and the remaining three in the week ending 3 Aug 2018. DPW Director and Town Engineer have selected a candidate and are going through reference checks and pre-employment activities. Anticipate filling position late August/early September.

Fred: When the WOM is hired, his first item will be to complete the RFP draft for both of the treatment facilities. Rick: Attended the interview of the first candidate and reviewed both resumes. He toured both treatment plants and learned more about the system, issues and priorities. He was surprised at some of the things occurring, especially design flaws at the high school, some things had not been serviced and sloppiness of some of the maintenance. Such as our SCADA System and data acquisition is supposed to keep data and it does not. Fred: The WOM will be needed to oversee these problems.

- 8:19 6. FY2018 Annual Report – Second draft for review

Jane: The final FY2018 financial reports were completed after the MUNIS close on August 1, 2018. The financial piece of the Annual Report will be completed in the next few weeks based on other priorities. Fred and Rick reviewed the changes to the report highlighted in yellow.

Rick: WWMDC Website shows Fred and Uday's email and phone numbers and when you click on Rick's name it is not available. Fred: It's possible that when Rick updates to his new Town email address this will change. Rick will update his address and Jane will check into this.

8:23 7. Update on Combined Water-Wastewater Department

- Fred met with BOPW on 24 Jul 2018. Cherry Karlson attended as well. Discussion followed submission of Fred's perspective in a white paper (see online agenda). Follow-up from the meeting elaborated on the topics discussed (see on line agenda).
- Joint meeting with BOPW in September, 2018
- Schedule to create an Article for 2019 ATM. For reference see Article 18 of the 2011 ATM at <https://www.wayland.ma.us/board-selectmen/files/warrant-annual-town-meeting-april-7-2011>

Fred: We are working towards a combined Water/Wastewater Department and the WWMD would be eliminated. Fred and Rick are available to meet with the Board of Public Works (BOPW) on Tuesday, Sept 25, 2018. Jane will inform Uday, and Fred will talk with Tom. Fred: The BOPW had a lot of questions, which were summarized in the attachments and handouts. The most difficult question was the BOPW would like a reason why we are doing this. Fred responded that the WWMD is functioning with no problems and coordinating a Water/Wastewater department would be useful. Rick: We would be able to achieve economy of scale with the two departments. The BOPW has a very full plate. By shifting out the Water Department this would be relieved. Fred: This was proposed in 2011 and a draft was created (see the link above). Rick: For our September meeting we should look at our Special Act and clean up the document. Fred: The Water Department may have a special act that should be reviewed and updated since both acts were written at the same time. Fred will review the WWMD Special Act from 2011. Jane: Asked the Selectmen's office to give us an outline of due dates for ATM article submission.

8:33 8. Paul Brinkman, Town Engineer – Update below: WWMD Read through all items.

- A. RFP for Contracting a Treatment Plant Operator for the Wayland High School and the Wastewater Management District – Paul and the new WOM will be working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMD and Facilities (Wayland High School) in early October. No discussion.
- B. River Rock Pump Station - Registered/Return Receipt Letter sent to Dannin Management Corp (the Condo Association) and WhiteWater, Inc. stating WWMD will cease operations and maintenance of the River Rock Pump Station as of July 1, 2018. No response from the Condo Association. Return receipt card was received by the Condo Association on 7/16/18. No discussion
- C. DEP Treatment Plant Inspection on August 1, 2018. A few minor follow-up activities required.

Jane: Paul is handling all follow-up activities.

- D. Other Treatment Plant Repairs & Maintenance:
 - 1. Keyes North Atlantic – On July 9, 2018 we were told the key pad and fire panel is obsolete. Keyes and Paul met on August 2, 2018 to discuss ordering a new panel. Jane will follow up in 3 weeks for a quote. Once the key pay has been installed, the Annual Dry Drip Test needs to be scheduled. No discussion.

2. Plumbing Issues – DPW acquired a camera that can be used in manholes/tanks. The plumbing below the floor in the EQ tank was inspected on July 31, 2018. Plumbing is located well above the normal water level in the tank. No evidence of significant failure. No discussion.
 3. Ejector Pump – WOM activity to obtain qualified Contractor to evaluate the system for defects and/or make repairs. No discussion.
- E. Phone Line Upgrade and Alarm System – Verizon has completed the change out. SCADA improvements can take place now using Water Department SCADA contractor. Waiting for a coordinated visit. Alarm System will be discussed with WhiteWater and SCADA Contractor.
- Rick: SCADA does not record the data and this may be why the report we receive shows the same flow on weekend days as week days. No one is in the plant on the weekends to record the data.
- F. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.
- G. Tata & Howard – Route 20 Water Main Replacement Project has been delayed due to an injunction filed by a bidder. No discussion.
- H. Status of Hiring DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Paul is providing this on an interim basis for non-emergency mark-out requests. This will be included in the RFP for O&M services. The WOM would be responsible for this in most cases. No discussion.
- I. Treatment Plant Capital Items: No discussion.
1. SCADA System, Security Camera and Alarm System – 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.

8:39 9. Administrative items:

- A. Analyzed FY18 Final Operating Reports: MUNIS Trial Balance, Revenue and Expenses, Wayland Meadows and Brendon Homes (Account 2701100) final accounting. Corrected an abatement (from Assessors Office for Wayland Meadows) and reviewed all commitments for FY18.
- Jane: Wayland Meadows: Met with Zoe and Brian where we agreed on the final journal entry to breakout the betterment payoff from the PILOB received from the Town. Checked all journal entries to the Trial Balance including Assessor's journal entry which Treasury had questions on.
 - Jane: Brendon Homes – Reviewed trial balance for accuracy of journal entries.
- B. New design for the Monthly Operating Report.

Jane: The new design for the monthly Operating Report is similar to what is used by the DPW and Water Departments in anticipation of combining the Water and Wastewater departments. The major changes are 1) Comparing the year-to-date balances to the annual budget instead of comparing the year-to-

date balances to the year-to-date budget and 2) The percentage of year remaining (or percentage of budget remaining) was added to compare whether the year-to-date balance is on track with the budget for the year. Fred: Is reasonably comfortable with this and asked that the cents be removed from all numbers. Rick: Is not comfortable with the change and needs more time to think about it. Fred: We will review this at the September meeting. Jane will send this to Uday for review and comment.

C. Use of Retained Earnings – Meeting with Brian Keveny.

Jane: Currently, the FY19 Budget shows we will be using \$40,000 of retained earnings and the user charges reflect this. I updated the Budget in MUNIS, but no changes were made because Brian needs to contact the DOR for a ruling on whether the use of retained earnings needs to be approved at Town Meeting or whether a general comment of use can be approved. I asked Brian for a procedure so there will be no question on when the number is due and what needs to be done. This also affects when our rate hearing numbers need to be finalized. Follow up with Brian the end of August.

D. Updated Monthly Operating Report for FY19 including Budget information, column title changes, formula's and zeroing prior year data on Budget, Cash Receipts, Summary of Utility Bills, WhiteWater Summary. No discussion.

E. EPA Request for a scan of Toxicity Reports 2004 -2018. Completed and sent on August 1, 2018.

Jane: Searched the files, scanned and sent all reports to the EPA. This took approximately 12 hours. EPA responded that December, 2016 is missing testing reports which WhiteWater will provide.

9:04 10. Wastewater Rules and Regulations No discussion.

9:04 11. Approve minutes from previous meetings – July 11, 2018.

Fred: Motion to approve the minutes of July 11, 2018 as written. Rick Second the motion, all in favor 2-0.

9:05 12. Review bills, unbudgeted expenses, monthly operating budget for year-end FY18, August, 2018 monthly operating budget and commitments.

Jane: FY18 year-end budget was not reviewed (very few changes from last month). Tom Holder signed two batches of bills. Reviewed August, 2018 monthly budget.

9:07 13. Website status: Recent postings and organization.

Jane: Rick Greene to update to the new Town email. Jane will update the email system and Town Website for the new emails.

9:08 14. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Jane: At the September Board meeting we will need to approve our FY2020 five year Capital Plan and review our FY20 Operating Budget. Jane will talk with Paul and prepare the documents for distribution before the meeting to the Board. Capital Budget is due September 21, 2018. Operating Budget (expenses) October 19, 2018. Finance Department will send an email with instructions shortly.

9:11 15. Calendar: Upcoming meetings, events and hearings.

Jane will discuss with Uday his availability to meet for the monthly meeting either on September 12 or September 20, 2018 and coordinate a meeting with the BOPW and the WWMDC on September 25, 2018 at the DPW Building.

9:12 16. Public Comment – None.

9:12 17. Adjourn

Attachments:

White Paper & related email messages
Printout of slides Establishing the Position of Town Manager
Draft of an Act Establishing the Position of Town Manager
National Development Connection Application
Draft FY2018 Annual Report
MOR New Format
EPA Request Summary
Draft Minutes July 11, 2018
August, 2018 Monthly Operating Reports
Agenda August 8, 2018

Fred Knight, chair of WWMDC

Summary

This white paper makes a proposal to continue to modernize Wayland's wastewater system by creating a Water-Wastewater Department under the DPW. The Water-Wastewater Department would be overseen by a new commission. This new commission would alleviate responsibility for water oversight from the BoPW and replace the Wayland Wastewater Management District Commission.

Near-term History

In 1994, the Wastewater Management Committee was formed by the Town of Wayland to investigate options to provide on-site septic systems and to provide the Town with proposals for developing such options. Special legislation created the Wayland Wastewater Management District Commission (WWMDC) to oversee the implementation of a wastewater collection system in the center of town. In 2011, a proposal to eliminate the WWMDC and place the wastewater oversight under the BoPW failed. In FY2017, the WWMDC started paying for a portion of the town engineer's time to gain expertise in wastewater operation. This arrangement has been fruitful and continues. During FY2018, there was discussion of how to overcome the predicaments at the Wayland High School wastewater treatment facility and of the need to curtail extra charges from the operator of the WWMDC treatment facility. This discussion led to a proposal to create a new position, called the Wastewater Operations Manager (WOM), that was approved at 2018 ATM. Starting in FY2019, the WOM will provide day-to-day management of two treatment facilities. The cost of the WOM is 60% from the WWMDC and 40% from the School Department. Per direction of the Town Administrator, the Director of Public Works will supervise the WOM. The intention is that improved operation at the two facilities will lead to savings to offset the cost of the WOM. There will be annual assessment of the WOM's effectiveness.

Rationale and Needs

There are many reasons to combine water and wastewater operations in Wayland, as has been done in many other towns. Creation of Water-Wastewater Department would put these operations under one commission with professional supervision from the Department of Public Works. The WWMDC uses water consumption to bill users. The staff of the current Water Department and the WWMDC work together in the same facility. The BoPW has many tasks, so moving water oversight to another body might alleviate a burden. The town now has expertise in both areas in the Water Department supervisor, the Town Engineer, and the Director of DPW. The Director of DPW is now aiding the WWMDC operation by hiring and supervising the WOM, approving WWMDC staff timecards, and now starting to provide timely approval of WWMDC bills. Due to his professional credentials and familiarity with wastewater, the Town Engineer provides a wealth of needed oversight. In addition, the Town Engineer brings new perspectives that could alleviate future costs by utilizing the wastewater treatment facility in better ways. The Water Department supervision has professional wastewater credentials that will aid wastewater operation.

Proposal

I am proposing that the WWMDC and BoPW jointly propose the creation of a water-wastewater department under the DPW. This department's head would be the current Water Department supervisor and would be overseen by a new commission to put water and wastewater functions under one jurisdiction. The WWMDC is in favor of this concept.

Discussion

Questions of interest are at least the following.

1. Is the BoPW in favor of this proposal to reduce their oversight burden?
2. Should we wait until after the WOM is working to make this proposal?
3. Is there too much in water and wastewater for one commission to oversee?
4. Are there sufficient professionals in the DPW to achieve better combined operation?
5. What are the perspectives of the DPW professionals?
6. Is the timing right?
7. Should the School Department be included in this proposal?

Next Steps

The WWMDC and BoPW will have a joint meeting in September 2018. I think we should point toward an article for ATM 2019 to propose special legislation.

Conclusions

This white paper makes a proposal to continue to modernize Wayland's wastewater system by creating a Water-Wastewater Department under the DPW. The Water-Wastewater Department would be overseen by a new commission. This new commission would alleviate responsibility for water oversight from the BoPW and replace the Wayland Wastewater Management District Commission. I think it is time to propose an article for ATM 2019 to make this happen.

Appendix: WWMDC Annual Reports

See <https://www.wayland.ma.us/wastewater-management-district-commission/pages/annual-reports>.

Capasso, Jane

combined ww/water

From: fred knight <fred.knightway@gmail.com>
Sent: Friday, July 27, 2018 7:09 AM
To: Lewis, Cliff
Cc: Lowery, Mike; Holder, Thomas; Karlson, Cherry; Unobskey, Arthur; Keefe, Ben; Capasso, Jane; Brinkman, Paul
Subject: Re: more explanation

Cliff,

Here are some more comments on my proposal to combine water and wastewater operations under the DPW. I thought more about your and Mike's question about what is wrong and my answer that there is no major problem. Even though the WWMDC activities are in a state of addressing needs, I think the model of combining water and wastewater is a good one. Here is a little more.

