

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 7 MAY 2019**

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso
Absent: All Present
Guests: John Smith, Fred Goldman, Wayland Personal Physicians
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
- 7:30 3. Should the WWMDC adopt a graduated charging scheme for the flow part of the billing? This is motivated by the doctors wanting to reduce their bill due to low water usage. I am not advocating changing the design flows. Instead, I wonder if low water use should be rewarded with a lower charging rate for flow. I suggest that our current scheme of charging a penalty of 3x for above 50% of design flow usage should be modified, say as

0-20% of design flow 1/4 nominal rate (reward for reduced usage)
20%-40% of design flow 1/2 nominal rate
40%-60% of design flow nominal rate (calculated as we normally do)
60%-80% of design flow 2x nominal rate
80% and above of design flow 4x nominal rate (more than current 3x but at a higher threshold)

Fred: If we were to adopt the graduated charging scheme, it would be helpful for low water users. Uday: You would need to model for this to make sure we are revenue neutral. You are changing the paradigm and a hybrid will be tricky. Rick: You would be rewarding someone with high design flow and others would be getting a discount. For example: Two condo's, both with 220 gpd of design flow, would result in one getting reduced charges at 20% and the other might be at 80%. Would people on the low end appreciate the discount and those on the high end be unhappy? Uday: Let's see if more people complain that their design flow is too high. Fred: Our billing is set up with 80% to cover fixed costs/bond payments and 20% for operating costs. Jane: Tom Holder suggested holding off on a new billing system to allow for modeling and financial review. Fred will do the calculations and he agrees with Tom that we should hold off for now.

Jane: Regarding the doctors lowering their design flow, Darren, Health Department, would consider a user's request for a change if it was different from the existing Title V Classification. Fred: Concerned that if the doctors receive a lower design flow and the practice changes and needs higher design flow, what will they do?

- 7:51 4. Ramifications of AMR (Automatic Meter Reading) article passing. Should we send alerts to users if flow increases?

Jane: Yes we will be able to send out letters using the new system. Fred: If flow increases we will have similar concerns as the Water Department, who will also be

sending a notice. WWMDC will have their own parameters to judge when letters will be sent. Uday: This is a premature discussion since it will take about a year to install the system.

- 7:58 5. WWMDC future Operation. Over the next year, it is unlikely that there will be a third member in FY2020. Propose continued monthly meetings with Jane setting agenda. Continued use of DPW Director, DPW Engineer, and WOM running the operations. Attempt to get Board of Public Works (BOPW) and Town Administrator to look at WWMDC future. Need to determine what long-term finances are shaping up to be; possible need to increase rates above a nominal increase per year to meet bond payment needs in 2027-2030; then actual decrease in rates possible when bond payments reach parity with revenue.

Fred: Asked 3 people and no one is interested. Jane: Could a BOPW Board Member join the WWMDC until the future operation of the commission is established? Fred: This would be a good transition into the BOPW. Cliff Lewis would be a good candidate. Since Uday will be traveling a lot and may not be here for meetings, there will not be a quorum each month. Rick will contact Cherry Karlson to see if a BOPW member can join the WWMDC.

Elect Chairman at the June 5, 2019 board meeting, effective July 1, 2019.

- 8:06 6. End of FY2019 actions.

- Assess bottom-line financial situation.

Currently doing this each month.

- Evaluate WOM cost and report to BOPW.

Fred: Would like to wait until October. Paul Brinkman and Richard Pezzolesi are keeping records on this.

- Continue to emphasize the need to look at wastewater future.

- 8:07 7. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager

- A. The permit renewal for the MassDEP Groundwater Discharge Permit for additional capacity as required by the administrative order was completed and submitted.

Fred: Our Operating Permit is coming up for renewal December, 2019. Application is due June 2019.

- B. The MassDEP conducted an annual inspection of the facility on April 24, 2019. Tenzin Lama from the Northeast Region office observed the facility and reviewed the recent work and upgrades conducted by Pezz. No issues were identified during the inspection. No discussion.

- C. Management of sludge volumes continues with the periodic decanting of supernatant (clear liquid from the top of the sludge in the holding tank) being returned to be processed by the plant. This is significantly reducing the volumes of sludge being hauled offsite. Provides a number of benefits by allowing for better concentrations of activated sludge being maintained in the

process and substantial improvements in the costs to haul sludge. Previous pumping rates were about every 1-2 weeks. Last period it was nearly 5 weeks since the prior sludge removal. No discussion.

- D. Modification of the chemistry used to remove phosphorus. The plant was originally design to use aluminum sulfate (alum) to remove phosphorus. The pH of alum is very low (about 2), which contributed to low pH in the effluent of the plant – sometimes below the permit limit. A trial of a different chemical with similar properties was conducted in early March. The alternate chemical – poly-aluminum chloride (PAC) – has similar attributes to alum but a higher pH (2.8). The trial improved effluent pH readings and resulted in equivalent phosphorus removal effectiveness. The existing chemical tankage was cleaned and the new chemical put into place for full-scale implementation. The chemical cost is slightly higher, but dosing is expected to be lower. No discussion.

- E. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District is still ongoing. A focus is being placed on the restart of the WHS plant so that it can be properly integrated into the RFP.

Rick: We are still on a month-to-month with WhiteWater. WhiteWater is doing less with Pezz overseeing the plant. Fred: We should add this to the year-end items and look at how much we have saved on WhiteWater expenses with Pezz in place.

- F. Route 20 Water Main replacement project has recommenced April 4, 2019. Pezz and Paul started to complete utility mark-outs. No issues to date.

- G. DigSafe - Paul and Pezz are doing this at this time.

- H. Treatment Plant Capital Items:

1. SCADA System. Minor tweaks to SCADA logic to be completed.
2. Unexpended monies will be used to procure lab equipment.
3. Still coordinating with Hastings Way to repair the damaged asphalt and a frost heave that directs street runoff into sewer. Increased influent flow noted during significant rain events.

8:13 8. Administrative Items:

- A. 80 Andrew Ave Connection Application

Jane: Due to a change in use from retail to office, design flow will increase by 50 gpd. The additional DF will come from the unallocated 246 gpd the Town Center has. Rick: Motion to approve the Connection Application for Coldwell Banker to move into 80 Andrew Ave. Uday second. All in favor 3-0.

Jane: The Town Center Design Flow Schedule was updated as follows: The new Giacomo's Restaurant had 19 fewer seats lowering their design flow by 665 gpd. In 2016 WWMD reviewed the Certificate of Inspection for all restaurants in the Town Center. The former Orange Leaf space was allocated 440 more gpd at that time. During FY18, GCD Consultants opened, and 88 gpd of design flow was added. The Town Center had 246 gpd of unallocated design flow as of 4/26/19.

