

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 10 OCTOBER 2018**

In Attendance: Fred Knight, Rick Greene and Jane Capasso
Absent: Uday Virkud
Guests: Richard Turner
Meeting Location: 7:30 pm Wayland Town Building

MINUTES

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

7:32 1. Call to order

7:31 2. Public comment

7:33 3. Design Flow Allocation Procedure –

- Background: At the September 2018 meeting of the WWMD, the members agreed that there should be a statement of how much additional design flow could be handled by the system without jeopardizing the Administrative Consent Order (ACO) from the DEP. In other words, how much more design flow could be added to the system still keeping a low risk of exceeding the level specified in the ACO? This amount is specified in actual flow of 41,600 gpd averaged over nine months. Currently the actual flow is ~26,500 gpd. If all current users were connected, the actual flow might be ~33,700 gpd. The discussion should center on what additional amount of actual flow the WWMD feels is reasonable.
- The chair thinks that the method of requesting more design flow will not change. An existing or new user can request design flow using the normal application process. The statement that some additional amount of design flow is available means only that the WWMD feels the system could handle this increase. Requests for additional design flow still have to go through the normal process.
- Discussion
 - 1) Fred: We want to increase the design flow without exceeding the Administrative Consent Order (ACO), which is 41,600 gpd of average daily flow over 9 months. Based on Jane's analysis, the total actual flow, if everyone was connected and using their typical amounts, would be 33,700 gpd. How much flow can we add to remain below the ACO?
 - 2) Jane: Paul estimated 5,000 gpd in the first year. We should check whether he included gallons per day for everyone connected.
 - 3) Rick: Concerned that if National Development uses 5,000 gpd for a 150 seat restaurant, will there be flow available for other users.
 - 4) Fred: Note that this amount is equivalent to 2,500 gpd of actual flow.
 - 5) Jane: Will review Paul's estimate and her analysis and report back to the board.
 - 6) All: Decide that we cannot finish this discussion and make a motion without more discussion.
- Summary at this stage:
 - 1) Jane's analysis indicates that there could be 33,700 gpd of actual flow based on what is currently connected, vacant, or approved to be connected.
 - 2) As a result, we are carefully considering how much more we can add to our actual flow.
 - 3) Whatever decision we make, we anticipate revisiting that decision, annually, but not more frequently.
 - 4) We also want to be able to accommodate small increments in design flow, when application is made in the usual way on a new or existing user. We do

not want to exceed the limits set, even for small increments.

- 5) Currently we think that 90% of the Administrative Consent Order's (ACO) limit of 41,600 gpd is the maximum we would ever approve or roughly 37,000 gpd of actual flow. Were the ACO removed, then we could consider a new limit equal to the old ACO limit of 41,600 gpd as prudent.

- These considerations will be discussed at our next meeting.

Note: Availability of groundwater discharge (e.g., a new leaching file) would allow additional design flow.

- 8:19 4. Review draft Budget (Due 10/19/18) – Final chance to look at the draft budget.

- Jane: The remaining \$220,000 of debt, in the capital account, for the construction of the treatment plant was transferred to the Town leaving approximately \$20,000 in the Account for work that was not completed when the Treatment Plant was built.
- Fred: Use of retained earnings, from operations, to lower user fees will not be determined until the rate Hearing in 2019.
- No change to the FY20 budget at this time.

- 8:35 5. Wastewater Operations Manager (WOM) - Richard Pezzolesi's (Pezz) first day was October 1, 2018. Paul Brinkman has been getting Pezz up to speed on both treatment plants and Town operations. His typical work week will be 6:30 am - 2:30 pm, Monday through Friday.

Jane: Met with Tom Holder, Paul Brinkman and Pezz. Pezz will create a priority list of repairs, which will be given to Tom and Paul for review. Rick: Toured the treatment plant and was disappointed by the work being done by the operations contractor.

- 8:40 6. Future status of the WWMDC - Board of Public Works will meet on 23 Oct 2018 to discuss this topic. This is not a joint meeting with the WWMDC, but the WWMDC members are invited. A perspective from the WWMDC chair will be included in the packet for the BOPW. See attachment.

