

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 14 NOVEMBER 2018**

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso
Absent: None
Guests: Paul Brinkman, Town Engineer and Richard Pezzolesi (Pezz),
Wastewater Operations Manager
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.

7:30 1. Call to order

7:31 2. Public comment. None

7:31 3. Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager. Attending.

- A. Introduction of Pezz (Richard Pezzolesi), Wastewater Operations Manager to the WWMDC.

Fred: Pezz Worked in Winchendon for 18 years on a larger system, which served about 1,300 users.

Paul: Pezz has been invaluable. Focusing mostly on the Town Center treatment plant. The first project he worked on was a phosphorous issue, which resulted in clearing the chemical feed lines. Savings on this was a couple of thousands of dollars. Chemical Feed tank, Pezz identified the problem, cleaned it, and he is working on draining the other tank so he can do the same. Waiting until the tank is empty, so no chemical waste from this process. Pezz: Once the second tank is cleaned the entire chemical feed system will be clean. Rick: Should this have been part of WhiteWater's preventative maintenance? Paul, the contract was not clear. WhiteWater has assigned a new operator to our plant, which is a big improvement.

- B. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District facilities – 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). Current plan is to solicit by the end of the calendar year.

Paul: Now that we know what Pezz can do, we can better formulate the requested job functions in the RFP. We plan to have a detailed, menu driven, RFP so we can analyze who offers the best overall cost and services. Pezz will be in charge of the more complicated and random projects not outlined in the RFP. The RFP will be open to anyone. We expect a response from WhiteWater and Weston and Sampson. Rick: With Paul and Pezz overseeing operations and doing the work we will see savings from emergencies and alarm calls. Paul: The plant needs investment in order for it to run efficiently. Pezz and I will write the RFP and along with Tom Holder we will evaluate the companies and inform the Board of the status. Uday: would like to review the RFP.

Paul: Pezz has been here 6 weeks and he has already repaired the HVAC, the roof, fire alarm panel (savings of \$16,100), the boiler, leaking sprinkler system. All of these repairs are not part of WhiteWater's scope. Rick: Feels WhiteWater should have been doing this work all along. Uday: What percent of Pezz's time will be working on operations verses managing other things? Pezz: We have to deal with problems that arise and manage other things as time allows. Rick: Do you feel the hour a day WhiteWater is at the facility reflects what we are paying them? Paul: They do other things that are not part of the hour such as on-line reporting. It's hard to know. We checked the logs and are now trouble shooting issues that WhiteWater has not been able to solve. For instance, the gate between the trains, it is likely that has been going on for 4-5 years. This will be very challenging to fix and we are sure it is the valve.

Paul: Ovivo (a company that provides solutions for water treatment) is coming in November 15, 2018 to review the plant's systems, the Operation & Maintenance manual and explain in detail the system and what needs to be fixed. Some equipment has not been running for a year.

Paul: On November 3, 2018 we had excess flow coming in from the Fire Department through a hole in the basement floor. We had to turn-up the plant to handle 50,000 gpd of flow, which was 28,000 gpd the day before. Paul will look at WWMD's regulations to see if we can charge the Fire Department directly for the cost of the pumper truck and the alarm call to Whitewater. We blocked up the drain temporarily. This is as a result of the issues with the Mill Brook draining and the close proximity to the Fire Station. A modification to this system will need to be completed to reduce the future reoccurrence of this type of issue. Rick: Agrees to billing Fire Department for this. Fred: The Board of Selectmen would be presented with this situation and they would be responsible for paying the bill.

- C. A number of repairs have been completed and the identification of other issues is ongoing. They include chemical feed piping, heating system, odor control system, hot water system, roofing, back-up power, sludge hauling management, process control, etc.

Paul: We are soliciting quotes for a company to haul sludge on a regular and emergency basis, which will mean lower costs since there will be no markup and better management. The existing vendor has given us a better quote than WhiteWater. This should be in place in a week or two.

- D. Operating Contract Interim Communication – Pezz and Paul met with WhiteWater and formal communication issued regarding the continuation of the existing contract, as well as clarification on other items, was issued.

Paul: Met with WhiteWater and created a list of who is doing what and to let them know we are helping with decision making. We are discontinuing WhiteWater at the High School. The new sludge contractor will have separate bills and trucks for WWMD and the High School. The RFP for this will be combined in order to receive a better rate. Fred: Are there other contracts we can source out? Paul: We are setting up different vendors for electrical and other services. We will review the possibility of outsourcing chemical supply. Since our volume is small, it may be more cost effective to get this through the Contract Operator who buys in volume. We are paying Ovivo \$3,000 for their visit. They are coming in from New Jersey and Texas to give us advice and a report on how to fix things. The equipment and process designs are in their

scope. Rick: Is there any way of determining if the valve has not been working since day one? Paul, we will see what the cause of the break is and work with Ovivo to see if we can keep the costs down. We will have to buy equipment.