Jane: X Golf is inquiring about moving into the Town Center. Based on their prior Connection Application, they will need an additional 170 gpd of design flow. WWMD agreed that the Town Center can use the unallocated design flow as they wish. Uday: Vacant spaces should be discussed with the board. Jane: The prior Connection Application has expired. Based on changes, a new application may be required for the board to sign.

B. Town Center Design Flow
See A above.

C. MUNIS Revenue Billing Project.

Jane: Water and WWMD accounts will be on one bill. Notes will be on the back of the bill. Rick: Can a customer calculate their bill with the information provided and how does rounding affect the bill? Jane: They can calculate their bill and I have done a comparison with the FY19 Q2 billing which resulted in less than a \$200 difference in total for all accounts. I will be meeting with MUNIS to compare WWMD actual billing with MUNIS practice billing. We cannot breakdown numbers to decimal points. The new Automatic Meter Reading system (AMR) will allow us to read exactly 91 days. Uday: We all agree it is not perfect. Fred believes our current billing includes using 80% and 20% to calculate the quarterly billing amount and he does not see this in the Tiers. Fred: Would like to eliminate the bills being calculated on a per day and convert this to cubic feet. Rick: On the bill, change the Administrative charge to Water-Administrative so people will not think this is a WWMD charge. Fred will email Tom.

D. Betterment Debt Schedules

Jane: Created new schedules to show Treasury the principal and interest payments and when they are to be paid.

9:24 9. Wastewater Rules and Regulations. None discussion.

9:25 10. Approve minutes from previous meeting – April 10, 2019 and April 23, 2019.

Rick: Motion to approve April 10, 2019 and April 23, 2019 minutes as written. Fred Second. All in favor 3-0.

9:25 11. Review Monthly Operating Report.

Jane: January, 2019 Wastewater Services Inc. is being billed directly for sludge hauling. We no longer pay WhiteWater and their markup.

Year-end FY19, revenue billing will include FY18 Q4, FY19 Q1, Q2, Q3 and a small piece of Q4. Treasury/Finance asked that the billing occur in FY19 Q4. In the past, Q4 billings occurred in July. Indirect Admin of approximately \$95,000 will be charged in June. Contingency, Legal Fees, and Pipeline Maintenance have not been used year-to-date.

9:48 12. Website status: Recent postings and organization. None.

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

9:49 14. Calendar: Upcoming meetings, events and hearings: Wednesday, June 5, 2019. Change the time to 7pm.

9:49 15. Public Comment. None.

9:50 16. Adjourn

Attachments:

80 Andrew Ave

Draft Utility Bill

Sample Current Wastewater Bill

Draft Minutes April 10, 2019

Draft Minutes April 23, 2019

MOR

Agenda

Capasso, Jane

From: MacCaughey, Darren
Sent: Monday, April 22, 2019 5:29 PM
To: Capasso, Jane
Subject: 80 Andrew Ave. COLDWELL BANKER Project
Attachments: Scanned from a Xerox Multifunction Device.pdf; Scanned from a Xerox Multifunction Device.pdf

Hi Jane,

I am reviewing the project for the BOH and have the attached for processing at your next meeting (see attached supporting documents).

The proposed flows for an Office, as per The State Environmental Code (310 CMR 15.203), require 75 gallons per 1000 sq. of total unit space.

As it appears that their proposed unit contains 2000 sq. ft., the total flows expected would be 150 gallons per day.

I would recommend however monitoring their water usage moving forward as they may be employing a large number of staff and processing an inordinately high volume of clients at that location which will not be accounted for in the expected Title 5 flows.

Should you have any questions, please feel free to contact me. Thank you!

Sincerely,

-Darren

Darren R. MacCaughey, R.S.
Sanitarian/Health Agent
Wayland Health Department
dmaccaughey@wayland.ma.us
Office (508) 358-3617
Fax # (508) 358-3619

RECEIVED

APR 22 2019



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

Wayland Wastewater
Management District

Updated 11/20/17

SEWER CONNECTION APPLICATION

(For New Connection or Modification to Existing Connection)

Property Owner/Applicant's Name: Coldwell Banker Date: 4/17/19
Contact Phone #: 603-817-6594 Contact Email: Doug.Berry @ NRT Northeast.com
Property Address: 80 ANDREW AVE, WAYLAND, MA
Describe Proposed Use or Modification: REAL ESTATE OFFICE

Title V Design Flow Calculation: Use MGL, Title V, 310 CMR 15.203. Located on the WWMD website. Review and approval by WWMD & Health Department.						
Reason for Application	Pipe Connection Required? (Yes or No)	Type of Establishment? If a change in use, indicate below.	Unit Type & # of Units. If a change in use, indicate below.	Gallons Per Day per Unit	Total GPD (# of Units X GPD per Unit)	Privilege Fee (\$65.07 X Total GPD)
New User						\$ -
Currently Paying for Design Flow, Requesting Connection		N/A Retail	N/A 509 gpd / 1000 sq ft	N/A 509 gpd	N/A 509 gpd	N/A
Connected, Change in Use and/or Connection	NO	OFFICE CHANGE OF USE	75 gpd / 1000 sq ft	75 gpd	75 gpd	\$ 0

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: DAVID GORHAM Date: 4/17/19

WWMD/TREASURY DEPARTMENT USE ONLY

Privilege Fee for New Connections: \$ _____ (Design Flow _____ gpd X Fee \$ _____)
WWMD Approval [] or Disapproval []. Signature: _____ Date: _____
Comments: _____
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.

① No Privilege Fee. Town Center has 246 gpd of unallocated Design Flow based on 4/24/19 spreadsheet

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

App # 20190562

Permit # _____

Check # 67837 Fee Paid \$ 150

Property Location: 80 Wilson Avenue 80 Andrew Ave ExecuSpace Const Corp

Property Owner(s): Realogy Holdings Corporation (ColdwellBanker - business)

Proposes to Change / Construct / Demolish (please describe project):

Interior, non-structural Tenant Fitup New walls, doors and finishes INTERNAL TENANT FIT UP - OFFICE

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: Graham Waste Services Licensed Chemical Toilet Co.: _____

Contractor's Name: ExecuSpace Construction, David Gorham (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 doing the 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 [Signature] David Gorham (Owner / Agent, Please Circle One)

Full Address ExecuSpace Construction, 140 Garfield Avenue, Woburn, MA 01801

Phone/Cell (978) 914-4749

Email dgorham@execuspaceconstruction.com

WWMDC Authorization
Board of Health Action

Approved ☐
Approved ☐

Disapproved ☐
Disapproved ☐

BOH Comments / Conditions:

* OFFICE SPACE FLOWS ARE 75 GPD/1000 FT² PER TITLES
(UNIT = 2000 FT² X 75 GPD/1000 FT² = 150 gpd)

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 WWMD) 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.