Fred cannot attend the meeting, but Rick will. Jane will see if Uday can attend and do an agenda if necessary.

Fred: Will review his opinion on the combined departments with Cliff of the BOPW on October 17, 2018.

- 8:42 7. Paul Brinkman, Town Engineer (Not present). Board read through the following:

A. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District – Paul and Pezz are working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMDC and Facilities (Wayland High School).

B. Operating Contract Interim Letter – Beth Doucette and Paul Brinkman are 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. Pezz is managing this effort.
2. Ejector Pump – Pezz 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.
- F. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.
- G. Tata & Howard – Route 20 Water Main replacement project to start in a couple of weeks. Pezz and Paul to do mark-outs.
- H. DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Paul and Pezz are doing this at this time.
- 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.

8:50 8. Administrative Items:

- A. 45 Andrew Ave, X Golf – Status of Connection Application.

Review Julia Junhann's, Health Department, email on Design flow. Rick: Concerned that the design flow should be 550 gpd (275 gpd of actual use X 2 = 550 gpd of design flow). He would choose Title V Country Club classification of resulting in 710 gpd. If they want to use actual water use, they would have to come up with two years of data. Jane, per Health Department this is not available. Fred: 550 gpd of design flow is reasonable based on the maximum of 275 actual flow from the Michigan facility. Using 10 gpd per seat based on the Title V Country Club classification seems more reasonable than movie theater at 5 gpd. Jane to email Julia and ask for her reaction to 550 gpd for design flow.

- B. 14 Elissa Ave, Giacomo Restaurant – Review & approval of Connection Application.

Jane: Former Bertucci's space. Connection Application indicates 19 fewer seats freeing up 665 gpd of design flow for National Development to use. Fred: No privilege Fee for this application since the new design flow is less than prior. Note added to Con App: "This frees 19X 35 gpd of design flow for other uses at the town Center". Fred signed the connection application.

- C. 356 BPR, Wayland Foreign Motors - New connection status.

Paul is working on the design for the connection. Privilege fee has not been paid.

- D. Annual Report - FY2018 Annual Report. – Final Draft completed by Rick.

9:02 9. Wastewater Rules and Regulations. No discussion.

9:02 10. Approve minutes from previous meetings – September 20, 2018.

Rick: Did not review. Uday not present. Fred: One yes, minutes approved.

- 9:03 11. Review Monthly Operating Report and any unbudgeted expenses.

Based on the new format 27% of the year is complete. User charges are at 17% and are artificially low since we raised our rates for FY19 and the first quarter includes revenue for FY18 Q4 rates. Jane's salary expense is high. She will research this and reduce hours as work flow allows.

- 9:14 12. Website status: Recent postings and organization. No changes.

- 9:14 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.

- 9:14 14. Calendar: Upcoming meetings, events and hearings.

Board of Public Works meeting October 23, 2018. Upcoming Board Meeting: November 14, 2018 and December 12, 2018. Let Uday know.

- 9:15 15. Public Comment. None

- 9:15 16. Adjourn

Attachments:

Jane's Design Flow Allocation

Fred's Attachment 101/10/18

45 Andrew Ave Email from Julia Junghanns

14 Elissa Ave Connection Application

Monthly Operating Report

October Minutes

Agenda

10/10/2018

Estimated Actual Water Use of Connected and Unconnected Properties:

	Fred	Apr-Jun FY18 Q4	Jan-Mar FY18 Q3
Actual Flow	26,500	26,467	26,854
* Flow Reserved for Unconnected properties (1/2 of design flow)	3,000	4,174	4,174
	29,500	30,641	31,028
** Flow for Connected Properties with No Water Use (1/2 design flow)		3,053	
Total Water Use if all Connected and Unconnected properties were using water.		33,694	

*** Flow Reserved for Unconnected Properties (GPD)**

	FY18 Q4	
	Des Flow	Est Use (1/2 Des Flow)
Town Hall	3,000	1,500
274 BPR Shephard	330	165
13 Pelham	200	100
Shephard Service	400	200
Sovereign Bank	332	166
Bank of America	266	133
Municipal Pad	3,000	1,500
Library	820	410
Total	8,348	4,174

