

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 27 FEBRUARY 2019**

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso
Absent: Uday Virkud
Guests: Paul Brinkman, Town Engineer and 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.

- 7:34 1. Call to order
- 7:34 2. Public comment – None.
- 7:35 3. Review and approval of the revised FY20 Budget. Review the retained earnings calculation to determine how much should be reserved and the amount available to offset user rates. The amount for user rates will be reported to the Finance Director and can fluctuate \$20,000.

Jane: The FY20 Budget was reduced by approximately \$19,000 due to removal of health benefits for the WOM totaling \$339,653. Paul: The new facility contractor will possibly have less responsibility, but until we have a new contract, we cannot lower the budgeted amount. We added \$5,000 for a part-time DPW staff person to assist Pezz. In the future, a contractor will be used to deal with more detailed matters. Rick: We are looking for two areas of savings due to hiring the WOM: 1) Reduce the costs of the operator and 2) save substantially on repair costs.

Paul: Pezz and I review the Monthly Operating Report Budget and look at the required repairs and estimate what is appropriate to stay within budget or can be done in the next fiscal year. Unexpected repairs occur. Sunday Pezz received an alarm call on the new remote SCADA system that could not be fixed remotely. He went to the facility, repaired the problem and saved the WWMD thousands of dollars. WhiteWater stayed overnight to prevent an overflow. The plant is now 6 years old and things are starting to breakdown. Fred: In the future, we want to be able to justify the saving that occur from hiring the WOM. Paul: Tom is quantifying the results to Louise Miller, the Town Administrator.

Paul is working on the RFP to hire a new contract operations and maintenance company, which will include the Town Center and High School treatment plants. He knows of 4 potential bidders. WWMD reviewed the major line items of the FY19 MOR looking for potential savings. Paul: Pezz and I are reviewing the required repairs and deferring some items to stay within budget. We are trying not to overspend so we do not have to use the \$60,000 of budgeted retained earnings in FY19.

WWMD reviewed the FY20 Budget looking for potential savings. Fred: Since there are repairs being delayed until FY20 and we don't know the savings of the WOM, we should leave the FY20 Budget as is.

Retained Earnings: Paul and Rick: We cannot use betterment payments from users to pay for operating expenses. Paul: The WWMD has approximately \$150,000 in retained earnings that can be used for operating expenses or to lower user rates. If you use \$60,000 for user rates that leaves about \$90,000 as a reserve for

emergencies. The retained earnings operations amount should be maintained at about 20-25% of operating expenses as a reserve for emergencies. Paul looked at wastewater user rates in other communities and WWMD's rates are not that high. Fred: Tonight was a preliminary rate hearing. In May or June we will set the rates for FY20 based on FY19 actuals and expected treatment plant repairs.

- 8:26 4. Budget Hearing to review the FY20 Budget and preliminary rates. The FY20 Budget can be found on the WWMD website at:
https://www.wayland.ma.us/sites/waylandma/files/uploads/wwmdc_fy20_budget_0.pdf

Reviewed in number 3.

- 8:26 5. Review a list of savings and expenses for the WOM.

Fred: Spoke with Tom Holder and Louise Miller. There is a list with over 70 items that the WWMD would like to review and see how it affects the FY19 Budget. Paul: It is very difficult to quantify the savings since we do not know what outside vendors would charge for labor and supplies. We are also doing preventative repairs that have not been done by the Operator and the plant is running smoothly. We will see savings in the future.

- 8:31 6. Formation of an ad hoc committee to discuss the future of wastewater in Wayland.

Fred: Discussions are happening, but no new information as of tonight.

- 8:32 7. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager (WOM). Paul Brinkman attended the meeting.

- 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).

Paul: Working on the RFP. When complete, it will be reviewed by other Town employees, the DEP and the WWMD. DEP is involved because he has had several meetings with them on other issues and our RFP may be used as a model. DEP has been hearing that other Towns have been having issues with work done by contractors.

- B. A number of repairs have been completed and the identification of other issues is ongoing. The most recent include:

1. Permeate Pump #1 – rebuilt
2. Return Activated Sludge Pump 2 – seal replacement complete.
3. Upgrades to HVAC complete – glycol added to system.
4. SCADA preliminary work complete. Remote Access provided
5. Generator fuel system - done
6. Back-up anoxic mixer repair – purchase of back-up on the list.
7. Repairs to sprinkler system – complete.
8. EQ pumps to be assessed for repairs.
9. SCADA System adjustments in queue.
10. Moved influent sampler to get more representative sample and reduce chance of EQ pump air-binding issue.

Board reviewed. No comment.

- C. Both membrane sets were chemically cleaned by Pezz with sodium

hypochlorite. Trans-membrane pressures improved significantly. No comment.

- D. Communication with WhiteWater continues to improve. No comment.
- E. Eversource Priority List. Paul contacted Eversource and had the list modified to include the wastewater pump station and wastewater plant placed on priority list. Complete.

Paul: The new Eversource representative listed the two wastewater facilities, Water Department and Pump Station 2.

- F. Route 20 Water Main replacement project has commenced. Currently in winter weather shutdown, likely to resume in March. Pezz and Paul working with contractor and coordinating mark-out efforts. No issues to date.
- G. DigSafe - Paul and Pezz are doing this at this time. No comment.

H. Treatment Plant Capital Items:

1. SCADA System. Remote operation with cellular enabled tablet completed. Minor tweaks to SCADA logic to be completed. Can now be done remotely by SCADA contractor.
 2. HVAC System – System circulator fluid was changed to Glycol based to limit chance of failure due to deep freeze weather.
- I. Significant increase in influent flows during wet weather events. Located private manhole on Hastings Way that has damaged asphalt and a frost heave that directs street runoff into sewer. Working with property manager to repair. New property manager has also officially accepted responsibility for River Rock pump station.

Paul: Over the weekend the mobile SCADA system notified Pezz and Paul that the flow went up at the treatment plant. The River Rock pump station manhole had a leak. Contacted the owner and they are taking control of this. Repair has not been made. Need to follow up with them.

Cliff: You should be billing for the increased flows caused by the public safety building. Paul: They were billed. The pump station manhole will be hard to quantify. We may be able to bill based on increased daily flows. Fred: It will be hard to determine the amount.