[illegible]

Tenant space verified
was packed
470 (WARNING) 62
store

Approved By The Wayland Building Commissioner

Gay Z. Abelli

Date 5-27-15

TOWN OF WYOMING
 BUILDING DEPT.
 ZONING DEPT.

~~2017 APR 17 AM 9:02~~

Drawing Title:
STREET ADDRESS

KEY PLAN

Drawing Number
KP-1

SCALE NTS

Wayland Town Center
400 Boston Post Road
Wayland, Massachusetts

Project:

Project No.	1313
Drawn By	LPS
Checked By	RHQ
Issue Date	12/3/77
Revised	Details

ner:
Twenty Wayland, LLC
10 Memorial Boulevard, Suite 901
Providence, RI 02903

P.O. Box 7061
190 Cummings Center, Suite 224G
Beverly, MA 01915
Tel: 978-927-5111
Fax: 978-927-5107

Griffin
Engineering
Group, LLC

TOWN CENTER / WASTEWATER

5/2/19

RATES EFFECTIVE JULY 1, 2018

changed font
to Calibri 11, same as
others

FY 2019 Annual Water Rates

Residential

0 – 1,500 cubic ft.	\$5.57 per 100 cubic ft.
1,501 – 3,000 cubic ft.	\$7.35 per 100 cubic ft.
3,001 – 8,000 cubic ft.	\$8.57 per 100 cubic ft.
8,001 and over cubic ft.	\$14.46 per 100 cubic ft.

Commercial

0 – 750 cubic ft.	\$5.57 per 100 cubic ft.
751 – 3,000 cubic ft.	\$7.35 per 100 cubic ft.
3,001 – 10,000 cubic ft.	\$8.57 per 100 cubic ft.
10,001 and over cubic ft.	\$14.46 per 100 cubic ft.

Customer Message

Water Saving Tips:

Check faucets and pipes for leaks. A small drip from a worn faucet washer can waste 20 gallons of water per day. Larger leaks can waste hundreds of gallons.

Cut your shower short. Older shower heads can use as much as 5 gallons of water per minute. Speed things up in the shower for some serious water savings.

The Town of Wayland bills for water twice each twelve months. Although meter readings are made as close to the six month period as possible, it should be expected that while billing periods may vary, the volumes still apply.

tier

For the purposes of conversions – 1 cubic foot = 7.48 gallons

FY 2019 Quarterly Wastewater Rates

Base: Design Flow x \$5.39

Tier 1: Water Use/Day up to 50% of Design Flow x \$4.04

Tier 2: Water Use/Day over 50% of Design Flow x \$12.12

Customer Message

Design Flow is based on the Department of Environmental Protection Title V 310 CMR 15.203 regulations. Gallons per day have been converted to cubic feet for billing purposes.



**WAYLAND WASTEWATER MANAGEMENT
41 COCHITUATE RD, WAYLAND MA 01778**

Hours: Monday - Friday 9:00 AM-12:30 PM
Phone: 508 358-6851

WAYLAND, MA 01778

**Remittance Coupon Please Return
With Payment**

Account Number: _____

New Charges:	\$345.78
Credits:	\$0.00
Past Due:	\$0.00
Interest:	\$0.00
Total Due: 11/20/18	\$345.78

04 00 005180 0000034578 112018 00000345784

Account #	Service Location	Parcel Identifier	Billing Date	Due Date	Total Due
			10/18/2018	11/20/2018	\$345.78

Meter Readings	Usage Summary	New Charge Summary			
		Charge	Quantity	Amount	Total
		Waste Water	1	\$345.78	\$345.78

Tax Payer Message	Rate Information
<p>PLEASE MAKE YOUR CHECK PAYABLE TO THE TOWN OF WAYLAND</p> <p>MAIL PAYMENTS TO:</p> <p>WWMDC PO BOX 663 MEDFORD MA 02155-0007</p> <p>ONLINE BILL PAYMENT: https://epay.cityhallsystems.com</p>	<p>FY2019 QTR1 WASTEWATER BILL JULY 1- SEPTEMBER 30, 2018</p> <p>IF YOUR WASTEWATER BILL IS NOT PAID IN FULL, WHEN DUE, YOU WILL BE CHARGED INTEREST AT THE RATE OF 14% PER YEAR AND COLLECTION COSTS.</p>



**TOWN OF WAYLAND, WASTEWATER
41 COCHITUATE RD, WAYLAND, MA 01778**

Contact: 508 358 6851, wastewater@wayland.ma.us

Summary of Charges
Please send payment with coupon
on cover page

Quarterly Billing for FY2019/Q1 (July 1 – September 30, 2018)
Water Account #
Wastewater Account #
Name
Address
Billing Address if different

Detail for FY2019/Q1

A. Wastewater Usage for wastewater account # 2701001

Capacity (gallons/day)	220
Flow (gallons/day)	189

B. New Charges

Operations charge	\$345.78
Adjustment	2

C. Total New Charges	\$345.78	<— Pay this amount
-----------------------------	-----------------	--------------------

Messages:

Warning: Flow above 50% of capacity. 3X penalty applied above 50% of capacity.
Online bill payment is available at: <https://epay.cityhallsystems.com> (fees apply). Mailing
address: P.O. Box 663, Medford, MA 02155-007

Billing: Consists solely of an operations charge based on the WWMDC budget passed at the Annual Town Meeting of 2018 and the WWMDC rate hearing. The Operations charge is based on water usage (20%) and capacity (80%) and reflects variable costs (chemicals and utilities, ~20%) and fixed costs (infrastructure and operations personnel, ~80%).

The budget for FY2019 (July, 2018-June, 2019) is on our website <https://www.wayland.ma.us/wastewater-management-district-commission>. The major increases in expenses for FY2019 are \$35,000 for infrastructure maintenance approved at the fall 2017 Special Town Meeting and \$69,000 for the new position of Wastewater Operations Manager, which is a full-time position, shared with the School Department, and is deemed necessary to curtail operational expenses like excess sludge hauling and maintenance. As a result, rates for FY2019 will be higher than in FY2018 and an offset of \$60,000 from retained earnings will allow them to be similar to FY2017.

Any billing questions should be directed to: wastewater@wayland.ma.us or Jane Capasso at 508-358-6851.

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 10 APRIL 2019**

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso
Absent: All Present
Guests: John Smith, Fred Goldman, Wayland Personal Physicians
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.

- 7:30 1. Call to order
- 7:31 2. Public comment
- 7:31 3. 109 Andrew Avenue, Wayland Personal Physicians (attending) – Design Flow discussion.