**** Flow for Connected Properties with No Water Use (GPD)****(Numbers do not reflect vacant properties that are on a master meter.)**

15 River rock	220	110
21 Cochituate	257	129
Whole Foods/Vacant	2,150	1,078
Way Pack N Ship	43	22
Energy Unltd/Vacant	1,100	550
Water Lily/Vacant	1,680	840
CVS/Vacant	197	99
60 Andrew/Vacant	158	79
66 Andrew/Vacant	72	36
33 Lillian	220	110
Total	6,097	3,053

10/10/18 Agenda Attachment:

Fred Knight's Perspective on the future of the Wastewater Management District Commission (WWMDC)

2 Oct 2018

Options:

1. No change; keep water and wastewater separate
2. Incorporate wastewater into DPW/BoPW; eliminate WWMDC
3. Form a new commission for water and wastewater (e.g.,WWWC)

Pros and cons for creating a combined water-wastewater operation

Pros

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

Cons

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

Fred's perspective

- One caution is that the School Department is not involved. Since nobody there has any detailed knowledge of the WHS system, they wouldn't contribute at this phase. In addition, I think they want help in getting that treatment plant on a firmer operational footing and would go along with our decision. However, any change in governance of their operation will need their involvement, so I think we should be copying them on these discussions.
- The WWMDC continues to need professional help, so I want to continue the involvement of Tom Holder, for day-to-day oversight of the WOM and the Account Specialist, and Paul Brinkman, for engineering expertise on operation of the treatment plants and the infrastructure. This involvement needs to be paid for, as it currently is.
- How big-picture oversight of wastewater operations is conducted is an open question, but the current system of using the WWMDC has issues. As the BoPW members have pointed out, the commissioners have insufficient expertise in the operations, but it is important to continue their role (by some means) of overseeing annual budgets, setting rates, and generally monitoring month-to-month and year-to-year performance. Combining this with the same for water seems like a good option to me.
- I understand the BoPW chair's cautionary perspective to have the DPW Director report to two boards. Given the incumbent's willingness (for which I am grateful), I think we have a working system that demonstrates feasibility.
- As to schedule, I applaud the BoPW's willingness to engage with WWMDC. Moving forward toward an article at spring 2019 ATM is my goal. We need to form that article, and I think we have time to do it.

RE: 45 Andrew Ave building 2F- X Golf

From: Junghanns, Julia jjunghanns@wayland.ma.us

To: Ed Braden ed@accurateretailservices.com

Cc: Glenn Rahn glenn@rdc-llc.com, Capasso, Jane jcapasso@wayland.ma.us, Brinkman, Paul pbrinkman@wayland.ma.us, MacCaughey, Darren dmaccaughey@wayland.ma.us, Larsen, Geoffrey glarsen@wayland.ma.us

Date: Wednesday, October 10, 3:19 PM

Hi Ed,

The Wastewater Commission looks to my department to do a review and provide an estimated wastewater flow for projects involving a change in use or new use at the town center(businesses connected to the Wastewater treatment facility). We look to the State Title 5 Regulations for guidance on wastewater flows, however, in this case there is no use that matches this type of business. For cases that don't match Title 5 uses, water meter readings can also be used(which the state allows) in our analysis. When water meter readings are used to determine a wastewater flow, the state requires that 2 years of water meter readings be obtained. With a 2 year span of time the peaks and lows of wastewater flows can be identified and used to determine an average flow that is then multiplied by 200% to get the total flow (gpd).

For this project we initially received with your application, 1 month of water meter readings. We then requested that more water meter readings be provided and discussed this with Glenn, who provided us with 8 months of water meter readings from X Golf Novi located in Novi Michigan (this is 14 months less then what the state allows us to use for water meter readings). We understand that this type of business has their busy season in the winter and this is reflected in the water meter readings provided where readings were 275 gpd for Feb, 271 gpd for March, and 227 gpd for May. After trying to obtain information from similar businesses in the Comm. Of Mass we had no luck with that. Therefore we looked at several possible scenarios, and after reviewing all the information we identified a scenario that estimates flow that we thought(given the limited information we have) is most appropriate and fair for this business (see below).