E. 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. According to procurement two additional quotes would be required for purchases over \$10,000. Pezz contacted a company who repaired for \$500.

Pezz did this day two for approximately \$500. The original quote Paul received included a watertight cabinet.

2. Ejector Pump – Pezz and Paul evaluated. Currently no apparent issue with the system. No repairs required.

Paul: Ejector pump works fine, but we have a plumbing issue.

F. Phone Line Upgrade and Alarm System – IT department has authorized the work order to activate data service to WWTP. Pezz and Paul arranging for SCADA to be onsite to make improvements.

Paul: Upgrade for data plan at the WWTP is scheduled for November 20, 2018. This will give us internet service to the plant allowing the SCADA system to be run, monitored and adjusted remotely, possibly from your phone.

G. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.

H. Route 20 Water Main replacement project has started construction. Pezz and Paul working with contractor and coordinating mark-out efforts. No issues to date.

Paul: Pezz and I did the dig safe using old as-builts. So far the markings have been right. Data is being collected on our system and prints updated.

I. DigSafe - Paul and Pezz are doing this at this time. No discussion.

J. Treatment Plant Capital Items:

1. SCADA System, Security Camera and Alarm System – See note above.
2. HVAC System, PM Filter and Air Valves – Pezz working with Contractor to install necessary upgrades.

Paul: The capital account has a little bit of money left over. Hoping to get a date from SCADA. Pezz is getting a quote for a freeze protection system in the attic. Once SCADA is in place, we will have daily reads and up to the minute information on the plant.

K. Sanitary Sewer Overflow. Plant experienced an SSO on November 3, 2018. Pezz and Paul completed the reporting.

A power blip caused all Variable Frequency Drive driven equipment to trip at 4

am last Saturday. The plant would not start up without manually resetting the VFDs. The EQ tank filled up and tripped another high alarm at about 12 pm. WhiteWater arrived at 3 pm. It was overflowing at that time and approximately 500 gallons were released to the outside pit. None of this was communicated to Paul or Pezz. Pezz found out Monday and called Paul. Rick: Should the tank alarms be reset based on response times? Pezz: The new alarm setting will be done based on Ovivo's input and SCADA. We are modifying the alarm system so if one person doesn't pick up then others will be contacted. Paul: We spoke to the DEP about this and we now have to inspect and repair the plumbing under the tank, which could cost in the range of \$20,000. We will pump the tank out and have people in confined space entry gear inspect the tank. Rick: Do other towns have this problem with WhiteWater? Paul: DEP said this is the state of contract operations in general and not isolated to WhiteWater. DEP was not pleased there were challenges, but not surprised. Rick: Since WhiteWater did not respond at 4AM would a hauling charge not have been necessary? Paul: The alarm reset itself and thought the plant was fine. We are working to test the system to prevent this again. We may need to evaluate the surge protection. Paul: Pezz vocalized to WhiteWater that they did not respond right away.

- 8:35 4. Decision on how much future design flow can be added. Are we ready to say that a low-risk addition is 8,000 gpd of design flow?

Fred: We are discussing how much actual flow can be added without tripping/violating the Administrative Consent Order (ACO). Jane's estimate of connected and unconnected flows shows 32,281 gpd of actual flow (assumes 50% of design flow for unconnected users). The ACO requires new engineering when the actual flow, over time, reaches 41,600 gpd. Rick: If 41,600 gpd triggers new engineering, we should leave a percentage that does not trigger this. Paul: the 41,600 gpd is the buffer number. This is 80% of true flow of 52,000 gpd. This action doesn't make you build something, rather, you just start the process. What if you freed up 7,500 gpd of actual flow and you sit on this and look at how the plant handles the increase and then do your analysis again? Rick: Would like a standard such as we reserve 10% of 41,600 gpd as a buffer zone. Uday: Do we want to be business friendly and say we have about 9,000 gpd of actual flow instead of making them worried? Fred: 8,000 gpd of actual flow would be better with annual revisits. Rick agrees. Paul: Setting a percentage may not work down the road. Rick: In the future the ACO may be removed and we may get more flow from other discharge locations. Paul: When the amount is set, businesses will know what is available and they can use the Connection Application to apply.

Motion Fred: Based on our assessment of 32,300 gpd of actual flow, if all current users were to be connected and use 50% of their design flow, we will allow a 10% buffer on the ACO limit of 41,600 gpd of actual flow leaving 37,440 gpd available for distribution (41,600 X 90%). Thus, the WWMDC feels confident we could add up to 5,000 gpd of actual flow, which we equate to 10,000 gpd of design flow. Uday second. All in favor 3-0. Jane to send Dave Costello, National Development, draft minutes to inform him of the WWMDC's decision.