John: In addition to the information provided, our quarterly amount of flow over the last 6 to 7 quarters calculates to about 3% of our capacity. Fred: We are usually tied to state guidelines for design flow allocations for businesses. The standard design flow for a doctor's office is 250 gpd. Fred: Feels our hands are tied. Rick: If we deviate from the standard, then other users will come to us. John: There is a large gap between 23 gpd and 500 gpd. He used to work for Beth Israel in the Town Center where a typical physician would have over 2,000 patients. We have fewer than 500 patients flowing through our practice with both doctors. We are being charged as if we have 8 times the volume. Can our design flow be taken down to one physician at 250 gpd? This would be 4 times our current practice. We are currently at 80% capacity for the practice. Fred G: We are a specialized/concierge practice. John: We have limited membership and an annual retainer, which allows us to keep our practice small. John: The Town Center is a ghost town and it is difficult for us, with the high rents, to stay there. Fred K: We have seen this in the past and don't feel we should change. Rick: If another doctor moves in with a higher patient base, changing the design flow would not work. The new practice would need to come to the Board and apply for new design flow that is very limited in the Town Center.

Fred K: We work with Health Department to determine the design flow. Rick: Talk with the Health Department and Management Company. Our policy is based on Title V and the overall decision is made by the Health Department. We are not in a position to make final decisions on design flow without consulting the Health Department. John: Each doctor is only in the office .8 fte for a total of 1.6 per week. Rick: Talk with the Health Department and have them signoff on your change if you wish to pursue this. The Health Department enforces any rules and regulations. Uday: We should stick to the precedences and guidelines.

- 7:57 4. Preparation for Annual Town Meeting, April 29, 2019. Review articles where WWMDM might need to contribute.

Fred: The Board of Public Works (BOPW) would like the WWMDM to support this article at April's Town Meeting. The \$1.3M stated in the Warrant is for buying and to sell the system to the Town. The schedule of costs underestimates the cost of billing and software functions. Rick: The schedule shows labor costs for reading and not the management labor. Quarterly bills will be more work and there will be

processing costs. Uday feels automation is the way to go now and down the road we will have to do this. Costs seem high at \$1.3M for an 11 year payback. Rick: Generally, a capital project has a 4 to 6 year payback for automation. Rick: The schedule of costs is missing telecommunication, battery replacement, billing infrastructure and repeaters on poles. Fred: The schedule provided does not add. Fred: Feels it is important to find out what other Towns are doing. Due to lack of information the board will not take a position on this at Town Meeting.

- 8:19 5. Perspectives by the chair on the WWMDC future.

Fred: Nothing will be done until the Summer to decide on the future of the commission and whether it should function as part of the BOPW. We appreciate the DPW taking over the operations piece of this. Jane: In the meantime, who will take over as Commissioner when Fred leaves after June's WWMDC meeting? Fred: Contacted Louise Miller, Town Administrator and Cherry Karlson, Selectmen. No decision will be made until after Town Meeting. It may be delayed further until a decision on how much authority the Town Administrator will be given in the fall.

- 8:23 6. Review a list of savings and expenses for the WOM.

Tom supplied a memo, an activity log and a spreadsheet of future large expenditures. Jane: The spreadsheet will be used for budgeting and will be adjusted based on emergencies, repairs and available funds. The Activity Log shows the repairs Pezz has made and the outside companies he used.

- 8:27 7. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager

- 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).

Jane: Paul will be working on this at home Friday.

Board read through this section and commented as noted.

1. A number of repairs have been completed and the identification of other issues is ongoing. The most recent include: Additional SCADA System adjustments in queue.
 2. Purchase and implementation of grease bacteria to reduce FOG at the plant.
 3. Decanting of supernatant from the waste sludge prior to offsite disposal. Preliminary estimates could result in as much as \$1,000 per month in reduced costs.
 4. Other repairs being managed against available budget to the extent they can be taken care of next FY.
- B. Both membrane sets were chemically cleaned by Pezz with citric acid. Minimal improvements in flux and trans-membrane pressures.
- C. Significant amount of grease noted at the plant middle of March. Coordinated with BoH, Wayland Town Center and private hauler to determine the source and prevent from occurring again. Inspected external grease traps and found that maintenance was not occurring as needed. National Development will be working with tenants to implement preventative maintenance programs for the

grease traps.

Rick: Our regulations require this to be cleaned.

D. Route 20 Water Main replacement project has recommenced April 4, 2019. Pezz and Paul started to complete utility mark-out. No issues to date.

E. DigSafe - Paul and Pezz are doing this at this time.

F. Treatment Plant Capital Items:

1. SCADA System. Minor tweaks to SCADA logic to be completed.
2. Unexpended monies will be used to procure lab equipment.

G. Still coordinating with Hastings Way to repair the damaged asphalt and a frost heave that directs street runoff into sewer.

Uday: Have the owners of this acknowledged they are to maintain this? Jane: Yes and Paul is overseeing.

8:30 8. Administrative Items:

A. MUNIS Revenue Billing Project.

Jane: The bill format is being developed and will be discussed at the next board meeting. Water bills and Wastewater bills will be on one invoice. The Water Department will be processing the bills. Meetings continue to develop the new system. Complications with calculating WWMD's billing are being resolved.

8:39 9. Wastewater Rules and Regulations.

None discussion.

8:39 10. Approve minutes from previous meeting – March 12, 2019.

Rick: Motion to approve March 12, 2019 minutes as written. Fred second. Uday abstained since he was not present for the meeting.

8:40 11. Review Monthly Operating Report.

Jane: It was just announced that all bills over \$500 will require a purchase order beginning July 1, 2019. Details on how to handle wastewater emergencies needs to be determined. Betterment payments were billed April 1, 2019 and will be coming in this month. Sludge expense is high due to repairs and maintenance that has not been done in the past. Pezz has a new way of processing sludge which will reduce our costs in the future.

8:45 12. Website status: Recent postings and organization. No discussion.

8:45 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. No discussion.

8:46 14. Calendar: Upcoming meetings, events and hearings.

Tuesday, May 7, 2019 and Wednesday June 5, 2019

8:46 15. Public Comment. None

8:46 16. Adjourn

Attachments:

Wayland Personal Physicians

AMR Schedule

AMR Warrant Article

T. Holder memo - Wastewater-Status of Operations

April MOR

March 12, 2019 Minutes

Agenda

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 23 APRIL 2019**

In Attendance: Fred Knight, Rick Greene and Uday Virkud
Absent: Jane Capasso
Minutes Prepared: Fred Knight
Guests: Mike Lowery, BOPW and Tom Holder, DPW Director
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.

