

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 12 DECEMBER 2018**

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso
Absent: None
Guests: Paul Brinkman, Town Engineer; Cliff Lewis, BOPW
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. Written update from Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager. Paul in Attendance.

Paul: Today the plant was turned off to clean the equalization tank and mixer. The tank is in great shape. Inspected the plumbing hanging from the ceiling (for 2 floor drains, shower and toilet). It is in terrible shape due to hydrogen sulfide gas formation which can cause corrosion of this nature. The gas is especially corrosive to iron piping. It is likely a combination of design and operational issues have caused this to occur. Probably should have used plastic piping or embedded the pipe in concrete to prevent corrosion in this environment. We will need to replace it with all plastic pipe, special entry equipment is needed and the tank will need cleaning and bypassing to replace. We will need to put approximately \$20,000 of capital into this for repair. In FY19 we will try to repair what we can and make sure the process is working. Complete renovation is non-critical and expected as an FY20 project. Jane: Do we need to adjust our capital plan and borrow money to pay for this or will we have retained earnings to fund this? Paul: We may want to change our projection and ask for the FY21 capital money sooner. Rick: Would like to see a list of potential repairs that will hit our bottom line.

- 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). Current plan is to solicit by the end of the calendar year.

Paul: We will likely solicit in January. A draft will be given to Uday.

- B. A number of repairs have been completed and the identification of other issues is ongoing. They are being addressed based upon cost and priority. Many of them have been implemented at a cost far less than hiring or contracting with an outside service.

Fred: Continue to quantify savings that are occurring as you go along. The board would like to see a list.

- C. Residuals management (sludge) quotes were received and the firm currently managing for the Town submitted the lowest cost. A contract is being drafted to retain them.

Paul: Contract is similar to what we had before, but we will not be paying overhead (markup) charges. Initial charges are higher since we had to draw down the tanks for the above mentioned project.

- D. Ovivo (OEM WWTP equipment) representative on-site to review the facility and assist in resolving issues. Staff training and information sharing was conducted as well. Photos of the facility, as part of start-up, were provided to the Town.

Paul: Ovivo person brought pictures of the facility so we could see the tanks and how things were put together. We now have copies of these. He was able to explain the SCADA system, which was not addressed well in the owner's manual. He identified things that were concerning, but are not bad. The data acquisition part of SCADA is now working and showing daily data.

- E. Other Treatment Plant Repairs & Maintenance:

- 1. Cleaning of Equalization Tank – No Comment
- 2. Repair to Anoxic Mixer train #2

Paul: Pezz repaired this and the spare mixer is going out for repair.

- 3. Alarm System troubleshooting

Paul: Pezz and I are working with the SCADA guy and this is now working well. The SCADA system had not been updated in five years.

- 4. Inter-connection valve repair

This is very expensive and will be done for in-house labor.

- 5. SCADA tuning. The SCADA contractor identified that we do not have the licenses for the software that runs the plant. We are obtaining them.

- E. Phone Line Upgrade and Alarm System – Data has been enabled at the WWTP. The SCADA contractor is anticipated to be on site on 12/12/18.

Phone line is working and we can access the plant remotely on phones starting next month.

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

Rick: Called the Eversource control center and asked if a circuit went out recently and there was no outage reported. The plant had a power surge and the vfd's for critical equipment tripped out and did not restart automatically.

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

No problems. The project is being constructed in three phases. Phase 1 complete, Phase 2 for next spring, Phase 3 working on now.

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

I. 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: We looked at adding upgrades but we cannot because of the original construction. We are adding antifreeze to protect the system.

- 7:55 4. Formation of an ad hoc committee to discuss the future of wastewater in Wayland. The chair feels that the WWMDC operation can be sustained in its current configuration, but that the charge to the ad hoc committee should be to study options. As of 6 Dec 2018, there is only an initial draft of a charge to the committee by the Town Administrator. More work is necessary, including revising the draft and forming the committee.

Fred: Cliff Lewis from the BOPW is in attendance. BOS wants to be the prime mover for looking at the future of WWMD. Creating an ad hoc committee to work for 6-months to look at options. The options are: Continue, as is, with DPW involved in overseeing the engineering and financial pieces, creation of a new Wastewater and Water Commission or in the future WWMD will be part of the BOPW. Cherry Karlson is the point person from the BOS. In January Fred hopes the committee will be created with the final recommendations in June.

