

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 20 SEPTEMBER 2018**

**In Attendance:** Fred Knight, Rick Greene, Uday Virkud and Jane Capasso  
**Absent:** None  
**Guests:** Dave Costello (National Development), Sharmeen Dossani (Zurich Insurance), Don & John Martinage (Martinage Engineering Associates, Inc.), Paul Brinkman, Town Engineer, Cherry Karlson (Board of Selectmen), 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.*

- 7:33      1. Call to order
- 7:33      2. Public comment – None
- 7:35-8:32      3. National Development attending – Update on pricing of leaching field and plan for increasing capacity going forward.

Sharmeen: It is not feasible for us to install a leaching Field in the parking lot behind Ace hardware. It will cause a lot of disruption and the parking lot will not be useable. Don: Due to the grade of the parking lot and high ground water, the leaching field would require approximately a 6 foot slope, which would not be aesthetic to the shopping center. Drainage would slope towards the stores and the leaching field would require approximately a couple of acres. A smaller leaching field would require a similar height. Paul: A drip dispersal system might work here. Don: We did not look at this. Paul: Original permit was for a 9,999 gpd leaching field from an enhanced system.

Sharmeen: Giacomo's Restaurant is moving into the former Bertucci's space. It will have a fast food type kitchen, a bar and a few less seats (19 less for 101 seats).

Sharmeen: We are working on an indoor golf simulator place called X Golf moving into the vacant space next to AT&T. This will leave a small piece of the address vacant. Targeting local club and high school teams as well as golfers in the area. Jane: Health department is working on calculating design flow, which will be discussed with the WWMDC.

Sharmeen: Are we counting the number of patio seats when calculating design flow? Jane: This was discussed in 2016. She will research this.

Sharmeen: How many new restaurants could you allow for the treatment facility to be at its max? Fred: No concrete answer. We want to stay below the level of actual flow the DEP uses in the Administrative Consent Order. There is a lot of potential for more users. To translate this into seats would have to be discussed in detail. The renewal of the Connection Application for a 150 seat restaurant was denied because we are not in the game of holding design flow without the payment of fees.

Sharmeen: For us to obtain new retailers we will need to know if wastewater is available. Is there a way to hold onto 7,500 gpd of capacity by paying a good faith deposit instead of the whole privilege fee? Or could we have exclusive rights to 7,500 gpd and pay incrementally when we have a new tenant for what we need? Fred: We have not done this in the past. Currently our design flow amount is equal

to what the betterments have been paid by existing users. We might think of reducing the amount charged in the future. Can you prepare a concrete proposal for the board to review? Uday: Who besides National Development is interested in the capacity? Why not have National Development apply to the Board for the capacity as they need it? Sharmeen: We receive calls every day and would like to be able to tell potential tenants we have wastewater available. Rick: Is open to doing a quick turnaround. We could schedule a special meeting. Sharmeen: We would need a response from you in about 2 weeks. Rick: We are not in the business of reserving capacity. Paul: Suggested we have a list with a running total of the available capacity to help with this process. Sharmeen: Can we think about right of first refusal. We have noticed that the main interest in the retail markets is towards health and beauty. Rick: What if another company wants the right of first refusal? Fred: There is approximately 5,000 gpd of design flow available for people to ask for. We should stick to the monthly meeting with a 30-day timescale. Sharmeen: We expect to need 7,500 gpd of design flow to fill the center over the next few years. Paul: My memo from earlier this year identified that we are comfortable with 5,000 gpd. There is more available that we would issue, incrementally, once we see how the system is handling the increased flow. The Board may want to put something in place for assurances so the Town Center could feel fairly comfortable to add on new tenants. Fred: This is a change and we need to move forward carefully. He is open to concretely discussing the available amount of capacity and how to disperse it at the next Board meeting. We are willing to work with National Development. Jane: Email Dave with the next meeting date.

- 8:52-8:56 4. FY20 Capital Plan - Board approval. Due 9/21/18.

Paul: The FY20-24 Capital Plan proposes a place holder of \$50,000 in 2021 for Odor Control system and other treatment plant equipment. This is for normal capital maintenance due to wear and tear.

- 9:11-9:36 5. Review draft Budget (Due 10/19/18) & Department of Revenue decision on using retained earnings from operations to offset user fees.

Paul and Jane worked on the Budget together. In the past WWMD was not recognizing betterment income on the budget. Jane: Income was reported as the betterment debt to balance the budget. Starting in FY20 betterment income is shown. Since betterment debt is higher than the income, retained earnings from betterment prepayments is used to make up the difference. Interest earned on savings was added at a conservative amount, which helps to lower user fees. On the expense side, the Wastewater Operations Managers (WOM) salary was a major increase. Other expenses have been lowered due to the WOM overseeing and working on the plant. Pipeline Maintenance of \$25,000 is being allocated to Contingency so it can be used for other uses.

Jane: Brian Keveny, Finance Director, spoke to the Department of Revenue. The WWMD needs to decide how the amount of retained earnings (from operations) used to offset user fees is shown on the budget. The WWMD decided they will not report the amount of retained earnings in the budget that is approved at Town Meeting in April. The amount will be determined at the annual rate hearing in May or June.

Fred: Would like to see how the WOM is saving us money. Paul: There will be efficiencies, but it will take time for the WOM to become acclimated and the change in expenses to be seen. Paul will work with him. Board is fine with the First Draft of the Budget. Jane can enter it into MUNIS.

- 8:56- 6. Wastewater Operations Manager Update (WOM) - DPW Director and Town  
9:06 Engineer have selected a candidate who will start working on October 1, 2018.

Richard Pezzolesi (Pezz) starts October 1, 2018. Paul will take him around, discuss the operation and maintenance needs of the treatment plant and figure out where he will be most effective. Rick: From the tour he received of both treatment plants, he noticed there is urgency towards the High School. Paul: Will be involved with the WOM and help him prioritize between the plants. Pezz was a manager at his prior position. This will be a good fit because what we do is very complicated and he will be overseeing the contract operator. Fred: The WWMDC would like to meet with him at our October 10, 2018 Board Meeting and have a discussion on the RFP. Paul would like the WOM to have a list of his activities for monthly meetings. Jane: Vehicle and computers are being lined up.

- 9:42- 7. Monthly Operating Report (MOR) – Approval of new design.  
9:47

Board agrees with the new format. Move the Year-To-Date Actual column before the FY19 Budget column. Jane does not need to show the board monthly expenses since Tom Holder is now overseeing expenses. Anything out of the ordinary should be presented and a note added onto the MOR.

September MOR reviewed as part of the new design.

- 9:06- 8. Paul Brinkman, Town Engineer – Attending  
9:11

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.

B. Operating Contract Interim Letter – Beth Doucette and Paul Brinkman working on a letter to WhiteWater Inc.

Paul: Will work on this.

C. 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. Quote came in at \$16,600. Two additional quotes are required over \$10,000.

Paul: Due to humidity at the plant, the fire panel should be encased in a water resistant system, which makes this more expensive.

2. Ejector Pump – WOM 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.

WOM will handle this.

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.

Paul: Injunction was lifted October 10, 2018. Pez will be involved with mark outs and any pipeline issues.

- H. 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.

Rick: Will non-emergency mark outs be in the RFP? Paul: Pez and I will plan this.

- 9:36-9:42 9. FY2018 Annual Report – Third and final draft. Due September 30, 2018.

Rick: Revised Paul's comment on the last draft. Adjusted Betterment income numbers and miscellaneous wording. Report will be finalized by Rick and Jane will provide betterment debt numbers from Treasury.

- 8:33-8:52 10. Update on Combined Water-Wastewater Department - Possible joint meeting with Board of Public Works (BOPW) on October 9, 2018.

Joint meeting with BOPW on October 9, 2018 - Rick is not available, Uday may be available and Fred will attend. Cliff: Discussion on the available resources the BOPW could offer to the WWMD. Wants to look into the future to encompass everything that will be needed including the High School treatment plant. This will take internal and DEP interaction. Rick: Including the High School is new to us. Cliff: The Town Center plant does a good job with everyday activity. Both plants need a serious emergency analysis including plans and capital. Rick: With the Water Department and WOM on board we will be able to deal better with emergencies.

Fred: What material will you need for the October 9, 2018 meeting? Cliff talking with the High School and Town Administrator next week. He will put some thoughts together and WWMD can weigh in. Rick: One vision is combining the Water and WWMD. The other is to roll WWMD into BOPW. Is there a sense of the support to do either vision? Cliff: We will need to work within legislation. Rick we are asking to change legislation so there is no Wastewater Board. Cliff: We would like to do an interim change that will work with current legislation. Fred: We would like to have an article at Spring Town Meeting. Cliff: Would like the Schools, WWMD and a representative from the Selectmen at the October 9, 2018 meeting.