- 7:30 1. Call to order
- 7:31 2. Public comment - None
- 7:32 3. Preparation for Annual Town Meeting, April 29, 2019. Review articles where WWMDC might need to contribute. Only the Article on Automated Water Reading is of interest. Specific questions should be addressed:
- a. Overall budget compared to a budget for manual quarterly reads.
 - b. DEP recommendations.
See <https://www.mass.gov/files/documents/2018/09/11/ma-water-conservation-standards-2018.pdf> Quarterly readings is one of the 'Standards' Monthly is a 'Recommendation. See section 3.1, 3.2
 - c. Is the battery technology sufficient for the expected 20-year life? Guarantee that this is the case
 - d. Are there any privacy considerations for frequent reads (e.g., hour-by-hour)? See Seventh Circuit court ruling that a municipal entity can do this <https://www.cnet.com/news/smart-meters-could-let-government-peek-into-your-home-court-warns/>
 - e. How are other towns responding to DEP recommendations? Map indicates many towns are also using AMR.
 - f. See more comments in the Annual Town Warrant

Introduction: Meeting motivation is to get WWMDC's approval for automatic water meter (AMR) article at ATM. At the last WWMDC meeting, 1 commissioner for, 1 against, 1 on the fence. Since the last WWMDC meeting, chair is now convinced due to explanations from Mike Lowery.

Discussion topics:

- 1. Rick wonders about DEP Standard vs. recommendation/option, part of July 2018 update of water conservation document, Tom indicates that renewal of water permit from DEP includes the standard as a requirement, with some leeway for schedule of implementation
- 2. Battery energy sufficient. Fred's calculation indicates that constant clock or listening power is dominant. Communication power is small.
- 3. Infrastructure: 3 to 10 collection stations to cover town based on experience in other towns.

4. Lexington vote? What was outcome? Notes after meeting: Lexington article is detailed at <https://www.lexingtonma.gov/town-meeting/files/article16amrmeterpresentation>. Article passed 120-21-8.
5. Experience of other towns that have adopted the AMR technology. Tom has good experiences in other towns. Uday: need some anecdotes and information from other towns, e.g., Weston, Framingham. Are there actual cases of saving water or preventing flooding in homes?
6. What was BoPW vote? One nay based on wanting to wait for new technology that incorporates an automatic water shutoff if too much water is drawn; others in favor. This shutoff technology results in reduction in home-owner's insurance. A solution is not available for mass market.
7. No vendor is using the rental option, presumably due to high capital cost. Thus, towns must invest in the capital cost of the meters, infrastructure, and software.
8. How was the \$1.3M accrued? Tom explains the cost model. Fred and Rick note that too much conservatism was built into the model, resulting in an accumulation of excess cash. Now, borrowing isn't necessary.

Motion: Fred: I move that the Chair of the WWMDC be allowed by WWMDC to speak in favor of the AMR article at ATM. Uday: second Vote 3-0

- | | |
|------|---|
| 8:22 | 4. Topics not reasonably anticipated by Chair 48 hours in advance of meeting-None |
| 8:22 | 5. Calendar: Upcoming meetings, events and hearings-None |
| 8:22 | 6. Public Comment - None |
| 8:23 | 7. Adjourn-Motion by Fred, Second by Rick, Vote: 3-0 |

The attachment below was handed out at the meeting. Changes will be made by Mike Lowery after the meeting.