- 7:58 5. Administrative Items:

A. FY20 Rate Hearing Planning

Fred: Presentation of our earnings for next year with the rate setting towards the end of the year. He would like to have a budget hearing separate from a rate hearing. Jane: Dec 15 is the deadline for the budget to change. Paul: We made changes to line items on the FY20 Budget but not to the bottom line amount. WWMD's budget is not part of the whole Town's budget so we should be able to make changes. Fred: We will discuss the budget one more time in January. Rick: Asked Paul to have a stronger list of what WWMD's estimated expenditures will be for the January meeting?

B. FY19 MOR and FY20 Budget – Adding new accounts and realigning existing amounts to stay within Budget. Effective January, 2019 MOR.

Jane: Working with Finance to add new accounts for vehicle repair, vehicle fuel, supplies, part-time salary for a DPW worker to assist Pezz and training and education for Pezz.

C. Set up 12 new commercial accounts for Pezz and integrated new accounts into the MOR.

Jane: Very time consuming since you need to set up accounts in MUNIS, call the vendors and add changes to the MOR.

D. Updated Emergency Contact list for Police, Fire and DPW.

Tom Holder approved the changes and they were emailed to each department.

E. Wayland Emergency Climate Committee request for electric and gas use at the

TC treatment plant. Multiple calls to Anne Harris and discussion with Paul.

8:08 6. Wastewater Rules and Regulations. No discussion.

8:08 7. Approve minutes from previous meetings – November 14, 2018.
Motion

Fred: Motion to approve November 14, 2018 minutes as written, Uday second.
Passed 3-0.

8:09 8. Review Monthly Operating Report.

Fred: 44% of the year is complete. Jane: Salaries will be going down due to Pezz's salary incorrectly recorded in this account. Rick: User charges show billing for the 4th quarter of FY18 and 1st quarter of FY19. Fred: WhiteWater bills are significantly reduced due to Pezz and Paul's work.

8:14 9. Website status: Recent postings and organization.

Added Tom Holder and Pezz as Staff Contacts. Updated Commissioners email and phone numbers. Pezz listed as the emergency contact.

8:15 10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Paul: Chlorophyll is being eliminated from OARS testing. This will be a savings of approximately \$1,500. Jane: Alison Fields-Juma, OARS Executive Director, checked with two government agencies and they approve of the change.

8:16 11. Calendar: Upcoming meetings, events and hearings.

Proposed January 16, 2019 and February 13, 2019 for the next meetings. Uday will be away the month of February.

8:17 12. Public Comment. None

8:17 13. Adjourn

Attachments:

Picture of Corroded Pipe
Minutes November 14, 2018
Monthly Operating Report



**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 ($41,600 \times 90\%$). 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 liened for non-payment over \$100. A demand letter was sent with 30 days for payment.

Jane: Seven properties are to be liened 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-FY19 MONTHLY OPERATING REPORT
Current Period: 11/10/18-12/10/18
December, 2018
YTD ACTUAL
Beginning of Year: 7/1/18
User Charges-YTD
\$ 122,102
MUNIS Date:
12/10/18
Total Operating Expenses-YTD
\$ 82,194
Net Operating Income:
\$ 39,908
44% of Year Complete