8:45 8. Administrative Items:

- A. 309 Boston Post Road Connection Application - Nail salon with pedicures and waxing. Located in the Wayland Village Plaza in the former Water Lily space. Darren MacCaughey of Board of Health proposes an initial (first-year) amount of 800 gpd design flow, but this amount is his estimate and is an approximation. Darren proposes that this amount be adjusted after one year based on water use in the first year of operation. This is a new methodology for the WWMDC, namely adjustment of an assigned design flow based on initial operation. We should carefully consider whether this has implications for other users.

Paul: Darren called the DEP and checked similar facilities in Wayland and other Town's which showed their actual use is about half the design flow. Since this location has a master meter for all tenants, we are just shifting flow and

there is no need to revisit this in a year. Fred: We do not want to open up revisiting design flow allocations, especially in instances where there is no designation in Title V regulations. Motion: Fred: Accept BOH recommendation to assign 800 gpd of design flow to the nail salon at 309 BPR. Rick second. All in favor 2-0.

- B. MUNIS Revenue Billing Project – Worked with MUNIS representative for 2 hours to create a WWMD billing process. Emails answering questions. Testing and continued set-up until it goes live July, 2019.

Jane: Meeting tomorrow discussing the setup of bills. Entering design flows for each account into the Vadar system, which then be moved into MUNIS. DPW will take over WWMD's billing when the system goes live.

- C. Working with Treasury and Finance to resolve open items on WWMD's books.

Meeting on Friday, with Treasury to discuss debt payments not booked and incorrectly booked.

- 9:05 9. Wastewater Rules and Regulations.

- 9:05 10. Approve minutes from previous meetings – January 16, 2019.

Motion: Rick: moves to approve the minutes as written. Fred second. All in favor 2-0.

- 9:10 11. Review Monthly Operating Report.

Reviewed in number 3.

- 9:20 12. Website status: Recent postings and organization – No activity.

- 9:20 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.

- 9:07 14. Calendar: Upcoming meetings, events and hearings.

Tuesday, March 12, 2019 and Wednesday, April 10, 2019.

- 9:25 15. Public Comment. None

- 9:07 16. Adjourn

Attachments

FY20 Budget
February, 2019 MOR
309 BPR Connection Application package
January 16, 2019 Minutes

WWMDC FY20 Budget #5 - 3/7/19			Actual FY17	Actual FY18	FY19 Final Budget Adj.	FY20 Revised	Pink = New Accounts, Blue = Amount Adjusted
		Account #			\$60K (6)	3/7/19	FY20 Notes
INCOME							
Receipts (User Charges)	63410500	42105	295,690	202,864	283,063	274,653	Use of retained earnings from operations to be determined. New FY20 Interest Earned reducing user charges.
Interest Earned on Savings	63410500	48210				5,000	New FY20: Based on FY18 actual. Note 1
Old Betterment-Principal	63410500	47501	25,991	22,384	43,247	22,885	New FY20 Betterment payments listed. FY19 and prior debt expense numbers were used. Note 2.
Old Betterment-Interest	63410500	47502	4,767	3,358	5,256	1,144	Note 2
New Betterment-Principal	63410500	47503	197,696	191,454	238,077	189,830	Note 2
New Betterment-Interest	63410500	47504	175,414	157,458	165,506	140,832	Note 2
Undes Ret'd Eam's/Betterment	63410500	48600	-	-	-	93,596	Note 2
Current Year Transfer			-	-	-		N/A
Undes Ret'd Eam's/Operations			-	-	60,000	60,000	Reduces User Charges. Amt. Finalized at May/June, 2019 Rate Hearing.
Total Revenue:			699,558	577,518	795,149	787,940	Net of unbudgeted amounts: Penalties & Int, Lines Misc (Privilege Fees/Betterments Paid In Advance).
EXPENSES							
Personal Services							
Salaries (Account Specialist)	63443001	51001	25,994	28,667	26,500	82,600	Acc'l Specialist: 7/1/18 Non Union Wage Scale @ 1,030 hours. New FY20: 60% of \$87,000 WOM salary. Previously in Indirect/Admin
Salaries (Part-time)	63443001	51003			2,000	5,000	New FY19: DPW Employee (no Benefits charges). \$'s from Fac. Labor.
Training & Education	63443002	52112			200	350	New FY19: \$'s from Admin Serv's.
Uniforms	63443002	54115			350	350	New FY19: Taxable reimbursable payroll item. \$'2 from Admin Serv's.
Indirect/Admin & Fringe Ben's	63443002	59710	24,669	28,831	94,965	34,913	Estimate of town allocations. Note 3 (WOM Salary moved to Salaries)
Professional Services							
Facility Operating Contract	63443002	52100	46,800	46,800	50,000	50,000	Contract ends 9/16/18 @ \$3,900/month. Paul Brinkman: FY19 10% increase, fixed rate over 3 years. Assumes new contractor with higher rates \$4,500 X 12 months.
Facility Labor & Other Prof. Serv.	63443002	52101	34,840	32,900	14,750	12,500	FY20 efficiencies by WOM. \$'s to Salaries PT and Eq. Repair & Maint.
Legal Services	63443002	52108	1,013	-	5,000	5,000	No legal services anticipated.
Engineering Fees	63443002	52152	-	-	-	-	No engineering costs planned for FY20.
Total Pers. & Prof. Expenses			133,316	137,198	193,765	190,713	
Repairs & Maint. Expenses							
Surface Water Testing (OARS)	63443002	52103	6,803	7,066	7,325	7,800	OARS FY20 Estimate \$7,671.
Building Repair & Improvements	63443002	52115	6,590	450	5,700	5,900	Fire extinguisher, alarm testing & electrical contracts & repairs FY20 \$2,920. Balance for unbudgeted expenses. Includes Markup.
Equipment Repairs & Maint.	63443002	52116	20,252	17,196	25,000	30,000	FY18 \$17,196, contracts \$1,720 @ 3%/year. FY19 includes markup and increased needed repairs. \$'s from Pipeline Maint.
Pipeline Maintenance	63443002	52126		3,117	10,000	10,000	WOM handling dig safe calls. FY20 2nd Draft \$25,000 moved to contingency.
Markup & Other	63443002	52151	6,596	7,028	6,500	-	New FY20: Markup recorded with the invoice.
Supplies	63443002	54100			10,000	5,000	New FY19: Treatment Plant (includes Markup). \$'s from contingency.
Vehicle Gasoline	63443002	54111			500	500	New FY19: WOM. \$'s from Equip. Repairs & Maint.
Vehicle Repairs	63443002	52117			500	500	New FY19: WOM. \$'s from Equip. Repairs & Maint.
Total Repairs & Maint. Exp.			40,241	34,857	65,525	59,700	
Operating Expenses							
Disposal (Trash Removal)	63443002	52121	606	958	1,101	1,240	FY20 contract rate \$1,186 plus \$50 excess weight charge.
Sludge Disposal	63443002	52122	30,331	23,635	25,000	25,000	FY18 actual with 3%/year increase. Reduced for WOM overseeing.
Chemicals	63443002	52125	6,644	11,060	7,500	7,500	Reduced due to WOM's increased diligence on usage.
Natural Gas-Wt Grid & Dir. En.	63443002	53102	3,844	3,029	4,100	4,100	FY18 actual \$3,029, 3%/year increase = \$3,213. FY19 equipment online now.
Electricity -Eversource	63443002	53103	31,119	34,039	33,100	33,000	WOM to reduce number of operating units.
Telephone -Verizon	63443002	53104	1,320	1,397	1,800	1,900	FY19 Upgraded services for remote SCADA operation.
Water -Town of Wayland	63443002	53105	892	301	972	1,000	FY18 included FY17 backflow charge. FY20: \$60 Admin Fee, maximum back flow \$600 plus water charges \$30.
Admin Serv's & Other	63443002	52107	125	201	200	500	Increase for WOM supplies. FY20 moved \$'s to Training & Uniforms.
Contingency	63443002	54599	3,000	-	10,000	15,000	FY19 Draft 2 added \$25,000 from Pipeline Maintenance. Reduced \$5,000 due to WOM overseeing. FY20 Draft 3 moved \$'s to Eq. Repair & Maint & new Supplies account.
Total Operating Expenses			77,882	74,620	83,773	89,240	
Total Expenses			251,438	246,675	343,063	339,653	
CAPITAL EXPENSES							
Old Debt-Principal	63443002	47501	27,651	27,447	43,247	43,247	From Bank Debt Schedules. Full amount, subsidy not included.
Old Debt-Interest	63443002	47502	2,136	1,210	5,256	3,268	From Bank Debt Schedules. Full amount, subsidy not included.
New Debt -Principal	63443002	47501	240,000	245,000	238,077	248,077	From Bank Debt Schedules. Full amount, subsidy not included.
New Debt -Interest	63443002	47502	189,565	180,265	165,506	153,695	From Bank Debt Schedules. Full amount, subsidy not included.
Total Capital Expenses:			459,351	453,922	452,086	448,287	
Total:			710,789	700,597	795,149	787,940	
RATES							
Total Expenses			251,438	246,675	343,063	339,653	
Less Interest Earned on Savings			-	-	-	5,000	New FY20: Based on FY18 actual. Note 1
Less Undes Ret'd Eam's/Opera's			-	-	60,000	60,000	Reduces User Charges. Amt. Finalized at May/June, 2019 Rate Hearing.
Adjusted User Charges			251,438	246,675	283,063	274,653	
Total Current Allocated Capacity			76,245	76,245	78,699	78,562	Note 4.
Total Current Connected			76,396	71,793	70,223	70,203	Note 5. Includes Wayland Foreign Motors and Wayland Village.
Total Assumed Flow			23,000	23,000	26,202	26,000	Note 6.
Capacity Rate (\$/gpd/year)			2.79	2.59	2.88	2.80	80% of Adjusted User Charges/Total Current Allocated Capacity.
Flow Rate (\$/gpd/year)			1.97	2.14	2.16	2.11	20% of Adjusted User Charges/Total Assumed Flow.
Penalty Rate (\$/gpd/year)			5.91	6.43	6.48	6.34	3 Times the Flow Rate above 50% of users design flow.

