

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF JULY 23, 2019**

In Attendance: Rick Greene, Uday Virkud and Jane Capasso
Absent: All Present
Guests: None
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

7:30 2. Public comment - None

7:31 3. Elect Chairman effective July 1, 2019. Jane will notify the Town Clerk, Board of Selectmen representative and update the Website.

Uday: Motion to elect Rick as Chairman of the WWMD. Rick second. Passed 2-0.

7:31 4. Future of the WWMD. Chair retired June 30, 2019. The new Chairman is responsible for discussing with the Chair of the Board of Selectmen (BOS) the topic of WWMD Board membership.

Rick: Has not heard from Cherry Karlson, BOS. Before the meeting, he read the last BOS minutes, but there was no mention of a new member or the future of the WWMD. Rick will reach out to BOS.

7:33 5. FY2021 Budget & Capital Planning at Board meetings:

- August – Paul, Pezz and Jane will prepare a 5 year Capital Plan & start the FY21 Budget.
- September – Board approves 5 year Capital Plan due to Finance 9/21/19.
- September – Board reviews draft FY21 Budget. Finance and BOS Liaison will review starting 10/11/19.
- October – Board review of FY21 Budget before 10/11/19 submission to Finance.
- November – Review Finance and Liaison questions/changes. Board can make changes before 12/17/19.
- December – Final Board approval of the total dollars for the FY21 Budget. Due to Finance on 12/17/19.
- January & February – The total dollars cannot be changed, but the amounts may be moved between line items.
- February 24, 2019 – Finance Committee adopts final FY21 Budget.

WWMD read through the list.

7:35 6. How and when to proceed with determining 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.

Rick: Betterment payments made to the bank exceed what we bill users. Interest collected from the users does not make up this difference. Offsetting this is the money we receive when privilege fees from new connections or increases in design flow are received. Once we have the FY19 close, we will look at retained earnings

and determine future budgets.

- 7:43 7. FY19 Annual Report Preparation.
- August – Draft for review.
 - September – Board approval.

Rick: Would like to see detail on the benefits the WOM has contributed physically and monetarily. He will send a draft to Tom Holder for the previous information and to Jane to fill in financial information.

- 7:47 8. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager.

WWMDC reviewed the following information:

- A. The management of hauled sludge volumes still continues to provide a positive cost benefit to the District. Decanting supernatant has reduced hauling from a 1-2 week interval to 4 or more weeks.
- B. The conversion to polyaluminum chloride for phosphorus removal is complete. Dosing rates are lower than when using the aluminum sulfate (alum) and the effluent pH continues to be in compliance and effluent phosphorus remain low.
- C. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District is still ongoing. A tour of a facility similar to the WHS treatment plant was performed. The start-up of the WHS plant is important to ensure that the facility can be properly represented in the RFP.

Jane: The School Department is reviewing the options for renovating the current facility. Once this has been decided, the RFP will be sent out.

- D. Route 20 Water Main replacement project recommenced April 4, 2019. Project is virtually complete. No further disturbance of the system has occurred. Will watch for information from construction observer (Tata & Howard) for additional information on the actual location of the sewer system to add to our understanding of the piping system.

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

- F. Treatment Plant Capital Items:

- 1. SCADA System. Tighe & Bond was at the plant on Tuesday July 17, 2019 to do the first of two days of improvements to the SCADA system. Mr. Smith from T&B is assisting in a number of areas to upgrade SCADA system to work better. He is also providing information on the replacement of critical control system pieces that are coming to the end of their useful life (desktop computer and SCADA electronics).
- 2. Unexpended monies will be used to procure tools and lab equipment.

Jane: Expenditures are being paid from the remaining balance of the capital account when the treatment plant was built.

- G. 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.

Jane: Pezz is monitoring the inflows to the treatment plant. The Discharge Monitoring Report has a schedule that shows rainfall and the inflows.