- 8:58 5. Formation of an ad hoc committee to discuss the future of wastewater in Wayland. Rick Greene update on his meeting with Board of Public Works on October 23, 2018.

Fred: The Town Administrator, Louise Miller, will be the person who will appoint the ad hoc committee. We are now in a position with Paul, Pezz, Tom Holder and Jane

that we have a workable system for maintaining operations at the High School and Town Center treatment plants. Short term, we will maintain what we have set up and the WWMD will be informed on operations and make decisions. The original proposal was to form a new Water/Wastewater Committee and to do away with the WWMD. This Committee would either be part of the BOPW or run on its own.

Rick: Met with Cliff Lewis, BOPW, and outlined the open questions. One option, in the interim, is to keep WWMD as a board and add members to the BOPW. He told Cliff that we need to protect the interest of the WWMD users and tax payers. The High School and WWMD systems for billing and procedures will be kept separate. Fred: Feels there should be a member from the WWMD, Schools, BOPW, BOS and DPW with a six month charge to look at the possible future governance of wastewater operations in the town and to engage the Town's legal counsel on what is possible to make this happen. Fred: Louise has made a proposal and Fred countered with a list of items to be considered and also the start of an ad hoc committee. Fred will follow up with Louise.

9:20 6. Administrative Items:

- A. WWMD to approve properties to be lienied for non-payment over \$100. A demand letter was sent with 30 days for payment.

Jane: Seven properties are to be lienied through the Assessors office totaling \$3,790.22. Board signed the lien letter.

- B. 45 Andrew Ave, X Golf – Decision on design flow and approval of Connection Application.

Fred: Discussed with Paul whether 550 gpd or 370 gpd should be used as the Title V design flow. Based on Paul and Julia Junghanns (Health Dept. Director) experience and recommendation, Fred agreed that 370 gpd should be used. The 370 gpd is based on limited information provided by the owners on water use from another similar X Golf facility. Rick: An argument could be made that traditional Title V standards don't apply. Jane: Julia's comment from an email dated 10/10/18 "Given this information we thought that a movie theatre flow (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." Rick: feels we should revisit this in a year. Fred: Motion to approve the assignment of 370 gpd of design flow to X Golf at 45 Andrew Ave. Uday second. Rick opposed. 2-1 in favor. Fred signed and added a note to the blank connections application. Jane will fill in the application, have the owner sign and send to the Health Department.

- C. 17 River Rock – Adding a gym, no design flow change. Board comment on the need for a Connection Application and approval.

Board agrees that no connection application is needed based on the Health Department's assessment. Jane will inform the Health Department.

- D. Two Betterments were paid in full totaling \$33,524.55 in principal and interest.

Jane: 29 Lillian and 277 Boston Post Road paid their betterments off. Jane will send Rick the billing spreadsheet to review water use.

- E. Detailed review of WWMD's debt schedules to the Treasury Department/Town accounts. Several discussions with Tom Holder, Treasury and Finance on the

amount of capital transferred from the Treatment Plant capital account and the actual transfer.

Jane: Due to the change in principal and interest payments from the transfer of capital from WWMD to the Town, the new debt schedules were confirmed with Treasury and the Auditors. The bank debt schedules are based on \$220,000 of capital being transferred from WWMD to the Town. Finance transferred \$219,000. Final decision was no adjustment to the transferred amount.

- F. MUNIS Revenue Billing project – Integration of new meter reading software with MUNIS system. Vadar will no longer be used. New report for WWMD.

Jane: Attended two meetings and explained how the proposed Advanced Meter Infrastructure system, for obtaining water reads, will be used to create quarterly bills. She asked that a new MUNIS report be created specifically for WWMD billing. Currently, WWMD accounts are extrapolated manually from Route 6 reads and converted to gallons per day. New report request distributed.

- G. Set up 6 new commercial accounts for Pezz and integrated new accounts into the MOR.

Jane: Setting up new accounts involves a lot of time. W-9 forms, Town tax exempt forms, online signups and for Home Depot application to their bank. New accounts were then set up in the Town system and added to the Monthly Operating Report.

- H. 71-81 Andrew Ave, Building1C – Excessive water use.

Jane: This address is set up with a master meter, which shows one water read for six users. The last two quarterly reads show very high use. Dave Costello, Town Center, checked the address and said there was no leak. Tom Holder and Paul said to wait until next quarter. Board agrees to keep an eye on this.

- 10:01 7. Wastewater Rules and Regulations. None

- 10:01 8. Approve minutes from previous meetings – October 10, 2018.

Fred: Motion to approve minutes, Rick second. Uday abstained since he was not in attendance. Final vote 2 in favor, 1 abstained.

- 10:02 9. Review Monthly Operating Report.

Jane: For two months Pezz's salaries were incorrectly added to the WWMD salaries account. DPW has asked for an adjustment from Finance.