Pros

- The commissioners lack detailed knowledge of wastewater operations; professional expertise is needed. The part-time help from the town engineer aids big-picture items like efficient use of capacity of the treatment plant, establishing and updating infrastructure contracts, interacting with DEP and EPA, and writing contracts. However, there is a real need for oversight of the contracted (24/7) operation, regular (daily!) attention to plant operation and anomalies, reaction to emergencies, and monitoring of infrastructure (piping, valves, pumps, and manholes). Help from water staff would enable doing the tasks associated with these needs.
- Efficient and effective operation of the treatment plants and infrastructure requires a range of capabilities where the water personnel can help. As is the case in other towns, combining the Wastewater Operations Manager (WOM) job with water personnel yields a complete team. There is synergism of allowing the team to work on both water and wastewater.
- Having the combination of the WOM and current water personnel will alleviate some burden on the Facilities Manager for oversight of treatment plants and infrastructure.
- The Water Supervisor can direct wastewater and water operations.
- Billing for water and wastewater are handled by different people, but having shared knowledge will provide redundancy and seamless office coverage. The quarterly water meter reads provide input to wastewater billing, which requires interfacing that may be improved by combining the operations.
- Checking on the validity of bills now approved by the DPW Director (a recent improvement over WWMDC approval) can be more reliable due to the WOM's knowledge and abilities of the water personnel.
- A team approach can improve wastewater operation, especially with the wastewater infrastructure now more than twenty years old.

Cons

- Replacing the WWMDC with a new commission requires administrative changes and legal cost, plus Town meeting action and special legislation.
- More thought needs to be given to including storm water infrastructure under the new commission.
- The alternative of eliminating the WWMDC and enlarging the BPW needs further vetting.
- There may be a desire to delay any change until the (probable) creation of the town manager position is completed.

I hope we can address these issues at the joint WWMDC-BPW meeting in September 2018. I am copying others in the hope of getting more opinions.

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Fred Knight, fred@knightway.org, 508 358 0834

On Tue, Jul 24, 2018 at 9:46 PM, Clifford <cliffordlewis66@gmail.com> wrote:
Fred:

Thanks for the info. Let me work my way through this.

Best Regards,

Cliff

On Jul 24, 2018, at 9:04 PM, fred knight <fred.knightway@gmail.com> wrote:

Cliff,

I thought a few comments from me might inform you about the operation of the WWMDC, which oversees the wastewater collection system and treatment facility that serves the center of town---including the Town Center and the condo developments.

Before the Town Center was developed there were only about 40 users, and the system had been quiescent since about 1999. The Board of Selectmen got the Wayland Commons development connected. Then the TC came on line, both the businesses and the Lillian Way condos. Now there are over 140 users.

As to finances, there is an operational budget, self-funded by user fees, and there is a betterment being paid by users (most over a 20-year period) to repay the construction bonds (principle and interest) for the Wastewater Treatment Facility (WTF), which replaced the old Raytheon treatment plant and started operation in late 2012. The betterment was created in 2014; between 2012 and 2014 a surcharge was added to operational billing. Now, the users pay quarterly operational fees based on their design flow (Title V) and actual water use. The operations budgets have been in the black; the WWMDC has applied excess to the future budgets. Although the betterment will eventually cover the bonds, there could be a shortfall in 2027-2030, which the WWMDC is addressing.

The FY2019 budget is [here](#). It has two parts income and expenditures. The income comes from betterments paid and operational charges. The expenses are mostly for the operation of the WTF. Then there is salary for the one employee, the Account Specialist. The new expenses for FY2019 are infrastructure maintenance, emergency response, and the new Wastewater Operations Manager (WOM), who is shared by the WWMDC and the School Department.

The wastewater rates are set based on the operational expenses. See the bottom of the [FY2019 budget page](#).

The [Annual Reports](#) give annual perspectives on what the WWMDC does. Reading one of those might give a flavor of the oversight activities.

I hope this helps. There are many other topics of interest (e.g., permitting, DEP interactions, Town Center operation, River's Edge, oversight of the contractor running the WTF, user interactions, paid DPW support, requests for new design flow, Wayland Plaza, and others) that we could discuss. I'd be glad to talk if you want.

cheers,

fred

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Fred Knight, fred@knightway.org, 508 358 0834

TOWN ORGANIZATION

AN ACT ESTABLISHING THE POSITION OF TOWN MANAGER IN THE TOWN OF WAYLAND

Collins Center Financial Management Structure Review

- The Town of Wayland is currently in a strong financial position. The Town has the highest possible Moody's bond rating (Aaa), which is held by 14 municipalities in the Commonwealth....
- The Town has managed to achieve these things through the efforts of dedicated current and prior elected officials, appointed volunteers, and professional staff. These accomplishments have come in spite of, not because of, the structure of Town Government, which appears increasingly anachronistic among Wayland's peer communities and increasingly unable to handle the accelerating changes Massachusetts municipalities must manage....
- At its core, the issue is that the financial management of the Town is severely fragmented in a way that reduces the Town's efficiency, effectiveness, and transparency.

DRAFT SPECIAL ACT

WHAT CHANGES?

- TWO MAJOR CHANGES
 - BUDGET PROCESS
 - Rebalance roles
 - Begin annual budget process with a budget summit
 - REPORTING STRUCTURE
 - Town Manager shall supervise all Town departments, with the exception of the School Department

DRAFT SPECIAL ACT

WHAT CHANGES?

- OTHER CHANGES
 - SELECT BOARD
 - Name change
 - Adopt financial policies
 - Focus on goal-setting, long-term planning, and strategy
 - TOWN MANAGER
 - Name change
 - Strengthen Town Administrator and Finance Director positions
 - FINANCE COMMITTEE
 - Determine appointing authority
 - Receives budget from Town Manager and Select Board

DRAFT SPECIAL ACT

WHAT STAYS THE SAME?

- All currently elected boards/committees remain elected
- No change proposed to reduce number of appointed commissions/committees/boards
- All statutory and regulatory responsibilities stay with boards
- No change to School Department

HISTORY

(We've been at this for 3 decades!)

1989 Charter Commission Proposal fails 1991

2002 Maximus Report recommends

- TM, but interim step of TA
- Creation of Department of Public Works
- Consolidation of Financial Departments
- Consolidation of Land Use Departments
- All staff in Town (except Schools) should report to TM

HISTORY cont.

2004	TA Special Act	Article passes
2008	DPW Special Act	Article passes
2014	Nan hired	Identified budget process/ control changes needed
2016	TA & FD propose FY18 Budget Planning Collins Center Review of Financial Policies and Procedures	
2017	Financial Advisor (Unibank)	

HISTORY cont.

2017 Collins Center - Financial Management
Structure Review

2018

April Collins presents – Draft TA Special Act
Fincom attends
BoS meets with Dept. Heads
2 questions: Budget process
Reporting Structure

HISTORY cont.

2018

May Continued discussion with Dept. Heads
BoS meets with Boards/Committees

Forum attended by:

- Board of Library Trustees
- Board of Health
- Board of Public Works
- Surface Water Quality Committee
- Public Ceremonies Committee

Begin search for new TA

June Feedback from Finance Committee on TM Act
Appear on *The Buzz*
Meet with School Committee on budget process

Two major changes

- Budget Process
- Reporting Structure

2020 BUDGET PROCESS

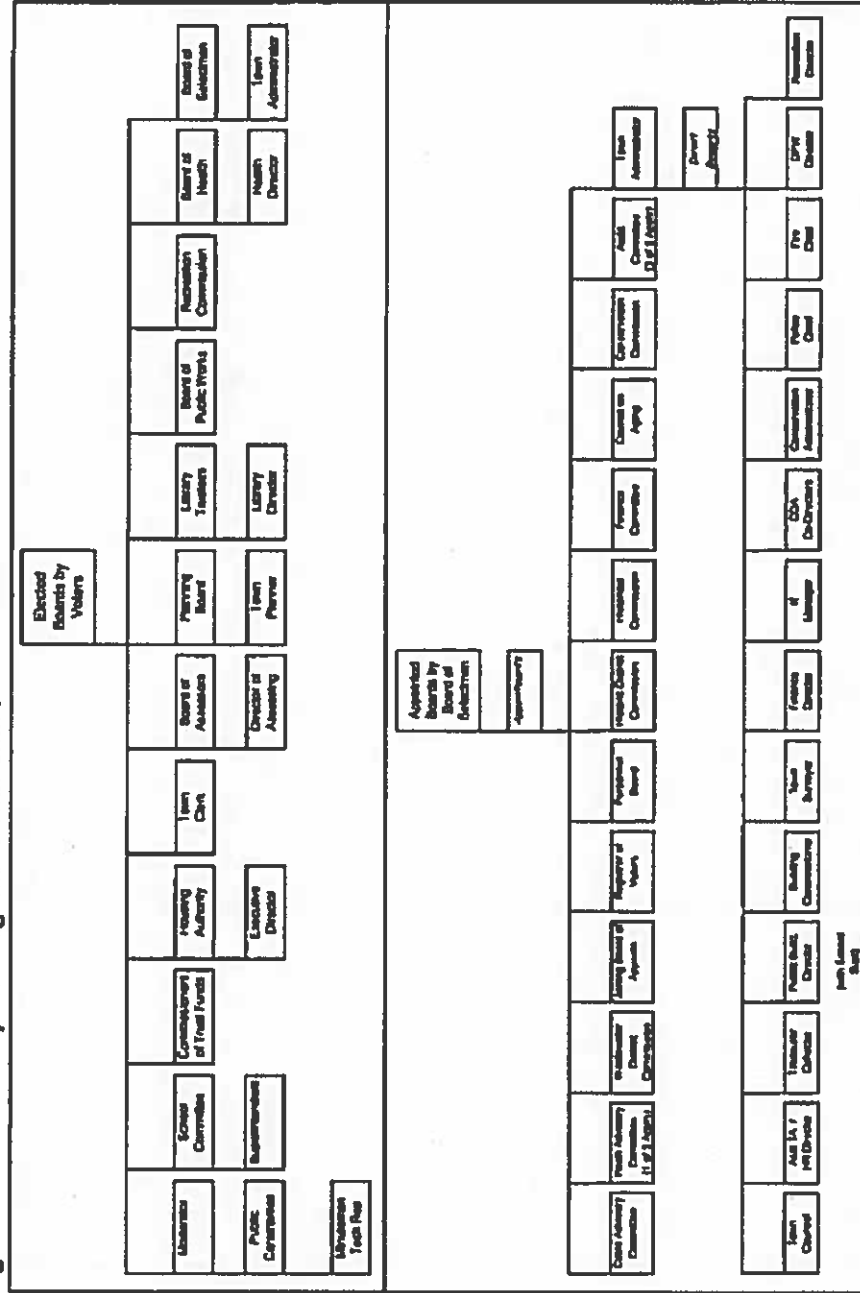
(Even before we consider the Special Act)

- **GOALS**

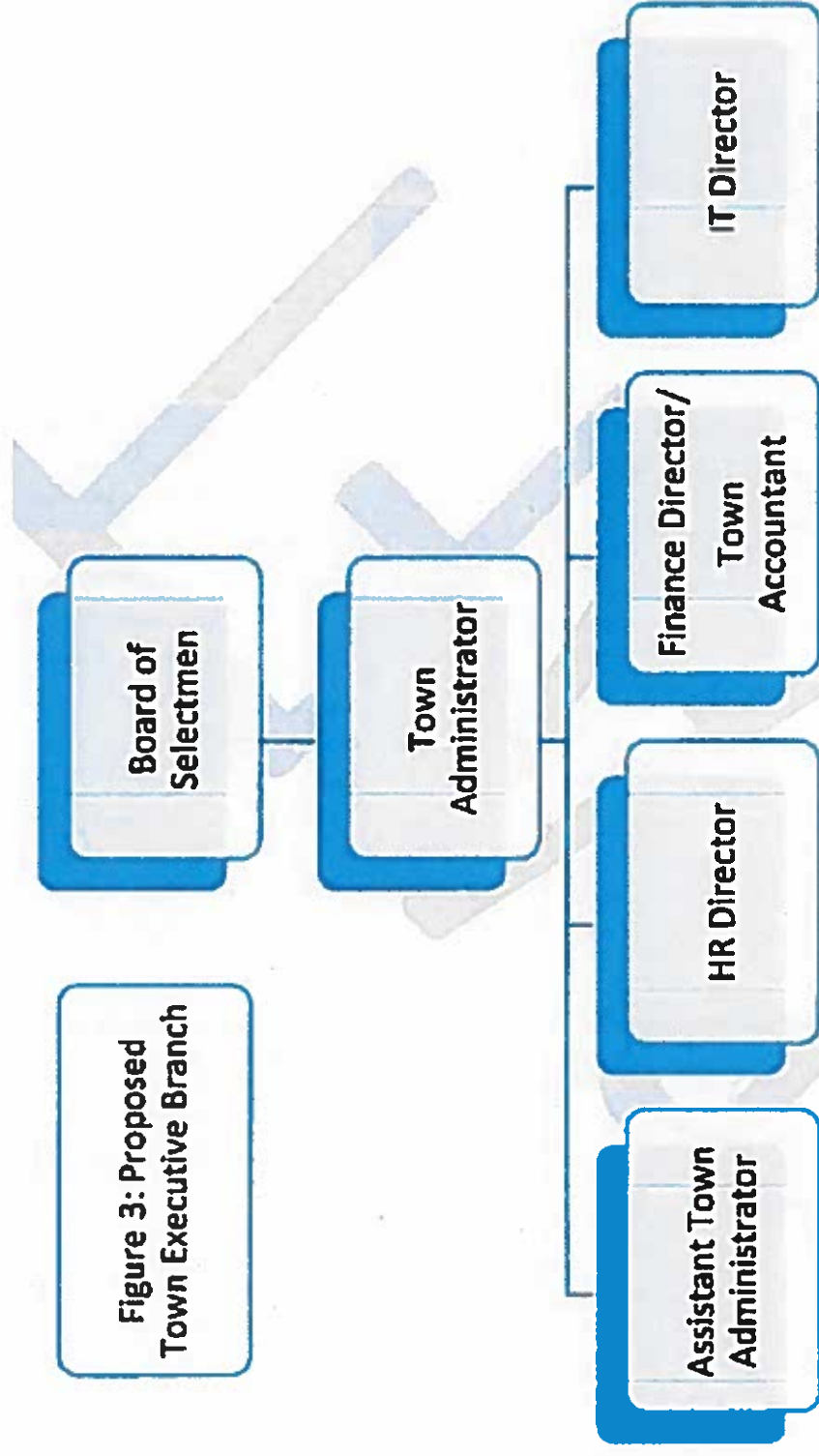
- Efficient, effective, and fiscally responsible budget process that meets the planned needs and goals of Wayland
- TA and Finance Director develop long term financial strategy and establish Budget Guidelines for review and comment by BoS and for recommendation to Finance Committee
- Town budget (all depts.) process managed by TA and Finance Director with Board of Selectmen
- School budget process managed by Superintendent and School Committee
- TA works with Finance Director and Finance Committee on the Budget Guidelines
- Finance Committee issues Budget Guidelines and reviews, compiles, and prepares Omnibus Budget for ATM