7:51 9. Administrative Items:

A. Update on new MUNIS Billing System.

Jane: The system went live in July. Billing for the Water Department has begun and they are working out the "bugs". When a house is sold, a final water reading is done and a bill created. This process has a lot of problems that MUNIS is addressing.

B. 71 Andrew Ave – Femiluxe Nails expansion into 73 Andrew Ave. Connection Application Approval.

WWMDC reviewed the Connection Application and Rick signed.

C. 60 & 66 Andrew Ave – Golf X Connection Application for approval.

Jane: Connection Application shows a privilege fee is due. This is not required since the two spaces already have 230 gpd of design flow assigned to them, which is greater than Golf X has been assigned at 208 gpd. Rick signed the Connection Application.

Jane: The WWMDC originally signed a Connection Application for Golf X November, 2018. Since the application is over 90 days and some of the details have changed, a new connection application was created for signature.

D. 57 Andrew Ave – Arts Wayland moved across the street from 60 Andrew Ave.

Jane: Arts Wayland was a pop-up store that decided to stay in the Town Center. They relocated from 57 Andrew Ave to 60 Andrew Ave. The Health Department determined Arts Wayland best fits into the category of Retail, (Title V regulations) and as a result, their design flow will be 201 gpd based on the square footage at 57 Andrew Ave. Rick signed the Connection Application.

E. High School Treatment Plant – Starting July 1, 2019 the Account Specialist position (Jane) will be doing the financial analysis for the High School Treatment Plant. This includes budgets, capital plan, invoice processing and monthly operating reports.

Rick: How will Jane's hours be split? Since Jane will be receiving benefits our costs to the user will double for this position. Rick will talk with Tom Holder on why the WWMDC was not informed and how to deal with the increase in salaries and benefits.

8:16 10. Wastewater Rules and Regulations. No discussion.

8:16 11. Approve minutes from previous meetings – June 5, 2019.

Jane: The comment about Fred Knight's off camera retirement party was added to explain the time the video was not on during the meeting. Rick: Motion to approve the minutes as written. Uday second. Approved 2-0.

- 8:21 12. Review Monthly Operating Report.
A. FY19 year closes on August 2, 2019. Final numbers will be presented at the August Board Meeting.

Jane: User Charges were budgeted to be supplemented with retained earnings in order to keep the cost to the user down. Preliminary FY19 numbers show User Charges net of operating expenses resulted in an operating loss of \$43,648. This will be offset with the planned use of retained earnings and net of any other operating income (penalties and interest, interest income etc). On the Cash Receipts schedule there is a schedule showing the deficit to betterments resulting from the billed amount being lower than the amount paid the bank of \$77,952.40. This will be funded from retained earnings. The final affect to retained earnings will be calculated after the accounting is done on August 2, 2019. Uday: It looks like we met our operating budget goals. We will only be using approximately \$43,000 out of the allocated \$60,000 of retained earnings.

Rick: We expect to see lower operating expenses due to the savings the WOM provides and the reduction in WhiteWater labor and markup.

- B. FY20 July MOR will not be prepared for this Board Meeting since the bills are being paid through the end of the fiscal year June 30, 2019.

- 8:28 13. Website status: Recent postings and organization – FY20 Rate Hearing posted.

Rick: From his cell phone Uday's name is not on the list of Board Members. Jane: Will update the website to show Rick as the Chair and remove Fred Knight. She will also inform the Town Clerk, Town Administrator and the BOS.

- 8:32 14. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. No discussion.

- 8:32 15. Calendar: Upcoming meetings, events and hearings.

Upcoming meetings: Wednesday, August 14, 2019 and Wednesday, September 11, 2019.

- 8:36 16. Public Comment. None

- 8:36 17. Adjourn

Attachments:

Connection Applications: 71 Andrew Ave, 60 & 66 Andrew Ave and 57 Andrew Ave.