- 9:47-9:49 11. Administrative items:

- A. 234 Boston Post Road – Privilege Fee \$4,880.25 paid September 7, 2018 for 75 gpd of design flow to convert garage to an office. No discussion.
- B. FY19 Demand Bills – Mailed September 12, 2018 to 13 properties totaling \$6,521.73. No discussion.

9:49 12. Wastewater Rules and Regulations. No discussion.

9:49 13. Approve minutes from previous meetings – August 8, 2018.

Fred: I approve the minutes of August 8, 2018 with one change to Rick Greene's name. Rick second. All in favor 3-0.

9:50 14. Review bills, unbudgeted expenses, monthly operating report and commitments.

See number 7.

9:50 15. Website status: Recent postings and organization. – No discussion.

9:50 16. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Rick did anyone go to the financial summit? No one attended.

9:52 17. Calendar: Upcoming meetings, events and hearings.

October 10, 2018 WOM to attend. November 14 next meeting.

9:54 18. Public Comment. None

9:54 19. Adjourn

Attachments:

List of Town Center Design Flow

FY20 Capital Plan

FY20 Draft Budget

September MOR

FY2018 Annual Report Draft

August 8, 2018 Draft Minutes

September 10, 2018 Agenda

**Town Center Design Flow: With National Development Changes November 6, 2017**
**UPDATED 9/20/18**

|   |                 | GPD Design Flow | WWMDC Based on 9/20/18 Capacity Spreadsheet   |
|---|-----------------|-----------------|---|
| Summary by Building                         | WWMDC Sept 2018 | WWMDC Apr 2017  | Notes: See details on WWMDC Assessment 2016 worksheet   |
| 5A  | 4,365           | 4,365           | Stop and Shop   |
| 1C  | 1,080           | 1,080           | Sperry, Antons, Super Cuts, GNC, Vacant, Femiluxe   |
| 2C  | 1,101           | 1,101           | Almaari Jewelry, Subway, Vacant (former Orange Leaf), Mattress Firm   |
| 2D  | 2,484           | 2,484           | Takara, Vacant (former Petco), TC Orthodontics  |
| 2E  | 4,258           | 4,258           | Bertucci's, Vacant  |
| 2F  | 1,356           | 1,356           | Lauren Craig, Elements, Jos. A Bank, Prop. AT&T, 2 Vacant   |
| 2F  | 1,320           | 1,320           | Second Floor Apartments not included in TC #'s.   |
| 2G  | 3,850           | 3,850           | Panera  |
| 3A  | 7,120           | 7,120           | Middlesex Bank, The Local   |
| 1A  | 1,314           | 1,314           | Medical Care of Boston, Joint Ventures, Forever Slender   |
| 1A  | 988             | 900             | Dr. Boch (Dentist), Dr. Lavigne (Dentist) & Wayland Personal Physicians = 900 gpd. Add: 500 gpd for two new doctors in Suite 204 (Suite 204 borrowed 250 gpd from Suite 203). |
| 2A  | 2,275           | 2,275           | TSI (Boston Sports Club), Pediatric Dental of Wayland, Amcomm Wireless  |
| 2B (70 & 84 Andrew Ave)                     | 900             | 900             | Ace Hardware 650, Medpost Urgent Care 250.  |
| 2B (60 & 66 Andrew Ave)                     |                 | -               | Currently Vacant Andrew Ave #60 158 gpd, #66 72 gpd. Request for 150 seat restaurant for 5,250 gpd at 60 & 66 Andrew Ave.   |
| 2B (60 & 66 Andrew Ave)                     | 230             | 230             | Currently Vacant Andrew Ave #60 158 gpd, #66 72 gpd.  |
| 2B (80 Andrew Ave)                          | 100             | 100             | Vacant space  |
| Future 4A                                   |                 | -               | Pad for Future Construction. Listed as retail by BOH/Bld Dpt  |
| <b>Total Sept 2018</b>                      | <b>32,740</b>   | <b>32,652</b>   | Bld Dpt #'s include Future 4A and Other Capacity.   |
| Lillian Way                                 | 9,240           | 9,240           | 42 condos @ 220 gpd   |
| Municipal Pad                               | 3,000           | 3,000           |   |
| <b>Grand Total Nov 2017</b>                 | <b>44,980</b>   | <b>44,892</b>   |   |
| Allowed Design Flow                         | 45,000          | 45,000          |   |
| Unused/(Over Allocated) Design Flow 7/11/17 | 20              | 108             |   |

## Capasso, Jane

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**From:** Capasso, Jane  
**Sent:** Thursday, September 20, 2018 9:04 AM  
**To:** Capasso, Jane  
**Subject:** FW: FY20 Draft Budget & Capital Plan  
**Attachments:** WWMD CIP Capital Improv 2021 Odor Control.xlsx; FY20 Draft Budget 9-17-18.xlsx

Paul Brinkman will be attending the September 20, 2018 Board Meeting to discuss:

### **FY20-24 Capital Improvement Plan** – See attached schedule

**FY20 Budget** - Changes for FY20 are highlighted in yellow. Numbers that need board input are highlighted in red. Indirect Admin will change when I receive the benefit information for the WOM and Finance calculates the Town allocation numbers.

The following notes were copied from the budget and explain changes made to the FY20 Budget:

- 1) **Interest Earned on Savings** - Beginning FY20, budgeting for interest earned on \$483,606 (July 31, 2018) located in a separate account. The remainder of WWMD's retained earnings is in the Town's General Fund. Due to fluctuating interest rates, used a conservative amount.
- 2) **Betterment Income & Undesignated Retained Earnings/Betterment:** Beginning with FY20, the new and old betterment income will be budgeted as the billed amount (apportioned by user). In prior years the debt expense numbers were used to balance the budget. Since the billed amount is lower than debt expense, undesignated retained earnings from betterment has been used to make up the difference each year.
- 3) **Undesignated Retained Earnings (Operations only)** - WWMD anticipates using \$XXXX of retained earnings from operations to offset user charges. This amount is subject to change at the annual rate hearing.
- 4) **Net Operating Income** - We do not budget for Penalties & Interest, Liens, Misc Revenue for Privilege Fees and Unapportioned Betterment for payments made in advance.
- 5) **Indirect Admin** - Town allocation for Finance, Town Office, Personnel and treatment plant insurance \$31,793. Includes \$74,882 for 60% for WOM salary \$52,200, benefits \$21,925 and Medicare \$757.

In addition, Pipeline Maintenance was lowered from \$35,000 to \$10,000 assuming WOM will be handling dig safe calls. \$25,000 moved to Contingency less \$5,000 assuming WOM will be overseeing.

On the FY20 Draft Budget excel file, please look at the Better Rev Exp tab for the amount of retained earnings needed in FY20 to make up the difference in Betterment income and payments. Contract obligations and minor amounts for repairs is located on the FY20 Maintenance Contracts tab.

### **Due Dates for the FY20 Budget:**

September 21: Capital Plan Due  
October 19: Draft Budget in MUNIS. Brian Keveny will review our budget. No meeting is necessary.  
December 15: Final expense budget from all departments.  
February 25: Finance Committee adopts final budget.  
March 1: Warrant is finalized for the April Town Meeting. No change to the expense budget is allowed after this TM approval.

If you have any questions, please email.

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





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY20 - FY24 (FIVE YEARS)

PROJECT INFO: Odor Control and Equipment Replacements N  
Project Title Included in Prior 5 Year Capital Plan? (Y/N)

PROJECT SPONSOR: Paul Brinkman - Town Engineer 508-358-6852 pbrinkman@wayland.ma.us  
Sponsor (Advocate) Name Contact Information

APPROVING BODY / VOTE: Fred Knight - Wastewater Management District Commission  
Contact Name and Email Address Date and Quantum of Vote (if required)

PROJECT DESCRIPTION: The odor control system and other equipment require necessary capital funds to ensure appropriate functionality.

PROJECT JUSTIFICATION: Failure to conduct capital maintenance will result in odor releases to the Town Center Area. Other replacements will be necessary to ensure treatment plant equipment is functioning optimally. Failure to conduct the work will result in permit violations and environmental damage.

### EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

| Does Not Meet or Does Not Apply | Partially Meets Criteria | Fully Meets Criteria |
|---------------------------------|--------------------------|----------------------|
| X                               |                          |                      |
|                                 |                          | X                    |
|                                 | X                        |                      |
|                                 |                          | X                    |
|                                 |                          | X                    |

### EXPENDITURE SCHEDULE:

| ELEMENT              | Prior to Date | 2020 | 2021      | 2022 | 2023 | 2024 | TOTAL     | Comments |
|----------------------|---------------|------|-----------|------|------|------|-----------|----------|
| 1. PLANNING & DESIGN |               |      |           |      |      |      | \$ -      |          |
| 2. LAND              |               |      |           |      |      |      | \$ -      |          |
| 3. CONSTRUCTION      |               |      |           |      |      |      | \$ -      |          |
| 4. EQUIPMENT         |               |      | 50,000    |      |      |      | \$ 50,000 |          |
| 5. OTHER             |               |      |           |      |      |      | \$ -      |          |
| TOTAL                |               | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ 50,000 |          |

### OPERATIONAL BUDGET IMPACT:

|   | YES | NO | If YES, please provide details. |
|---|-----|----|---------------------------------|
| 1. Will this Capital Request generate new revenue?            |     | X  |                                 |
| 2. Will this Capital Request <u>Increase</u> operating costs? |     | X  |                                 |
| 3. Will this Capital Request <u>Decrease</u> operating costs? |     | X  |                                 |
| 4. Will this Capital Request impact personnel?                |     | X  |                                 |

### FUNDING SOURCES:

|  | YES | NO | If YES, please provide details. |
|--|-----|----|---------------------------------|
| How will this Capital Request be paid for? |     |    |                                 |
| 1. Borrowing/Cash Capital                  | X   |    | Possible retained earnings      |
| 2. CPA Funds                               |     |    |                                 |
| 3. Grants or Gifts                         |     |    |                                 |
| 4. Other                                   | X   |    | Revenue from users              |

### WARHANT DETAILS

|                               |   |
|-------------------------------|---|
| Request Number                | WWMDC 01                                    |
| Dept                          | Wastewater Management District Commission   |
| Schedule:                     | FY2021                                      |
| Relationship to General Plan: | Scheduled replacement of capital equipment. |
| History:                      | This is a planned replacement.              |

Updated 9/11/2018

| WWMDC FY20 Draft Budget<br>#1 - 9/17/18 | Actual FY2017 | Actual FY2018 | FY18 Final<br>Budget (A)<br>Apprvd STM | FY19 Final<br>Budget/Rates<br>\$60K (B) | FY20 Draft<br>Budget | FY20 Notes  | Change: FY20<br>FY19 Budget | %     |
|---|---------------|---------------|--|---|----------------------|---|-----------------------------|-------|
| <b>INCOME</b>                           |               |               |  |   |                      |   |                             |       |
| Receipts (User Charges)                 | 295,690       | 202,864       | 191,120                                | 283,063                                 | 354,215              | New: Net of Interest Earned   | 71,152                      | 25%   |
| Interest Earned on Savings              |               |               |  |   | 5,000                | New FY20: Based on FY18 actual. Note 1  | 5,000                       | N/A   |
| Old Betterment-Principal                | 25,991        | 22,384        | 38,442                                 | 43,247                                  | 22,885               | New FY20: Billed amount. Betterment Paid off FY20. Note 2   | (20,362)                    | N/A   |
| Old Betterment-Interest                 | 4,767         | 3,358         | 7,350                                  | 5,256                                   | 1,144                | New FY20: Billed amount. Betterment Paid off FY20. Note 2   | (4,112)                     | N/A   |
| New Betterment-Principal                | 197,696       | 191,454       | 245,000                                | 238,077                                 | 189,830              | New FY20: Billed amount. Note 2   | (48,247)                    | N/A   |
| New Betterment-Interest                 | 175,414       | 157,458       | 180,265                                | 165,506                                 | 140,832              | New FY20: Billed amount. Note 2   | (24,674)                    | N/A   |
| Undes Ret'd Eam's/Betterment            | -             | -             | -                                      | -                                       | 93,595               | Note 2  | 93,595                      | N/A   |
| Current Year Transfer                   | -             | -             | 35,000                                 | -                                       | -                    |   | -                           | N/A   |
| Undes Ret'd Eam's/Operations            | -             | -             | 50,567                                 | 60,000                                  | -                    | Note 3  | (60,000)                    | -100% |
| Total Revenue:                          | 699,558       | 577,518       | 747,744                                | 795,149                                 | 807,501              | Note 4: Net of unbudgeted amts. Pays betterment debt & operating exp's.   | 12,353                      | 2%    |
| <b>EXPENSES</b>                         |               |               |  |   |                      |   |                             |       |
| <b>Personal Services</b>                |               |               |  |   |                      |   |                             |       |
| Salaries (Account Specialist)           | 25,994        | 28,667        | 29,555                                 | 26,500                                  | 30,400               | Acc1 Specialist: 7/1/18 Non Union Wage Scale @ 1,030 hours.   | 3,900                       | 15%   |
| Indirect/Admin & Fringe Ben's           | 24,669        | 28,831        | 28,831                                 | 94,965                                  | 106,675              | Town allocations. Schedule attached. Note 5   | 11,710                      | N/A   |
| Legal Services                          | 1,013         | -             | 5,000                                  | 5,000                                   | 5,000                | No legal services anticipated.  | -                           | 0%    |
| <b>Professional Services</b>            |               |               |  |   |                      |   |                             |       |
| Facility Operating Contract             | 46,800        | 46,800        | 47,700                                 | 50,000                                  | 50,000               | Contract ends 9/16/18 @ \$3,900/month. Paul Bankman: FY19 10% increase, fixed rate over 3 years. Assumes new contractor with higher rates \$4,500 X 12 months.  | -                           | 0%    |
| Facility Labor & Other Prof. Serv.      | 34,840        | 32,900        | 16,427                                 | 20,000                                  | 25,000               | Anticipated efficiencies and control by WOM.  | 5,000                       | 25%   |
| Engineering Fees                        | -             | -             | -                                      | -                                       | -                    | No engineering costs planned for FY 2020  | -                           | N/A   |
| NPDES Permit                            | -             | -             | -                                      | -                                       | -                    | No permitting costs anticipated for FY 2020   | -                           | N/A   |
| Total Pers. & Prof. Expenses            | 133,316       | 137,198       | 127,513                                | 196,465                                 | 217,075              |   | 20,610                      | 10%   |
| <b>Repairs &amp; Maint. Expenses</b>    |               |               |  |   |                      |   |                             |       |
| Building Repair & Improvements          | 6,590         | 450           | 2,000                                  | 5,700                                   | 5,900                | Fire extinguisher, alarm testing & electrical Contracts & Repairs FY20 \$2,920. Balance for unbudgeted expenses.  | 200                         | 4%    |
| Equipment Repairs & Maint.              | 20,252        | 17,196        | 6,687                                  | 8,300                                   | 10,000               | FY18 \$17,196 includes \$10,843 of unbudgeted repairs = \$6,353. FY20: 60% of WOM vehicle maint. & fuel \$1,000, contracts & repairs \$1,720, treatment plant \$1,395 (FY18 \$1,315 X 3%/year). Contingency reserve for unbudgeted repairs. | 1,700                       | 20%   |
| <b>Pipeline Maintenance</b>             |               |               |  |   |                      |   |                             |       |
|   |               | 3,117         | 35,000                                 | 35,000                                  | 10,000               | Pipeline maintenance. WOM will be handling dig sale calls. \$25,000 moved to contingency line.  | (25,000)                    | -71%  |
| Sludge Disposal                         | 30,331        | 23,635        | 26,168                                 | 25,000                                  | 25,000               | FY18 actual with 3%/year increase. WOM overseeing.  | -                           | 0%    |
| Chemicals                               | 6,644         | 11,060        | 2,787                                  | 7,500                                   | 7,500                | Reduced due to WOM's increased diligence on usage.  | -                           | 0%    |
| Markup & Other                          | 6,596         | 7,028         | 5,346                                  | 6,500                                   | 5,000                | Reduced due to WOM overseeing projects.   | (1,500)                     | -23%  |
| Surface Water Testing (Oars)            | 6,803         | 7,066         | 7,066                                  | 7,325                                   | 7,800                | OARS FY20 Estimate \$7,671.   | 475                         | 6%    |
| Total Repairs & Maint. Exp.             | 77,216        | 69,552        | 85,054                                 | 95,325                                  | 71,200               |   | (24,125)                    | -25%  |
| <b>Operating Expenses</b>               |               |               |  |   |                      |   |                             |       |
| Disposal (Trash Removal)                | 606           | 958           | 1,069                                  | 1,101                                   | 1,240                | FY20 contract rate \$1,186 plus \$50 excess weight charge.  | 139                         | 13%   |
| Natural Gas-NY Grid & Dir. En.          | 3,844         | 3,029         | 3,351                                  | 4,100                                   | 3,300                | FY18 actual \$3,029 with 3%/year increase = \$3,213   | (800)                       | -20%  |
| Electricity -Eversource                 | 31,119        | 34,039        | 32,212                                 | 33,100                                  | 33,000               | WOM to reduce number of operating units   | (100)                       | 0%    |
| Telephone -Verizon                      | 1,320         | 1,397         | 1,316                                  | 1,800                                   | 1,600                | Upgraded services for remote SCADA operation  | (200)                       | -11%  |
| Water - Town of Wayland                 | 892           | 301           | 972                                    | 972                                     | 800                  | FY18 included FY17 backflow charge. FY20: \$60 Admin Fee, maximum back flow \$600 plus water charges \$30.  | (172)                       | -18%  |
| Admin Serv's & Other                    | 125           | 201           | 200                                    | 200                                     | 1,000                | Office supplies and increase for WOM licensing & professional development.  | 800                         | 400%  |
| <b>Contingency</b>                      | 3,000         | -             | 25,000                                 | 10,000                                  | 30,000               | FY19 \$10,000. Added \$25,000 from Pipeline Maintenance reduced \$5000 due to WOM overseeing.   | 20,000                      | 200%  |
| Total Operating Expenses                | 40,906        | 39,925        | 64,120                                 | 51,273                                  | 70,940               |   | 19,667                      | 38%   |