Reporting Structure

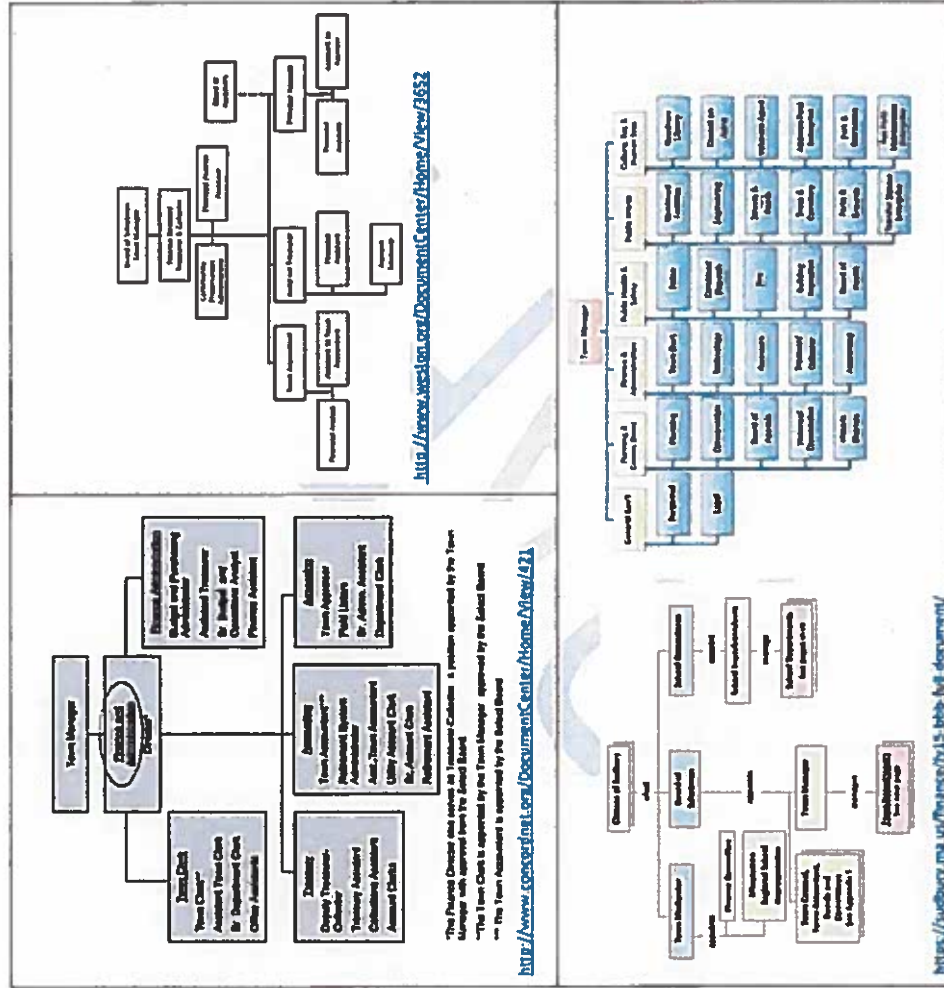
Figure 1: Current Wayland Organizational Chart



Reporting Structure



Reporting structure in other towns: Concord, Weston, Sudbury



Next steps

July/August

- Meet with individual Boards and Committees
- Begin community discussions

Fall

- Continue community discussions
- Revise Special Act as necessary

Winter

- Submit article for ATM

DRAFT – AN ACT ESTABLISHING THE POSITION OF TOWN MANAGER IN THE TOWN OF WAYLAND – DRAFT

Be it enacted, etc., as follows:

SECTION 1. DESIGNATION OF ELECTED OFFICIALS

(a) Upon the effective date of this act, the registered voters of the town of Wayland shall, in accordance with any applicable laws, bylaws, votes of the town or inter-local agreement continue to elect the following:

- (i) members of the select board;
- (ii) town moderator;
- (iii) town clerk;
- (iv) school committee members;
- (v) assessors;
- (vi) planning board members;
- (vii) board of health members;
- (viii) commissioners of trust funds;
- (ix) library trustees;
- (x) members of the board of public works;
- (xi) recreation commissioners; and
- (xii) housing authority members.

(b) The powers, duties and responsibilities of elected and appointed officials shall be as provided by applicable General Laws, special acts, bylaws, and votes of the town, except as otherwise expressly provided herein.

(c) Notwithstanding the election by the voters of the town of the officers named in this section, such officers shall be available at reasonable times to the select board or town manager for consultation, conference, and discussion on matters relating to their respective offices.

SECTION 2. POWERS AND DUTIES OF THE SELECT BOARD

(a) The executive powers of the town shall be vested in the select board, who shall have all the powers given to boards of selectmen in the General Laws.

(b) The select board shall consist of 5 persons elected by the voters of the town. The term of each member of the select board shall be 3 years. The select board shall annually elect a chairperson from among its members.

(c) The select board shall serve as the chief goal-setting and policy-making body of the town. The select board shall set guidelines and policy directives that are to be implemented by the town manager and by other officers and employees appointed by or under its authority. The select board shall have the power to enact rules and regulations to implement policies and to issue interpretations of the rules and regulations.

(d) The select board shall exercise, through the town manager, general supervision over all matters affecting the interests or welfare of the town. The select board shall not normally administer the day-to-day affairs of the town.

(e) The select board shall appoint the town manager, town counsel, independent auditor, assistant or

special counsels, and all members of committees, boards, and commissions, except those positions that are elected by the voters or as otherwise expressly provided herein. The select board may make appointments to all positions and committees the select board creates for special or general purposes.

(f) The select board shall have oversight of such boards, committees, positions, or commissions appointed by the select board.

(g) The select board shall have the responsibility and authority for licenses and other non- personnel related functions as provided by the General Laws and the bylaws of the town.

(h) The select board shall be responsible for and shall approve the form and content of all town meeting warrants before such warrants are issued.

(i) The select board shall be responsible for establishing and maintaining written procedures for the preparation of the budget. The selectmen shall annually issue 1 or more written budget messages, including fiscal guidelines and the timeline, at the beginning of each budget cycle or at a time established by the town bylaws.

(j) The select board shall review the annual proposed budget prepared by the town manager and make revisions the select board deems advisable. The town manager shall present the budget as approved by the select board to the finance committee. The finance committee shall consider the budget proposed, shall establish the amounts which should, in its opinion, be appropriated for the ensuing fiscal year, shall add thereto such explanations and suggestions as it deems expedient, and shall report to the town meeting, in print or otherwise, such recommendations as it deems best for the interests of the town.

SECTION 3. APPOINTMENT OF THE TOWN MANAGER

(a) The select board shall appoint, by an affirmative vote of at least 4 members, a town manager who shall be the chief administrative officer of the town. The select board shall appoint the town manager solely on that person's executive and administrative qualifications. The town manager shall be a professionally qualified person of proven ability, especially fitted by education, training, and previous experience to perform the duties of the office. The town may from time to time, by by-law, establish such additional qualifications as seem necessary and appropriate.

(b) The town manager shall devote full time to the duties of the office and shall not engage in any other business or occupation during the term of employment by the town, unless such action is approved in advance, in writing, by the select board. The town manager shall hold no elective office in the town while serving as town manager, but the select board may appoint the town manager to any non-elective office or position consistent with the responsibilities of the town manager.

(c) The select board may enter into a formal contract with the town manager and may set contract terms that shall have precedence over any town personnel bylaws. The select board shall set the compensation for the town manager, not to exceed an amount appropriated by the town meeting.

(d) No member or former member of the select board shall be eligible to be appointed to the position of the town manager within 15 months of termination of such member's service.

(e) Before entering upon the duties of the office, the town manager shall be sworn, in the presence of a majority of the members of the select board, to the faithful and impartial performance thereof by the town clerk or a notary public.

(f) The town manager shall execute a bond in favor of the town for the faithful performance of the town manager's duties in such sums and with such sureties as may be fixed and approved by the select board, the cost for which will be borne by the town.

(g) The select board shall provide for an annual review of the job performance of the town manager.

SECTION 4. REMOVAL OF TOWN MANAGER

- (a) The select board, by an affirmative vote of at least 4 members, may remove the town manager. At least 30 days before such removal shall be effective, the select board shall file a preliminary written resolution with the town clerk setting forth reasons, if any, for the proposed removal, a copy of which shall be delivered to the town manager.
- (b) The town manager may reply in writing to the resolution and may request, in writing, a public hearing; provided, however, that the request for a hearing shall be received by the town clerk not later than 10 days after the town manager's receipt of the resolution. If the town manager so requests, the select board shall hold a public hearing not earlier than 10 days nor later than 20 days after the filing of such request.
- (c) Following the public hearing or, if none, at the expiration of 30 days following the filing of the preliminary resolution, the select board may adopt a final resolution of removal.
- (d) As part of the preliminary resolution, the select board may suspend the town manager from duty.
- (e) Nothing contained herein shall limit the authority of the select board to suspend or remove the town manager as provided by the laws of the commonwealth.
- (f) The select board shall determine if such suspension shall be with or without pay.

SECTION 5. ABSENCE OR VACANCY OF TOWN MANAGER

- (a) During a temporary absence, not to exceed 30 days, the town manager shall designate by a letter filed with the chair of the select board, a temporary town manager to perform the duties of the office. Such delegation shall be limited to those matters not allowing for delay during the town manager's absence.
- (b) If, in the sole opinion of the select board, the town manager's designee is unable to effectively perform the duties of the office during the temporary absence of the town manager, the select board shall appoint a person to perform the duties of the office; provided, however, that those duties shall be limited to those matters not allowing for delay during the town manager's absence.
- (c) During an absence of the town manager for 30 or more days, due to disability, illness, or other similar circumstance, the select board shall appoint an acting town manager for the duration of the extended absence. Such designation will cease upon the return of the town manager.
- (d) If the individual serving as acting town manager is a town officer or employee, the individual shall return to the position held prior to being appointed as the acting town manager.
- (e) No member of the select board shall serve as acting town manager.
- (f) If the select board determines, by majority vote of the full membership, that the town manager will be unable to resume the duties of the job for any reasons, including, but not limited to, resignation, termination, or illness, the office of town manager shall be filled as soon as practical by the select board, provided that the select board may appoint an acting town manager to serve until a town manager is appointed. The duties of an acting town manager shall be limited to those matters not allowing for delay and shall include the authority to make temporary, emergency appointments or designations to town office or employment, but not to make permanent appointments or designations.

SECTION 6A. ADMINISTRATIVE RESPONSIBILITIES AND POWERS OF THE TOWN MANAGER

- (a) The town manager shall be the chief administrative officer of the town and shall be responsible to the select board for the effective management of all town affairs placed in the town manager's charge

by this act, by the select board, by bylaws, or by vote of the town meeting, and for the implementation of town policies placed in the town manager's charge by the select board.

(b) The town manager shall supervise all town departments, with the exception of the school department, and shall direct day-to-day affairs of the town.

(c) The town manager shall be responsible for assuring that the budget is administered as adopted by town meeting and in accordance with the General Laws, this act, and the town bylaws.

(d) The town manager shall advise the select board of all matters requiring action by the select board or by the town.

(e) The town manager shall, in consultation with the personnel board, oversee the town's personnel system and staff in accordance with the town bylaws, and shall oversee personnel evaluation policies and practices, enforcement of labor contracts, labor relations, collective bargaining, and all applicable state and federal regulations relating to employment. The town manager may appoint a human resources director to assist with these human resources duties.

(f) The town manager shall attend all meetings of the select board, except when excused, and shall have the right to speak but not vote. The town manager shall attend all annual and special town meetings and shall be permitted to speak when recognized by the moderator.

(g) The town manager shall administer, either directly or through a person appointed by the town manager in accordance with this act, the General Laws and special acts applicable to the town, all town bylaws, and all rules and regulations established by the select board.

(h) The town manager shall have access to all information necessary for the proper performance of the duties of town manager in accordance with the town bylaws, except for attorney-client privileged information that is provided to or by the select board, unless the select board specifically authorizes such access.