INCOME DETAILS	CUR. PERIOD	YTD ACTUAL	FY19 BUDGET	BUDGET BAL	% REC'D	COMMENTS
OPERATING INCOME						
User Charges	\$ 23,219	\$ 122,102	\$ 283,063	\$ (160,961)	43.1%	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	\$ -	\$ 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	\$ 23,219	\$ 123,623	\$ 795,149	\$ (671,526)	15.5%	
UNBUDGETED INCOME						
Other	\$ 880	\$ 8,701	\$ -	\$ -	N/A	(1) Pen & Int, Liens, Misc Rev & Int Ernd on Sav's
Unapp WW Better TC Rev	\$ -	\$ 33,525	\$ -	\$ -	N/A	(2) Unbudgeted Betterments Paid in Advance
Unapp WW Better TC Int	\$ -	\$ 1,745	\$ -	\$ -	N/A	(2) Unbudgeted Betterments Paid in Advance
Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	N/A	
Total Unbudgeted Income	\$ 880	\$ 43,971	\$ -	\$ -	N/A	
Total Income/MUNIS:	\$ 24,099	\$ 167,594	\$ 795,149	\$ (671,526)	N/A	
EXPENSE DETAILS	CUR. PERIOD	YTD ACTUAL	FY19 BUDGET	BUDGET BAL	% SPENT	
PERSONAL SERVICES						
Salaries (Account Specialist)	\$ 2,191	\$ 16,152	\$ 26,500	\$ 10,348	60.9%	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	\$ 23,400	\$ 50,000	\$ 26,600	46.8%	
Fac. Labor & Other Prof. Serv.	\$ 3,768	\$ 9,476	\$ 20,000	\$ 10,524	47.4%	Ovivo Consultant & Pezz Hoisting License/Tmg.
Engineering Fees	\$ -	\$ -	\$ -	\$ -	-	
NPDES Permit	\$ -	\$ -	\$ -	\$ -	-	
Total Pers. & Prof. Expenses	\$ 9,859	\$ 49,028	\$ 196,465	\$ 147,437	25.0%	
REPAIRS & MAINT EXP.						
Building Repair & Improvement	\$ -	\$ -	\$ 5,700	\$ 5,700	0.0%	
Equipment Repairs & Maint.	\$ 1,651	\$ 4,351	\$ 8,300	\$ 3,949	52.4%	
Pipeline Main/Emergency	\$ -	\$ -	\$ 35,000	\$ 35,000	0.0%	
Sludge Disposal	\$ 4,500	\$ 8,475	\$ 25,000	\$ 16,525	33.9%	
Chemicals	\$ -	\$ 1,920	\$ 7,500	\$ 5,580	25.6%	
Markup & Other	\$ 680	\$ 1,669	\$ 6,500	\$ 4,831	25.7%	
Surface Water Testing (Oars)	\$ -	\$ -	\$ 7,325	\$ 7,325	0.0%	
Total Repairs & Maint Exp.	\$ 6,831	\$ 16,415	\$ 95,325	\$ 78,910	17.2%	
OPERATING EXPENSES						
Disposal (BP Trucking/Trash)	\$ 104	\$ 500	\$ 1,101	\$ 601	45.4%	
Natural Gas-Ntl Grid & Dir. En.	\$ 37	\$ 172	\$ 4,100	\$ 3,928	4.2%	
Electricity -Eversource	\$ 2,918	\$ 14,712	\$ 33,100	\$ 18,388	44.4%	
Telephone -Verizon	\$ 342	\$ 807	\$ 1,800	\$ 993	44.8%	
Water -TOW	\$ 240	\$ 561	\$ 972	\$ 411	57.7%	
Admin Serv's (Other/Vadar Tmg)	\$ -	\$ -	\$ 200	\$ 200	0.0%	
Contingency	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	
Total Operating Expenses	\$ 3,642	\$ 16,752	\$ 51,273	\$ 34,521	32.7%	
TOTAL EXPENSES	\$ 20,332	\$ 82,194	\$ 343,063	\$ 260,869	24.0%	
CAPITAL EXPENSES						
Old Debt-Principal	\$ -	\$ 48,121	\$ 43,247	\$ (4,874)	111.3%	Paid in August and February
Old Debt-Interest	\$ (2,630)	\$ -	\$ 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	\$ -	\$ 82,753	\$ 165,506	\$ 82,753	50.0%	Paid in August and February
Total Capital Expenses:	\$ (2,630)	\$ 130,874	\$ 452,086	\$ 321,212	28.9%	
TOTAL BUDGET EXP & CAP	\$ 17,702	\$ 213,068	\$ 795,149	\$ 582,081	26.8%	

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).

11/10/18-12/10/18

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	\$ 9/11/18-10/7/18 4,384.08	\$ 10/8-11/8/18 49,997.86	\$ 11/10-12/30/18 23,219.09	\$ 0	\$	\$	\$	\$	\$ 122,102.44
6308 Penalties & Interest * 63105000/41750	\$	\$ 20.90	\$ 58.27	\$ 115.79	\$ 22.44	\$ 3.39	\$	\$	\$	\$	\$	\$ 220.79
6303 Miscellaneous Rev * 6310500/43299	\$	\$	\$	\$ 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 * 6310500/48210	\$	\$	\$	\$ 814.66	\$ 792.33	\$ 876.18	\$	\$	\$	\$	\$	\$ 3,300.53
6309 Wastewater Users * 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	\$ 24,098.66	\$	\$	\$	\$	\$	\$ 167,593.76

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 Ullian (\$11,452.48/\$589.88)