|                                      |         |         |         |         |         |          |       |
|--------------------------------------|---------|---------|---------|---------|---------|----------|-------|
| <b>Total Expenses</b>                | 251,438 | 246,675 | 276,687 | 343,063 | 359,215 | 16,152   | 5%    |
| <b>CAPITAL EXPENSES</b>              |         |         |         |         |         |          |       |
| Old Debt-Principal                   | 27,651  | 27,447  | 38,442  | 43,247  | 43,247  | (0)      | 0%    |
| Old Debt-Interest                    | 2,136   | 1,210   | 7,350   | 5,256   | 3,268   | (1,988)  | -38%  |
| New Debt - Principal                 | 240,000 | 245,000 | 245,000 | 238,077 | 248,077 | 10,000   | 4%    |
| New Debt - Interest                  | 189,565 | 180,265 | 180,265 | 165,506 | 153,695 | (11,811) | -7%   |
| <b>Total Capital Expenses:</b>       | 459,351 | 453,922 | 471,057 | 452,086 | 448,286 | (3,800)  | -1%   |
| <b>Total:</b>                        | 710,789 | 700,597 | 747,744 | 795,149 | 807,501 | 12,353   | 2%    |
| <b>RATES</b>                         |         |         |         |         |         |          |       |
| <b>Total Expenses</b>                | 251,438 | 246,675 | 241,687 | 343,063 | 359,215 | 16,152   | 5%    |
| <b>Use of Undesignated Fund Bal.</b> |         |         | 50,567  | 60,000  |         | (60,000) | -100% |
| Adjusted User Charges                | 251,438 | 246,675 | 191,120 | 283,063 | 359,215 | 76,152   | 27%   |
| Total Current Allocated Capacity     | 76,245  |         | 77,088  | 78,699  |         |          |       |
| Total Current Connected              | 76,396  |         | 68,483  | 70,223  |         |          |       |
| Total Assumed Flow                   | 23,000  |         | 30,728  | 26,202  |         |          |       |
| Capacity Rate (\$/gpd/year)          | 2.79    |         | 1.98    | 2.88    |         |          |       |
| Flow Rate (\$/gpd/year)              | 1.97    |         | 1.24    | 2.16    |         |          |       |
| Penalty Rate (\$/gpd/year)           | 5.91    |         | 3.73    | 6.48    |         |          |       |

#### F-Y20 Notes:

- 1) Interest Earned on Savings - Beginning FY20, budgeting for interest earned on \$483,606 (July 31, 2018) located in a separate account. The remainder of WWMD's retained earnings is in the Town's General Fund. Due to fluctuating interest rates, used a conservative amount.
- 2) Betterment Income & Undesignated Retained Earnings/Betterment: Beginning with FY20, the new and old betterment income will be budgeted as the billed amount (apportioned by user). In prior years the debt expense numbers were used to balance the budget. Since the billed amount is lower than debt expense, undesignated retained earnings from betterment has been used to make up the difference each year.
- 3) Undesignated Retained Earnings (Operations only) - WWMD anticipates using \$XXXX of retained earnings from operations to offset user charges. This amount is subject to change at the annual rate hearing.
- 4) Net Operating Income - We do not budget for Penalties & Interest, Liens, Misc Revenue for Privilege Fees and Unapportioned Betterment for payments made in advance.
- 5) Indirect Admin - Town allocation for Finance, Town Office, Personnel and treatment plant insurance \$31,793. Includes \$74,882 for 60% for WOM salary \$52,200, benefits \$21,925 and Medicare \$757.

#### Other:

A) FY18 Final Budget STM Approved Column (effective 11/14/17) - Used for the Monthly Operating Budget and was updated in MUNIS with the following changes:

- Includes the addition of a Pipeline Maintenance expense account, approved at the November STM, funded through a Current year Transfer from the Undesignated Fund Balance (operations only) account at year-end and will have no affect on revenue or the rate hearing rates.
- The Pipeline Maintenance expense account for \$35,000 will be used for DigSafe, hiring a contractor to do mark-outs, maintenance and emergency calls involving the sewer line.

B) FY19 Final Budget/Rate Hearing Column: Changes made to Salaries and Indirect/Admin accounts for the new Wastewater Operations Manager (WOM) position that will oversee the Wastewater Treatment Plant and the High School Treatment plant. Paul Brinkman partially reduced the following expense accounts while the WOM gets up to speed: Facility Operating Contract, Facility Labor & Other Professional Services and the Contingency Account.

# WWMD Difference in Betterment Revenues Billed and Debt Expense

|                                | FY2019        |               |                 | FY2020        |               |                |
|--------------------------------|---------------|---------------|-----------------|---------------|---------------|----------------|
|                                | Billed        | Debt Expense  | Difference *    | Billed        | Debt Expense  | Difference *   |
| Old Betterment-Principal       | \$ 22,884.55  | \$ 43,246.88  | \$ (20,362.33)  | \$ 22,884.59  | \$ 43,246.88  | \$ (20,362.29) |
| Old Betterment-Interest        | \$ 2,288.46   | \$ 5,255.58   | \$ (2,967.12)   | \$ 1,144.23   | \$ 3,267.79   | \$ (2,123.56)  |
| New Betterment-Principal       | \$ 195,271.74 | \$ 255,000.00 | \$ (59,728.26)  | \$ 189,829.72 | \$ 248,076.92 | \$ (58,247.20) |
| New Bettermen-Interest         | \$ 151,523.12 | \$ 170,765.00 | \$ (19,241.88)  | \$ 140,832.28 | \$ 153,694.62 | \$ (12,862.34) |
| Total Old & New Principal      | \$ 218,156.29 | \$ 298,246.88 | \$ (80,090.59)  | \$ 212,714.31 | \$ 291,323.80 | \$ (78,609.49) |
| Total Old & New Interest       | \$ 153,811.58 | \$ 176,020.58 | \$ (22,209.00)  | \$ 141,976.51 | \$ 156,962.41 | \$ (14,985.90) |
| Undesignated Retained Earnings |               |               | \$ (102,299.59) |               |               | \$ (93,595.39) |

\* The difference is paid from Undesignated Retained Earnings/Betterment

# ESTIMATE 9/17/19 BY P. WILKINS

## WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS FY2020

Indirect costs include Administration, Treasurer, General Insurance costs. This section documents the application of the indirect cost methodology.

Numbers to be updated by Finance

Administration  
Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Wastewater budget to the prior year's Administration budgets.

| Description                            | FY19 Budgets  | Percent | Allocation   | Notes | Est.      | Est. By |
|--|---------------|---------|--------------|-------|-----------|---------|
| Wastewater budget (less debt)          | \$ 378,000    |         |              |       |           | Actual  |
| Town budget (less debt and Facilities) | \$ 69,279,183 | 0.546%  | \$ 11,718    |       | \$ 12,000 | ?       |
| Administration Budget                  |               |         | \$ 2,147,369 |       |           |         |

### Treasurer

The Treasurer provides check disbursement, investment and processing of receipts.

|                              |            |        |           |
|------------------------------|------------|--------|-----------|
| Treasurer Budget             | \$ 290,204 | 0.546% | \$ 1,584  |
| 60% share of WOM Salary FY20 | \$ 87,000  | 60%    | \$ 52,200 |
| Facilities Office FY 18      | \$ 206,198 | 1%     | \$ 2,062  |

### Insurance

Insurance identifies the cost of insuring the WTP. The balance of the General Insurance premium includes general building, liability, workers' compensation and property insurance allocated based on the established percentage.

|                             |            |    |          |
|-----------------------------|------------|----|----------|
| Wastewater Plant            | \$ 5,196   | 1% | \$ 5,196 |
| Balance of Insurance Budget | \$ 674,804 | 0% | \$ -     |