Quarterly AMR vs Manual Reading

WWMDC-FY19 MONTHLY OPERATING REPORT					Current Period: 4/6/19-5/6/19			
May, 2019			YTD ACTUAL	Beginning of Year: 7/1/18				
User Charges-YTD			\$ 253,368	MUNIS Date: 5/6/19				
Total Operating Expenses-YTD			\$ 185,844					
Net Operating Income:			\$ 67,524	85% of Year Complete				
ACCOUNT #	INCOME DETAILS		CUR. PERIOD	YTD ACTUAL	FY19 BUDGET	BUDGET BAL	% REC'D	COMMENTS
OPERATING INCOME								
63410500	42105	User Charges	\$ 61,367	\$ 253,368	\$ 283,063	\$ (29,695)	89.5%	(6)
63410500	47501	Old Betterment - Principal	\$ 10,456	\$ 21,898	\$ 43,247	\$ (21,349)	50.6%	Betterment Exp. = Income. Pmts rec'd Feb/May
63410500	47502	Old Betterment - Interest	\$ 1,046	\$ 2,190	\$ 5,256	\$ (3,066)	41.7%	Betterment Exp. = Income. Pmts rec'd Feb/May
63410500	47503	New Betterment - Principal	\$ 89,376	\$ 184,167	\$ 238,077	\$ (53,910)	77.4%	Betterment Exp. = Income. Pmts rec'd Feb/May
63410500	47504	New Betterment - Interest	\$ 68,646	\$ 142,387	\$ 165,506	\$ (23,119)	86.0%	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			\$ 230,890	\$ 604,010	\$ 795,149	\$ (191,139)	76.0%	
UNBUDGETED INCOME								
63410500		Other	\$ 1,648	\$ 15,910	\$ -	\$ -	N/A	(1) Pen & Int. Liens, Misc Rev & Int Em'd on Sav's
63410500	47505	Unapp WW Better TC Rev	\$ 10,737	\$ 44,261	\$ -	\$ -	N/A	(2) Unbudgeted Betterments Paid in Advance
63410500	47506	Unapp WW Better TC Int	\$ 274	\$ 2,018	\$ -	\$ -	N/A	(2) Unbudgeted Betterments Paid in Advance
63410500	49740	Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	N/A	
Total Unbudgeted Income			\$ 12,658	\$ 62,190	\$ -	\$ -	N/A	
Total Income/MUNIS:			\$ 243,549	\$ 666,200	\$ 795,149	\$ (191,139)	N/A	
EXPENSE DETAILS								
PERSONAL SERVICES			CUR. PERIOD	YTD ACTUAL	FY19 BUDGET	BUDGET BAL	% SPENT	
63443001	51001	Salaries (Account Specialist)	\$ 2,227	\$ 25,263	\$ 26,500	\$ 1,237	95.3%	
63443001	51003	Salaries (Part-time)	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%	New Account February, 2019
63443002	52112	Training & Education	\$ 243	\$ 243	\$ 200	\$ (43)	121.5%	New Account February, 2019
63443002	54115	Uniforms	\$ 150	\$ 150	\$ 350	\$ 200	42.9%	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	\$ 42,900	\$ 50,000	\$ 7,100	85.8%	
63443002	52101	Fac. Labor & Other Prof. Serv.	\$ 1,560	\$ 15,984	\$ 14,750	\$ (1,234)	108.4%	Ovivo Consultant \$3,381
63443002	52108	Legal Services	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%	
63443002	52152	Engineering Fees	\$ -	\$ -	\$ -	\$ -	-	
Total Pers. & Prof. Expenses			\$ 8,080	\$ 84,540	\$ 193,765	\$ 109,225	43.6%	
REPAIRS & MAINT EXP.								
63443002	52103	Surface Water Testing (Oars)	\$ -	\$ 7,325	\$ 7,325	\$ -	100.0%	
63443002	52115	Building Repair & Improvement	\$ -	\$ 455	\$ 5,700	\$ 5,245	8.0%	
63443002	52116	Equipment Repairs & Maint.	\$ 2,814	\$ 18,592	\$ 25,000	\$ 6,408	74.4%	Backup Actuator
63443002	52126	Pipeline Maint/Emergency	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	
63443002	52151	Markup & Other	\$ 149	\$ 2,998	\$ 6,500	\$ 3,502	46.1%	
63443002	54100	Supplies	\$ 242	\$ 1,170	\$ 10,000	\$ 8,830	11.7%	New Account February, 2019
63443002	54111	Vehicle Gasoline	\$ 85	\$ 121	\$ 500	\$ 379	24.3%	New Account February, 2019
63443002	52117	Vehicle Repair	\$ -	\$ -	\$ 500	\$ 500	0.0%	New Account February, 2019
Total Repairs & Maint Exp.			\$ 3,289	\$ 30,662	\$ 65,525	\$ 34,863	48.8%	
OPERATING EXPENSES								
63443002	52121	Disposal (BP Trucking/Trash)	\$ -	\$ 804	\$ 1,101	\$ 297	73.0%	
63443002	52122	Sludge Disposal	\$ -	\$ 25,436	\$ 25,000	\$ (436)	101.7%	
63443002	52125	Chemicals	\$ 993	\$ 5,790	\$ 7,500	\$ 1,710	77.2%	
63443002	53102	Natural Gas-Nt'l Grid & Dir. En	\$ 619	\$ 4,214	\$ 4,100	\$ (114)	102.8%	
63443002	53103	Electricity -Eversource	\$ 3,505	\$ 31,633	\$ 33,100	\$ 1,467	95.6%	
63443002	53104	Telephone -Verizon	\$ 233	\$ 2,183	\$ 1,800	\$ (383)	121.3%	Fios line added for SCADA System
63443002	53105	Water -TOW	\$ -	\$ 582	\$ 972	\$ 390	59.8%	
63443002	52107	Admin Serv's (Other/Vadar Trng)	\$ -	\$ -	\$ 200	\$ 200	0.0%	
63443002	54599	Contingency	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	
Total Operating Expenses			\$ 5,351	\$ 70,642	\$ 83,773	\$ 13,132	84.3%	
TOTAL EXPENSES			\$ 16,720	\$ 185,844	\$ 343,063	\$ 157,220	54.2%	
CAPITAL EXPENSES								
63443002	47501	Old Debt-Principal	\$ -	\$ 31,862	\$ 43,247	\$ 11,385	73.7%	(5) Paid in August & February
63443002	47502	Old Debt-Interest	\$ -	\$ 478	\$ 5,256	\$ 4,778	9.1%	Subsidy pays Aug int, WWMDC pays Feb.
63443002	47501	New Debt -Principal	\$ -	\$ 238,076	\$ 238,077	\$ 1	100.0%	Paid in August and February (Treas Adj in Feb)
63443002	47502	New Debt -Interest	\$ -	\$ 165,506	\$ 165,506	\$ (0)	100.0%	Paid in August and February (Treas Adj in Feb)
Total Capital Expenses:			\$ -	\$ 435,923	\$ 452,086	\$ 16,163	96.4%	
TOTAL BUDGET EXP & CAP			\$ 16,720	\$ 621,766	\$ 795,149	\$ 173,383	78.2%	

Notes:

- 1) Miscellaneous Revenue: \$4,880.25 privilege fee for 234 BPR new connection. \$1,270 reimbursement from Safety Bldg emergency from November, 2018.
- 2) Unapportioned Principal/Interest (Paid in Full): 277 BPR (\$22,072.07/\$1,155), 29 Lillian (\$11,452.48/\$589.88) and 31 Lillian \$10,736.70/\$273.57.
- 3) January, 2019 reallocated expenses for the six new accounts. No change to total expenses.
- 4) February, 2019 Allocation to new accounts began.
- 5) Treasury Adjustments: \$16,259 incorrectly booked to WWMDC (March). April: Principal & Interest on \$200k loan booked by Treasury \$10,000/\$3,050. \$2,629.50 betterment subsidy removed. \$478.26 of interest booked as principal.
- 6) FY19 Billing: Q3=\$73,473.25 (3/27/19), Q2=\$74,192.84, Q1=\$73,718.94

4/6/19-5/6/19

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	N/A	7/1/18-8/1/18 \$ 19,224.27	8/7/18-9/1/18 \$ 25,277.14	9/11-10/1/18 \$ 4,384.08	10/9-11/1/18 \$ 49,997.86	11/10-12/10/18 \$ 23,219.09	12/11/18-1/15/19 \$ -	1/16/19-2/7/19 \$ 55,897.26	2/28/19-3/11/19 \$ 13,449.55	3/12/19-4/5/19 \$ 551.11	4/4/19-5/4/19 \$ 61,367.22	\$ -
63105000/42105												\$ 253,367.58
6308 Penalties & Interest *												\$ 408.64
63105000/41750												\$ -
6303 Miscellaneous Rev *												\$ 6,150.25
63105000/43299												\$ -
6304 Betterments (Old)												\$ 21,898.13
63105000/47501												\$ -
6305 Betterment Interest (Old)												\$ 2,189.84
63105000/47502												\$ -
6306 Betterments Pd In Adv												\$ -
63105000/47599												\$ -
6307 Int. Earned on Savings *												\$ 8,114.47
63105000/48210												\$ -
6309 Wastewater Liens *												\$ 1,236.84
63105000/42111												\$ -
6311 WW Better TC Rev												\$ 184,167.45
63105000/47503												\$ -
6312 WW Better TC Int												\$ 142,387.14
63105000/47504												\$ -
6313 UNAPP WW Better TC Rev												\$ 44,261.25
63105000/47505												\$ -
6314 UNAPP WW Better TC Int												\$ 2,018.45
63105000/47506												\$ -
63 Wastewater Retained Earn's												\$ -
63105000/48600												\$ -
63 Transfers from Capital-Town												\$ -
63105000/49740												\$ -
Total Revenue	\$ -	\$ 20,206.96	\$ 26,200.18	\$ 10,197.48	\$ 86,890.48	\$ 24,098.66	\$ 8,185.53	\$ 227,089.33	\$ 16,390.96	\$ 3,391.79	\$ 243,548.67	\$ 666,200.04