The most likely scenario is based on the following assumptions; the bar is for patrons of this business and is not planned as an open bar for walk-ins just to sit at the bar, the food is all prepared offsite and only heated with the convection oven onsite, there is no ware washing onsite and only paper products are used. Given this information we thought that a movie theatre flow (5 gpd per seat) from the State Title 5 regulations was most appropriate; 5 gpd per seat x 71 seats = 355 gpd, plus the office area of 14.4 gpd for a total of 370 gpd. We think this is a fair assessment of the flows given the limited information available for this type of business.

Thank you,

Julia

Janet
River RD



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

Updated 11/20/17

SEWER CONNECTION APPLICATION

(For New Connection or Modification to Existing Connection)

Property Owner/Applicant's Name: John Testa Giacomo's Date: 11/2/18
Contact Phone #: 617 877 8214 Contact Email: JKTesta@Comcast.net
Property Address: 14 ELISSA AVE

Describe Proposed Use or Modification: RESTAURANT FORMER BERTUCCI'S
GOING FROM 121 SEATS DOWN TO 101, 20 PATIO ARE
SEASONALLY 50-61 SEATS FOR MOST OF THE YEAR

Title V Design Flow Calculation: Use MGL, Title V, 310 CMR 15.203. Located on the WWMD website. Review and approval by WWMD & Health Department.						
Reason for Application	Pipe Connection Required? (Yes or No)	Type of Establishment? If a change in use, indicate below.	Unit Type & # of Units. If a change in use, indicate below.	Gallons Per Day per Unit	Total GPD (# of Units X GPD per Unit)	Privilege Fee (\$65.07 X Total GPD)
New User						\$ -
Currently Paying for Design Flow, Requesting Connection		N/A	N/A	N/A	N/A	N/A
Connected, Change in Use and/or Connection		Restaurant	* 101 Seats	35	3535	\$ 0 -

Property Owner/Applicant Acknowledgement: * 19 fewer seats than former Bertucci's.

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

Signature of Applicant: [Signature] Print Name: John Testa Date: 10/12/18

WWMD/TREASURY DEPARTMENT USE ONLY	
Privilege Fee for New Connections: \$ <u>0</u>	(Design Flow _____ gpd X Fee \$ _____)
WWMD Approval <input checked="" type="checkbox"/> or Disapproval <input type="checkbox"/>	Signature: <u>[Signature]</u> Date: <u>10 Oct 2018</u>
Comments: <u>This restaurant frees up 121 35 gpd/seat x 19 seats = 665 gpd</u> <u>for other uses at the Town Center</u>	
Treasury Department - Privilege Fee: Check #:	Date: _____ Received By: _____

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

RECEIVED

OCT 02 2018

Wayland Wastewater
Management District

WWMDC-FY19 MONTHLY OPERATING REPORT
Current Period: 9/11/18-10/9/18
October, 2018
YTD ACTUAL
Beginning of Year: 7/1/18
User Charges-YTD \$ 48,885
MUNIS Date: 10/9/18
Total Operating Expenses-YTD \$ 40,903
Net Operating Income: \$ 7,983
27% of Year Complete