### Total FY19 Indirect (Administration) Costs

\$ 73,360

### Fringe Benefits

Additional Charges Fringe benefits includes health, life, OPEB, Medicare, and retirement

|   |     |            |           |
|---|-----|------------|-----------|
| 60% WOM Benefits (Est. of Health, Life, OPEB & Retirement)                  | 42% | \$ 52,200  | \$ 21,924 |
| Medicare - Account Specialist & 60% of WOM DPW Director and Engineer Salary | 4%  | \$ 221,430 | \$ 8,860  |

### Total FY19 Fringe Benefit Costs

\$ 31,961

### Total FY19 Fringe Benefits

\$ 105,341

## Additional Comments and Notes by J. Capasso:

### Other Expenses not part of Indirect/Admin & Fringe Benefits (6)

|  |          |   |
|--|----------|---|
| Vehicle Fuel & Maintenance - Expensed to WWMDOC Equipment Repairs & Maintenance. | \$ 1,000 | 2 |
|--|----------|---|

- 1) FY19 DPW hired a Wastewater Operations Manager, October 1, 2018, to oversee the Town Center and High School treatment plants. Salary and benefits will be split 60% WWMD and 40% High School and benefits will be 42% of the salary.
- 2) Estimated cost by DPW Director for vehicle fuel & maintenance. Expensed through Equipment Repairs & Maintenance. WOM will have a gas card and vehicle repairs will be billed directly to WWMD.

Medicare: FY20 Payroll budget

|           |                       |
|-----------|-----------------------|
| 30,400.00 | Act Specialist Salary |
| 52,200.00 | 60% WOM Salary        |
| 0.0145    |                       |

1,197.70

Wastewater FY19 Budget (Includes WOM)

Wastewater Debt 2019

Net

All inclusive General Fund

Less Debt

Less Facility Salary

Net

Net

795,149.00

(452,086.00)

378,063.00

77,090,084.00

(7,544,703.00)

(206,198.00)

69,279,183.00

680,000.00

(5,196.00)

674,804.00



**WWMDC Contracts**

FY20 Budget

FYU-Follow Up

Updated 9/5/18

| Vendor Name   | Contract   | Service Type   | Frequency & Date   | Cost  | Contract Details  | FY19 Budget |          |   | FY20 Budget |          |          |
|---|--|--|--|---|---|-------------|----------|---|-------------|----------|----------|
|   |  |  |  |   |   | Object      | Amount   | Budget Calculation  | Object      | Other    | Total    |
| <b>WhiteWater, as Operation &amp; Maintenance Contractor, should identify any leaks or other issues so vendors can be contacted for repair.</b> |  |  |  |   |   |             |          |   |             |          |          |
| <b>B-P Trucking, Inc.</b><br>PO Box 380, Ashland, MA 01721  | 508-231-1000   | Trml Plant Trash Collection  | Pickup Monthly   | See Note 1  | 3 year contract April 1, 2018 - March 31, 2021 with 3% increase each year. See Note 1.  | 52121       | \$ 1,101 | Contract renews FY18. \$66.60 with 3%/year increase, 2 years.                             | 52121       | \$ 60    | \$ 1,246 |
| <b>Keane Fire &amp; Safety</b><br>Equipment Co., Inc., 1500 Main St, Walham, MA 02451   | 781-899-6565<br>sriordan@keaneffire.com                                    | Fire Extinguisher Testing & Maintenance  | Annual: Keane will call in February. FYU February.                         | 2/27/17 paid \$346.51 FY18 \$80.                                    | No contract, but we have a list of charges. WhiteWater checks extinguishers monthly and signs the tag   | 52115       | \$ 368   | 3%/year increase, 2 years based on \$346.51   | 52115       | \$ 500   | \$ 500   |
| <b>Keyes North Atlantic, Inc.</b><br>459 Watertown Street, Newton, MA 02460   | Jimmy Yee 617-964-6180 x119<br>jimmyy@keyeswater.com                       | Fire Alarm Testing & Maintenance - (Electronic mechanical fire alarm system)   | 1 time/year. Co. will send a letter to schedule testing. FYU February.     | FY18 paid \$370.  | FY18 \$370. Contract rolls over annually, rates may change. Within 14 days of inspection WW will receive a report for authorization to make repairs. Final report will be issued after. | 52115       | \$ 381   | 3% increase on FY18 rate \$370.   | 52115       | \$ 300   | \$ 683   |
| <b>Keyes North Atlantic, Inc.</b><br>459 Watertown Street, Newton, MA 02460   | Jimmy Yee 617-964-6180 x119  | Fire Alarm Testing for Annual Dry Trip Test done May 22, 2017.                 | 1 time/year. Co. will send a letter to schedule testing. FYU May.          | No test as of 8/28/18 due to broken fire panel. Annual visit \$400. | FY18 \$400. Contract rolls over annually, rates may change. Within 14 days of inspection WW will receive a report for authorization to make repairs. Final report will be issued after. | 52115       | \$ 412   | 3% increase on FY18 rate \$400.   | 52115       | \$ 424   | \$ 724   |
| <b>South Shore Generator</b><br>PO Box 567, E. Wareham, MA 02538  | Kathleen Rodrigues<br>Service Coord.<br>508-295-7336<br>krodrigues@ssg.com | 185 Elissa Ave - Emergency Generator Service for Backup Generator              | Annual: April & Oct. Company will call to make appts. FYU April & October. | \$525/year. Call June, 2020 for new contract.                       | Fixed price contract 8/1/17-7/31/18, 8/1/18-7/31/19 and 8/1/19-7/31/20 @ \$525. Contract includes replacing fluids, filters, spark plugs etc.   | 52116       | \$ 525   | Fixed Contract, no increase for FY19. Use \$525   | 52116       | \$ 525   | \$ 1,025 |
| <b>South Shore Generator</b><br>PO Box 567, E. Wareham, MA 02538  | Shermie Dinwoodie<br>Contract Coord.<br>508-295-7336                       | 2 Elissa Ave (Pump Station) - Emergency Generator Service for Backup Generator | Annual: April & Oct. Company will call to make appts. FYU April & October. | \$495/year. Call June, 2020 for new contract.                       | Fixed price contract 8/1/17-7/31/18, 8/1/18-7/31/19 and 8/1/19-7/31/20 @ \$495. Contract includes replacing fluids, filters, spark plugs etc.   | 52116       | \$ 495   | Fixed Contract, no increase for FY19. Use \$495   | 52116       | \$ 495   | \$ 655   |
| <b>Your Electrical</b><br>Solutions, Inc., 345 Washington Street, Pembroke, MA 02359  | Pat 617-590-5887<br>or main # 781-331-3500                                 | Electrical Repairs and Testing (includes replacing lights and batteries)       | 1 time/year. Jane, call January every year to schedule.                    | \$4,343 for February, 2017 past.                                    | No contract. WW needs to call annually to book testing and repair. Research what next year's bill will be.  | 52115       | \$ 2,500 | Feb, 2017 \$4,343 - No repairs in the past. Paul Brinkman est. \$2,500 with annual maint. | 52115       | \$ 1,000 | \$ 1,000 |
| <b>OARS-Water Quality Monitoring</b>  | Alison Field-Juma, Exec Dir.<br>978-369-3956<br>office@oarsriver.com       | Water Quality Monitoring of the Sudbury River                                  | December each year. bill is emailed for board approval.                    | FY18 \$7,066, FY19 \$7,325, FY20 \$7,671.                           | FY20 = Jan 1 - Dec 31, 2019. Renewals in December annually.   | 52103       | \$ 7,225 | Estimate by OARS  | 52103       | \$ 7,800 | \$ 7,800 |
| <b>Other Contractors as Needed:</b>   |  |  |  |   |   |             |          |   |             |          |          |
| <b>Robert F. Callahan Co., Inc.</b><br>5 Flagg Street, Woburn, MA 01801   | Bob Callahan 781-933-5487  | Plumbing   | As needed  |   | No Contract   |             |          |   |             |          |          |
| <b>Mechanical Air Controls, Inc.</b><br>541 Plain St, Marshfield, MA 02050  | Frank White, Pres. 781-837-8522<br>frank@mechanicalair.com                 | HVAC Repairs   | As needed  |   | No Contract   |             |          |   |             |          |          |

**FY20 Budget Totals by Account:**

|                 |             |                                |
|-----------------|-------------|--------------------------------|
| Account # 52115 | \$ 2,916.89 | Building Repair & Improvements |
| Account # 52116 | \$ 1,720.00 | Equipment Repair & Maint.      |
| Account # 52121 | \$ 1,246.00 | Trash Disposal                 |
| Account # 52103 | \$ 7,800.00 | OARS Water Quality Monitoring  |

Note 1: BP Trucking - 3 year contract beginning April 1, 2018  
3% Rate increase each year after 3/31/19.