Wastewater Department

**WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS
FY20**

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

Administration

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

<u>Description</u>	<u>FY19 Budgets</u>	<u>Percent</u>	<u>Allocation</u>
Wastewater budget (less debt)	\$ 343,063		
Town budget (less debt and Facilities)	\$ 72,419,692	0.0047	
Administration Budget		\$ 2,253,858	\$ 10,677

Treasurer

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

Treasurer Budget	\$ 273,098	0.0047	\$ 1,294
60% share of DPW-Wastewater employee			\$ -
Facilities Office-FY 19	\$266,198	0.01	\$2,661.98

Insurances

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

Wastewater Plant	\$ 5,196	100.0000	\$ 5,196
Balance of Insurance Budget	\$ 680,804	0.0047	\$ -

Total FY19 Indirect (Administration) Costs	\$ 19,829
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Fringe Benefits

In addition to Indirect/Administration costs, the Town of Wayland charges the Water Dept for fringe benefits/retirement costs. Fringe benefits includes health, life, OPEB, Medicare, and retirement.

	87000		
Health & Life		TBD	
WOW Benefits	0.42	52200	\$ 5,297
Medicare- FY 18 Actual			\$ 384
DPW Director and Engineer Salary	0.04	235,079.00	\$ 9,403

Total FY20 Fringe Benefit Costs	\$ 15,084
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Total FY20 Fringe Benefits	\$ 34,913
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Wastewater Management District Commission	Retained Earnings			
Breakout of FY18 Retained Earnings (RE)	Designated	Undesignated		
	Betterment	Operations	Total RE	Notes
Estimated FY17 Retained Earnings	\$ 1,179,802	\$ 159,389	\$ 1,339,191	1
FY18 Activity				
Prepaid Betterments, PILOBs, Privilege Fees	\$ 152,465	\$ -	\$ 152,465	2
Apportioned Betterment Receipts	\$ 374,654	\$ -	\$ 374,654	
Usage Charges & Misc Revenue	\$ -	\$ 213,432	\$ 213,432	3
Total FY18 Revenue	\$ 527,118	\$ 213,432	\$ 740,551	
O&M Expenses	\$ -	\$ (246,675)	\$ (246,675)	
Debt Service and Interest	\$ (453,922)	\$ -	\$ (453,922)	
Total FY18 Expenses	\$ (453,922)	\$ (246,675)	\$ (700,597)	
FY18 Activity (Revenue - Expenses)	\$ 73,196	\$ (33,243)	\$ 39,954	
FY18 Fund Balance Adjustments				
FY17 Add Back Reserve for Encumbrances (PO's)	\$ -	\$ 8,000	\$ 8,000	
FY18 Add Back Reserve for Indirect Expense paid by Users.	\$ -	\$ 28,831	\$ 28,831	
FY18 Reserve for Encumbrances (PO's)	\$ -	\$ (5,818)	\$ (5,818)	
FY19 Reserve for Expenditures (\$94,965 Indirect Expense and \$60,000 RE to offset User Charges)	\$ -	\$ (154,965)	\$ (154,965)	4
Total FY18 Adjustments	\$ -	\$ (123,952)	\$ (123,952)	
Total FY18 Certified Retained Earnings	\$ 1,252,998	\$ 2,195	\$ 1,255,193	

Notes:

1) FY17 Certified Retained Earnings Balance \$1,339,191.