June 5, 2019 Draft Minutes

Monthly Operating Report – Preliminary June 30, 2019

Agenda



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: BOS RETAIL 1 LLC Date: 6/21/19
Contact Phone #: 781-325-1595 Contact Email: dcostello@natdev.com
Property Address: 71 ANDREW AVENUE

Describe Proposed Use or Modification: LUX FEMILUXE NAILS WHO IS CURRENTLY IN 1,291 SF WILL BE EXPANDING INTO 529 SF OF ADJACENT VACANCY, BRINGING THEIR NEW TOTAL VACANCY TO 1,820 SF.

| 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 | N/A | TENANT | 65 GPD (current) | ① | |

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 K. COSTELLO Date: 6/21/19

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 Design Flow increasing from 65 gpd to 91 gpd. No Privilege Fee, 26 gpd increase is available in the adjacent space. No change to the Town Center Total Design Flow

RECEIVED

JUN 21 2019

Wayland Wastewater

Utilize Con Ap for Feniloxe 2701072
 at 71 Andrew Ave to ^{expand} ~~move~~ into adjacent
 space @ 73 Andrew Ave

| 1) 71 Andrew Feniloxe | <u>Sq Ft</u> | <u>DF gpo</u> |
|---------------------------------------|--------------|-------------------|
| Current | 1291 | 65 |
| Add 529 Sq Ft | <u>529</u> | <u>26</u> |
| New | <u>1820</u> | <u>91</u> |
| [Expanding into 73 Andrew, space 60.] | | |

| | | |
|------------------------|--------------|-------------|
| 2) 73 Andrew Vacant | | |
| Current | 2264 | 113 |
| Reduce for Feniloxe | <u>(529)</u> | <u>(26)</u> |
| New | <u>1735</u> | <u>87</u> |
| [73 Andrew space 50] | | |

No increase in DF since this is expanding
 into an existing vacant space with the
 same classification as retail.

Title V:
 Retail @ 50 gpo / 1000 Sq Ft



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: Robert Granahan Date: 7/12/19
Contact Phone #: 978-318-6980 Contact Email: robgranahan@gmail.com
Property Address: Wayland Town Center 400 Boston Post Rd Space 25A/25B Wayland, MA 01778 (60 and 66 Andrew Ave Wayland MA)
Describe Proposed Use or Modification: Golf simulator - usage based on movie theater per the attached e-mail.

| | | Title V Design Flow Calculation: Use MGL, Title V, 310 CMR 15.203. Located on the WWMD website. Review and approval by WWMD & Health Department. | | | | |
|---|---------------------------------------|--|---|--------------------------|---------------------------------------|-------------------------------------|
| Reason for Application | Pipe Connection Required? (Yes or No) | Type of Establishment? If a change in use, indicate below. | Unit Type & # of Units. If a change in use, indicate below. | Gallons Per Day per Unit | Total GPD (# of Units X GPD per Unit) | Privilege Fee (\$65.07 X Total GPD) |
| New User | | | | | | \$ - |
| Currently Paying for Design Flow, Requesting Connection | | N/A | N/A | N/A | N/A | N/A |
| Connected, Change in Use and/or Connection | No | Golf Simulators Center/ Movie Theater | 41 seats | 5 | 205+3 for office = 208 Total | \$13,534.56- |

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: Robert Granahan Date: July 18, 2019

| 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.

JUL 19 2019

RECEIVED

JUL 18 2019

Wayland Wastewater
Management District

TOWN OF WAYLAND
BOARD OF HEALTH

Capasso, Jane

From: Capasso, Jane
Sent: Wednesday, July 03, 2019 9:11 AM
To: Junghanns, Julia
Cc: Capasso, Jane
Subject: RE: Golf X at 60 and 66 Andrew Ave

Hi Julia

I just spoke with Tom Holder and we agree that a new Connection Application (Con Ap) should be completed for the following reasons:

- Con Ap was signed by the WWMDC on 11/14/18 and is over 90 days old
- The design flow changed from 370 gpd to 208 gpd
- Address changed from 45 Andrew Ave to 60 – 66 Andrew

The next WWMDC meeting is July 23, 2019.