(i) The town manager may, without notice, cause the affairs of any division or department, except the school department, or the conduct of any officer or employee thereof, to be examined.

(j) The town manager shall keep the select board fully informed regarding all departmental operations, fiscal affairs, town priorities and concerns, and administrative actions, and shall submit periodic reports summarizing such matters to the select board.

(k) The town manager shall coordinate the activities among boards, commissions, and committees concerned with long-range municipal planning, including physical or economic development and environmental or resource protection of the town.

(l) The town manager shall be responsible for the maintenance all town buildings, property, and facilities, except those under the jurisdiction of the school department, unless requested by the school committee. The town manager shall develop, keep, and annually update a full and complete inventory of all property of the town, both real and personal.

(m) Under subsection (h) of section 2, the town manager shall be responsible for the preparation of all town meeting warrants in accordance with the town bylaws and distribute, or cause to be distributed, copies of town meeting warrants to the residences of all registered voters of the town.

(n) Upon request, and with the approval of the select board, the town manager shall prosecute, defend, or compromise all litigation to which the town is party.

(o) The town manager shall keep full and complete records of town manager's office and annually submit to the select board a full written report of the operations of the office.

(p) The town manager may authorize any subordinate officer or employee to exercise any power or perform any function or duty which the town manager is authorized to perform; provided, however, that all acts which are performed under any such delegation shall be deemed to be acts of the town manager.

SECTION 6B. FINANCIAL RESPONSIBILITIES AND POWERS OF THE TOWN MANAGER

- (a) The town manager shall be the chief financial officer of the town.
- (b) The town manager may, at the town manager's discretion and with the approval of the select board, establish a consolidated department of finance responsible for the coordination and overall supervision of all fiscal and financial affairs of all agencies of town government and may appoint a director of finance; provided, however, that the terms of persons holding the position of accountant, treasurer/collector, and director of assessing on the effective date of this act shall not be reduced by reason of the consolidation.
- (c) The town manager shall be responsible for controlling all appropriated budget expenditures, which includes the power to approve or reject all warrants, including payroll, for the payment of town funds prepared by the town accountant in accordance with section 56 of chapter 41 of the General Laws.
- (d) The town manager shall be responsible for the preparation of the proposed operating budget to be included in the annual town meeting warrant. The proposed budget shall be prepared in accordance with the most current budget process by the date set pursuant to subsection (i) of section 2 as approved by the select board.
- (e) The town manager shall submit to the select board, by the date established pursuant to subsection (i) of section 2, a written proposed budget for the ensuing fiscal year.
 - (1) The proposed budget shall describe all actual or estimated revenue from all sources, and all actual or proposed expenditures, including debt service, for the previous, current, and ensuing fiscal years.
 - (2) The proposed budget shall detail all estimated expenditures for current operations during the ensuing fiscal year, detailed by agency, department, committee, purpose, and position.
 - (3) In addition, the town manager shall prepare a 5-year forecast, and include both as part of the proposed annual budget.
 - (4) For the purpose of preparing the budget for the ensuing fiscal year, the town manager shall include an estimate of revenues to be collected and free cash available at the close of the current fiscal year, including estimated balances in special accounts.
 - (5) The town manager shall report on the estimated funds required to be levied and raised by taxation to defray all expenses and liabilities of the proposed budget together with an estimate of the tax rate necessary to raise such amount and include the information in the proposed budget.
- (f) The town manager shall submit a preliminary budget to the select board and the finance committee pursuant to the budget process set forth in subsection (i) of section 2. The preliminary budget shall be submitted not later than 70 days prior to the date of the annual town meeting.
- (g) To assist the town manager in preparing the proposed annual budget of revenue and expenditures, all boards, officers, and committees of the town, including the school committee, shall furnish all relevant information in their possession and submit to the town manager, in writing, in such form as the town manager shall establish, a detailed estimate of the appropriations required and available funds.
- (h) The town manager shall keep the select board informed regarding the availability of federal and state funds and how such funds might relate to the town's current and long-range needs.
- (i) The town manager shall be responsible for filing all grant applications.
- (j) After the close of each fiscal year and after the certification of free cash by the department of revenue, the town manager, as soon as practicable, shall cause to have prepared audited financial statements. Upon completion of the audit, the town manager shall promptly distribute the statements to the select board and the finance committee.

SECTION 6C. APPOINTMENT RESPONSIBILITIES AND POWERS OF THE TOWN MANAGER

(a) The town manager shall appoint, based upon merit and qualifications alone, and may remove, all department heads, officers, subordinates, and employees for whom no other method of selection is provided in the charter, except employees of the school department and employees identified in subsection (c) of this section.

(b) Appointments proposed by the town manager, except as noted in subsection (e) of this section, shall become effective on the 15th day following the day on which notice of the proposed appointment is filed at a select board meeting, unless the select board shall, within such period and by a majority vote, vote to reject such proposed appointment, or has sooner voted to affirm it.

(c) The town manager shall appoint, based upon merit and qualifications:

- i. a director of assessing, with the consent of the board of assessors;
- ii. a town planner, with the consent of the planning board;
- iii. a director of public health, with the consent of the board of health;
- iv. a library director, with the consent of the board of library trustees.
- v. a recreation director, with the consent of the recreation commission; and
- vi. a director of public works, with the consent of the board of public works.

For the purposes of this section, consent shall mean that each multiple-member body cited herein shall interview job candidates and make appointment recommendations to the town manager. The town manager shall not make an appointment under this section without the consent of the multiple-member body cited herein. In the case of employees appointed under this section, the town manager shall inform the chair of the appropriate multiple-member body prior to the commencement of any disciplinary action or termination process, except in cases of an emergency, and provide an opportunity to the chair to confidentially comment on the proposed action directly to the town manager.

(d) Relative to appointments made by the town manager under subsection (c) of section 5-5, the policies established by each multiple-member body derived directly from statutory authority shall be the non-administrative policy adhered to by the town manager and the town manager's staff.

(e) Appointments made by the town manager under subsection (c) of this section shall be effective immediately and shall not be subject to rejection by vote of the select board.

SECTION 6D. COLLECTIVE BARGAINING RESPONSIBILITIES AND POWERS OF THE TOWN MANAGER

(a) The town manager shall negotiate collective bargaining contracts on behalf of the select board; provided, however, that such contracts shall be subject to approval, ratification, and execution by the select board.

(b) The select board may authorize use of additional counsel or persons to assist the town manager in the negotiations at its discretion.

SECTION 6E. PROCUREMENT RESPONSIBILITIES AND POWERS OF THE TOWN MANAGER

The town manager shall be the chief procurement officer, pursuant to chapter 30B of the General Laws and all other applicable statutes, procedures, and bylaws, shall be responsible for purchasing for all

town functions and departments, and shall award all contracts needed for the operation of all town functions and departments, except for the school department, unless otherwise specifically requested by the school committee.

SECTION 7. ORGANIZATION OF AGENCIES

The town manager may reorganize, consolidate, establish, or abolish any department or position under the town manager's direction or supervision at the town manager's discretion and with the select board's approval. With the approval of both the select board and finance committee, the town manager may transfer all or part of any unexpended appropriation of a discontinued department, board, or office to any other town department, board, or office under the select board's jurisdiction.

SECTION 8. CONTINUATION OF EXISTING LAWS, CONTRACTS, AND EMPLOYMENT

(a) All laws, bylaws, votes, rules and regulations whether enacted by authority of the Town or any other authority, which are in force in the Town of Wayland on the effective date of this act, or any portion or portions thereof, not inconsistent with the provisions of this act, shall continue in full force and effect until otherwise provided by other law, bylaws, votes, rules and regulations, respectively.

(b) No contract existing and no action at law or suit in equity, or other proceeding pending on the effective date of this act, or the time of revocation of such acceptance, shall be affected by such acceptance or revocation of this act.

(c) Any person holding a town office or employment under the Town shall retain such office or employment and shall continue to perform the office or employment's duties until provisions shall have been made in accordance with this act for the performance of said duties by another person or agency. No person who continues in the permanent full-time service or employment of the Town shall forfeit pay grade or time in service.

SECTION 9. DISPOSITION OF CERTAIN SPECIAL LAWS

The following special laws, and any amendment thereto, which were enacted for special purposes and were limited in time by their own provisions, are hereby recognized as obsolete and are to stand repealed, but all acts taken under the authority of the said special laws is hereby preserved: [put list here]

SECTION 10. SUBMISSION TO VOTERS

This act shall be submitted to the voters of the Town of Wayland for acceptance at an annual or special town election in the form of the following question:

"Shall an act passed by the General Court in the year 2018 titled 'An Act Relative To The Position Of Town Manager In The Town Of Wayland,' be accepted?"

The Town shall include below the ballot question a fair and concise summary thereof prepared by town counsel and approved by the select board. If a majority of votes cast in answer to this question is in the

affirmative, Sections 1 through 9 of this act shall take effect sixty (60) days following acceptance by the voters.

SECTION 11. TIME OF TAKING EFFECT

Section 10 of this act shall take effect upon its passage.

DRAFT

Capasso, Jane

From: Capasso, Jane
Sent: Friday, July 27, 2018 12:42 PM
To: Fred Knight <fred@knightway.org>; Rick Greene; Uday Virkud
Cc: Capasso, Jane
Subject: National Dev Connection Application Extension
Attachments: Scanned from a Xerox Multifunction Device.pdf

For the August 8, 2018 Board Meeting:

Attached is a request from National Development for a second extension on the connection application asking for 5,250 gpd of design flow for a new restaurant at 60-66 Andrew Avenue. The Board limited the first extension to 90 days which will be up on August 5, 2018. This request is for a 180 day extension. The application states approval of this application may be rescinded if the privilege fee is not received within 90 days.

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

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

From: SMTP Relay
Sent: Friday, July 27, 2018 10:51 AM
To: Capasso, Jane
Subject: Scanned from a Xerox Multifunction Device

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.

Attachment File Type: pdf, Multi-Page

Multifunction Device Location: DPW
Device Name: XRX9C934E5E987D

For more information on Xerox products and solutions, please visit <http://www.xerox.com>



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

Updated 11/20/17

SEWER CONNECTION APPLICATION

(For New Connection or Modification to Existing Connection)

Property Owner/Applicant's Name: BOS RETAIL I LLC
C/O NATIONAL DEVELOPMENT Date: 7/27/18
Contact Phone #: 781-501-1595 Contact Email: dcostello@natdev.com
Property Address: 400 BOSTON POST ROAD, WAYLAND MA (WAYLAND TOWN CENTER)
Describe Proposed Use or Modification: REQUESTING TO EXTEND FOR AN ADDITIONAL
180 DAYS THE EXTRA 5,250 GPD CAPACITY DEDICATED
TO 60 AND 66 ANDREW AVENUE.

		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	NO					\$ -
Currently Paying for Design Flow, Requesting Connection	NO	N/A	N/A	N/A	N/A	N/A
Connected, Change in Use and/or Connection	EXTENSION	EXTENSION	EXTENSION	5,250	5250	\$ 1 -

Property Owner/Applicant Acknowledgement:

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

Signature of Applicant: [Signature] Print Name: DAVID K. COSTELLO Date: 7/27/18

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

Directions: 1) Return the completed Connection Application to the Health Department. 2) You will be informed when the WWMDC will meet to review the application. Attendance at this meeting is optional. 3) The WWMDC 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

JUL 27 2017

Wayland Wastewater
Management District

Wayland Wastewater Management District Commission

FY 2018 Annual Report –8/8/18

The Wayland Wastewater Management District Commission (WWMDC) operates a sewer system that serves business and residential properties along Route 20 from Route 27 to the Town Center development. Wastewater discharged into the system flows to a treatment plant located on Town-owned property within the Town Center development. The treated wastewater is discharged to the Sudbury River.

Managerial Oversight of the Wastewater System: In Fiscal Year 2018, the WWMDC worked closely with the Town Administrator, the Board of Public Works and the Department of Public Works (DPW) to upgrade internal oversight of our system and the vendors who provide operational support and services. Following discussion with Public Works and an initial trial period, the WWMDC agreed to fund part time support from the DPW director and Town Engineer, both of whom are licensed by the State in the wastewater operations. Both have contributed expertise in working with Whitewater—the vendor responsible for the day to day operation of the Wastewater Treatment Facility (WWTF)—and have provided the Board with professional guidance regarding more cost effective system maintenance and operation.

Additionally, the WWMDC agreed to hire a full-time Wastewater Operations Manager (WOM) in FY2019 to reduce dependency on external contractors in daily operations and emergency response. This position will be 60% funded by the WWMDC and 40% by the Wayland Public Schools, which will receive similar support in operating the High School wastewater treatment plant. Day-to-day supervisory responsibility will be provided by the DPW. It is anticipated that the creation of the WOM position will result in longer term cost savings through reduction of overtime charges by the vendor and lower monthly contract fees for system operation. The net financial impact of bringing contract services in-house will be reviewed at least annually.

Additionally it was agreed with the DPW to join with the School Department to seek a single bid for operating both the WWTF and the High School plants to achieve potential cost savings.

Operation of the WWTF: In FY2018, the WWTF experienced a number of emergency situations. The most serious was in late January, triggered by a leaking toilet in one of the Town Center buildings. The situation was exacerbated by substandard response by the operational vendor. In the investigation that followed the event the Town Engineer identified a number of opportunities to improve plant maintenance and operations, which were subsequently implemented. A major part of the expenses related to the event were charged back to the vendor due to shortcomings in its response to the event.