- 10:06 10. Website status: Recent postings and organization. No discussion.

- 9:09 11. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Paul: Met with the DEP. They wanted the ground water permit renewed. Paul asked if they would remove the ACO limit and they said no. WWMD's request for additional capacity was discussed and how to implement it. The increase in flow related to NPDES permit discharges requires the evaluation of other potential discharge locations - if there are other ways to manage this. We have three other

alternatives to obtain more flow: Make a system at the field near the Town Building, build a leaching field or other systems. We will see if DEP gets back to us. Paul: A typical condition in NPDES permits is when you get to 80% of actual flows, 41,600 gpd, the permittee is required to conduct a study to show how they are going to control discharges to stay below the 100% value. During the renewal process a draft NPDES is usually issued for comment by the Town. We will look to see if we can take care of the issue at that point.

Rick: This year we have had two spills. If Paul and Pezz were not here, would we have known about this? Paul: highly unlikely. Rick: With all the constant alarm calls we have had in the past could this have happened before? Paul: We have no information available, but it could have happened. With the additional SCADA alarms we will be able to be much more proactive.

10:06 12. Calendar: Upcoming meetings, events and hearings.

Next meeting December 12, 2018. Proposed January 16, 2019

10:10 13. Public Comment. None

10:10 14. Adjourn

Attachments:

Estimate of Actual Flow

Lien Letter

Request for new MUNIS Report

71-81 Andrew Ave Water Readings

MOR

10/10/18 Draft Minutes

WWMDC
11/6/2018
Estimated Actual Water Use of Connected & Unconnected Properties:

	Notes	ACTUAL FLOW	
		Paul (1)	Jul-Sep FY19 Q1
Actual Flow (Jul-Sep from Water Reads)		24,500	26,909
Unconnected Property, No Flow - TC Municipal Pad 3,000 gpd design flow (actual flow = 1/2 of design flow)	(2)	-	1,500
		24,500	28,409
Flow for Connected Properties with No Water Use (1/2 design flow) Variable	(3)	6,000	3,872
Total Water Use (flow) if all Connected and Unconnected properties were using water.		30,500	32,281
Available Flow Options:			
ACO Permitted Actual Flow (52,000 gpd X 80%)		41,600	41,600
Total Water Use (flow) if all Connected and Unconnected properties were using water. Average		30,500	32,000
ACO Available Flow (41,600 gpd)	(4)	11,100	9,320
NPDES Permitted Actual Flow (52,000 gpd X 80%)		52,000	52,000
Total Water Use (flow) if all Connected and Unconnected properties were using water. Average		30,500	32,000
NPDES Available Flow (52,000 gpd)	(5)	21,500	20,000

Notes:

1) Paul's numbers are on October, 2017 DMR Rolling 12 Month Average. FY19 Q1 based on September, 2018 DMR which includes January, 2018 increase for toilet running 2 plus weeks.

2) Unconnected Properties (GPD) with water use included in Actual Flow: Town Hall, 274 BPR Shephard, 13 Pelham, Shephard Service, Sovereign Bank and Bank of America.

3) Flow for Connected Properties with No Water Use (GPD)

Individual Meters	Des Flow	Variable Est Use 1/2 Des Flow
		FY19 Q1
14 River Rock	220	110
15 River Rock (FY19 Q1 has use)	220	-
21 Cochituate	257	129
60 Andrew/Vacant	158	79
66 Andrew/Vacant	72	36
264 BPR R. Ulbrich	200	100
33 Lillian	220	110
Subtotal Individual Meters	1,347	564
FY19 Q1 Whole Foods Master Meter		
Whole Foods/Vacant	2,150	1,075
Way Pack N Ship	43	-
Energy Unltd/Vacant	1,100	550
Water Lily/Vacant	1,680	840
CVS/Vacant	197	99
Subtotal Whole Foods Master Meter	5,170	2,564
Master Meters with Vacancies		
2701072 71-87 Andrew (1 vacancy)	113	57
2701073 57-65 Andrew (2 vacancies) Sleepy's?	800	400
2701074 15-21 Elissa (1 vacancy)	184	92
2701071 14-20 Elissa (1 vacancy)	58	29
2701075 25-42 Andrew (2 vacancies)	334	167
Subtotal Master Meters	1,489	745
Total Flow for Connected Properties with No Flow	8,006	3,872

4) Administrative Consent Order (ACO) - Actual Flow Limit 41,600 gpd (52,000 gpd X 80%). When actual flow, over a 3-month average period, reaches 80% of permitted flow, the WWMDC must begin the process to implement an additional treated wastewater disposal facility.

5) NPDES Permit allows discharge to the river of 52,000 gpd (12 month rolling average). Preliminary design documents indicated WWTP was constructed to treat 80,000 gpd of sustained flow.

Design Flow is based on Title V requirements. Actual Flow is based on discharge to the river.