|   |                   |
|---|-------------------|
| <b>FY19 Contract Year 1: 4/1/18-3/31/19</b> |                   |
| 7/1/18-3/31/19 \$95.26 X 9 Months           | FY Total          |
| 4/1/19-6/30/19 \$98.12 X 3 Months           | \$857.34          |
| Total FY19                                  | \$294.36          |
|   | <b>\$1,151.70</b> |

|   |                   |
|---|-------------------|
| <b>FY20 Contract Year 2: 4/1/19-3/31/20</b> |                   |
| 7/1/19-3/31/20 \$98.12 X 9 Months           |                   |
| 4/1/20-6/30/20 \$101.06 X 3 Months          | \$883.08          |
| Total FY20                                  | \$303.18          |
|   | <b>\$1,186.26</b> |

|   |            |
|---|------------|
| <b>FY21 Contract Year 3: 4/1/20-3/31/21</b> |            |
| 7/1/20-3/31/21 \$101.06 X 9 Months          | \$909.54   |
| 4/1/21-6/30/21 \$104.09 X 3 Months          | \$312.27   |
| Total FY20                                  | \$1,221.81 |

\*New Contract/Rates to be negotiated 4/1/2021

WWMDC Contracts  
9/5/18 - Paul reviewed

Percent of year Complete:

7/1/2018 Beginning of Year  
9/11/2018 MUNIS Printout Date

WWMDC FY19 BUDGET: September, 2018

Current Period: 8/7/18-9/10/18

|                              |            |                  |
|------------------------------|------------|------------------|
| User Charges-YTD             | YTD ACTUAL |                  |
| \$ 44,501                    | 20%        | of Year Complete |
| Total Operating Expenses-YTD | \$ 27,280  |                  |
| Net Operating Income:        | \$ 17,222  |                  |

| INCOME DETAILS                          | CUR. PERIOD      | FY19 BUDGET       | YTD ACTUAL        | BALANCE             | % REC'D      | COMMENTS   |
|---|------------------|-------------------|-------------------|---------------------|--------------|--|
| <b>OPERATING INCOME</b>                 |                  |                   |                   |                     |              |  |
| User Charges                            | \$ 25,277        | \$ 283,063        | \$ 44,501         | \$ (238,562)        | 15.7%        | FY18 Q4: \$45,540.33 billed 7/18/18              |
| Old Betterment - Principal              | \$ -             | \$ 43,247         | \$ -              | \$ (43,247)         | 0.0%         | Betterment Exp. = Income. Pmts rec'd Feb/May     |
| Old Betterment - Interest               | \$ -             | \$ 5,256          | \$ -              | \$ (5,256)          | 0.0%         | Betterment Exp. = Income. Pmts rec'd Feb/May     |
| New Betterment - Principal              | \$ -             | \$ 238,077        | \$ 358            | \$ (237,719)        | 0.2%         | Betterment Exp. = Income. Pmts rec'd Feb/May     |
| New Betterment - Interest               | \$ 50            | \$ 165,506        | \$ 354            | \$ (165,152)        | 0.2%         | Betterment Exp. = Income. Pmts rec'd Feb/May     |
| Retained Earnings-Applied at YE         | \$ -             | \$ 60,000         | \$ -              | \$ (60,000)         | 0.0%         | User Charges Supplement \$60,000                 |
| <b>Total Operating Income</b>           | <b>\$ 25,327</b> | <b>\$ 795,149</b> | <b>\$ 45,214</b>  | <b>\$ (749,935)</b> | <b>5.7%</b>  |  |
| <b>UNBUDGETED INCOME</b>                |                  |                   |                   |                     |              |  |
| Other                                   | \$ 873           | \$ -              | \$ 1,194          | \$ -                | N/A          | Pen & Int, Liens, Misc Rev & Int Earn'd on Sav's |
| Unapp WW Better TC Rev                  | \$ -             | \$ -              | \$ -              | \$ -                | N/A          | Unbudgeted Betterments Paid in Advance           |
| Unapp WW Better TC Int                  | \$ -             | \$ -              | \$ -              | \$ -                | N/A          | Unbudgeted Betterments Paid in Advance           |
| Transfers from Capital-Town             | \$ -             | \$ -              | \$ -              | \$ -                | N/A          |  |
| <b>Total Unbudgeted Income</b>          | <b>\$ 873</b>    | <b>\$ -</b>       | <b>\$ 1,194</b>   | <b>\$ -</b>         | <b>N/A</b>   |  |
| <b>Total Income/MUNIS:</b>              | <b>\$ 26,200</b> | <b>\$ 795,149</b> | <b>\$ 46,407</b>  | <b>\$ (749,935)</b> | <b>N/A</b>   |  |
| EXPENSE DETAILS                         | CUR. PERIOD      | FY19 BUDGET       | YTD ACTUAL        | BALANCE             | % SPENT      |  |
| <b>PERSONAL SERVICES</b>                |                  |                   |                   |                     |              |  |
| Salaries (Account Specialist)           | \$ 2,307         | \$ 26,500         | \$ 5,535          | \$ 20,965           | 20.9%        |  |
| Indirect/Admin (Town Services)          | \$ -             | \$ 94,965         | \$ -              | \$ 94,965           | 0.0%         |  |
| Legal Services                          | \$ -             | \$ 5,000          | \$ -              | \$ 5,000            | 0.0%         |  |
| <b>PROFESSIONAL SERVICES</b>            |                  |                   |                   |                     |              |  |
| Facility Operating Contract             | \$ 3,900         | \$ 50,000         | \$ 11,700         | \$ 38,300           | 23.4%        | Purchase Order Remaining Balance: \$XXXX         |
| Fac. Labor & Other Prof. Serv.          | \$ -             | \$ 20,000         | \$ 97             | \$ 19,903           | 0.5%         |  |
| Engineering Fees                        | \$ -             | \$ -              | \$ -              | \$ -                | -            |  |
| NPDES Permit                            | \$ -             | \$ -              | \$ -              | \$ -                | -            |  |
| <b>Total Pers. &amp; Prof. Expenses</b> | <b>\$ 6,207</b>  | <b>\$ 196,465</b> | <b>\$ 17,332</b>  | <b>\$ 179,133</b>   | <b>8.8%</b>  |  |
| <b>REPAIRS &amp; MAINT EXP.</b>         |                  |                   |                   |                     |              |  |
| Building Repair & Improvement           | \$ -             | \$ 5,700          | \$ -              | \$ 5,700            | 0.0%         |  |
| Equipment Repairs & Maint.              | \$ -             | \$ 8,300          | \$ 634            | \$ 7,666            | 7.6%         |  |
| Pipeline Main/Emergency                 | \$ -             | \$ 35,000         | \$ -              | \$ 35,000           | 0.0%         |  |
| Sludge Disposal                         | \$ -             | \$ 25,000         | \$ 2,250          | \$ 22,750           | 9.0%         |  |
| Chemicals                               | \$ -             | \$ 7,500          | \$ -              | \$ 7,500            | 0.0%         |  |
| Markup & Other                          | \$ -             | \$ 6,500          | \$ 338            | \$ 6,163            | 5.2%         |  |
| Surface Water Testing (Oars)            | \$ -             | \$ 7,325          | \$ -              | \$ 7,325            | 0.0%         |  |
| <b>Total Repairs &amp; Maint Exp.</b>   | <b>\$ -</b>      | <b>\$ 95,325</b>  | <b>\$ 3,222</b>   | <b>\$ 92,103</b>    | <b>3.4%</b>  |  |
| <b>OPERATING EXPENSES</b>               |                  |                   |                   |                     |              |  |
| Disposal (BP Trucking/Trash)            | \$ 98            | \$ 1,101          | \$ 193            | \$ 908              | 17.5%        |  |
| Natural Gas-Nt'l Grid & Dir. En.        | \$ 30            | \$ 4,100          | \$ 67             | \$ 4,033            | 1.6%         |  |
| Electricity -Eversource                 | \$ 2,965         | \$ 33,100         | \$ 5,933          | \$ 27,167           | 17.9%        |  |
| Telephone -Verizon                      | \$ 116           | \$ 1,800          | \$ 232            | \$ 1,568            | 12.9%        |  |
| Water -TOW                              | \$ -             | \$ 972            | \$ 301            | \$ 671              | 30.9%        |  |
| Admin Serv's (Other/Vadar Tmg)          | \$ -             | \$ 200            | \$ -              | \$ 200              | 0.0%         |  |
| Contingency                             | \$ -             | \$ 10,000         | \$ -              | \$ 10,000           | 0.0%         |  |
| <b>Total Operating Expenses</b>         | <b>\$ 3,209</b>  | <b>\$ 51,273</b>  | <b>\$ 6,725</b>   | <b>\$ 44,548</b>    | <b>13.1%</b> |  |
| <b>TOTAL EXPENSES</b>                   | <b>\$ 9,416</b>  | <b>\$ 343,063</b> | <b>\$ 27,280</b>  | <b>\$ 315,784</b>   | <b>8.0%</b>  |  |
| <b>CAPITAL EXPENSES</b>                 |                  |                   |                   |                     |              |  |
| Old Debt-Principal                      | \$ -             | \$ 43,247         | \$ 48,121         | \$ (4,874)          | 111.3%       | Paid in August and February                      |
| Old Debt-Interest                       | \$ -             | \$ 5,256          | \$ -              | \$ 5,256            | 0.0%         | Subsidy pays Aug int. WWMDC pays Feb.            |
| New Debt -Principal                     | \$ -             | \$ 238,077        | \$ -              | \$ 238,077          | 0.0%         | Paid in August and February                      |
| New Debt -Interest                      | \$ -             | \$ 165,506        | \$ 85,383         | \$ 80,124           | 51.6%        | Paid in August and February                      |
| <b>Total Capital Expenses:</b>          | <b>\$ -</b>      | <b>\$ 452,086</b> | <b>\$ 133,504</b> | <b>\$ 318,582</b>   | <b>29.5%</b> |  |
| <b>TOTAL BUDGET EXP &amp; CAP</b>       | <b>\$ 9,416</b>  | <b>\$ 795,149</b> | <b>\$ 160,784</b> | <b>\$ 634,366</b>   | <b>20.2%</b> |  |