Thank you

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

From: Junghanns, Julia
Sent: Tuesday, July 02, 2019 3:34 PM
To: Capasso, Jane
Subject: FW: Golf X at 60 and 66 Andrew Ave

Hi Jane,

Please see below, the office space is about 3 gallons per day so the total flow is 208 gpd. Do they need to go before the WWMDC?

Thanks,

Julia Junghanns, R.S., C.H.O.
Director of Public Health
Town of Wayland
Health Department
41 Cochituate Road, 01778

508-358-3617 ph
508-358-3619 fax

email: jjunghanns@wayland.ma.us



Public Health
Prevent. Promote. Protect.

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to public access under the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

Please remember when writing or responding, the Massachusetts Secretary of State has determined that e-mail is a public record. This e-mail is intended to be conveyed only to the designated recipient(s) named above. Any use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

From: glenn@rdc-llc.com [<mailto:glenn@rdc-llc.com>]

Sent: Monday, July 01, 2019 4:10 PM

To: Junghanns, Julia

Cc: 'Ed Braden'

Subject: RE: Golf X at 60 and 66 Andrew Ave

It is part of that Xgolf, so the same people. So to be clear, they don't have a person dedicated just to office work. The office is for the manager and is used by the manager when they are not out on the floor to do interviews, payroll and bookwork. The office area is approximately 40 sq ft. Enough for a desk and maybe 2 chairs.

From: Junghanns, Julia <JJunghanns@wayland.ma.us>

Sent: Monday, July 1, 2019 9:00 AM

To: glenn@rdc-llc.com

Subject: RE: Golf X at 60 and 66 Andrew Ave

Hi Glenn,

I am not sure what you mean by the person using the office space, is that a different company or is it part of Golf X?

Julia Junghanns, R.S., C.H.O.

Director of Public Health

Town of Wayland

Health Department

41 Cochituate Road, 01778

508-358-3617 ph

508-358-3619 fax

email: jjunghanns@wayland.ma.us



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From: glenn@rdc-llc.com [<mailto:glenn@rdc-llc.com>]
Sent: Friday, June 28, 2019 12:50 PM
To: Junghanns, Julia; Capasso, Jane
Cc: Larsen, Geoffrey; velezconstructionllc@yahoo.com; 'Ed Braden'; MacCaughey, Darren
Subject: RE: Golf X at 60 and 66 Andrew Ave

That does seem a reasonable number to me as well.

From: Junghanns, Julia <JJunghanns@wayland.ma.us>
Sent: Friday, June 28, 2019 12:37 PM
To: Capasso, Jane <jcapasso@wayland.ma.us>
Cc: Larsen, Geoffrey <glarsen@wayland.ma.us>; velezconstructionllc@yahoo.com; Ed Braden (Ed@accurateretailservices.com) <Ed@accurateretailservices.com>; glenn@rdc-llc.com; MacCaughey, Darren <dmaccaughey@wayland.ma.us>
Subject: Golf X at 60 and 66 Andrew Ave

Hi Jane,

I reviewed their application and have the following to share;

Using the same formula we used before in their prior application to calculate an estimated flow (movie theatre flow of 5 gpd per seat given that the State Title 5 Regulations don't have a use that matches simulated Golf), I calculate as follows: 5 gpd per seat x 41 seats = 205 gpd plus the flow for the "office" space. This assumes that the bar is for patrons of this business and is not planned as an open bar for walk-ins just to sit at the bar, the food is all prepared offsite and only heated with the convection oven onsite (if one is being provided like last time), there is no ware washing onsite and only paper products are used. I am not sure what the flow for the area to be used for "office" space would be, that is a simple calculation based on square footage. Considering it is such a small office area it should not be much, however, the contractor will need to confirm this square footage for both our records so we can assign a gpd. I have put him on copy so they can get that information to us.