A root cause analysis of factors that contributed to the January event identified the need to do a deep cleaning of one of the processing trains in the plant. This was completed, and a more robust monitoring and maintenance schedule was put in place for both processing trains.

The WWTF continued to experience a high number of routine alarms calls. The WWMDC agreed with the DPW that remediating this situation would be a priority for the new Wastewater Operations Manager.

Discharge Permits and System Usage: The WWTF continues to operate under permits issued jointly by the Federal Environmental Protection Agency (EPA) and the State Department of Environmental Protection (DEP). The permits allow discharge of an annualized average limit of 52,000 gallons per day (GPD) into the Sudbury River. An application for renewal submitted on time in June 2013 seeks an increase in discharge capacity to 80,000 GPD. As of June 2018, the renewal application remains pending with the EPA.

In FY2018, the WWMDC somewhat modified its philosophy for allocating discharge capacities based on information provided by the Town Engineer and changes in the oversight philosophy of the Massachusetts DEP. As a result, the board has approved some applications of additional discharge capacity upon payment of a privilege fee. The WWMDC remains committed to ensuring discharge remains well within approved limits, and has also asked larger users to provide the board with more comprehensive long-term plans regarding capacity needs.

In FY2018, the average discharge from the plant was approximately **XX,XXX** GPD, down about **x.x%** from 25,050 GPD in FY2017. This is partially attributable to vacancies at the Town Center development, as well as the departure of Whole Food and other tenants from the Wayland Village shopping center. The average flow is expected to remain well below the current permitted limits.

(To be updated) Transfer of Capacity to the Town Library: The WWMDC and the Board of Selectmen completed an agreement to transfer 820 GPD of discharge capacity to the Town of Wayland to use for the current Library Building, in exchange for a Payment in Lieu of Betterment of \$52,291. As part of the transaction, one of the previous owner of the transferred capacity paid off outstanding operational charges and transferred the associated parcel of land to the Wayland Conservation Commission at no cost.

Administration and Finances: Income for FY2018 was **\$XXX,XXX**. Of this amount **\$XXX,XXX** was earmarked for paying off outstanding bonds (**\$XXX,XXX** betterment and interest payments, **\$XX,XXX** for privilege fees for increased discharge allocations). Operating income was **\$XXX,XXX**, and operating expenses were **\$XXX,XXX**.

The Commission's undesignated fund balance at the end of FY2018 was **\$X,XXX,XXX**, including money collected in prior years for bond payments. At the end of FY 2018 the outstanding balance on the WTTT bonds was **\$X,XXX,XXX**.

The WWMDC developed a budget for FY2019 of **\$XXX,XXX**. This includes **\$XXX,XXX** operating income and expenses, and **\$XXX,XXX** bond and interest payments. The capacity rate for users was **\$X.XX**/per gallon, a 30% increase from FY2018; the flow rate was **\$X.XX**, **xx%** increase. The key drivers were the addition of the Wastewater Management Manager position and increased maintenance/repair costs.

Commission Membership and Staffing: The Wastewater Management District Commission began FY2018 with two members: Fred Knight, chair; and Rick Greene. In October Uday Virkud was appointed by the Board of Selectmen as the third member, and joined the board as of 11/8/17. Jane Capasso continued as the WWMDC's part-time Account Specialist, working on administrative issues, communicating with other town departments, and managing the Board's financial reporting.

WWMDC FY19 BUDGET: August, 2018

Current Period: 7/1/18-8/6/18

User Charges-YTD	YTD ACTUAL	
	19,224.27	10% of Year Complete
Total Operating Expenses-YTD	17,864.11	
Net Operating Income:	1,360.16	

INCOME DETAILS	CUR. PERIOD	FY19 BUDGET	YTD ACTUAL	BALANCE	% REC'D	
OPERATING INCOME						
User Charges	\$ 19,224.27	\$ 283,063	\$ 19,224.27	\$(263,838.73)	6.8%	FY18 Q4: \$45,540.33 billed 7/18/18
Old Betterment - Principal	\$ -	\$ 43,247	\$ -	\$ (43,247.00)	0.0%	Betterment Exp. = Income. Pmts rec'd Feb/May
Old Betterment - Interest	\$ -	\$ 5,256	\$ -	\$ (5,256.00)	0.0%	Betterment Exp. = Income. Pmts rec'd Feb/May
New Betterment - Principal	\$ 357.89	\$ 238,077	\$ 357.89	\$(237,719.11)	0.2%	Betterment Exp. = Income. Pmts rec'd Feb/May
New Betterment - Interest	\$ 304.20	\$ 165,506	\$ 304.20	\$(165,201.80)	0.2%	Betterment Exp. = Income. Pmts rec'd Feb/May
Retained Earnings-Applied at YE	\$ -	\$ 60,000	\$ -	\$ (60,000.00)	0.0%	User Charges Supplement \$60,000
Total Operating Income	\$ 19,886	\$ 795,149	\$ 19,886.36	\$(775,262.64)	2.5%	
UNBUDGETED INCOME						
Other	\$ 320.60	\$ -	\$ 320.60	\$ -	0%	Pen & Int, Liens, Misc Rev & Int Earnd on Sav's
Unapp WW Better TC Rev	\$ -	\$ -	\$ -	\$ -	0%	Unbudgeted Betterments Paid in Advance
Unapp WW Better TC Int	\$ -	\$ -	\$ -	\$ -	0%	Unbudgeted Betterments Paid in Advance
Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	0%	
Total Unbudgeted Income	\$ 320.60	\$ -	\$ 320.60	\$ -	0%	
Total Income/MUNIS:	\$ 20,207	\$ 795,149	\$ 20,207	\$ (775,263)	0%	

EXPENSE DETAILS	CUR. PERIOD	FY19 BUDGET	YTD ACTUAL	BALANCE	% SPENT	
PERSONAL SERVICES						
Salaries (Account Specialist)	3,228.19	\$ 26,500	3,228.19	23,271.81	12.2%	
Indirect/Admin (Town Services)	-	\$ 94,965	-	94,965.00	0.0%	
Legal Services	-	\$ 5,000	-	5,000.00	0.0%	
PROFESSIONAL SERVICES						
Facility Operating Contract	7,800.00	\$ 50,000	7,800.00	42,200.00	15.6%	Purchase Order Remaining Balance: \$XXXX
Fac. Labor & Other Prof. Serv.	97.31	\$ 20,000	97.31	19,902.69	0.5%	
Engineering Fees	-	\$ -	-	-	-	
NPDES Permit	-	\$ -	-	-	-	
Total Pers. & Prof. Expenses	11,125.50	\$ 196,465	11,125.50	185,339.50	5.7%	
REPAIRS & MAINT EXP.						
Building Repair & Improvement	-	\$ 5,700	-	5,700.00	0.0%	
Equipment Repairs & Maint.	634.40	\$ 8,300	634.40	7,665.60	7.6%	
Pipeline Maint/Emergency	-	\$ 35,000	-	35,000.00	0.0%	
Sludge Disposal	2,250.00	\$ 25,000	2,250.00	22,750.00	9.0%	
Chemicals	-	\$ 7,500	-	7,500.00	0.0%	
Markup & Other	337.50	\$ 6,500	337.50	6,162.50	5.2%	
Surface Water Testing (Oars)	-	\$ 7,325	-	7,325.00	0.0%	
Total Repairs & Maint Exp.	3,221.90	\$ 95,325	3,221.90	92,103.10	3.4%	
OPERATING EXPENSES						
Disposal (BP Trucking/Trash)	95.26	\$ 1,101	95.26	1,005.95	8.7%	
Natural Gas-Ntl Grid & Dir. En.	36.73	\$ 4,100	36.73	4,063.27	0.9%	
Electricity -Eversource	2,968.45	\$ 33,100	2,968.45	30,131.55	9.0%	
Telephone -Verizon	115.69	\$ 1,800	115.69	1,684.31	6.4%	
Water -TOW	300.58	\$ 972	300.58	671.42	30.9%	
Admin Serv's (Other/Vadar Trng)	-	\$ 200	-	200.00	0.0%	
Contingency	-	\$ 10,000	-	10,000.00	0.0%	
Total Operating Expenses	3,516.71	\$ 51,273	3,516.71	47,756.50	6.9%	
TOTAL EXPENSES	17,864.11	\$ 343,063	17,864.11	325,199.10	5.2%	
CAPITAL EXPENSES						
Old Debt-Principal	48,121.40	\$ 43,247	48,121.40	(4,874.40)	111.3%	Paid in August and February
Old Debt-Interest	-	\$ 5,256	-	5,256.00	0.0%	Subsidy pays Aug Int, WWMDC pays Feb
New Debt -Principal	-	\$ 238,077	-	238,077.00	0.0%	Paid in August and February
New Debt -Interest	85,382.50	\$ 165,506	85,382.50	80,123.50	51.6%	Paid in August and February
Total Capital Expenses:	133,503.90	\$ 452,086	133,503.90	318,582.10	29.5%	
TOTAL BUDGET EXP & CAP	151,368.01	\$ 795,149	151,368.01	643,781.20	19.0%	

Notes:

Sent 8/1/18

**EPA Request for Toxicity Reports
(Wet Testing-Whole Effluent Toxicity Test)**

Request from Stephanie Wasiczko
stephanie.wasiczko@state.ma.us

Phone: 508-849-4038

Reason: Mass DEP in Worcester is updating their online database.

Note 1: NPDES Permit #MA0039853 Effective September 30, 2008 states that the Wastewater Management District is only required to prepare one Toxicity Report by September each year.

Request for:		Notes	Attached
2004	Dec	1	Oct & Dec 2004
2005	Mar, Jun & Dec	1	Oct 2005
2006-2008	Mar, Jun & Dec	1	Oct 2006, 2007 and 2008
2009 *	Mar, Jun & Dec	1	No Reports Available *
2010	Jun	1	Jun & Dec 2010
2011	No request?	1	Mar, Jun, Sep & Dec 2011
2012	Dec	1	Mar, June, Sep 2012
2013	Mar, Jun, Sep & Dec	1	Aug 2013
2014	Mar, Jun & Dec	1	Aug 2014
2015	Mar, Jun, Sep & Dec	1	Aug 2015
2016 **	Mar, Jun & Dec	1	Aug 2016
2017	Mar, Jun & Dec	1	Sep 2017
2018	Mar, Jun & Dec	1	Sep 2018 (To be completed Aug. 2018 in the OMR Online System)

* June, 2009 WhiteWater took over reporting.

** December, 2016 online DMR started.

All Reports are filed on the laptop: My Documents/
Other/Treatment Plant/Toxicity Reports and 2004-2015 are
in the individual Prior Year Files as hard copies.

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 11 JULY 2018**

In Attendance: Fred Knight, Rick Greene (arrived at 7:39), 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.

7:30 1. Call to order

7:31 2. Public comment

7:31 3. National Development Update – Email from Dave Costello on July 6, 2018: Received pricing on the leaching field option and ownership is reviewing. No discussion.

7:32 4. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position – Email update from Tom Holder, DPW Director: Advertisements closed on June 22, 2018, candidates were reviewed with four worthy of interviews. One interview was held this week and the remaining three are scheduled for next week. We will likely make a selection and have that candidate return for a second interview with Uday. We will then make an offer and move forward with hiring. That would have the position filled by end of month.

Fred: Based on a new email from Tom Holder: Two candidates will be asked back for a second interview next week. Rick may sit in on the second interview. Jane will talk with Tom to get the interview date, time and a copy of the candidates resume for Board review.

7:41 5. FY2018 Annual Report – Draft for review

Rick: Changes to the Managerial Oversight section such as DPW oversight and WOM hiring, discharge permits and a new second paragraph based on change in philosophy. Board reviewed the draft and Fred added more information.

Rick We applied to the EPA for renewal of our permit in 2013. It expires in 6 months. Do we need to contact the EPA and reapply? Jane will discuss this with Paul Brinkman and whether there are any risks if we do not reapply?

7:34 6. Update on Combined Water-Wastewater Department.

Fred: The next steps are on July 24, 2018 Fred will go to the Board of Public Works (BOPW) meeting and lobby for this. Then the BOPW will have a joint meeting with the WWMD. This will require a modification of our statute.

Fred: The Board of Selectmen are drafting a modification of the Town Administrators position. The new position will oversee all the Town's Boards, Committees etc. except for the School Department.

7:55 7. Paul Brinkman, Town Engineer – Written update below:

- A. 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. No response to voice mails.

Board reviewed and Fred signed a letter drafted by Paul Brinkman informing Linda Price of Dannin Management Corporation that the operation and maintenance of the pump station ceased on July 1, 2018. Letter will be sent certified, registered mail and a copy emailed to Russ Tierney and Joe Malloy, WhiteWater.

- B. Other Treatment Plant Repairs & Maintenance: No discussion.

1. Keyes North Atlantic – July 9, 2018 key pad is obsolete. Keyes and Paul will meet to discuss ordering a new panel. June 13, 2018 Alarm for lab smoke detector replaced on June 18, 2018. Annual Dry Drip Test was not done on 6/8/18 due to the key pad on the panel needing repair.
2. Plumbing Issues – DPW acquiring camera that can be used in manholes/tanks. Will inspect when available.
3. HVAC
4. Ejector Pump

- C. Phone Line Upgrade and Alarm System – Verizon has completed the change out. SCADA improvements can take place now using Water Department SCADA contractor. Waiting for a coordinated visit. Alarm System will be discussed with WhiteWater and SCADA Contractor. No Change. No discussion.