Notes:

**EXPLANATION OF NEW MOR FORMAT - Reporting will be consistent with the DPW/Water Dept's**

**Current Period:** Results are for the Period: 8/7/18-9/11/18.

**% Of Year Complete:** Is the number of days since July 1, 2018 to the date MUNIS reports are printed divided by 365 days/year.

**New:** Income is broken out by Budgeted and Unbudgeted line items. All other categories are the same.

In the past we looked at the **YTD Actual compared to the YTD Budget** (budget divided by 12 months). The New Format looks at the **YTD Actual compared to the YTD Budget for the year**. The benefit of this is it shows you how much of the budget has been used YTD and the Balance column shows how much of the budget remains.

**% Received (income) and % Spent (expense):**

**% Received** =  $\text{YTD Actual Income} / \text{Total Year Budget}$ . Shows the % of the budgeted income received YTD.

**% Spent** -  $\text{YTD Actual Expense} / \text{Total Year Budget}$ . Shows the % of budgeted expense spent YTD. Example: Facility Operating \$11,700 spent YTD/\$50,000 annual budget = 23.4% spent YTD compared to 20% of the year complete (reporting period). We are essentially "On Budget".



8/7/18-9/11/18

## FY2019 Cash Receipts YTD

| Revenue Codes                          | July<br>2018 | August<br>2018                | September<br>2018              | October<br>2018 | November<br>2018 | December<br>2018 | January<br>2019 | February<br>2019 | March<br>2019 | April<br>2019 | May<br>2019 | June<br>2019 |
|--|--------------|-------------------------------|--------------------------------|-----------------|------------------|------------------|-----------------|------------------|---------------|---------------|-------------|--------------|
| 6302 WW User Charges<br>63105000/42105 | N/A          | 7/1/18-8/1/18<br>\$ 19,224.27 | 8/7/18-9/11/18<br>\$ 25,277.14 | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 6308 Penalties & Interest *            | \$ -         | \$ 20.90                      | \$ 58.27                       | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 63105000/41750                         |              |                               |                                |                 |                  |                  |                 |                  |               |               |             | \$ 79.17     |
| 6303 Miscellaneous Rev *               | \$ -         | \$ -                          | \$ -                           | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 63105000/43299                         |              |                               |                                |                 |                  |                  |                 |                  |               |               |             | \$ -         |
| 6304 Betterments (Old)                 | \$ -         | \$ -                          | \$ -                           | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 63105000/47501                         |              |                               |                                |                 |                  |                  |                 |                  |               |               |             | \$ -         |
| 6305 Betterment Interest (Old)         | \$ -         | \$ -                          | \$ -                           | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 63105000/47502                         |              |                               |                                |                 |                  |                  |                 |                  |               |               |             | \$ -         |
| 6306 Betterments Pd in Adv             | \$ -         | \$ -                          | \$ -                           | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 63105000/47599                         |              |                               |                                |                 |                  |                  |                 |                  |               |               |             | \$ 814.66    |
| 6307 Int. Earned on Savings *          | \$ -         | \$ -                          | \$ 814.66                      | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 63105000/48210                         |              |                               |                                |                 |                  |                  |                 |                  |               |               |             | \$ 299.70    |
| 6309 Wastewater Liens *                | \$ -         | \$ 299.70                     | \$ -                           | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 63105000/42111                         |              |                               |                                |                 |                  |                  |                 |                  |               |               |             | \$ 357.89    |
| 6311 WW Better TC Rev                  | \$ -         | \$ 357.89                     | \$ -                           | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 63105000/47503                         |              |                               |                                |                 |                  |                  |                 |                  |               |               |             | \$ 354.31    |
| 6312 WW Better TC Int                  | \$ -         | \$ 304.20                     | \$ 50.11                       | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ -         |
| 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                  | \$ 26,200.18                   | \$ -            | \$ -             | \$ -             | \$ -            | \$ -             | \$ -          | \$ -          | \$ -        | \$ 46,407.14 |

Notes:

\* Other for Budget Reporting



WhiteWater Invoices

Fiscal Year 2019

7/1/18-9/10/18

| Invoice # | Invoice Date | Amount       | Month Processed | Contract Fee | Labor | Equip Repairs |        |       |             | Mark Up   | Total        |
|-----------|--------------|--------------|-----------------|--------------|-------|---------------|--------|-------|-------------|-----------|--------------|
|           |              |              |                 |              |       | 52100         | #52101 | 52116 | Sludge      | Chemicals |              |
| 70036071  | 6/30/2018    | \$ 2,587.50  | Jul (1)         |              |       |               |        |       | \$ 2,250.00 | 52125     | \$ 2,587.50  |
| 70035445  | 7/2/2018     | \$ 3,900.00  | Aug(Jul)        | \$ 3,900.00  |       |               |        |       |             |           | \$ 3,900.00  |
| 70036175  | 8/1/2018     | \$ 3,900.00  | Aug             | \$ 3,900.00  |       |               |        |       |             |           | \$ 3,900.00  |
| 70036854  | 9/4/2018     | \$ 3,900.00  | Sep             | \$ 3,900.00  |       |               |        |       |             |           | \$ 3,900.00  |
| Totals    |              | \$ 14,287.50 |                 | \$ 11,700.00 | \$ -  | \$ -          | \$ -   | \$ -  | \$ 2,250.00 | \$ -      | \$ 14,287.50 |

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.