As per your email of June 14, 2019 you provided the follow information; 60 Andrew Ave/space 10 (158 gpd) and 66 Andrew Ave/space 30 (72 gpd), for a total of 230 gpd. I think this analysis is a fair assessment given the limited information for this type of use (simulated golf).

I have attached the completed application they provided so you can touch base with them regarding your/WWMDC's approval (if needed) and to identify the total flow that should be filled in to complete the application, as well as any other information you need.

We are processing this concurrently with the Building Department and request that any wall removal or demolition needed follows State Law/Regulation for asbestos testing/clearance and/or abatement measures prior to the work being done.

Thank you,
Julia

Julia Junghanns, R.S., C.H.O.
Director of Public Health
Town of Wayland
Health Department
41 Cochituate Road, 01778

508-358-3617 ph
508-358-3619 fax

email: jjunghanns@wayland.ma.us



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Capasso, Jane

60-66 Andrew Existing
Des. Flow

From: Capasso, Jane
Sent: Friday, June 14, 2019 10:18 AM
To: MacCaughey, Darren
Cc: Capasso, Jane
Subject: RE: GolfX

FYI:

60 Andrew (space 10) 3,150 sqft, Retail 50 gpd/1,000 sqft, 158 gpd design flow

66 Andrew (space 30) 10,430 sqft, Retail 50 gpd/1,000 sqft, 72 gpd design flow

230 gpd

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

From: MacCaughey, Darren
Sent: Friday, June 14, 2019 9:55 AM
To: Capasso, Jane
Subject: FW: GolfX
Importance: High

Good Morning,

I don't know what the approved use was/is for the space they are proposing to occupy (60-66 Andrew).

Once I perform the full application & plan review, I will let you know but at first glance it looks like they have fewer seats/stations/booths and won't generate more flows than what was "approved" in the 45 Andrews' space.

In the meanwhile, I have attached both applications for your review and records.

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

From: Capasso, Jane
Sent: Friday, June 14, 2019 9:22 AM
To: MacCaughey, Darren

Arts Wayland @ the
WGallery



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: BOS RETAIL LLC Date: 6/7/19
Contact Phone #: 781-501-1595 Contact Email: dcustello@natdev.com
Property Address: 57 ANDREW AVE, WAYLAND MA
Describe Proposed Use or Modification: No change of use as Wayland Arts is moving locations to across the street to 57 ANDREW AVE. from 60 Andrew Ave

| 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 | <u>NO</u> | <u>No change of use</u> | <u>Existing Retail</u> | <u>50 gpd/1000 sf</u> | <u>201 GPD</u> | . |

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 K. COSTELLO Date: 6/7/19

| WWMDC/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 WWMDC will meet to review the application. Attendance at this meeting is optional. 3) The WWMDC 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.

57 Andrew: $4025 \text{ sq ft} / 1000 \times 50 \text{ gpd} = 201.25 \text{ DF}$
Des Flow =
Using 201.25 gpd for the existing space,

RECEIVED

JUN 07 2019

Wayland Wastewater
Management District

Capasso, Jane

From: Capasso, Jane
Sent: Friday, June 07, 2019 10:47 AM
To: MacCaughey, Darren
Cc: Capasso, Jane
Subject: RE: 57 Andrew Ave, Tennant Fit-Up (Arts Wayland)

Hi Darren

I just spoke with Tom Holder and we would like a connection application completed so we have a paper trail of changes. You do not have to wait for the WWMDC to sign the application since there is no change in use and the tenant is just moving across the street. I will present the application to the board on July 24, 2019 with a note that a signature is not required.