**DEPARTMENT OF PUBLIC WORKS
TOWN OF WAYLAND**

*Entrusted To
Manage The
Public
Infrastructure*

Thomas M. Holder
Director

Joseph Doucette
Superintendent

Don Millette
Superintendent

Paul Brinkman
Town Engineer

To: Fred Knight, Chair Wastewater Management District Commission
From: Paul Brinkman, Town Engineer
Date: October 30, 2017
Subject: Wastewater Treatment Plant Capacity

The Wastewater Management District Commission (WWMDC) is responsible for the operation and maintenance of a Town-owned municipal wastewater treatment plant (WWTP) that discharges treated wastewater to the Sudbury River under a National Pollutant Discharge Elimination System (NPDES) permit number MA0039853. The permit authorizes the WWMDC to discharge a 12-month rolling average flow of 52,000 gallons per day (gpd). This office was asked to review permits, policies and regulations regarding the capacity of the wastewater treatment plant and the potential to introduce more wastewater. The following represents my understanding of the management of flow to the WWTP and the potential to allow for additional volumes of wastewater to be discharged to the WWTP.

1. The 12-month rolling average flow is reported to the MassDEP and EPA on a monthly basis. Over the last 6 months the flow has been 24,000 to 25,000 gpd.
2. The NPDES permit allows for the discharge of 52,000 gpd on a 12-month rolling average. This value is more than double the current flow being discharged by the WWTP.
3. Original design flow allocations to connected users were made on the basis of Title V estimates. Title V - 310 CMR 15 - contains a table that is used to size on-site sub-surface wastewater disposal systems. It is common industry practice to use these flows as preliminary estimates of potential volumes that may be discharged from a wastewater generating facility/residence. The Title V table produces very conservative flow estimates, generally two or more times greater than the actual flow.
4. The Title V allocations were also used to distribute the capital construction costs of the recently constructed WWTP through betterments. This also is a common industry practice.
5. Approximately 75,000 gpd of design flow was assigned, using the Title V tables, to all the WWMDC users. Currently all but about 6,000 gpd of WWMDC users are connected to the system. The WWTP has been in operation for a few years and as indicated above the 12-month rolling average flow is averaging 25,000 gpd of actual flow, which is approximately one third the Title V table flow estimate.

HIGHWAY - WATER - PARKS - CEMETERIES - TRANSFER STATION - ENGINEERING

6. The WWTP was constructed to manage a flow greater than 52,000 gpd. According to preliminary design documents, the WWTP was constructed to be able to treat nearly 80,000 gpd of sustained flow, and as much as 135,000 gpd in one 24-hour period.
7. The NPDES permit for the WWTP is under renewal. The WWMDC has requested a 50 percent expansion of the permit to increase the allowed discharge volume to 78,000 gpd. The renewal is pending coordination from the MassDEP, EPA, and the WWMDC.
8. An Administrative Consent Order (ACO) was issued to the WWMDC requiring the construction of an additional treated wastewater disposal facility to be located on the fields adjacent to the Town Building. The ACO requires that when the actual flow from the WWTP reaches 80 percent of permitted flow over a 3-month averaging period, the WWMDC must begin the process to implement the additional treated wastewater disposal facility. The ACO trigger of actual flow is 41,600 gpd, still significantly above the current average of 24,000 to 25,000 gpd.
9. The existing WWMDC service base is stable and significant increases in discharge through the NPDES permitted discharge point are not anticipated.
10. Regulations regarding MassDEP over the flows discharged to wastewater systems were recently modified significantly. The modification to 314 CMR 7 and 314 CMR 12 removed the MassDEP approval over additions to a sewer system and allows the local regulatory entity, the WWMDC in this case, to manage the flows to the WWTP. The regulations require the WWMDC to track and control the volumes to ensure that they are in compliance with the NPDES permit and that the wastewater is appropriately conveyed in the collection system. Additionally, this office and the WWMDC had communications with the MassDEP, who confirmed this understanding.
11. An entity has proposed a 150-seat restaurant to be located within an existing improved section of Town Center. The facility would utilize an existing connection to the wastewater system. Using Title V estimates as a preliminary basis of flow, the restaurant would generate approximately 5,250 gpd of flow based upon the Title V table and more likely less than 2,500 gpd of actual flow based upon WWMDC usage rates. The additional restaurant would result in the aggregate actual flows at the WWTP to be still less than 27,000 to 28,000 gpd.

Findings:

1. The total actual flow from the new restaurant will not result in the WWMDC exceeding any flow threshold – NPDES permit, ACO or otherwise. The value is considerably less than permitted values and allows for sufficient reserve for changes or existing commitments.
2. The WWTP and collection system have adequate capacity to manage the increased flow from the additional restaurant.