- D. RFP for Contracting a Treatment Plant Operator – Paul and the new WOM will be working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMDC and Facilities (Wayland High School) when complete.

Fred: The new WOM will be assisting Paul on getting the RFP out.

- E. Eversource Priority List. No action taken as of yet. No discussion.

- F. Tata & Howard – Water Main Project is bidding is under review. No discussion.

- G. 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. No discussion.

- H. Treatment Plant Capital Items: No discussion

1. SCADA System, Security Cameras and Alarm System – 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.

- 7:59 8. Administrative items:
- A. Wayland Meadows Status of Land and Design Flow – Betterment transfer from WWMD's books to the Town.

Jane: Accounting for the privilege fee and operations charge require final journal entries. A meeting with Brian Keveny is to be scheduled.

- B. Account 2701100, Brendon Homes – Account deemed uncollectable at the June 13, 2018 board meeting. Abatement for \$1,605.80 in billing charges. Interest was removed by Treasury. Account is closed.

Abatement was signed by Tom Holder. WWMDC discussed and is fine with Tom Holder signing commitments, abatements and the monthly batch of bills.

Reviewed FY18 Commitments List. Discussed whether betterments get paid off at the final close. Jane: Unless it is agreed to prior to the final closing, the betterment stays with the property.

Uday: Based on the FY19 rate increase, quarterly billing will be similar to the FY17 Q4 dollars listed on the Commitments list.

Rick: In the near future, we should look at water use verses design flow for the condominiums to see if they are exceeding their allocation and perhaps some of the units now have 3 bedrooms.

- C. Monthly Operating Report (MOR) – New design.

Jane and Paul are working together to change the MOR format to be similar to what the Water Department uses. This is in anticipation of combining the WWMD with the Water Department.

- D. Signature on Wastewater Rate Schedule

New form created by Paul Brinkman to have a signed form on file indicating the WWMD's new fiscal year billing rates. Signed by the board.

- E. Signing FY19 bills, abatements and commitments

Discussed in 8B above. Fred: The WOM will be involved with reviewing bills once he is settled in.

- 8:25 9. Wastewater Rules and Regulations. No discussion.

- 8:25 10. Approve minutes from previous meetings – June 13, 2018.

Uday: Motion to approve the minutes of June 13, 2018 as written. Second Fred. All in favor 3-0.

- 8:26 11. Review bills, unbudgeted expenses, monthly operating budget, abatements, and commitments.

Reviewed Monthly Operating Report – Net Operating Income is negative \$43,382. At FY18 year-end close retained earnings will be used to cover operating expenses that exceed budget. Betterment Actual YTD line is the income received from billing users. The Budget YTD column for income uses the debt expense number so the income collected is based on expenses. The negative balance will be deducted from retained earnings at fiscal year-end.

June batch of bills, abatement and commitment letters signed by Tom Holder were reviewed by the WWMDC.

- 8:35 12. Website status: Recent postings and organization. No discussion.
- 8:36 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.
- 8:36 14. Calendar: Upcoming meetings, events and hearings. Planned August 8, 2018. Cherry Karlson, Board of Selectmen, will attend.
- 8:37 15. Public Comment – None.
- 8:37 16. Adjourn

Attachments:

WOM Email from Tom Holder
FY18 Draft Annual Report
Cherry Karlson email
River Rock Letter
Wayland Meadows Journal Entries
Abatement & Commitment Letters
Rate Schedule
June 13, 2018 Draft Minutes
Monthly Operating Report
Agenda

WWMDC FY2019 BUDGET

Period: 7/1/18-8/6/18

August, 2018

SUMMARY		ACTUAL YTD	ANNUAL BUDGET	NOTES					
User Charges	\$	19,224.27	795,149	Budgeted \$60,000 Retained Earnings					
Total Operating Expenses	\$	17,864.11	795,149						
Net Operating Income:	\$	1,360.16							
INCOME DETAILS		ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	ACTUAL MTD	BUDGET MTD	MTD VARIANCE	NOTES
User Charges		19,224.27	70,765.75	(51,541.48)	283,083	19,224.27	70,765.75	(51,541.48)	FY18 Qtr 4: \$45,540.33 billed 7/18/18
Other		320.60		320.60		320.60		320.60	Pen & Int. Liens, Misc Rev & Int Eand on Sav's
Old Betterment - Principal					43,247				Betterment Exp. # = Income. Pmts rec'd Feb/May
Old Betterment - Interest					5,256				Betterment Exp. # = Income. Pmts rec'd Feb/May
New Betterment - Principal		357.89		357.89	238,077	357.89		357.89	Betterment Exp. # = Income. Pmts rec'd Feb/May
New Betterment - Interest		304.20		304.20	165,506	304.20		304.20	Betterment Exp. # = Income. Pmts rec'd Feb/May
Unapp WW Better TC Rev									Unbudgeted Betterments Paid In Advance
Unapp WW Better TC Int									Unbudgeted Betterments Paid In Advance
WW Retained Earnings					60,000				Reduce User Charges
Transfers from Capital-Town									
Total Income/MUNIS:	\$	20,206.96	70,765.75	N/A	795,149	20,206.96	70,765.75	(50,558.79)	
EXPENSE DETAILS		ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	ACTUAL MTD	BUDGET MTD	MTD VARIANCE	NOTES
PERSONAL SERVICES		3,228.19	4,416.67	1,188.48	26,500	3,228.19	2,208.33	(1,019.86)	
Salaries (Account Specialist)					94,965				
Indirect/Admin (Town Services)					5,000		416.67	416.67	
Legal Services			833.33	833.33					
PROFESSIONAL SERVICES		7,800.00	8,333.33	533.33	50,000	7,800.00	4,166.67	(3,633.33)	
Facility Operating Contract		97.31	3,333.33	3,236.02	20,000	97.31	1,666.67	1,569.36	
Fac. Labor & Other Prof. Serv.									
Engineering Fees									
NPDES Permit									
Total Pers. & Prof. Expenses		\$ 11,125.50	16,916.67	5,791.17	\$ 196,485	\$ 11,125.50	\$ 8,458.33	\$ (2,667.17)	
Percent of Total		58%			25%				
REPAIRS & MAINT EXP.			950.00	950.00	5,700		475.00	475.00	
Building Repair & Improvement		634.40	1,383.33	748.93	8,300	634.40	691.67	57.27	
Equipment Repairs & Maint.					35,000				
Pipeline Maint/Emergency		2,250.00	4,166.67	1,916.67	25,000	2,250.00	2,083.33	(166.67)	
Sewage Disposal			1,250.00	1,250.00	7,500		625.00	625.00	
Chemicals		337.50	1,083.33	745.83	6,500	337.50	541.67	204.17	
Markup & Other					7,325				
Surface Water Testing (Oars)									
Total Repairs & Maint Exp.		\$ 3,221.90	8,833.33	5,611.43	\$ 95,325	\$ 3,221.90	\$ 4,416.67	\$ 1,194.77	
Percent of Total		17%			12%				
OPERATING EXPENSES		95.26	183.54	88.28	1,101	95.26	91.77	(3.49)	
Disposal (BP Trucking/Trash)		36.73	683.33	646.60	4,100	36.73	341.67	304.94	
Natural Gas-WT Grid & Dr. En.		2,968.45	5,516.67	2,548.22	33,100	2,968.45	2,758.33	(210.12)	
Electricity - Eversource		115.69	300.00	184.31	1,800	115.69	150.00	34.31	
Telephone - Verizon		300.58	182.00	(138.58)	972	300.58	81.00	(219.58)	
Water - TDW			33.33	33.33	200		16.67	16.67	
Admin Serv's (Other/Vador Trng)			1,666.67	1,666.67	10,000		833.33	833.33	
Contingency									
Total Operating Expenses		\$ 3,516.71	8,545.54	5,028.83	\$ 51,273	\$ 3,516.71	\$ 4,272.77	\$ 756.06	
Percent of Total		18%			6%				
TOTAL EXPENSES		\$ 17,864.11	34,295.54	16,431.43	\$ 343,063	\$ 17,864.11	\$ 17,147.77	\$ (716.34)	
TOTAL OPER & CAP EXP'S					795,149				
CAPITAL EXPENSES		Debt Paid YTD	ANNUAL BUDGET	NOTES					
Old Debt-Principal		48,121.40	43,247	Paid in August and February Subsidy pays interest in Aug. Payment due Feb. Paid in August and February Paid in August and February					
Old Debt-Interest			5,256						
New Debt-Principal		85,382.50	238,077						
New Debt-Interest			165,506						
Total Capital Expenses:	\$	133,503.90	452,088						
Notes:									

Notes:

FY2019 Cash Receipts YTD

Revenue Codes	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019
6302 WW User Charges 63105000/42105	\$ -	\$ 19,214.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6308 Penalties & Interest *	\$ -	\$ 20.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/41750												
6303 Miscellaneous Rev *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/43299												
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47501												
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47502												
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												
6307 Int. Earned on Savings *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48210												
6309 Wastewater Users *	\$ -	\$ 299.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42111												
6311 WW Better TC Rev	\$ -	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47503												
6312 WW Better TC Int	\$ -	\$ 304.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47504												
6313 UNAPP WW Better TC Rev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47505												
6314 UNAPP WW Better TC Int	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47506												
63 Wastewater Retained Earn's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48600												
63 Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49740												
Total Revenue	\$ -	\$ 20,206.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,206.96

Notes:

* Other for Budget Reporting

1001

[illegible]

1

Vendor#	Vendor Name	Notes	Address	Invoice#	Invoice Date	Amount	WWMDC Acct #	Org#	Object Exp Acct	Description
2494	B-P Trucking Inc.		P.O. Box 386, Ashland, MA 01721	142368	7/31/18	\$ 95.26	8670	63443002	52121	Trash Disposal 185 Elissa Ave
10656	Direct Energy		P.O. Box 32179, New York, NY 10087	H58762228	7/18/18	\$ 4.09	452224/56098	63443002	53102	Gas-185 Elissa Ave
10656	Direct Energy		P.O. Box 32179, New York, NY 10087	H58762234	7/18/18	\$ 0.71	452224/56105	63443002	53102	Gas-2 Elissa Ave
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, M	28704030031	7/17/18	\$ 142.77	28704030031	63443002	53103	Electricity-185 Elissa Ave
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, M	28671560010	7/27/18	\$ 2,825.68	28671560010	63443002	53103	Electricity-185 Elissa Ave
2129	Keyes North Atlantic, Inc		459 Watertown Street, Newton, MA	S135327	6/29/18	\$ 634.40	18111-001	63443002	52116	Tmt Plant Fire Alarm Inspection
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10350	7/17/18	\$ 22.60	50412-10350	63443002	53102	Gas-185 Elissa Ave
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10370	7/17/18	\$ 9.33	50412-10370	63443002	53102	Gas-2 Elissa Ave
2271	TOW-Water		66 River Road, Wayland, MA 01778	2601700	7/5/18	\$ 300.58	2601700	63443002	53105	Back Flow Testing-185 Elissa Ave
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083582801	7/18/18	\$ 66.91	5083582801	63443002	53104	Phone - Pump @ 2 Elissa Ave
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083580192	7/18/18	\$ 48.78	5083580192	63443002	53104	Phone - 185 Elissa Ave
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70035445	7/2/18	\$ 3,900.00	WAY002	63443002	52100	Fac Oper Contract
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70036175	8/1/18	\$ 3,900.00	WAY002	63443002	52100	Fac Oper Contract
	Total		7/1/18-8/6/18			\$ 11,951.11				
Separate Batch #278 Signed 7/31/18 (Not Part of the August Batch)										
6693	Whitewater	1	C/O RHW Construc, 41 Central St., Au	70036071	6/30/18	\$ 2,250.00	WAY002	63443002	52122	Sludge
6693	Whitewater	1	C/O RHW Construc, 41 Central St., Au	70036071	6/30/18	\$ 337.50	WAY002	63443002	52151	Mark Up on Repairs & Maint.
	Total for Period:		7/1/18-8/6/18			\$ 14,538.61				

Notes:

- Since June's activity was recorded for June year-end and not in July, there was No Monthly Operating Reports for July, 2017.

1) PO for \$5,817.50 to encumber funds for June bills not received by FY18 close. PO closed 7/27/18, but was recorded in FY19 for \$2,587.50 (\$2,250 Sludge and \$337.50 Markup).

WhiteWater Invoices

Fiscal Year 2019

7/1/18-8/6/18

Invoice #	Invoice Date	Amount	Month	Contract Fee	Labor	Equip Repairs					Mark Up	Total
						& Maint	Sludge	Chemicals				
70036071	6/30/2018	\$ 2,587.50	Processed Jul (1)	52100	#52101	52116	52122	52125			#52151	2,587.50
70035445	7/2/2018	\$ 3,900.00	Aug	\$ 3,900.00			\$ 2,250.00				\$ 337.50	\$ 3,900.00
70036175	8/1/2018	\$ 3,900.00	Aug	\$ 3,900.00								\$ 3,900.00
Totals		\$ 10,387.50		\$ 7,800.00	\$ -	\$ -	\$ 2,250.00	\$ -			\$ 337.50	\$ 10,387.50

Notes:

1) PO for \$5,817.50 to encumber funds for June bills not received by FY18 close. PO closed 7/27/18, but was recorded in FY19 for \$2,587.50.

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, 08 August 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

7:35 3. Cherry Karlson, Board of Selectmen – Proposed Town Manager Special Act:
Discussion with and provide feedback to Selectman.