# WWMDC FY2019 BUDGET

September, 2018

Period: 8/7/18-9/11/18

| SUMMARY                         |               | ACTUAL YTD    | ANNUAL BUDGET | NOTES  |               |              |              |              |  |
|---------------------------------|---------------|---------------|---------------|--|---------------|--------------|--------------|--------------|--|
| User Charges                    | \$ 44,501.41  | \$ 795,149    |               | Budgeted \$60,000 Retained Earnings            |               |              |              |              |  |
| Total Operating Expenses        | \$ 27,279.71  | \$ 795,149    |               |  |               |              |              |              |  |
| Net Operating Income:           | \$ 17,221.70  | \$ -          |               |  |               |              |              |              |  |
| INCOME DETAILS                  |               | ACTUAL YTD    | BUDGET YTD    | YTD VARIANCE                                   | ANNUAL BUDGET | ACTUAL MTD   | BUDGET MTD   | MTD VARIANCE | NOTES  |
| User Charges                    | \$ 44,501.41  | 70,765.75     | (26,264.34)   |  | 283,063       | 25,277.14    |              | 25,277.14    | FY18 Qtr 4: \$45,540.33 billed 7/18/18           |
| Other                           | 1,193.53      |               | 1,193.53      |  |               |              |              |              | Pen & Int. Liens, Misc Rev & Int Earn'd 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       | 50.11        |              | 50.11        | Betterment Exp. # = Income. Pmts rec'd Feb/May   |
| New Betterment - Interest       | 354.31        |               |               | 354.31   | 165,506       |              |              |              | Betterment Exp. # = Income. Pmts rec'd Feb/May   |
| Unapp WW Better TC Rev          |               |               |               |  |               | 25,327.25    |              | 25,327.25    | Unbudgeted Betterments Paid in Advance           |
| Unapp WW Better TC Int          |               |               |               |  |               |              |              |              | Unbudgeted Betterments Paid in Advance           |
| WW Retained Earnings            |               |               |               |  | 60,000        | 872.93       |              | 872.93       | Reduce User Charges                              |
| Transfers from Capital-Town     |               |               |               |  |               |              |              |              |  |
| Total Income/MUNIS:             | \$ 46,407.14  | \$ 70,765.75  | N/A           |  | \$ 795,149    | \$ 51,527.43 |              | \$ 51,527.43 |  |
| EXPENSE DETAILS                 |               | ACTUAL YTD    | BUDGET YTD    | YTD VARIANCE                                   | ANNUAL BUDGET | ACTUAL MTD   | BUDGET MTD   | MTD VARIANCE | NOTES  |
| PERSONAL SERVICES               |               |               |               |  |               |              |              |              |  |
| Salaries (Account Specialist)   | \$ 5,535.14   | 6,625.00      | 1,089.86      |  | 26,500        | 2,306.95     | 2,208.33     | (98.62)      |  |
| Indirect/Admin (Town Services)  |               |               | 1,250.00      | 1,250.00                                       | 94,965        |              | 416.67       | 416.67       |  |
| Legal Services                  |               |               |               |  | 5,000         |              |              |              |  |
| PROFESSIONAL SERVICES           |               |               |               |  |               |              |              |              |  |
| Facility Operating Contract     | 11,700.00     | 12,500.00     | 800.00        |  | 50,000        | 3,900.00     | 4,166.67     | 266.67       |  |
| Fac. Labor & Other Prof. Serv.  | 97.31         | 5,000.00      | 4,902.69      |  | 20,000        |              | 1,666.67     | 1,666.67     |  |
| Engineering Fees                |               |               |               |  |               |              |              |              |  |
| NPDES Permit                    |               |               |               |  |               |              |              |              |  |
| Total Pers. & Prof. Expenses    | \$ 17,332.45  | \$ 25,375.00  | \$ 8,042.55   |  | \$ 196,465    | \$ 6,206.95  | \$ 8,458.33  | \$ 2,251.38  |  |
| Percent of Total                | 39%           |               |               |  | 25%           |              |              |              |  |
| REPAIRS & MAINT EXP.            |               |               |               |  |               |              |              |              |  |
| Building Repair & Improvement   |               | 1,425.00      | 1,425.00      |  | 5,700         |              | 475.00       | 475.00       |  |
| Equipment Repairs & Maint       | 634.40        | 2,075.00      | 1,440.60      |  | 8,300         |              | 691.67       | 691.67       |  |
| Pipeline Maint/Emergency        |               |               |               |  | 35,000        |              |              |              |  |
| Sludge Disposal                 | 2,250.00      | 6,250.00      | 4,000.00      |  | 25,000        |              | 2,083.33     | 2,083.33     |  |
| Chemicals                       |               | 1,875.00      | 1,875.00      |  | 7,500         |              | 625.00       | 625.00       |  |
| Markup & Other                  | 337.50        | 1,625.00      | 1,287.50      |  | 6,500         |              | 541.67       | 541.67       |  |
| Surface Water Testing (Oars)    |               |               |               |  | 7,325         |              |              |              |  |
| Total Repairs & Maint Exp.      | \$ 3,221.90   | \$ 13,250.00  | \$ 10,028.10  |  | \$ 95,325     | \$ -         | \$ 4,416.67  | \$ 4,416.67  |  |
| Percent of Total                | 7%            |               |               |  | 12%           |              |              |              |  |
| OPERATING EXPENSES              |               |               |               |  |               |              |              |              |  |
| Disposal (BP Trucking/Trash)    | 193.02        | 275.30        | 82.28         |  | 1,101         | 97.76        | 91.77        | (5.99)       |  |
| Natural Gas-WT Grid & Dir. En.  | 66.70         | 1,025.00      | 958.30        |  | 4,100         | 29.97        | 341.67       | 311.70       |  |
| Electricity -Eversource         | 5,933.04      | 8,275.00      | 2,341.96      |  | 33,100        | 2,964.59     | 2,758.33     | (206.26)     |  |
| Telephones -Verizon             | 232.02        | 450.00        | 217.98        |  | 1,800         | 116.33       | 150.00       | 33.67        |  |
| Water -TOW                      | 300.58        | 243.00        | (57.58)       |  | 972           |              | 81.00        | 81.00        |  |
| Admin Serv's (Other/Vadar Trng) |               | 50.00         | 50.00         |  | 200           |              | 16.67        | 16.67        |  |
| Contingency                     |               | 2,500.00      | 2,500.00      |  | 10,000        |              | 833.33       | 833.33       |  |
| Total Operating Expenses        | \$ 6,725.36   | \$ 12,818.30  | \$ 6,092.94   |  | \$ 51,273     | \$ 3,208.65  | \$ 4,272.77  | \$ 1,064.12  |  |
| Percent of Total                | 15%           |               |               |  | 6%            |              |              |              |  |
| TOTAL EXPENSES                  | \$ 27,279.71  | \$ 51,443.30  | \$ 24,163.59  |  | \$ 343,063    | \$ 9,415.60  | \$ 17,147.77 | \$ 7,732.17  |  |
| 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                    |               |              |              |              |  |
| Old Debt-Interest               |               | 5,256         |               | Subsidy pays interest in Aug. Payment due Feb. |               |              |              |              |  |
| New Debt -Principal             |               | 238,077       |               | Paid in August and February                    |               |              |              |              |  |
| New Debt -Interest              | 85,382.50     | 165,506       |               | Paid in August and February                    |               |              |              |              |  |
| Total Capital Expenses:         | \$ 133,503.90 | \$ 452,086    |               |  |               |              |              |              |  |
| Notes:                          |               |               |               |  |               |              |              |              |  |

Notes:

# Wayland Wastewater Management District Commission

## FY 2018 Annual Report –9/20/18

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 DPW and an initial trial period, the WWMDC agreed to fund part-time support from the DPW director and the Town Engineer, both of whom are licensed by the State in 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 reducing overtime charges by the vendor as well as moderating 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 at one of our commercial users and exacerbated by a delayed 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 credited back to the WWMDC by the vendor following a review of 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 23,661 GPD, down about 5.5% 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.

**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 owners 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 \$740,551. Of this amount \$477,033 was earmarked for paying off outstanding bonds (\$400,056 betterment and interest payments, \$76,978 for privilege fees for increased discharge allocations). Operating income was \$202,864, and operating expenses were \$246,675. A share of current year operating expenses was paid out of retained earnings from the prior fiscal year.

The Commission's undesignated fund balance at the end of FY2018 was \$1,255,193, including money collected in prior years for bond payments. At the end of FY2018 the outstanding balance on the WTTTF bonds was \$X,XXX,XXX.

The WWMDC developed a budget for FY2019 of \$795,149. This includes \$283,063 operating income and expenses, and \$452,086 bond and interest payments. The capacity rate for users is \$2.88/per gallon, a 45% increase from FY2018; the flow rate was \$2.16, a 74% increase. The key drivers were the addition of the Wastewater Operations 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.

**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

**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: Thursday, 20 September 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. National Development attending – Update on pricing of leaching field and plan for increasing capacity going forward.
- 8:05     4. FY20 Capital Plan - Board approval. Due 9/21/18.
- 8:15     5. Review draft Budget (Due 10/19/18) & Department of Revenue decision on using retained earnings from operations to offset user fees.
- 8:40     6. Wastewater Operations Manager Update - DPW Director and Town Engineer have selected a candidate who will start working on October 1, 2018.
- 8:45     7. Monthly Operating Report – Approval of new design.
- 8:55     8. Paul Brinkman, Town Engineer – Attending:
  - 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.
  - B. Operating Contract Interim Letter – Beth Doucette and Paul Brinkman working on a letter to WhiteWater Inc.
  - C. 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. Quote came in at \$16,600. Two additional quotes are required over \$10,000. Paul is working on this.
    - 2. Ejector Pump – WOM 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. 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.

- 9:15 9. FY2018 Annual Report – Third and final draft. Due September 30, 2018.
- 9:40 10. Update on Combined Water-Wastewater Department - Possible joint meeting with BOPW on October 9, 2018.
- 9:50 11. Administrative items:
- A. 234 Boston Post Road – Privilege Fee \$4,880.25 paid September 7, 2018 for 75 gpd of design flow to convert garage to an office.
- B. FY19 Demand Bills – Mailed September 12, 2018 to 13 properties totaling \$6,521.73.
- 9:55 12. Wastewater Rules and Regulations
- 9:56 13. Approve minutes from previous meetings – August 8, 2018.
- 9:58 14. Review bills, unbudgeted expenses, monthly operating report and commitments.
- 10:05 15. Website status: Recent postings and organization.
- 10:05 16. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 10:06 17. Calendar: Upcoming meetings, events and hearings.
- 10:10 18. Public Comment
- 10:12 19. Adjourn