In its newly revised Rules and Regulations, the WWMDC developed and is implementing a policy regarding requests for modified/new discharges to the WWMDC. The policy identifies the available design flow for changes in discharges and instructs the WWMDC to limit the total new flows to that allocation. The allocation takes into account the existing commitments to non-discharging facilities as well as reserve to account for changes in existing uses.

This analysis is based upon a review of the regulatory and technical considerations associated with the WWTP and NPDES permit.



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

November 14, 2018

Wayland Board of Assessors
Assessors Office
41 Cochituate Road
Wayland, MA 01778

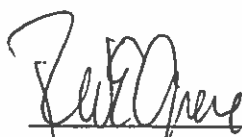
Dear Board of Assessors:

I, Fred Knight, Chairman of the Wayland Wastewater Management District Commission, in conjunction with the Wastewater Commissioners for the Town of Wayland, hereby certify that the attached listing of delinquent wastewater accounts should be liened, via the Town Assessor and the Board of Assessors, to the fiscal 2019 Real Estate tax bills in accordance with MGL Chapter 40, Section 58. The properties involved were issued an intent to lien bill with a \$15 fee. The total amount to be liened is \$3,790.22 based on today's date.

Respectfully submitted,

 11/14/2018

Fred Knight
Chairman Date

 11/14/18

Rick Greene
Commissioner Date

 11/14/18

Uday Virkud
Commissioner Date

Capasso, Jane

From: Capasso, Jane
Sent: Friday, October 26, 2018 10:03 AM
To: Doucette, Elizabeth; Michael McCann
Cc: Capasso, Jane; Holder, Thomas
Subject: MUNIS Project

Hi Mike and Beth

Please consider adding the creation a new program with the ability to do the following for the Wastewater Management District's quarterly billings in the new MUNIS system:

- Extract the wastewater accounts needed for billing, from the Route 6 reads, along with the ability to add and delete accounts as needed. Currently, I remove approximately 21 irrigation accounts and manually enter a check on 144 accounts, twice, to enter them into Vadar.
- Change the read from cuft to gallons per day (gpd) based on the number of days in the quarter.
- Based on half the design flow (gpd) for each account, determine if: 1) a penalty charge at the penalty rate and 2) add a note to the bill indicating you have exceeded half your design flow limits, a penalty has been charged and please check for leaks.
- Ability to change the rates as needed.
- List of users that exceed their limits and/or a list of users that have a change of 100 gpd higher or lower than the previous quarter. This allows us to monitor for excessive use or leaks and take action as needed.

Each quarter I do the above process on excel spreadsheet (s) to process the bills. The ability for a program to automatically do this would be a huge savings in time.

Thank you for considering this change.

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

TOWN OF WAYLAND, DPW-WATER-DIV
DEPARTMENT OF PUBLIC WORKS
66 River Road
Wayland MA 01778
Phone 508-358-3672

Usage History Report

2701072

Account: 2601788

Location: 71-81 ANDREW AVE-BLD 1C

Use

Route: 6

Owner: WAYLAND TOWN CENTER BLD 1C

GPD

Meter #:	71644149		Read Date	Read Type	Reading	Usage	Bill Date	Comments
Serial #:	022513BV	FY19 Q1	9/28/2018	ACTUAL	167,200	1847 20,500	9/28/2018	Read Import on 9/28/201
Head #:	18124519	Q4	7/5/2018	ACTUAL	146,700	1053 13,800	7/9/2018	Read Import on 7/6/2018
Head Type:	B	Q3	3/30/2018	ACTUAL	132,900	8,800	4/2/2018	Read Import on 4/2/2018
Walk Seq.:	2770045	Q2	12/20/2017	ACTUAL	124,100	5,900	12/20/2017	Read Import on 12/20/201
Dials:	6		10/2/2017	ACTUAL	118,200	8,800	10/2/2017	Read Import on 10/2/201
Brand:	SENSUS		6/27/2017	ACTUAL	109,400	9,800	6/28/2017	Read Import on 6/28/201
Type:	Radio		3/30/2017	ACTUAL	99,600	7,300	3/30/2017	Read Import on 3/30/201
Size:	2		12/20/2016	ACTUAL	92,300	4,400	12/27/2016	Read Import on 12/20/20
Exchange:	B-Radio		10/18/2016	ACTUAL	87,900	11,000	10/24/2016	Read Import on 10/20/20
Install Date	2/25/2013		6/28/2016	ACTUAL	76,900	9,100	7/18/2016	Read Import on 7/7/2016
Replace Date:			3/25/2016	ACTUAL	67,800	6,000	4/18/2016	Read Import on 3/28/201
Status:	ACTIVE		12/30/2015	ACTUAL	61,800	6,400	1/5/2016	Read Import on 12/30/20
Location:	RADIO		9/30/2015	ACTUAL	55,400	500	10/7/2015	
			9/22/2015	FINAL	54,900	7,700	9/24/2015	
			7/1/2015	ACTUAL	47,200	8,200	7/13/2015	Read Import on 7/9/2015
			3/31/2015	ACTUAL	39,000	5,800	4/13/2015	Read Import on 4/2/2015
			12/30/2014	ACTUAL	33,200	6,900	1/12/2015	Read Import on 1/7/2015
			9/18/2014	ACTUAL	26,300	10,400	10/20/2014	Read Import on 9/23/201
			5/21/2014	ACTUAL	15,900	4,500	6/17/2014	Read Import on 6/16/201
			3/11/2014	ACTUAL	11,400	4,500	3/18/2014	Read Import on 3/13/201
			12/9/2013	ACTUAL	6,900	3,000	1/15/2014	Read Import on 12/19/20
			8/29/2013	ACTUAL	3,900	2,600	10/16/2013	Read Import on 9/9/2013
			5/2/2013	FINAL	1,300	1,300	7/24/2013	
			2/25/2013	SET	0	0	7/24/2013	New Meter