2) FY2018 Betterment Activity (Ties to Cash Receipts Report):

A) 7/13/17 - Principal: PIA 39 Lillian \$9,524.94, PIF 11 Lillian Principal \$12,168.26 = \$ 24,336.52
 \$21,693.20. 8/18/17 - PIF 39 Lillian Final Principal \$2,643.32.

B) Interest 39 Lillian \$475.06 and \$115.51. 11 Lillian \$475.06 \$ 1,065.63

C) 317 Boston Post Road Privilege Fee for additional design flow. \$76,977.81. \$ 76,977.81

D) Wayland Meadows: Town of Wayland paid a PILOB to WWMDC \$28,629.10 for \$ 50,085.00
 820 gpd of design flow and \$21,017.90 to pay off the betterment on parcel 023-052T (380 gpd of design flow) totaling \$49,647.

Total Prepaid Betterments, PILOBs, Privilege Fees. \$ 152,464.96

3) User Charges & Misc Rev - Includes Penalties & Interest, Interest Earned on Savings and Liens.

4) FY19 Fund Balance Reserve - Reserve by Finance for planned expenses for the next year.

Indirect expenses are paid by users and can be added back. Use of RE to offset user fees must remain as a reserve

Use of Retained Earnings: Per B. Keveny, betterment payments cannot be used to pay for operations and maintenance expenses. Operations money can be used to pay debt service.

WWMDC-FY19 MONTHLY OPERATING REPORT
Current Period: 1/16/19-2/7/19
February, 2019

User Charges-YTD	\$ 178,000
Total Operating Expenses-YTD	\$ 128,230
Net Operating Income:	\$ 51,770

Beginning of Year:	7/1/18
MUNIS Date:	2/7/19

61% of Year Complete

ACCOUNT #	INCOME DETAILS	CUR. PERIOD	YTD ACTUAL	FY18 BUDGET	BUDGET BAL	% REC'D	COMMENTS
OPERATING INCOME							
63410500	42105 User Charges	\$ 55,897	\$ 178,000	\$ 283,063	\$ (105,063)	62.9%	FY19 Q2=\$74,192.84, Q1=\$73,718.94 billed
63410500	47501 Old Betterment - Principal	\$ 10,659	\$ 11,442	\$ 43,247	\$ (31,805)	26.5%	Betterment Exp. = Income. Pmts rec'd Feb/May
63410500	47502 Old Betterment - Interest	\$ 1,066	\$ 1,144	\$ 5,256	\$ (4,112)	21.8%	Betterment Exp. = Income. Pmts rec'd Feb/May
63410500	47503 New Betterment - Principal	\$ 89,439	\$ 93,360	\$ 238,077	\$ (144,717)	39.2%	Betterment Exp. = Income. Pmts rec'd Feb/May
63410500	47504 New Betterment - Interest	\$ 68,583	\$ 72,596	\$ 165,506	\$ (92,910)	43.9%	Betterment Exp. = Income. Pmts rec'd Feb/May
63410500	48600 Retained Earnings-Applied at YE	\$ -	\$ -	\$ 60,000	\$ (60,000)	0.0%	User Charges Supplement \$60,000
	Total Operating Income	\$ 225,645	\$ 356,542	\$ 795,149	\$ (438,607)	44.8%	
UNBUDGETED INCOME							
63410500	Other	\$ 1,445	\$ 11,057	\$ -	\$ -	N/A	(1) Pen & Int, Liens, Misc Rev & Int Emrd on Sav's
63410500	47505 Unapp WW Better TC Rev	\$ -	\$ 33,525	\$ -	\$ -	N/A	(2) Unbudgeted Betterments Paid in Advance
63410500	47506 Unapp WW Better TC Int	\$ -	\$ 1,745	\$ -	\$ -	N/A	(2) Unbudgeted Betterments Paid in Advance
63410500	49740 Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	N/A	
	Total Unbudgeted Income	\$ 1,445	\$ 46,326	\$ -	\$ -	N/A	
	Total Income/MUNIS:	\$ 227,089	\$ 402,869	\$ 795,149	\$ (438,607)	N/A	
EXPENSE DETAILS							
PERSONAL SERVICES							
63443001	51001 Salaries (Account Specialist)	\$ 2,482	\$ 18,733	\$ 26,500	\$ 7,767	70.7%	
63443001	51003 Salaries (Part-time)	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%	New Account February, 2019
63443002	52112 Training & Education	\$ -	\$ -	\$ 200	\$ 200	0.0%	New Account February, 2019
63443002	54115 Uniforms	\$ -	\$ -	\$ 350	\$ 350	0.0%	New Account February, 2019
63443002	59710 Indirect/Admin (Town Services)	\$ -	\$ -	\$ 94,965	\$ 94,965	0.0%	
PROFESSIONAL SERVICES							
63443002	52100 Facility Operating Contract	\$ 3,900	\$ 31,200	\$ 50,000	\$ 18,800	62.4%	
63443002	52101 Fac. Labor & Other Prof. Serv.	\$ 1,883	\$ 14,329	\$ 14,750	\$ 421	97.1%	Ovivo Consultant \$3,381
63443002	52108 Legal Services	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%	
63443002	52152 Engineering Fees	\$ -	\$ -	\$ -	\$ -	-	
	Total Pers. & Prof. Expenses	\$ 8,265	\$ 64,262	\$ 193,765	\$ 129,503	33.2%	
REPAIRS & MAINT EXP.							
63443002	52103 Surface Water Testing (Oars)	\$ -	\$ -	\$ 7,325	\$ 7,325	0.0%	
63443002	52115 Building Repair & Improvement	\$ -	\$ -	\$ 5,700	\$ 5,700	0.0%	
63443002	52116 Equipment Repairs & Maint.	\$ 1,059	\$ 10,870	\$ 25,000	\$ 14,130	43.5%	
63443002	52126 Pipeline Maint/Emergency	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	
63443002	52151 Markup & Other	\$ 985	\$ 2,654	\$ 6,500	\$ 3,846	40.8%	
63443002	54100 Supplies	\$ 431	\$ 431	\$ 10,000	\$ 9,569	4.3%	New Account February, 2019
63443002	54111 Vehicle Gasoline	\$ -	\$ -	\$ 500	\$ 500	0.0%	New Account February, 2019
63443002	54117 Vehicle Repair	\$ -	\$ -	\$ 500	\$ 500	0.0%	New Account February, 2019
	Total Repairs & Maint Exp.	\$ 2,476	\$ 13,955	\$ 65,525	\$ 51,570	21.3%	
OPERATING EXPENSES							
63443002	52121 Disposal (BP Trucking/Trash)	\$ -	\$ 597	\$ 1,101	\$ 505	54.2%	
63443002	52122 Sludge Disposal	\$ 7,271	\$ 19,861	\$ 25,000	\$ 5,139	79.4%	
63443002	52125 Chemicals	\$ 910	\$ 2,830	\$ 7,500	\$ 4,670	37.7%	
63443002	53102 Natural Gas-Ntl Grid & Dir. En.	\$ 926	\$ 1,557	\$ 4,100	\$ 2,543	38.0%	
63443002	53103 Electricity -Eversource	\$ 3,315	\$ 21,112	\$ 33,100	\$ 11,988	63.8%	
63443002	53104 Telephone -Verizon	\$ 345	\$ 1,495	\$ 1,800	\$ 305	83.1%	Fios line added for SCADA System
63443002	53105 Water -TOW	\$ -	\$ 561	\$ 972	\$ 411	57.7%	
63443002	52107 Admin Serv's (Other/Vadar Trng)	\$ -	\$ -	\$ 200	\$ 200	0.0%	
63443002	54599 Contingency	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	
	Total Operating Expenses	\$ 12,767	\$ 48,013	\$ 83,773	\$ 35,760	57.3%	
	TOTAL EXPENSES	\$ 23,507	\$ 126,230	\$ 343,063	\$ 216,833	36.8%	
CAPITAL EXPENSES							
63443002	47501 Old Debt-Principal	\$ -	\$ 48,600	\$ 43,247	\$ (5,353)	112.4%	Paid in August and February (Treas Adj in Feb)
63443002	47502 Old Debt-Interest	\$ -	\$ -	\$ 5,256	\$ 5,256	0.0%	Subsidy pays Aug Int, WWMDC pays Feb.
63443002	47501 New Debt -Principal	\$ 228,076	\$ 228,076	\$ 238,077	\$ 10,001	95.8%	Paid in August and February (Treas Adj in Feb)
63443002	47502 New Debt -Interest	\$ 79,703	\$ 162,456	\$ 165,506	\$ 3,050	98.2%	Paid in August and February (Treas Adj in Feb)
	Total Capital Expenses:	\$ 307,779	\$ 439,132	\$ 452,086	\$ 12,954	97.1%	
	TOTAL BUDGET EXP & CAP	\$ 331,286	\$ 565,362	\$ 795,149	\$ 229,788	71.1%	