8:00 3. National Development Connection Application for 150-seat restaurant – Original request was in Fall 2017; 90-day extension was granted in May 2018. National Development is requesting an additional 180-day extension on 5,250 gpd of additional design flow for 60-66 Andrew Ave. See Dave Costello's email (attached) that states they are reviewing pricing received for leaching field option.

8:15 4. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position – Advertisements closed on June 22, 2018, candidates were reviewed with four worthy of interviews. One interview was held week ending 26 Jul 2018 and the remaining three in the week ending 3 Aug 2018. DPW Director and Town Engineer have selected a candidate and are going through reference checks and pre-employment activities. Anticipate filling position late August/early September.

8:20 5. FY2018 Annual Report – Second draft for review

8:35 6. Update on Combined Water-Wastewater Department

- Fred met with BOPW on 24 Jul 2018. Cherry Karlson attended as well. Discussion followed submission of Fred's perspective in a white paper (see online agenda). Follow-up from the meeting elaborated on the topics discussed (see on line agenda).
- Joint meeting with BOPW in September, 2018
- Schedule to create an Article for 2019 ATM. For reference see Article 18 of the 2011 ATM at <https://www.wayland.ma.us/board-selectmen/files/warrant-annual-town-meeting-april-7-2011>

8:50 7. Paul Brinkman, Town Engineer – Update below:

- A. RFP for Contracting a Treatment Plant Operator for the Wayland High School and the Wastewater Management District – Paul and the new WOM will be working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMD and Facilities (Wayland High School) in early October.
- B. River Rock Pump Station - Registered/Return Receipt Letter sent to Dannin Management Corp (the Condo Association) and WhiteWater, Inc. stating WWMD will cease operations and maintenance of the River Rock Pump Station as of July 1, 2018. No response from the Condo Association. Return receipt card was received by the Condo Association on 7/16/18.
- C. DEP Treatment Plant Inspection on August 1, 2018. A few minor follow-up activities required.
- D. Other Treatment Plant Repairs & Maintenance:
 - 1. Keyes North Atlantic – On July 9, 2018 we were told the key pad and fire panel is obsolete. Keyes and Paul met on August 2, 2018 to discuss ordering a new panel. Jane will follow up in 3 weeks for a quote. Once the key pad has been installed, the Annual Dry Drip Test needs to be scheduled.
 - 2. Plumbing Issues – DPW acquired a camera that can be used in manholes/tanks. The plumbing below the floor in the EQ tank was inspected on July 31, 2018. Plumbing is located well above the normal water level in the tank. No evidence of significant failure.
 - 3. Ejector Pump – WOM activity to obtain qualified Contractor to evaluate the system for defects and/or make repairs.
- E. Phone Line Upgrade and Alarm System – Verizon has completed the change out. SCADA improvements can take place now using Water Department SCADA contractor. Waiting for a coordinated visit. Alarm System will be discussed with WhiteWater and SCADA Contractor.
- F. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.
- G. Tata & Howard – Route 20 Water Main Replacement Project has been delayed due to an injunction filed by a bidder.
- H. Status of Hiring DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Paul is providing this on an interim basis for non-emergency mark-out requests. This will be included in the RFP for O&M services. The WOM would be responsible for this in most cases.
- I. Treatment Plant Capital Items:
 - 1. SCADA System, Security Camera and Alarm System – 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.

- 9:00 8. Administrative items:
- A. Analyzed FY18 Final Operating Reports: MUNIS Trial Balance, Revenue and Expenses, Wayland Meadows and Brendon Homes (Account 2701100) final accounting. Corrected one abatement (from Assessors Office for Wayland Meadows) and reviewed all commitments for FY18.
 - B. New design for the Monthly Operating Report.
 - C. Use of Retained Earnings – Meeting with Brian Keveny.
 - D. Updated Monthly Operating Report for FY19 including Budget information, column title changes, formula's and zeroing prior year data on Budget, Cash Receipts, Summary of Utility Bills, WhiteWater Summary
 - E. EPA Request for a scan of Toxicity Reports 2004 -2018. Completed and sent on August 1, 2018.
- 9:10 9. Wastewater Rules and Regulations
- 9:11 10. Approve minutes from previous meetings – July 11, 2018.
- 9:11 11. Review bills, unbudgeted expenses, monthly operating budget for FY18 Year-end and August, 2018 and commitments.
- 9:22 12. Website status: Recent postings and organization.
- 9:22 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:23 14. Calendar: Upcoming meetings, events and hearings.
- 9:28 15. Public Comment
- 9:30 16. Adjourn

Online Attachments

White Paper
email messages

Fred Knight, chair of WWMDC

Summary

This white paper makes a proposal to continue to modernize Wayland's wastewater system by creating a Water-Wastewater Department under the DPW. The Water-Wastewater Department would be overseen by a new commission. This new commission would alleviate responsibility for water oversight from the BoPW and replace the Wayland Wastewater Management District Commission.

Near-term History

In 1994, the Wastewater Management Committee was formed by the Town of Wayland to investigate options to provide on-site septic systems and to provide the Town with proposals for developing such options. Special legislation created the Wayland Wastewater Management District Commission (WWMDC) to oversee the implementation of a wastewater collection system in the center of town. In 2011, a proposal to eliminate the WWMDC and place the wastewater oversight under the BoPW failed. In FY2017, the WWMDC started paying for a portion of the town engineer's time to gain expertise in wastewater operation. This arrangement has been fruitful and continues. During FY2018, there was discussion of how to overcome the predicaments at the Wayland High School wastewater treatment facility and of the need to curtail extra charges from the operator of the WWMDC treatment facility. This discussion led to a proposal to create a new position, called the Wastewater Operations Manager (WOM), that was approved at 2018 ATM. Starting in FY2019, the WOM will provide day-to-day management of two treatment facilities. The cost of the WOM is 60% from the WWMDC and 40% from the School Department. Per direction of the Town Administrator, the Director of Public Works will supervise the WOM. The intention is that improved operation at the two facilities will lead to savings to offset the cost of the WOM. There will be annual assessment of the WOM's effectiveness.

Rationale and Needs

There are many reasons to combine water and wastewater operations in Wayland, as has been done in many other towns. Creation of Water-Wastewater Department would put these operations under one commission with professional supervision from the Department of Public Works. The WWMDC uses water consumption to bill users. The staff of the current Water Department and the WWMDC work together in the same facility. The BoPW has many tasks, so moving water oversight to another body might alleviate a burden. The town now has expertise in both areas in the Water Department supervisor, the Town Engineer, and the Director of DPW. The Director of DPW is now aiding the WWMDC operation by hiring and supervising the WOM, approving WWMDC staff timecards, and now starting to provide timely approval of WWMDC bills. Due to his professional credentials and familiarity with wastewater, the Town Engineer provides a wealth of needed oversight. In addition, the Town Engineer brings new perspectives that could alleviate future costs by utilizing the wastewater treatment facility in better ways. The Water Department supervision has professional wastewater credentials that will aid wastewater operation.

Proposal

I am proposing that the WWMDC and BoPW jointly propose the creation of a water-wastewater department under the DPW. This department's head would be the current Water Department

supervisor and would be overseen by a new commission to put water and wastewater functions under one jurisdiction. The WWMDC is in favor of this concept.

Discussion

Questions of interest are at least the following.

1. Is the BoPW in favor of this proposal to reduce their oversight burden?
2. Should we wait until after the WOM is working to make this proposal?
3. Is there too much in water and wastewater for one commission to oversee?
4. Are there sufficient professionals in the DPW to achieve better combined operation?
5. What are the perspectives of the DPW professionals?
6. Is the timing right?
7. Should the School Department be included in this proposal?

Next Steps

The WWMDC and BoPW will have a joint meeting in September 2018. I think we should point toward an article for ATM 2019 to propose special legislation.

Conclusions

This white paper makes a proposal to continue to modernize Wayland's wastewater system by creating a Water-Wastewater Department under the DPW. The Water-Wastewater Department would be overseen by a new commission. This new commission would alleviate responsibility for water oversight from the BoPW and replace the Wayland Wastewater Management District Commission. I think it is time to propose an article for ATM 2019 to make this happen.

Appendix: WWMDC Annual Reports

See <https://www.wayland.ma.us/wastewater-management-district-commission/pages/annual-reports>.



fred knight <fred.knightway@gmail.com>

more explanation

13 messages

fred knight <fred.knightway@gmail.com>
Reply-To: fred@knightway.org
To: Cliff Lewis <cliffordlewis66@gmail.com>

Tue, Jul 24, 2018 at 9:04 PM

Cliff,

I thought a few comments from me might inform you about the operation of the WWMDC, which oversees the wastewater collection system and treatment facility that serves the center of town—including the Town Center and the condo developments.

Before the Town Center was developed there were only about 40 users, and the system had been quiescent since about 1999. The Board of Selectmen got the Wayland Commons development connected. Then the TC came on line, both the businesses and the Lillian Way condos. Now there are over 140 users.

As to finances, there is an operational budget, self-funded by user fees, and there is a betterment being paid by users (most over a 20-year period) to repay the construction bonds (principle and interest) for the Wastewater Treatment Facility (WTF), which replaced the old Raytheon treatment plant and started operation in late 2012. The betterment was created in 2014; between 2012 and 2014 a surcharge was added to operational billing. Now, the users pay quarterly operational fees based on their design flow (Title V) and actual water use. The operations budgets have been in the black; the WWMDC has applied excess to the future budgets. Although the betterment will eventually cover the bonds, there could be a shortfall in 2027-2030, which the WWMDC is addressing.

The FY2019 budget is [here](#). It has two parts income and expenditures. The income comes from betterments paid and operational charges. The expenses are mostly for the operation of the WTF. Then there is salary for the one employee, the Account Specialist. The new expenses for FY2019 are infrastructure maintenance, emergency response, and the new Wastewater Operations Manager (WOM), who is shared by the WWMDC and the School Department.

The wastewater rates are set based on the operational expenses. See the bottom of the [FY2019 budget page](#).

The [Annual Reports](#) give annual perspectives on what the WWMDC does. Reading one of those might give a flavor of the oversight activities.

I hope this helps. There are many other topics of interest (e.g., permitting, DEP interactions, Town Center operation, River's Edge, oversight of the contractor running the WTF, user interactions, paid DPW support, requests for new design flow, Wayland Plaza, and others) that we could discuss. I'd be glad to talk if you want.

cheers,
fred

—

Fred Knight, fred@knightway.org, 508 358 0834

Clifford <cliffordlewis66@gmail.com>
To: fred@knightway.org

Tue, Jul 24, 2018 at 9:46 PM

Fred:

Thanks for the info. Let me work my way through this.

Best Regards,

Cliff

[Quoted text hidden]

fred knight <fred.knightway@gmail.com>

Fri, Jul 27, 2018 at 7:08 AM

Reply-To: fred@knightway.org

To: Clifford <cliffordlewis66@gmail.com>

Cc: mike lowery dpa harvesting <lowery.mike@gmail.com>, "Holder, Tom" <tholder@wayland.ma.us>, "Karlson, Cherry" <ckarlson@wayland.ma.us>, "Unobskey, Arthur" <arthur_unobskey@wayland.k12.ma.us>, "Keefe, Ben" <bkeefe@wayland.ma.us>, "Capasso, Jane" <jcapasso@wayland.ma.us>, Paul Brinkman <PBrinkman@wayland.ma.us>

Cliff,

Here are some more comments on my proposal to combine water and wastewater operations under the DPW. I thought more about your and Mike's question about what is wrong and my answer that there is no major problem. Even though the WWMDC activities are in a state of addressing needs, I think the model of combining water and wastewater is a good one. Here is a little more.

Pros

- The commissioners lack detailed knowledge of wastewater operations; professional expertise is needed. The part-time help from the town engineer aids big-picture items like efficient use of capacity of the treatment plant, establishing and updating infrastructure contracts, interacting with DEP and EPA, and writing contracts. However, there is a real need for oversight of the contracted (24/7) operation, regular (daily!) attention to plant operation and anomalies, reaction to emergencies, and monitoring of infrastructure (piping, valves, pumps, and manholes). Help from water staff would enable doing the tasks associated with these needs.
- Efficient and effective operation of the treatment plants and infrastructure requires a range of capabilities where the water personnel can help. As is the case in other towns, combining the Wastewater Operations Manager (WOM) job with water personnel yields a complete team. There is synergism of allowing the team to work on both water and wastewater.
- Having the combination of the WOM and current water personnel will alleviate some burden on the Facilities Manager for oversight of treatment plants and infrastructure.
- The Water Supervisor can direct wastewater and water operations.
- Billing for water and wastewater are handled by different people, but having shared knowledge will provide redundancy and seamless office coverage. The quarterly water meter reads provide input to wastewater billing, which requires interfacing that may be improved by combining the operations.
- Checking on the validity of bills now approved by the DPW Director (a recent improvement over WWMDC approval) can be more reliable due to the WOM's knowledge and abilities of the water personnel.
- A team approach can improve wastewater operation, especially with the wastewater infrastructure now more than twenty years old.

Cons

- Replacing the WWMDC with a new commission requires administrative changes and legal cost, plus Town meeting action and special legislation.
- More thought needs to be given to including storm water infrastructure under the new commission.

- The alternative of eliminating the WWMD and enlarging the BPW needs further vetting.
- There may be a desire to delay any change until the (probable) creation of the town manager position is completed.

I hope we can address these issues at the joint WWMD-BPW meeting in September 2018. I am copying others in the hope of getting more opinions.