Wayland Wastewater Management District Commission				Signed:		T. Holder	
Summary of Utility Bills - FY2019				Munis/Batch:			
11/10/18-12/10/18							
Vendor#	Vendor Name	Notes	Address	Invoice#	Invoice Date	Amount	WWMDC
2494	B-P Trucking Inc.		P.O. Box 386, Ashland, MA 01721	156720	11/30/18	\$ 103.76	8670
10656	Direct Energy	1	P.O. Box 32179, New York, NY 10	HS8955221		\$ -	452224/56098
10656	Direct Energy	1	P.O. Box 32179, New York, NY 10	HS8955227		\$ -	452224/56105
3027	EVERSOURCE		247 Station Dr, NW 200, Westwo	28704030031	11/28/18	\$ 199.02	28704030031
3027	EVERSOURCE		247 Station Dr, NW 200, Westwo	28671560010	11/28/18	\$ 2,719.46	28671560010
13720	F.W. Webb		160 Middlesex Turnpike, Bedford	60772138-2	11/1/18	\$ 10.06	141702
13720	F.W. Webb		160 Middlesex Turnpike, Bedford	60693880-2	10/31/18	\$ 56.08	141702
13720	F.W. Webb		160 Middlesex Turnpike, Bedford	61017825	11/26/18	\$ 253.66	141702
2759	National Grid		PO Box 11735, Newark, NJ 07101	50412-10350	11/13/18	\$ 27.54	50412-10350
2759	National Grid		PO Box 11735, Newark, NJ 07101	50412-10370	11/13/18	\$ 9.77	50412-10370
17648	Norel Service Co. Inc.		230 Second Ave, St 2, Waltheam, N	31529	11/15/18	\$ 800.00	10557
17664	Ovivo USA, LLC		2404 Rutland Dr, Austin, TX 7875	8475192	12/6/18	\$ 3,381.25	6099
17656	Richard Pezzolesi		215 East Monomac Road, Winche	2 Receipts	11/5/18 & 11/15/18	\$ 101.38	N/A
2271	TOW-Water		66 River Road, Wayland, MA 017	2601700	12/6/18	\$ 15.00	2601700
2271	TOW-Water		66 River Road, Wayland, MA 017	2601700	12/5/18	\$ 225.00	2601700
2569	VERIZON		PO Box 15124, Albany, NY 12212	50835828012750061	11/18/18	\$ 67.95	5083582801
2569	VERIZON		PO Box 15124, Albany, NY 12212	50835801921330063	11/18/18	\$ 55.38	5083580192
2569	VERIZON		PO Box 15124, Albany, NY 12212	2558353330000140	11/20/18	\$ 219.15	2558353330000140
15256	Wayland Home & Design (ACE H		21 Cornwell St, Provincetown, MA	60204	11/30/18	\$ 499.69	60204
6693	Whitewater		C/O RHW Construc, 41 Central St	70038875	12/3/18	\$ 3,900.00	WAY002
6693	Whitewater		C/O RHW Construc, 41 Central St	70038694	11/15/18	\$ 285.00	WAY002
6693	Whitewater		C/O RHW Construc, 41 Central St	70038694	11/15/18	\$ 31.75	WAY002
6693	Whitewater		C/O RHW Construc, 41 Central St	70038694	11/15/18	\$ 4,500.00	WAY002
6693	Whitewater		C/O RHW Construc, 41 Central St	70038694	11/15/18	\$ 679.76	WAY002
			Total			\$ 18,140.66	
			WhiteWater bills without contract fee			\$ 5,496.51	
Notes:							
- Since June's activity was recorded for June year-end and not in July, there was No Monthly Operating Reports for July, 2017.							
1) Direct Energy - Billing correction by Direct Energy. Credit Balance - No bill in October, November and December.							

WhiteWater Invoices
Fiscal Year 2019

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor #52101	Equip Repairs & Maint				Chemicals 52125	Mark Up #52151	Total
						52116	Sludge 52122					
70036071	6/30/2018	\$ 2,587.50	Jul (1)	\$ 3,900.00			\$ 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		\$ 5,022.07
70037800	10/8/2018	\$ (2,587.50)	Oct (2)				\$ (2,250.00)		\$ (337.50)	\$ (2,587.50)		\$ (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		\$ 8,613.94
70038252	11/1/2018	\$ 3,900.00	Nov	\$ 3,900.00						\$ 3,900.00		\$ 3,900.00
70038132	10/17/2018	\$ (440.46)	Nov (3)		\$ (275.00)	\$ (143.88)			\$ (21.58)	\$ (440.46)		\$ (440.46)
70038875	12/3/2018	\$ 3,900.00	Dec	\$ 3,900.00						\$ 3,900.00		\$ 3,900.00
70038694	11/15/2018	\$ 5,496.51	Dec		\$ 285.00	\$ 31.75	\$ 4,500.00		\$ 679.76	\$ 5,496.51		\$ 5,496.51
Totals		\$ 42,092.06		\$ 23,400.00	\$ 5,896.00	\$ 732.01	\$ 8,475.00	\$ 1,920.00	\$ 1,669.05	\$ 42,092.06		\$ 42,092.06

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.