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 Ullian (\$11,452.48/\$589.88).
- 3) January, 2019 reallocated expenses for the six new accounts. No change to total expenses.
- 4) February, 2019 Allocation to new accounts began.

1/16/19-2/7/19

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	8/7/18-9/1/18 \$ 25,277.14	9/1/18-9/8/18 \$ 4,384.08	10/9-11/7/18 \$ 49,997.86	11/7/18-12/10/18 \$ 23,219.09	12/11/18-1/15/19 \$ -	1/16/19-2/7/19 \$ 55,897.26	0	0	0	0
6308 Penalties & Interest * 63105000/41750	\$ -	\$ 20.90	\$ 58.27	\$ 115.79	\$ 22.44	\$ 3.39	\$ -	\$ 33.14	\$ -	\$ -	\$ -	\$ -
6303 Miscellaneous Rev * 63105000/43299	\$ -	\$ -	\$ -	\$ 4,880.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6304 Betterments (Old) 63105000/47501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 783.49	\$ 10,658.81	\$ -	\$ -	\$ -	\$ -
6305 Betterment Interest (Old) 63105000/47502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78.36	\$ 1,065.91	\$ -	\$ -	\$ -	\$ -
6306 Betterments Pd In Adv 63105000/47599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6307 Int. Earned on Savings * 63105000/48210	\$ -	\$ -	\$ 814.66	\$ 817.36	\$ 792.33	\$ 876.18	\$ 910.92	\$ 943.05	\$ -	\$ -	\$ -	\$ -
6309 Wastewater Liens * 63105000/42111	\$ -	\$ 299.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 468.58	\$ -	\$ -	\$ -	\$ -
6311 WW Better TC Rev 63105000/47503	\$ -	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ 3,562.65	\$ 89,439.20	\$ -	\$ -	\$ -	\$ -
6312 WW Better TC Int 63105000/47504	\$ -	\$ 304.20	\$ 50.11	\$ -	\$ 808.42	\$ -	\$ 2,850.11	\$ 68,583.38	\$ -	\$ -	\$ -	\$ -
6313 UNAPP WW Better TC Rev 63105000/47505	\$ -	\$ -	\$ -	\$ -	\$ 33,524.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6314 UNAPP WW Better TC Int 63105000/47506	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 8,185.53	\$ 227,089.33	\$ -	\$ -	\$ -	\$ 402,868.62

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)

WhiteWater Invoices
Fiscal Year 2019

[illegible]

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.
- 4) Wastewater Services Inc (WSI) took over sludge hauling on December 1, 2018.
- 5) 70039918 - Credit for labor on invoice 70039265.