Master Meter	OF	FY19 Q1 Use	FY18 Q1 Use
Sperry Liquors	100		
Antons Cleaners	45		
Super Cuts	700		
GNC	57		
Vacant	113		
Familux & Nails	65		
	<u>1050</u>		
Allowed Use	540	540	540
Grly Use	1847	1847	1053
Overage		1307	513

WWMDC-FY19 MONTHLY OPERATING REPORT
Current Period: 10/9/18-11/9/18
November, 2018
YTD ACTUAL
Beginning of Year: 7/1/18
User Charges-YTD \$ 98,883
MUNIS Date: 11/9/18
Total Operating Expenses-YTD \$ 61,862
Net Operating Income: \$ 37,021
36% of Year Complete

INCOME DETAILS	CUR. PERIOD	YTD ACTUAL	FY19 BUDGET	BUDGET BAL	% REC'D	COMMENTS
OPERATING INCOME						
User Charges	\$ 49,998	\$ 98,883	\$ 283,063	\$ (184,180)	34.9%	FY19 Q1: \$73,718.94 billed 10/19/18
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	\$ 808	\$ 1,163	\$ 165,506	\$ (164,343)	0.7%	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	\$ 50,806	\$ 100,404	\$ 795,149	\$ (694,745)	12.6%	
UNBUDGETED INCOME						
Other	\$ 815	\$ 7,822	\$ -	\$ -	N/A	(1) Pen & Int. Liens, Misc Rev & Int Emd on Sav's
Unapp WW Better TC Rev	\$ 33,525	\$ 33,525	\$ -	\$ -	N/A	(2) Unbudgeted Betterments Paid in Advance
Unapp WW Better TC Int	\$ 1,745	\$ 1,745	\$ -	\$ -	N/A	(2) Unbudgeted Betterments Paid in Advance
Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	N/A	
Total Unbudgeted Income	\$ 36,084	\$ 43,091	\$ -	\$ -	N/A	
Total Income/MUNIS:	\$ 86,890	\$ 143,495	\$ 795,149	\$ (694,745)	N/A	
EXPENSE DETAILS	CUR. PERIOD	YTD ACTUAL	FY19 BUDGET	BUDGET BAL	% SPENT	
PERSONAL SERVICES						
Salaries (Account Specialist)	\$ 4,365	\$ 13,961	\$ 26,500	\$ 12,539	52.7%	WOM salaries incorrectly posted here.
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	\$ 19,500	\$ 50,000	\$ 30,500	39.0%	Purchase Order Remaining Balance: \$XXXX
Fac. Labor & Other Prof. Serv.	\$ 4,566	\$ 5,708	\$ 20,000	\$ 14,292	28.5%	
Engineering Fees	\$ -	\$ -	\$ -	\$ -	-	
NPDES Permit	\$ -	\$ -	\$ -	\$ -	-	
Total Pers. & Prof. Expenses	\$ 12,831	\$ 39,169	\$ 196,465	\$ 157,296	19.9%	
REPAIRS & MAINT EXP.						
Building Repair & Improvement	\$ -	\$ -	\$ 5,700	\$ 5,700	0.0%	
Equipment Repairs & Maint.	\$ 1,767	\$ 2,699	\$ 8,300	\$ 5,601	32.5%	\$621 tmt tools and \$488 fire panel repaired.
Pipeline Maint/Emergency	\$ -	\$ -	\$ 35,000	\$ 35,000	0.0%	
Sludge Disposal	\$ 1,725	\$ 3,975	\$ 25,000	\$ 21,025	15.9%	
Chemicals	\$ 1,010	\$ 1,920	\$ 7,500	\$ 5,580	25.6%	
Markup & Other	\$ 471	\$ 989	\$ 6,500	\$ 5,511	15.2%	
Surface Water Testing (Oars)	\$ -	\$ -	\$ 7,325	\$ 7,325	0.0%	
Total Repairs & Maint Exp.	\$ 4,972	\$ 9,584	\$ 95,325	\$ 85,741	10.1%	
OPERATING EXPENSES						
Disposal (BP Trucking/Trash)	\$ 102	\$ 396	\$ 1,101	\$ 705	36.0%	
Natural Gas-Nt'l Grid & Dir. En.	\$ 33	\$ 135	\$ 4,100	\$ 3,965	3.3%	
Electricity -Eversource	\$ 2,904	\$ 11,793	\$ 33,100	\$ 21,307	35.6%	
Telephone -Verizon	\$ 117	\$ 465	\$ 1,800	\$ 1,335	25.8%	
Water -TOW	\$ -	\$ 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	\$ 3,156	\$ 13,110	\$ 51,273	\$ 38,164	25.6%	
TOTAL EXPENSES	\$ 20,960	\$ 61,862	\$ 343,063	\$ 281,201	18.0%	
CAPITAL EXPENSES						
Old Debt-Principal	\$ -	\$ 48,121	\$ 43,247	\$ (4,874)	111.3%	Paid in August and February
Old Debt-Interest	\$ -	\$ 2,628	\$ 5,256	\$ 2,628	50.0%	Subsidy pays Aug int, WWMDc pays Feb.
New Debt -Principal	\$ -	\$ -	\$ 238,077	\$ 238,077	0.0%	Paid in August and February
New Debt -Interest	\$ -	\$ 82,753	\$ 165,506	\$ 82,753	50.0%	Paid in August and February
Total Capital Expenses:	\$ -	\$ 133,502	\$ 452,086	\$ 318,584	29.5%	
TOTAL BUDGET EXP & CAP	\$ 20,960	\$ 195,365	\$ 795,149	\$ 599,784	24.6%	