Notes:

* Other for Budget Reporting
 Miscellaneous Revenue: \$4,880.25 privilege fee for 234 BPR new connection. \$1,270 Reimbursement from Facilities for emergency response at Safety-Police/Fire Building November, 2011
 Unapportioned Principal/Interest: 277 BPR (\$22,072.07/\$1,155), 29 Ullian (\$11,452.48/\$589.88) and 31 Ullian (\$10736.70/\$273.57)

Wayland Wastewater Management District Commission
Summary of Utility Bills - FY2019

Signed: 5/7/19 T. Holder
Munis/Batch: 1538 Entered

4/6/19-5/6/19

Vendor#	Vendor Name	Notes	Address	Invoice#	Invoice Date	Amount	WWMDC Acct #	Org#	Object Exp Acct	Description
2494	B-P Trucking Inc.		P.O. Box 386, Ashland, MA 01721	170953	4/19/19	\$ 2,813.57	8670	63443002	52121	Trash Disposal 185 Elissa Ave
11666	Bartlett & Brillion, LLC		PO Box 609, 595 Providence Hwy	7177MIP	4/17/19	\$ 297.51	70168W	63443002	52116	ERM-Electric Actuator
10656	Direct Energy	1	(2) P.O. Box 32179, New York, NY	H591197591	4/29/19	\$ 199.50	452224/56098	63443002	53102	Gas-185 Elissa Ave
3027	EVERSOURCE		247 Station Dr, NW 200, Westwo	28704030031	4/29/19	\$ 3,305.84	28704030031	63443002	53103	Electricity-185 Elissa Ave
3027	EVERSOURCE		247 Station Dr, NW 200, Westwo	28671560010	4/29/19	\$ 309.42	28671560010	63443002	53103	Electricity-185 Elissa Ave
2759	National Grid		PO Box 11735, Newark, NJ 07101	50412-10350	4/16/19	\$ 12.37	50412-10350	63443002	53102	Gas-185 Elissa Ave
2759	National Grid		PO Box 11735, Newark, NJ 07101	50412-10370	4/16/19	\$ 150.00	50412-10370	63443002	53102	Gas-2 Elissa Ave
17656	Richard Pezzolesi		215 East Monomac Road, Winche	90194043-SALE	3/14/19	\$ 40.00	N/A	63443002	54115	Uniforms/Work Boots
17656	Richard Pezzolesi		215 East Monomac Road, Winche	2 Parking Receipts	4/3/19	\$ 203.00	N/A	63443002	52112	Train/Educa N.E Water Works
17894	SkillWorks, Inc.		PO Box 1127, Berlin, MA 01503	14381	4/23/19	\$ 66.99	5083582801	63443002	53104	Phone - Pump @ 2 Elissa Ave
2569	VERIZON		PO Box 15124, Albany, NY 12212	5083580192	4/18/19	\$ 109.99	5083580192	63443002	53104	Phone - 185 Elissa Ave
2569	VERIZON		PO Box 15124, Albany, NY 12212	255835333000140	4/20/19	\$ 92.98	255835333000140	63443002	53104	Phone - 185 Elissa Ave Fios
15256	Wayland Home & Desi		21 Conwell St, Provincetown, MA	3057	4/9/19	\$ 10.21	60204	63443002	54100	Supplies-Way Home Design
15256	Wayland Home & Desi		21 Conwell St, Provincetown, MA	3058	4/9/19	\$ 81.33	60204	63443002	54100	Supplies-Way Home Design
15256	Wayland Home & Desi		21 Conwell St, Provincetown, MA	3095	4/18/19	\$ 20.23	60204	63443002	54100	Supplies-Way Home Design
15256	Wayland Home & Desi		21 Conwell St, Provincetown, MA	3122	4/22/19	\$ 15.79	60204	63443002	54100	Supplies-Way Home Design
15256	Wayland Home & Desi		21 Conwell St, Provincetown, MA	3124	5/1/19	\$ 11.15	60204	63443002	54100	Supplies-Way Home Design
15256	Wayland Home & Desi		21 Conwell St, Provincetown, MA	3127	5/2/19	\$ 84.66	60204	63443002	54100	Supplies-Way Home Design
1666	WEX Inc.		PO Box 6293, Carol Stream, IL 60	59015512	4/30/19	\$ 3,900.00	496005652045	63443002	54111	Vehicle Fuel
6693	Whitewater		C/O RHW Construc, 41 Central St	70041765	5/1/19	\$ 1,560.00	WAY002	63443002	52100	Fac Oper Contract
6693	Whitewater		C/O RHW Construc, 41 Central St	70041572	4/15/19	\$ 993.00	WAY002	63443002	52101	Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St	70041572	4/15/19	\$ 148.95	WAY002	63443002	52125	Chemicals
6693	Whitewater		C/O RHW Construc, 41 Central St	70041572	4/15/19	\$ 14,492.94	WAY002	63443002	52151	Mark Up on Repairs & Maint.
			Total			\$ 14,492.94				

WhiteWater bills without contract fee 70039265 \$ 2,701.95

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, December and January
- 2) New accounts added to MUNIS February, 2019: Supplies, Training & Education, Vehicle Repair, Vehicle Gasoline and Uniforms.