309 BPRD Form WAKN LCLY Locat. 2



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: Khuong phan Date: _____
Contact Phone #: 617 820 4242 Contact Email: khuong.phan.m@gmail.com
Property Address: 297 BOSTON POST ROAD
Describe Proposed Use or Modification: NAIS Salon & waxing

RECEIVED

FEB 01 2019		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.				
TOWN OF WAYLAND BOARD OF HEALTH 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	NO	BWS. - B Nail salon & spa	14 units	800		\$ -

Property Owner/Applicant Acknowledgement:

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

Signature of Applicant: [Signature] Print Name: Khuong phan Date: 2/1/19

WWMD/TREASURY DEPARTMENT USE ONLY

Privilege Fee for New Connections: \$ _____ (Design Flow _____ gpd X Fee \$ _____)
WWMD Approval [☒] or Disapproval [☐]. Signature: [Signature] Date: 27 Feb 2019
Comments: 800 gpd is a portion of total design flow for Wayland Village Plaza of 5311 gpd. Total for plaza cannot exceed this amount
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

FEB 21 2019

Wayland Wastewater Management District

APPLICATION FOR BOARD OF HEALTH APPROVAL TO OBTAIN A BUILDING PERMIT

(Please Print ALL Application Information Unless Directed Otherwise)

FEE SCHEDULE: (Checks payable to "Town of Wayland")

New Construction, Demolition, Addition, Porch, Garage **\$150**

Temp Mobile Home/Change of Use \$ 75; Deck \$ 50; Shed \$ 25

Private Pools: Above Ground Pool \$ 25; In Ground Pool \$100

Public/Semi Public Pool - \$ 200

Property Location: 297 Boston Post Rd. (309 Boston Post Rd)

Property Owner(s): DANIEL FISHER 617 841 9412, DFisher@Kpkanner.com

Proposes to Change / Construct / Demolish (please describe project): Nail Salon & Spa
Former Waterbury location

This property is served by: ☐ Subsurface Sewage Disposal System ☒ Town Sewer (WWMDC pre-approval required)

☐ (check) I have, or may have wetlands, a stream, river, or other water body on or near my property and I have contacted the Conservation Commission regarding this project. Cons Com submittal date (if applicable): _____

Requirements for Items 1-6 are listed on the back of this application

1. ☐ to construct a new building. Lic. Refuse Hauler _____
2. ☐ to add to an existing dwelling or other existing building.
3. ☐ to alter an existing dwelling or other existing building.
4. ☒ *to change the use of an existing dwelling or other existing building.
5. ☐ *for additional use of an existing dwelling or other existing building.
6. ☐ *to demolish an existing dwelling or other existing building.

*Licensed Refuse Hauler: _____ Licensed Chemical Toilet Co.: _____

Contractor's Name: Phat Do (If Homeowner write "Owner")

* There is an exemption you may qualify for if the property is single family, owner occupied, and the owners themselves (NO outside contractors) are undertaking ALL renovation activities-(see-Demo handout).

Applicant Signature: [Signature] (Owner / Agent, Please Circle One)

The applicant warrants the truthfulness of the information in the application and that if any of the information provided is incorrect, the building permit may be revoked. If Agent: (check) ☐ "I hereby certify that the proposed work has been authorized by the owner and I have been authorized by the owner as their agent to make this application on their behalf.

Applicant Name: Khuong phan (Owner / Agent, Please Circle One)

Full Address: _____

Phone/Cell: (617) 820 4242 Email: _____

WWMDC Authorization

Approved ☐

Disapproved ☐

Board of Health Action

Approved ☐

Disapproved ☐

BOH Comments / Conditions: _____

Approval Date: _____ Board of Health (or Agent): _____

Board of Health approval only means that the proposed project does not violate any BOH minimum setback requirements and/or rules & regulations based on the information provided. It is expected that the applicant will not cause any increase in wastewater flow to the Town's sewer system (other than as authorized by the WWMDC) or to the septic system unless a system designed to accommodate that increased flow has been approved by the BOH and said system has been installed.

RECEIVED

FEB 01 2019

TOWN OF WAYLAND
BOARD OF HEALTH

[illegible]

RECEIVED MAIL ROOM 11-20-64

SITE PLAN REVIEW AND APPROVAL

SPA Form A

Applicant's Determination that Site Plan Review and Approval Are/Are Not Applicable

The applicant, by completing this form and simultaneously a Planning Board Confirmation that Site Plan Review and Approval Are Not Applicable (Form B), hereby makes a determination as to the applicability of site plan approval under the Zoning Bylaws, Article 6, to the proposed activity described herein. As required by the Site Plan Review and Approval Regulations, § 302-16A, one original and three copies of this completed Form A, together with any accompanying plans and materials, shall be submitted at the Planning Board office, and one original shall be submitted simultaneously at the Building Commissioner's office. Either of these offices can provide information, forms and guidance with this process. One original of this Form A shall also be filed at the Town Clerk's office at the time of submittal, with a receipt for said filing included as part of the Planning Board submittal. Attach additional materials and the Supplemental SPA Form A if desired.

1. Name, address and telephone number of applicant(s):
Khuong phan. 95 Palmer St Quincy MA 02169
GIT. 820 4242.
2. Name, address and telephone number of owner(s) of record (if different from applicant):
3. Name, address and telephone number of design engineer(s)/surveyor(s)/architect(s):
Phat Do 957-236-4072 builder
75 Central ave. Hull MA. 02045
4. Address, name, title, description and/or other identification of proposed development/activity sufficient to locate the site on the ground and in the town's files:
309 BOSTON POST ROAD WATLAND MA 01778
5.
 - a. Will the proposed activity result solely in single- or two-family residential or owner-occupied multifamily structures or use or structures or uses accessory thereto? NO
 - b. Is the proposed activity for structures or uses that will be subject solely to Article 18, 19 or 20 of the Zoning Bylaws? NO
If the answer to either of these two questions is "Yes," the proposed activity is exempt from site plan approval and an Application for Site Plan Review and Approval (Form C) is not required. If the answer to both of these questions is "No," the applicant must answer the following questions:
 - c. Will the proposed activity add one or more structures to a vacant site? NO
 - d. Will the proposed activity, together with all increases previously authorized by site plan approval or, if there is no previous site plan approval, together with all increases since the construction of the original structure, increase the size of existing structures in total by the amount specified in the table in § 302-4B(3) of the Site Plan Review and Approval Regulations? NO

2019 FEB 11 PM 4:00

TOWN OF QUINCY
BUILDING DEPT.
ZONING

FILE

WAYLAND CODE

- c. Will the proposed activity substantially alter areas of parking, loading or vehicular access, as defined in § 302-4B(2) of the Site Plan Review and Approval Regulations?