Notes:

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

2) Unapportioned Principal/Interest: 277 BPR (\$22,072.07/\$1,155) and 29 Lillian (\$11,452.48/\$589.88).

10/9/18-11/9/18

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
6302 WW User Charges 63105000/42105	N/A	7/1/18-8/4/18 \$ 19,224.27	8/7/18-9/11/18 \$ 25,277.14	9/11-10/9/18 \$ 4,384.08	10/9-11/8/18 \$ 49,997.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,883.35
6308 Penalties & Interest * 63105000/41750		\$ -	\$ 20.90	\$ 58.27	\$ 115.79	\$ 22.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6303 Miscellaneous Rev * 63105000/43299		\$ -	\$ -	\$ -	\$ 4,880.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,880.25
6304 Betterments (Old) 63105000/47501		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6305 Betterment Interest (Old) 63105000/47502		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6306 Betterments Pd In Adv 63105000/47599		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6307 Int. Earned on Savings * 63105000/48210		\$ -	\$ -	\$ 814.66	\$ 817.36	\$ 792.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,424.35
6309 Wastewater Liens * 63105000/42111		\$ -	\$ 299.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299.70
6311 WW Better TC Rev 63105000/47503		\$ -	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 357.89
6312 WW Better TC Int 63105000/47504		\$ -	\$ 304.20	\$ 50.11	\$ -	\$ 808.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,162.73
6313 UNAPP WW Better TC Rev 63105000/47505		\$ -	\$ -	\$ -	\$ -	\$ 33,524.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,524.55
6314 UNAPP WW Better TC Int 63105000/47506		\$ -	\$ -	\$ -	\$ -	\$ 1,744.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,744.88
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	\$ 86,890.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,495.10

Notes:

* Other for Budget Reporting

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

Unapportioned Principal/Interest: 277 BPR (\$22,072.07/\$1,155) and 29 Lillian (\$11,452.48/\$589.88)

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)			
70038112	10/12/2018	\$ 8,613.94	Nov		\$ 4,841.00	\$ 545.82	\$ 1,725.00	\$ 1,010.00	\$ 492.12	\$ 8,613.94			
70038132	10/17/2018	\$ (440.46)	Nov (3)		\$ (275.00)	\$ (143.88)			\$ (21.58)	\$ (440.46)			
										\$ -			
Totals		\$ 28,795.55		\$ 15,600.00	\$ 5,611.00	\$ 700.26	\$ 3,975.00	\$ 1,920.00	\$ 989.29	\$ 28,795.55			

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.
- 3) 70038132 - Credit for labor, delivery of sugar which is not used at the plant and markup.

**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

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

7:31 2. Public comment

7:33 3. Design Flow Allocation Procedure –

- Background: At the September 2018 meeting of the WWMDC, 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 WWMDC 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 WWMDC 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 WWMD - Board of Public Works will meet on 23 Oct 2018 to discuss this topic. This is not a joint meeting with the WWMD, but the WWMD members are invited. A perspective from the WWMD 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 WWMD 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 9:15

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