WhiteWater Invoices
Fiscal Year 2019

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor	Equip Repairs				Chemicals	Mark Up	Total
						#52101	& Maint	52116	Sludge	52125	#52151	
70036071	6/30/2018	\$ 2,587.50	Jul (1)						\$ 2,250.00		\$ 337.50	\$ 2,587.50
70035445	7/2/2018	\$ 3,900.00	Aug(Jul)	\$ 3,900.00								\$ 3,900.00
70036175	8/1/2018	\$ 3,900.00	Aug	\$ 3,900.00								\$ 3,900.00
70036854	9/4/2018	\$ 3,900.00	Sep	\$ 3,900.00								\$ 3,900.00
70037553	10/1/2018	\$ 3,900.00	Oct	\$ 3,900.00								\$ 3,900.00
70037408	9/14/2018	\$ 5,022.07	Oct	\$ -	\$ 1,045.00	\$ 298.32	\$ 910.00	\$ 518.75	\$ 2,250.00	\$ 910.00	\$ 518.75	\$ 5,022.07
70037800	10/8/2018	\$ (2,587.50)	Oct (2)		\$ 4,841.00	\$ 545.82	\$ 1,010.00	\$ (337.50)	\$ (2,250.00)		\$ (337.50)	\$ (2,587.50)
70038112	10/12/2018	\$ 8,613.94	Nov	\$ 3,900.00					\$ 1,725.00	\$ 1,010.00	\$ 492.12	\$ 8,613.94
70038252	11/1/2018	\$ 3,900.00	Nov	\$ 3,900.00								\$ 3,900.00
70038132	10/17/2018	\$ (440.46)	Nov (3)		\$ (275.00)	\$ (143.88)					\$ (21.58)	\$ (440.46)
70038875	12/3/2018	\$ 3,900.00	Dec (4)	\$ 3,900.00								\$ 3,900.00
70038694	11/15/2018	\$ 5,496.51	Dec		\$ 285.00	\$ 31.75	\$ 4,500.00	\$ 679.76	\$ 4,500.00		\$ 679.76	\$ 5,496.51
70039440	1/4/2019	\$ 3,900.00		\$ 3,900.00								\$ 3,900.00
70039629	1/4/2019				\$ 2,905.00							\$ 2,905.00
70040030	2/1/2019	\$ 3,900.00	Feb	\$ 3,900.00								\$ 3,900.00
70039844	1/17/2019	\$ 2,813.83	Feb		\$ 630.50		\$ 1,875.00	\$ 308.33	\$ 1,875.00		\$ 308.33	\$ 2,813.83
70039265	12/14/2018	\$ 7,124.00	Feb		\$ 1,937.50		\$ 3,600.00	\$ 676.50	\$ 3,600.00	\$ 910.00	\$ 676.50	\$ 7,124.00
70039918	1/18/2019	\$ (685.00)	Feb (5)		\$ (685.00)							\$ (685.00)
70040596	3/1/2019	\$ 3,900.00	Mar	\$ 3,900.00								\$ 3,900.00
70040436	2/13/2019	\$ 1,342.70	Mar		\$ 95.00		\$ 1,084.96	\$ 162.74		\$ 1,084.96	\$ 162.74	\$ 1,342.70
70041115	4/1/2019	\$ 3,900.00	Apr	\$ 3,900.00								\$ 3,900.00
70041765	5/1/2019	\$ 3,900.00		\$ 3,900.00								\$ 3,900.00
70041572	4/15/2019	\$ 2,701.95	May		\$ 1,560.00		\$ 993.00	\$ 148.95		\$ 993.00	\$ 148.95	\$ 2,701.95
												\$ -
												\$ -
Totals		\$ 74,889.54		\$ 42,900.00	\$ 12,339.00	\$ 732.01	\$ 13,950.00	\$ 2,965.57	\$ 4,907.96	\$ 4,907.96	\$ 2,965.57	\$ 77,794.54

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.

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: Tuesday, 7 May 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. Should the WWMDC adopt a graduated charging scheme for the flow part of the billing? This is motivated by the doctors wanting to reduce their bill due to low water usage. I am not advocating changing the design flows. Instead, I wonder if low water use should be rewarded with a lower charging rate for flow. I suggest that our current scheme of charging a penalty of 3x for above 50% of design flow usage should be modified, say as

0-20% of design flow 1/4 nominal rate (reward for reduced usage)
20%-40% of design flow 1/2 nominal rate
40%-60% of design flow nominal rate (calculated as we normally do)
60%-80% of design flow 2x nominal rate
80% and above of design flow 4x nominal rate (more than current 3x but at a higher threshold)

- 7:45 4. Ramifications of AMR (Automatic Meter Reading) article passing. Should we send alerts to users if flow increases?
- 7:50 5. WWMDC future Operation. Over the next year, it is unlikely that there will be a third member in FY2020. Propose continued monthly meetings with Jane setting agenda. Continued use of DPW Director, DPW Engineer, and WOM running the operations. Attempt to get Board of Public Works (BOPW) and Town Administrator to look at WWMDC future. Need to determine what long-term finances are shaping up to be; possible need to increase rates above a nominal increase per year to meet bond payment needs in 2027-2030; then actual decrease in rates possible when bond payments reach parity with revenue.

Elect Chairman beginning FY2020.

- 8:00 6. End of FY2019 actions.
- Assess bottom-line financial situation.
 - Evaluate WOM cost and report to BOPW.
 - Continue to emphasize the need to look at wastewater future.
- 8:10 7. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager
- A. The permit renewal for the MassDEP Groundwater Discharge Permit for

additional capacity as required by the administrative order was completed and submitted.

- B. The MassDEP conducted an annual inspection of the facility on April 24, 2019. Tenzin Lama from the Northeast Region office observed the facility and reviewed the recent work and upgrades conducted by Pezz. No issues were identified during the inspection.
- C. Management of sludge volumes continues with the periodic decanting of supernatant (clear liquid from the top of the sludge in the holding tank) being returned to be processed by the plant. This is significantly reducing the volumes of sludge being hauled offsite. Provides a number of benefits by allowing for better concentrations of activated sludge being maintained in the process and substantial improvements in the costs to haul sludge. Previous pumping rates were about every 1-2 weeks. Last period it was nearly 5 weeks since the prior sludge removal.
- D. Modification of the chemistry used to remove phosphorus. The plant was originally design to use aluminum sulfate (alum) to remove phosphorus. The pH of alum is very low (about 2), which contributed to low pH in the effluent of the plant – sometimes below the permit limit. A trial of a different chemical with similar properties was conducted in early March. The alternate chemical – poly-aluminum chloride (PAC) – has similar attributes to alum but a higher pH (2.8). The trial improved effluent pH readings and resulted in equivalent phosphorus removal effectiveness. The existing chemical tankage was cleaned and the new chemical put into place for full-scale implementation. The chemical cost is slightly higher, but dosing is expected to be lower.
- E. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District is still ongoing. A focus is being placed on the restart of the WHS plant so that it can be properly integrated into the RFP.
- F. Route 20 Water Main replacement project has recommenced April 4, 2019. Pezz and Paul started to complete utility mark-outs. No issues to date.
- G. DigSafe - Paul and Pezz are doing this at this time.
- H. Treatment Plant Capital Items:
 - 1. SCADA System. Minor tweaks to SCADA logic to be completed.
 - 2. Unexpended monies will be used to procure lab equipment.
- I. Still coordinating with Hastings Way to repair the damaged asphalt and a frost heave that directs street runoff into sewer. Increased influent flow noted during significant rain events.

8:20 8. Administrative Items:

- A. 80 Andrew Ave Connection Application
- B. Town Center Design Flow
- C. MUNIS Revenue Billing Project.
- D. Betterment Debt Schedules

- 8:40 9. Wastewater Rules and Regulations.
- 8:40 10. Approve minutes from previous meeting – April 10, 2019 and April 23, 2019.
- 8:45 11. Review Monthly Operating Report.
- 8:55 12. Website status: Recent postings and organization
- 8:55 13. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:57 14. Calendar: Upcoming meetings, events and hearings: Wednesday, June 5, 2019.
- 9:00 15. Public Comment.
- 9:05 16. Adjourn