INCOME DETAILS	CUR. PERIOD	YTD ACTUAL	FY19 BUDGET	BUDGET BAL	% REC'D	COMMENTS
OPERATING INCOME						
User Charges	\$ 4,384	\$ 48,885	\$ 283,063	\$ (234,178)	17.3%	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	\$ -	\$ 358	\$ 238,077	\$ (237,719)	0.2%	Betterment Exp. = Income. Pmts rec'd Feb/May
New Betterment - Interest	\$ -	\$ 354	\$ 165,506	\$ (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
Total Operating Income	\$ 4,384	\$ 49,598	\$ 795,149	\$ (745,551)	6.2%	
UNBUDGETED INCOME						
Other	\$ 5,813	\$ 7,007	\$ -	\$ -	N/A	(1) Pen & Int, Liens, Misc Rev & Int Ermd 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	
Total Unbudgeted Income	\$ 5,813	\$ 7,007	\$ -	\$ -	N/A	
Total Income/MUNIS:	\$ 10,197	\$ 56,605	\$ 795,149	\$ (745,551)	N/A	
EXPENSE DETAILS	CUR. PERIOD	YTD ACTUAL	FY19 BUDGET	BUDGET BAL	% SPENT	
PERSONAL SERVICES						
Salaries (Account Specialist)	\$ 4,061	\$ 9,596	\$ 26,500	\$ 16,904	36.2%	
Indirect/Admin (Town Services)	\$ -	\$ -	\$ 94,965	\$ 94,965	0.0%	
Legal Services	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%	
PROFESSIONAL SERVICES						
Facility Operating Contract	\$ 3,900	\$ 15,600	\$ 50,000	\$ 34,400	31.2%	Purchase Order Remaining Balance: \$XXXX
Fac. Labor & Other Prof. Serv.	\$ 1,045	\$ 1,142	\$ 20,000	\$ 18,858	5.7%	
Engineering Fees	\$ -	\$ -	\$ -	\$ -	-	
NPDES Permit	\$ -	\$ -	\$ -	\$ -	-	
Total Pers. & Prof. Expenses	\$ 9,006	\$ 26,338	\$ 196,465	\$ 170,127	13.4%	
REPAIRS & MAINT EXP.						
Building Repair & Improvement	\$ -	\$ -	\$ 5,700	\$ 5,700	0.0%	
Equipment Repairs & Maint.	\$ 298	\$ 933	\$ 8,300	\$ 7,367	11.2%	
Pipeline Maint/Emergency	\$ -	\$ -	\$ 35,000	\$ 35,000	0.0%	
Sludge Disposal	\$ -	\$ 2,250	\$ 25,000	\$ 22,750	9.0%	
Chemicals	\$ 910	\$ 910	\$ 7,500	\$ 6,590	12.1%	
Markup & Other	\$ 181	\$ 519	\$ 6,500	\$ 5,981	8.0%	
Surface Water Testing (Oars)	\$ -	\$ -	\$ 7,325	\$ 7,325	0.0%	
Total Repairs & Maint Exp.	\$ 1,390	\$ 4,611	\$ 95,325	\$ 90,714	4.8%	
OPERATING EXPENSES						
Disposal (BP Trucking/Trash)	\$ 101	\$ 294	\$ 1,101	\$ 807	26.7%	
Natural Gas-N/I Grid & Dir. En.	\$ 35	\$ 101	\$ 4,100	\$ 3,999	2.5%	
Electricity -Eversource	\$ 2,956	\$ 8,889	\$ 33,100	\$ 24,211	26.9%	
Telephone -Verizon	\$ 116	\$ 348	\$ 1,800	\$ 1,452	19.3%	
Water -TOW	\$ 21	\$ 321	\$ 972	\$ 651	33.0%	
Admin Serv's (Other/Vadar Trng)	\$ -	\$ -	\$ 200	\$ 200	0.0%	
Contingency	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	
Total Operating Expenses	\$ 3,228	\$ 9,953	\$ 51,273	\$ 41,320	19.4%	
TOTAL EXPENSES	\$ 13,623	\$ 40,903	\$ 343,063	\$ 302,160	11.9%	
CAPITAL EXPENSES						
Old Debt-Principal	\$ -	\$ 48,121	\$ 43,247	\$ (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	\$ -	\$ 85,383	\$ 165,506	\$ 80,124	51.6%	Paid in August and February
Total Capital Expenses:	\$ -	\$ 133,504	\$ 452,086	\$ 318,582	29.5%	
TOTAL BUDGET EXP & CAP	\$ 13,623	\$ 174,407	\$ 795,149	\$ 620,742	21.9%	

Notes:

1) Miscellaneous Revenue: \$4,880.25 privilege fee for 234 BPR new connection.