—
Fred Knight, fred@knightway.org, 508 358 0834

[Quoted text hidden]

Capasso, Jane <jcapasso@wayland.ma.us>
To: "Knight, Fred" <fred@knightway.org>

Fri, Jul 27, 2018 at 8:15 AM

Great write up. The End of the July 24 comments is cut off. Please resend this.

Thank you

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

From: fred knight <fred.knightway@gmail.com>
Sent: Friday, July 27, 2018 7:09 AM
To: Lewis, Cliff
Cc: Lowery, Mike; Holder, Thomas; Karlson, Cherry; Unobskey, Arthur; Keefe, Ben; Capasso, Jane; Brinkman, Paul
Subject: Re: more explanation

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Cliff

[Quoted text hidden]

[Quoted text hidden]

The wastewater rates are set based on the operational expenses. See the bottom of the FY2019 budget page.

The Annual Reports give annual perspectives on what the WWMD does. Reading one of those might give a flavor of the oversight activities.

I hope this helps. There are many other topics of interest (e.g., permitting, DEP interactions, Town Center operation, River's Edge, oversight of the contractor running the WTF, user interactions, paid DPW support, requests for new design flow, Wayland Plaza, and others) that we could discuss. I'd be glad to talk if you

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 8 AUGUST 2018**

In Attendance: Fred Knight, Rick Greene and Jane Capasso
Absent: Uday Virkud
Guests: Cherry Karlson (Board of Selectmen) and Cliff Lewis (Board of Public Works)

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
- 7:33 2. Public comment
- 7:33 3. Cherry Karlson, Board of Selectmen – Proposed Town Manager Special Act: Discussion with and provide feedback to Selectman.

Cherry: Each of the selectmen is visiting their liaison boards to review a handout of a slide deck presented October, 2017 related to the Collins Center Financial Management Structure Review of the Town of Wayland (referred to as the Report) and a draft of the Special Act establishing the position of Town Manager.

Cherry: The Report conveyed that all Town departments/staff will report to the Town Manager. Rebalancing of roles and a new budget process will begin with a budget summit. Regulatory issues and budget review will be dealt with by the Town Manager and department heads will handle department based issues such as personnel hiring. The Finance Manager will report directly to the Town Manager and be given more responsibility. He will be using multi-year financial models and creating new budget guidelines for all departments to use. This will be kicked off on September 17, 2018.

The Report cites two main changes: 1) the budget process (rebalance roles and begin annual budget process with a budget summit) and 2) the reporting structure (Town Manager shall supervise all Town departments with the exception of the School Department).

Other changes: 1) Name change from the Board of Selectmen to Select Board. They will adopt new financial policies and focus on goal-setting long-term planning and strategies. 2) Name change from Town Administrator to Town Manager and strengthen the Town Manager and Finance Director positions. 3) Finance Committee will receive budget from Town Manager and Select Board.

Fred: What if the WWMDC wants to form a Water/Wastewater board? Cherry: No problem under the new plan.

Cherry will find out more information and report to Fred on: How is an enterprise fund different for budgeting? What authority does the Town Manager have to veto major decisions related to the WWMD? How are disagreements resolved? Any further questions can be sent to Cherry and she will present them to the Selectmen.

Cherry: Nan Balmer's last day is Sept 7, 2018. Louise Miller is the new Town Administrator, and she will work with Nan for a few days.

- 8:08 4. National Development Connection Application for 150-seat restaurant – Original request was in Fall 2017; 90-day extension was granted in May 2018. National Development is requesting an additional 180-day extension on 5,250 gpd of additional design flow for 60-66 Andrew Ave. See Dave Costello's email (attached) that states they are reviewing pricing received for leaching field option. (no email attached.)

Fred: National Development is hoping that having the design flow available will improve their chances on finding a vendor for the space. National Development is discussing adding a leaching field, which would help WWMD by diverting some of the output to the field. They are continuing to work on whether to pay for a leaching field vs paying for more design flow.

Fred: We would like National Development to make a decision on whether the leaching field will become viable and a proposal for their future design flow needs.

Rick: We are setting a bad precedent and negating our design flow process of 90 days for submitting a payment. They were given an extra 90 days, and I think we should not hold this capacity without a financial commitment. Cherry: National Development received plans for the leaching field and pricing in July, and they are negotiating for the vacant Bertucci's site. Rick: Motion: Based on prior information communicated in this agenda item, the WWMDC denies the extension of the connection application. Jane will inform National Development of the WWMDC's decision. Motion denied 2-0.

- 8:14 5. Wastewater Operations Manager Update, including ATM

The Wastewater Operations Manager (WOM) position – Advertisements closed on June 22, 2018, candidates were reviewed with four worthy of interviews. One interview was held week ending 26 Jul 2018 and the remaining three in the week ending 3 Aug 2018. DPW Director and Town Engineer have selected a candidate and are going through reference checks and pre-employment activities. Anticipate filling position late August/early September.

Fred: When the WOM is hired, his first item will be to complete the RFP draft for both of the treatment facilities. Rick: Attended the interview of the first candidate and reviewed both resumes. He toured both treatment plants and learned more about the system, issues and priorities. He was surprised at some of the things occurring, especially design flaws at the high school, some things had not been serviced and sloppiness of some of the maintenance. Such as our SCADA System and data acquisition is supposed to keep data and it does not. Fred: The WOM will be needed to oversee these problems.

- 8:19 6. FY2018 Annual Report – Second draft for review

Jane: The final FY2018 financial reports were completed after the MUNIS close on August 1, 2018. The financial piece of the Annual Report will be completed in the next few weeks based on other priorities. Fred and Rick reviewed the changes to the report highlighted in yellow.

Rick: WWMDC Website shows Fred and Uday's email and phone numbers and when you click on Rick's name it is not available. Fred: It's possible that when Rick updates to his new Town email address this will change. Rick will update his address and Jane will check into this.

8:23 7. Update on Combined Water-Wastewater Department

- Fred met with BOPW on 24 Jul 2018. Cherry Karlson attended as well. Discussion followed submission of Fred's perspective in a white paper (see online agenda). Follow-up from the meeting elaborated on the topics discussed (see on line agenda).
- Joint meeting with BOPW in September, 2018
- Schedule to create an Article for 2019 ATM. For reference see Article 18 of the 2011 ATM at <https://www.wayland.ma.us/board-selectmen/files/warrant-annual-town-meeting-april-7-2011>

Fred: We are working towards a combined Water/Wastewater Department and the WWMDC would be eliminated. Fred and Rick are available to meet with the Board of Public Works (BOPW) on Tuesday, Sept 25, 2018. Jane will inform Uday, and Fred will talk with Tom. Fred: The BOPW had a lot of questions, which were summarized in the attachments and handouts. The most difficult question was the BOPW would like a reason why we are doing this. Fred responded that the WWMD is functioning with no problems and coordinating a Water/Wastewater department would be useful. Rick: We would be able to achieve economy of scale with the two departments. The BOPW has a very full plate. By shifting out the Water Department this would be relieved. Fred: This was proposed in 2011 and a draft was created (see the link above). Rick: For our September meeting we should look at our Special Act and clean up the document. Fred: The Water Department may have a special act that should be reviewed and updated since both acts were written at the same time. Fred will review the WWMD Special Act from 2011. Jane: Asked the Selectmen's office to give us an outline of due dates for ATM article submission.

8:33 8. Paul Brinkman, Town Engineer – Update below: WWMDC Read through all items.

- A. RFP for Contracting a Treatment Plant Operator for the Wayland High School and the Wastewater Management District – Paul and the new WOM will be working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMDC and Facilities (Wayland High School) in early October. No discussion.
- B. River Rock Pump Station - Registered/Return Receipt Letter sent to Dannin Management Corp (the Condo Association) and WhiteWater, Inc. stating WWMDC will cease operations and maintenance of the River Rock Pump Station as of July 1, 2018. No response from the Condo Association. Return receipt card was received by the Condo Association on 7/16/18. No discussion
- C. DEP Treatment Plant Inspection on August 1, 2018. A few minor follow-up activities required.

Jane: Paul is handling all follow-up activities.

D. Other Treatment Plant Repairs & Maintenance:

1. Keyes North Atlantic – On July 9, 2018 we were told the key pad and fire panel is obsolete. Keyes and Paul met on August 2, 2018 to discuss ordering a new panel. Jane will follow up in 3 weeks for a quote. Once the key pay has been installed, the Annual Dry Drip Test needs to be scheduled. No discussion.

2. Plumbing Issues – DPW acquired a camera that can be used in manholes/tanks. The plumbing below the floor in the EQ tank was inspected on July 31, 2018. Plumbing is located well above the normal water level in the tank. No evidence of significant failure. No discussion.
 3. Ejector Pump – WOM activity to obtain qualified Contractor to evaluate the system for defects and/or make repairs. No discussion.
- E. Phone Line Upgrade and Alarm System – Verizon has completed the change out. SCADA improvements can take place now using Water Department SCADA contractor. Waiting for a coordinated visit. Alarm System will be discussed with WhiteWater and SCADA Contractor.
- Rick: SCADA does not record the data and this may be why the report we receive shows the same flow on weekend days as week days. No one is in the plant on the weekends to record the data.
- F. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.
- G. Tata & Howard – Route 20 Water Main Replacement Project has been delayed due to an injunction filed by a bidder. No discussion.
- H. Status of Hiring DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Paul is providing this on an interim basis for non-emergency mark-out requests. This will be included in the RFP for O&M services. The WOM would be responsible for this in most cases. No discussion.
- I. Treatment Plant Capital Items: No discussion.
1. SCADA System, Security Camera and Alarm System – 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.

8:39 9. Administrative items:

- A. Analyzed FY18 Final Operating Reports: MUNIS Trial Balance, Revenue and Expenses, Wayland Meadows and Brendon Homes (Account 2701100) final accounting. Corrected an abatement (from Assessors Office for Wayland Meadows) and reviewed all commitments for FY18.
- Jane: Wayland Meadows: Met with Zoe and Brian where we agreed on the final journal entry to breakout the betterment payoff from the PILOB received from the Town. Checked all journal entries to the Trial Balance including Assessor's journal entry which Treasury had questions on.
 - Jane: Brendon Homes – Reviewed trial balance for accuracy of journal entries.
- B. New design for the Monthly Operating Report.

Jane: The new design for the monthly Operating Report is similar to what is used by the DPW and Water Departments in anticipation of combining the Water and Wastewater departments. The major changes are 1) Comparing the year-to-date balances to the annual budget instead of comparing the year-to-

date balances to the year-to-date budget and 2) The percentage of year remaining (or percentage of budget remaining) was added to compare whether the year-to-date balance is on track with the budget for the year. Fred: Is reasonably comfortable with this and asked that the cents be removed from all numbers. Rick: Is not comfortable with the change and needs more time to think about it. Fred: We will review this at the September meeting. Jane will send this to Uday for review and comment.

C. Use of Retained Earnings – Meeting with Brian Keveny.

Jane: Currently, the FY19 Budget shows we will be using \$40,000 of retained earnings and the user charges reflect this. I updated the Budget in MUNIS, but no changes were made because Brian needs to contact the DOR for a ruling on whether the use of retained earnings needs to be approved at Town Meeting or whether a general comment of use can be approved. I asked Brian for a procedure so there will be no question on when the number is due and what needs to be done. This also affects when our rate hearing numbers need to be finalized. Follow up with Brian the end of August.

D. Updated Monthly Operating Report for FY19 including Budget information, column title changes, formula's and zeroing prior year data on Budget, Cash Receipts, Summary of Utility Bills, WhiteWater Summary. No discussion.

E. EPA Request for a scan of Toxicity Reports 2004 -2018. Completed and sent on August 1, 2018.

Jane: Searched the files, scanned and sent all reports to the EPA. This took approximately 12 hours. EPA responded that December, 2016 is missing testing reports which WhiteWater will provide.

9:04 10. Wastewater Rules and Regulations No discussion.

9:04 11. Approve minutes from previous meetings – July 11, 2018.

Fred: Motion to approve the minutes of July 11, 2018 as written. Rick Second the motion, all in favor 2-0.

9:05 12. Review bills, unbudgeted expenses, monthly operating budget for year-end FY18, August, 2018 monthly operating budget and commitments.

Jane: FY18 year-end budget was not reviewed (very few changes from last month). Tom Holder signed two batches of bills. Reviewed August, 2018 monthly budget.

9:07 13. Website status: Recent postings and organization.

Jane: Rick Green to update to the new Town email. Jane will update the email system and Town Website for the new emails.

9:08 14. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Jane: At the September Board meeting we will need to approve our FY2020 five year Capital Plan and review our FY20 Operating Budget. Jane will talk with Paul and prepare the documents for distribution before the meeting to the Board. Capital Budget is due September 21, 2018. Operating Budget (expenses) October 19, 2018. Finance Department will send an email with instructions shortly.

9:11 15. Calendar: Upcoming meetings, events and hearings.

Jane will discuss with Uday his availability to meet for the monthly meeting either on September 12 or September 20, 2018 and coordinate a meeting with the BOPW and the WWMDC on September 25, 2018 at the DPW Building.

9:12 16. Public Comment – None.

9:12 17. Adjourn

Attachments:

White Paper & related email messages
Printout of slides Establishing the Position of Town Manager
Draft of an Act Establishing the Position of Town Manager
National Development Connection Application
Draft FY2018 Annual Report
MOR New Format
EPA Request Summary
Draft Minutes July 11, 2018
August, 2018 Monthly Operating Reports
Agenda August 8, 2018