No

If the answer to all of these three questions is "No," the proposed activity is exempt from site plan approval and an Application for Site Plan Review and Approval (Form C) is not required, and the applicant shall obtain from and submit with this Form A at the Planning Board office a Planning Board Confirmation that Site Plan Review and Approval Are Not Applicable (Form B). If the applicant chooses to proceed with the proposed activity before written Planning Board notification that site plan approval is not applicable, the applicant does so at his own risk. If the answer to any of these three questions is "Yes," site plan approval is applicable, and an Application for Site Plan Review and Approval (Form C) is required.

6. Building Commissioner's verification, comments and recommendation to the Planning Board:

PROPOSED USE: PERSONAL & SERVICE ESTABLISHMENT USE BY
RIGHT IN BUSINESS DISTRICT.
APPARENT PARKING REQUIREMENTS LESS STRINGENT.

The Building Commissioner recommends that site plan approval is not/is required.

Signature of Building Commissioner: [Signature]

Date: 2.11.19

X Signature(s) and printed name(s) of applicant(s):

[Signature] Phat Do
Khuong Phan

Date: _____

Date: 2/11/19

Date: _____

Signature(s) and printed name(s) of owner(s) of record, if different:

Date: _____

Date: _____

Date: _____

Form A received by (signature): _____

Printed name: _____

Date: _____

Title: _____

(Cont'd on page 30225)

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 16, JANUARY 2019**

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso
Absent: None
Guests: Steven Zieff, Eden Management; Cliff Lewis, BOPW
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.

- 7:31 1. Call to order
- 7:31 2. Public comment - None
- 7:32 3. Discussion with developer of Cascade Wayland, 113-119 Boston Post Road. Two attachments (Connection Application and Map).

Steven: I have a comprehensive permit from the Zoning Board of Appeals (ZBA) for a 60 unit site with 25% affordable housing. Design Flow would be for 89 bedrooms at 110 gpd for a total of 9,720 gpd with actual flow being a lot less. The Board of Health has indicated that the design flow would be 165 gpd if each unit has garbage grinders. The ZBA permit asks for details on the wastewater system. He listed the following three wastewater options: 1) A sewer district for the area around the former Mahoney's site, but he needs more volume from surrounding businesses to do this; 2) Create a septic system with innovative and advanced treatment; and 3) To join WWMD using a part force and gravity system.

Jane: The directions on the Connection Application say the Health Department reviews the application first and then it is sent to the WWMD for review. Since Steven sent the application directly to the WWMD, it is considered informational and cannot be voted on tonight.

Fred: We told the Town Center we could add up to 10,000 gpd of design flow. Adding 9,700 gpd would be using up what we think is our available design flow.

NPDES permit and Administrative Consent Order limits were discussed. Steven: Suggested groundwater discharge to a new leaching field at the Town Center using one of three tertiary drinking water methods.

Fred: We are thinking of different ways to use our system up to 10,000 gpd of design flow, as well as, alternative disposals to the river. Further discussion is needed on how to utilize our plant and to help other entities in town get wastewater capacity. We are a small board with limited scope and don't have the land available for other solutions.

Rick: The WWMD's statute is written as no growth. Today's discussion creates growth with a large new development on the Mahoney property, which may require us to go before Town Meeting for a decision. Uday: We are limited in what we can do and you have two other possible options. (Attached Excerpts from Chapter 461-Special Act Creating WWMDC.

Jane: Paul Brinkman, Town Engineer spoke with you about several hurdles that need to be investigated before the WWMDC can make a decision.

Fred: We are not ready to give all of our design flow out at this point, but we are interested in hearing about other ground water options. The WWMDC would like to work with you and is willing to listen to further plans that have been reviewed by an engineer and the appropriate Town of Wayland Boards.

- 8:30 4. Formation of an ad hoc committee to discuss the future of wastewater in Wayland.

Fred: No update on this. Cliff: No update. Fred: Louise, Town Administrator, and Cherry Karlson, Board of Selectmen, are leading the ad hoc committee. Fred: Is leaving the WWMDC in June, 2019 and would like to have the future of the WWMDC defined by then.

- 8:33 5. Review a list of savings and expenses for the WOM.

Jane: The list was created by Paul Brinkman and Pez. Tom Holder reviewed the list and forwarded it to Louise for the Ad Hoc Committee's review. No further discussion.

- 8:36 6. FY20 Budget – Review projected treatment plant expenses and determine the amount, if any, of retained earnings will be used to offset user rates within \$20,000. Final budget approval. Finance has requested the budget be completed before the end of January, 2019. Date for rate hearing.

Jane: Tom and I met with Brian Keveny, Finance Director, to discuss several outstanding items on WWMD's books.

The WWMDC reviewed the FY20 Budget expenses. Jane: Pezz has estimated repairs of approximately \$20,000, some of which, may be delayed until FY20. The WWMDC tested the impact of using retained earnings of \$40,000, \$60,000 and \$80,000 on user rates. Fred: \$60,000 would only cause a small increase in user rates and we could decide at the rate hearing whether to use \$20,000 more or less than the \$60,000 based on Brian Keveny's instructions.

Jane: Paul, Tom and I are reviewing the reconciliation of retained earnings from FY17-FY18 and estimating how much of this amount is from betterment receipts and income from operations. The preliminary calculations show a very low balance from operations. Jane suggested the Board consider having a certain amount of operational retained earnings set aside in case there is an emergency. Fred: \$60,000-\$100,000. WWMDC agreed that retained earnings collected from betterments cannot be used to pay operational expenses.

Fred: Motion - In assessing the estimated income and expenses for FY19 the WWMDC believes that there will be an excess and that designating \$60,000 from undesignated fund balance for FY2020 is reasonable. Rick second the motion. All in favor 3-0.

Fred: Rate hearing set for February 27, 2018 to discuss the budget and preliminary rates. Final rates to be determined in May or June. Jane will arrange for the legal advertisement to be in the newspaper on January 24, 2019

- 9:42 7. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager - not in attendance.

Board reviewed with no discussion.