9/11/18-10/9/18

FY2019 Cash Receipts YTD

Revenue Codes	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019
	7/1/18-8/6/18	8/7/18-9/11/18	9/11/18-10/9/18									
6302 WW User Charges 63105000/42105	\$ -	\$ 19,224.27	\$ 25,277.14	\$ 4,384.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,885.49
6308 Penalties & Interest *	\$ -	\$ 20.90	\$ 58.27	\$ 115.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194.96
63105000/41750												
6303 Miscellaneous Rev *	\$ -	\$ -	\$ -	\$ 4,880.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,880.25
63105000/43299												
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47501												
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47502												
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												
6307 Int. Earned on Savings *	\$ -	\$ -	\$ 814.66	\$ 817.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,632.02
63105000/48210												
6309 Wastewater Users *	\$ -	\$ 299.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299.70
63105000/42111												
6311 WW Better TC Rev	\$ -	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 357.89
63105000/47503												
6312 WW Better TC Int	\$ -	\$ 304.20	\$ 50.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 354.31
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	\$ 10,197.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,604.62

Notes:

* Other for Budget Reporting

Miscellaneous Revenue: \$4,880.25 privilege fee for 234 BPR new connection.

WhiteWater Invoices
Fiscal Year 2019

Equip Repairs												
			Month	Contract Fee	Labor	& Maint	Sludge	Chemicals	Mark Up			
Invoice #	Invoice Date	Amount	Processed	52100	#52101	52116	52122	52125	#52151	Total		
70036071	6/30/2018	\$ 2,587.50	Jul (1)				\$ 2,250.00		\$ 337.50	\$ 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		
70037553	10/1/2018	\$ 3,900.00	Oct	\$ 3,900.00						\$ 3,900.00		
70037408	9/14/2018	\$ 5,022.07	Oct	\$ -	\$ 1,045.00	\$ 298.32	\$ 2,250.00	\$ 910.00	\$ 518.75	\$ 5,022.07		
70037800	10/8/2018	\$ (2,587.50)	Oct (2)				\$ (2,250.00)		\$ (337.50)	\$ (2,587.50)		
Totals		\$ 20,622.07		\$ 15,600.00	\$ 1,045.00	\$ 298.32	\$ 2,250.00	\$ 910.00	\$ 518.75	\$ 20,622.07		

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.
- 2) 70037800 credit for duplicate charge for sludge and markup that was already paid on invoice 70036071.

**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

Draft 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- 3. National Development attending – Update on pricing of leaching field and plan for
8:32 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 WWMD.

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

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- 5. Review draft Budget (Due 10/19/18) & Department of Revenue decision on using
9:36 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 WWMDMDC 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 WWMDMDC 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. FY2018 Annual Report – Third and final draft. Due September 30, 2018.
9:42

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- 10. Update on Combined Water-Wastewater Department - Possible joint meeting with
8:52 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- 11. Administrative items:
9:49

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 OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission

FILED By: Jane Capasso

DATE OF MEETING: Wednesday, 10 October 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

7:32 3. Design Flow Allocation Procedure –

- At the September 2018 meeting of the WWMD, the members agreed that there should be a statement of how much additional design flow could be handled by the system without jeopardizing the Administrative Consent Order (ACO) from the DEP. In other words, how much more design flow could be added to the system still keeping a low risk of exceeding the level specified in the ACO? This amount is specified in actual flow of 41,600 gpd averaged over nine months. Currently the actual flow is ~26,500 gpd and about 3,000 gpd of design flow is not connected. If all current users were connected, the actual flow might be 28,000 gpd. The chair feels that a conservative amount of 4,000 gpd of actual flow could be added, making the estimated total for all users of 32,000 gpd. Adding 4,000 gpd of actual flow is equivalent to adding 8,000 gpd of design flow.
- The discussion should center on whether the WWMD feels this is reasonable. For example, is the risk of exceeding the ACO limit still low if there is a buffer of 10,000 gpd of actual flow? If the WWMD feels this jump is too large, we might add a smaller increment now and assess the situation annually. Another aspect is the implication of this increase.
- The chair thinks that the method of requesting more design flow will not change. An existing or new user can request design flow using the normal application process. The meaning of this statement that an additional 8,000 gpd of design flow is available means only that the WWMD feels the system could handle this increase. Requests for additional design flow still have to go through the normal process.
- As a motion, this might be:
Given the current aggregate actual flow of 26,000 gallons per day (gpd) with about 3,000 gpd of design flow not connected, the WWMD believes that 8,000 gpd of Title V design flow could be added to the system without significantly increasing the risk of exceeding the Administrative Consent Order from the DEP (at 41,600 gpd actual flow) and also the less stringent operating specification from the EPA (at 52,000 gpd actual flow).

7:55 4. Review draft Budget (Due 10/19/18) – Final chance to look at the draft budget.

8:00 5. Wastewater Operations Manager (WOM) - Richard Pezzolesi's (Pezz) first day was October 1, 2018. Paul Brinkman has been getting Pezz up to speed on both treatment plants and Town operations. His typical work week will be 6:30 am - 2:30 pm, Monday through Friday.

- 8:03 6. Future status of the WWMDC - Board of Public Works will meet on 23 Oct 2018 to discuss this topic. This is not a joint meeting with the WWMDC, but the WWMDC members are invited. A perspective from the WWMDC chair will be included in the packet for the BOPW. See the attachment.
- 8:20 7. Paul Brinkman, Town Engineer
- A. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District – Paul and Pezz are working on this. They will be coordinating with Ben Keefe. Draft will be given to WWMDC and Facilities (Wayland High School).
 - B. Operating Contract Interim Letter – Beth Doucette and Paul Brinkman are 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. Pezz is managing this effort.
 - 2. Ejector Pump – Pezz 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.
 - F. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.
 - G. Tata & Howard – Route 20 Water Main replacement project to start in a couple of weeks. Pezz and Paul to do mark-outs.
 - H. DigSafe - Paul has been working with the Water Department to get notified of mark-out requests that are requested currently. Paul and Pezz are doing this at this time.
 - 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.
- 8:25 8. Administrative Items:
- A. 45 Andrew Ave, X Golf – Status of Connection Application.
 - B. 14 Elissa Ave, Giacomo Restaurant – Review & approval of Connection Application.
 - C. 356 BPR, Wayland Foreign Motors - New connection status.
 - D. Annual Report - FY2018 Annual Report.
- 8:35 9. Wastewater Rules and Regulations. No discussion.
- 8:35 10. Approve minutes from previous meetings – September 20, 2018.
- 8:40 11. Review Monthly Operating Report and any unbudgeted expenses.
- 8:45 12. Website status: Recent postings and organization.

8:45 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

8:50 14. Calendar: Upcoming meetings, events and hearings.

Upcoming Board Meeting: November 14, 2018.

8:52 15. Public Comment. None

8:55 16. Adjourn

10/10/18 Agenda Attachment:

Fred Knight's Perspective on the future of the Wastewater Management District
Commission (WWMDC)
2 Oct 2018

Options:

1. No change; keep water and wastewater separate
 2. Incorporate wastewater into DPW/BoPW; eliminate WWMDC
 3. Form a new commission for water and wastewater (e.g.,WWWC)
- Pros and cons for creating a combined water-wastewater operation

Pros

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

Cons

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

Fred's perspective

- One caution is that the School Department is not involved. Since nobody there has any detailed knowledge of the WHS system, they wouldn't contribute at this phase. In addition, I think they want help in getting that treatment plant on a firmer operational footing and would go along with our decision. However, any change in governance of their operation will need their involvement, so I think we should be copying them on these discussions.
- The WWMDC continues to need professional help, so I want to continue the involvement of Tom Holder, for day-to-day oversight of the WOM and the Account Specialist, and Paul Brinkman, for engineering expertise on operation of the treatment plants and the infrastructure. This involvement needs to be paid for, as it currently is.
- How big-picture oversight of wastewater operations is conducted is an open question, but the current system of using the WWMDC has issues. As the BoPW members have pointed out, the commissioners have insufficient expertise in the operations, but it is important to continue their role (by some means) of overseeing annual budgets, setting rates, and generally monitoring month-to-month and year-to-year performance. Combining this with the same for water seems like a good option to me.
- I understand the BoPW chair's cautionary perspective to have the DPW Director report to two boards. Given the incumbent's willingness (for which I am grateful), I think we have a working system that demonstrates feasibility.
- As to schedule, I applaud the BoPW's willingness to engage with WWMDC. Moving forward toward an article at spring 2019 ATM is my goal. We need to form that article, and I think we have time to do it.