- 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. A number of repairs have been completed and the identification of other issues is ongoing. The most recent include:
 - 1. Permeate Pump #1 – severe corrosion, replace impeller and wear plate
 - 2. Demolition of corroded plumbing in EQ tank
 - 3. Issues with SCADA
 - 4. Upgrades to HVAC and SCADA systems.
 - 5. Generator fuel system
 - 6. Back-up anoxic mixer repair
 - 7. Repairs to sprinkler system
- C. Pre-aeration tanks were bypassed and drained on Monday 1/7/19 to inspect suspected damaged tank interconnection gate valve. The project went very well with Pezz leading and assistance from DPW. No WhiteWater staff required. Aeration membranes inspected and appear to be in good shape. Retrieved two broken instrumentation probes at the bottom of the tanks. Inspected and adjusted interconnection gate valve. Process restored by 6PM and plant is not showing any impacts from bypass.
- D. Operating Contract Interim Communication – Pezz and Paul met with WhiteWater and formal communication issued regarding the continuation as well as other items issued. Communication with WhiteWater has been improved.
- E. Eversource Priority List. Working with Ben Keefe. No action taken as of yet.
- F. Route 20 Water Main replacement project has commenced. Currently in winter weather shutdown, likely to resume in March. Pezz and Paul working with contractor and coordinating mark-out efforts. No issues to date.
- G. DigSafe - Paul and Pezz are doing this at this time.
- H. Treatment Plant Capital Items:
 - 1. SCADA System. Still working through remote operation process.
 - 2. HVAC System – System circulator fluid to be changed to Glycol based to limit chance of failure due to deep freeze weather.

9:43 8. Administrative Items: Board reviewed.

- A. MUNIS Revenue Billing Project – Worked with MUNIS representative for 6 hours to create a WWMD billing process. January 22-24 MUNIS meetings (approximately 9-11 hours) to review and provide input on WWMD billing and the new system.
- B. Meetings with Treasury and Finance to resolve open items on WWMD's books.
- C. Master Meter was installed 9/10/18 at 317 Boston Post Road. Accounts closed and notes added to Vadar and property files. Refund issued to the owner for three accounts that were over paid. FY19 Q2 billing adjusted.

9:46 9. Wastewater Rules and Regulations. No discussion.

9:46 10. Approve minutes from previous meetings – December 12, 2018.

Rick: Motion to approve minutes as written. Fred second the motion. All in favor 3-0.

9:47 11. Review Monthly Operating Report. FY19 Q2 Billing \$74,192.82 mailed on 1/9/19.

Reviewed in item #6 above.

9:47 12. Website status: Recent postings and organization. No discussion.

9:47 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.

9:48 14. Calendar: Upcoming meetings, events and hearings.

Uday: Asked that the meeting notice to the Board be sent 1 hour before the meeting instead of 1 week.

Upcoming meetings: Wednesday, February 27, 2019 - Rate Hearing.
Proposed: Tuesday, March 12, 2019.

9:50 15. Public Comment. None

9:50 16. Adjourn 9:50.

Attachments:

Cascade Connection Application & Plans

Excerpts from Chapter 461- Special Act Creating WWMD

FY20 Budget

December 12, 2018 Draft Minutes

MOR

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, 27 February 2019

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
- 7:31 3. Review and approval of the revised FY20 Budget. Review the retained earnings calculation to determine how much should be reserved and the amount available to offset user rates. The amount for user rates will be reported to the Finance Director and can fluctuate \$20,000.
- 8:00 4. Budget Hearing to review the FY20 Budget and preliminary rates. The FY20 Budget can be found on the WWMDC website at:
https://www.wayland.ma.us/sites/waylandma/files/uploads/wwmdc_fy20_budget_0.pdf
- 8:15 5. Review a list of savings and expenses for the WOM.
- 8:25 6. Formation of an ad hoc committee to discuss the future of wastewater in Wayland.
- 8:35 7. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager – Paul Brinkman plans to be in attendance.

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. A number of repairs have been completed and the identification of other issues is ongoing. The most recent include:

- 1. Permeate Pump #1 – rebuilt
- 2. Return Activated Sludge Pump 2 – seal replacement complete.
- 3. Upgrades to HVAC complete – glycol added to system.
- 4. SCADA preliminary work complete. Remote Access provided
- 5. Generator fuel system - done
- 6. Back-up anoxic mixer repair – purchase of back-up on the list.
- 7. Repairs to sprinkler system – complete.
- 8. EQ pumps to be assessed for repairs.
- 9. SCADA System adjustments in queue.
- 10. Moved influent sampler to get more representative sample and reduce chance of EQ pump air-binding issue.

C. Both membrane sets were chemically cleaned by Pezz with sodium hypochlorite. Trans-membrane pressures improved significantly.

D. Communication with WhiteWater continues to improve.

- E. Eversource Priority List. Paul contacted Eversource and had the list modified to include the wastewater pump station and wastewater plant placed on priority list. Complete
- F. Route 20 Water Main replacement project has commenced. Currently in winter weather shutdown, likely to resume in March. Pezz and Paul working with contractor and coordinating mark-out efforts. No issues to date.
- G. DigSafe - Paul and Pezz are doing this at this time.
- H. Treatment Plant Capital Items:
 - 1. SCADA System. Remote operation with cellular enabled tablet completed. Minor tweaks to SCADA logic to be completed. Can now be done remotely by SCADA contractor.
 - 2. HVAC System – System circulator fluid was changed to Glycol based to limit chance of failure due to deep freeze weather.
- I. Significant increase in influent flows during wet weather events. Located private manhole on Hastings Way that has damaged asphalt and a frost heave that directs street runoff into sewer. Working with property manager to repair. New property manager has also officially accepted responsibility for River Rock pump station.

8:55 8. Administrative Items:

- A. 309 Boston Post Road Connection Application - Nail salon with pedicures and waxing. Located in the Wayland Village Plaza in the former Water Lily space. Darren MacCaughey of Board of Health proposes an initial (first-year) amount of 800 gpd design flow, but this amount is his estimate and is an approximation. Darren proposes that this amount be adjusted after one year based on water use in the first year of operation. This is a new methodology for the WWMDC, namely adjustment of an assigned design flow based on initial operation. We should carefully consider whether this has implications for other users.
- B. MUNIS Revenue Billing Project – Worked with MUNIS representative for 2 hours to create a WWMD billing process. Emails answering questions. Testing and continued set-up until it goes live July, 2019.
- C. Working with Treasury and Finance to resolve open items on WWMD's books.

9:05 9. Wastewater Rules and Regulations.

9:05 10. Approve minutes from previous meetings – January 16, 2019.

9:10 11. Review Monthly Operating Report.

9:20 12. Website status: Recent postings and organization - FY20 Budget Posted.

9:20 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

9:21 14. Calendar: Upcoming meetings, events and hearings.

9:25 15. Public Comment. None

9:30 16. Adjourn