Our records show 57 Andrew Ave as retail with 201 gpd of design flow. I checked the water use for 60 Andrew Ave, where Arts Wayland is currently located, and from December 28, 2018 – March 22, 2019 there has been no water use recorded. 60 Andrew Ave accumulated 100 cubic feet of water use as of December 28, 2018. They would need to use 100 cubic feet for water use to be recorded.

Thank you

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

Current: 60 Andrew 2601778, 2701103

Retail 3150 Sq ft

OR 158 gpd

New: 57 Andrew 2701073

Retail 4025 Sq ft (4025/10000 sq ft x 50 gpd = 201 gpd)
OR 201 gpd

From: MacCaughey, Darren
Sent: Friday, June 07, 2019 9:01 AM
To: Capasso, Jane
Subject: 57 Andrew Ave, Tennant Fit-Up (Arts Wayland)
Importance: High

57 Andrew is classified as retail w/ 201 gpd.
Darren class. fied Arts Wayland as retail. No change to OR. They are moving into the space and assuming existing OR.

Hi Jane,

We have received an application for Arts Wayland, formerly utilizing 60 Andrew Ave, to occupy 57 Andrew Ave (the old Mattress Firm space).

To us their operation (displaying art and having occasional gatherings with no food prep happening on site) appear to be most closely associated with the flows you would expect from a Retail space (50 gpd/1000 sq.ft. per Title 5).

I just wanted to let you know and confirm that the space they are seeking to go into has adequate capacity and if an actual application is required (since it's not a new connection and theoretically they're not adding flows)?

We did not have them fill out your application as of yet (we just got their BOH application yesterday afternoon) but will if you think they need to.

Please let me know, thanks.

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 5 JUNE 2019**

In Attendance: Fred Knight, Rick Greene, Uday Virkud and Jane Capasso
Absent: All Present
Guests: 7:00-7:20 pm: Tom Holder, DPW Director; Paul Brinkman, Town Engineer;
Cherry Karlson and Lea Anderson, Board of Selectmen and Anne Knight.
7:00-8:37: Paul Brinkman
Meeting Location: 7:00 pm Wayland Town Building

DRAFT MINUTES

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

7:18 1. Call to order

7:00 2. Public comment

7:05 3. Recognition of the Chairman, Fred Knight, for 12 years of service to the Wastewater Management District Commission and other Boards and Committee's dating back to 1992.

Off camera reception thanking Fred Knight for his service on the WWMD and other Town Boards.

7:20 4. A final discussion and decision regarding the rates to be charged for next year - FY2020 (1 Jul 2019 to 30 Jun 2020). The billing system is being converted from Vadar to Munis effective FY 2020 Quarter 1. The Munis billing will provide for combined billing of the water and wastewater on the same bill. The existing rate system will be converted to be based upon the water billing methodology - rates will be based upon cost per hundred cubic feet (HCF). The methodology for allocating costs remains unchanged; 80% of the operating budget from base charges and 20% from tier charges, reflecting our fixed (capital) and variable (consumables) costs of operation. As with the previous gallons per day system the bill will contain a fixed cost for the design flow and two tiers of billing for actual water use. With all of this in mind, the attached table gives base and tier rates for next year in order to raise an income to match our operating budget.

Fred: Beginning FY20, Quarter 1, the Water and WWMD bills will be combined and sent out quarterly. The bills will be based on HCF and not gallons per day (gpd). Paul: The bill will show design flow in gallons per day since users are familiar with this. Fred: The design flow charge will be called the base charge. Water usage will be billed in two Tiers instead of a Flow and Penalty charge. Paul: Instead of showing how WWMD bills are calculated on the back of the bill, it was decided this information will be on the WWMD website. Providing details on calculating the tiers on the bill may be confusing for the user. The DPW also anticipates issuing a letter with the Q1 bills that explains the conversion. As with any change there will be questions, but the billing system is similar to the water billing and should be fairly comfortable to users. As part of testing the rate conversion process, we found the maximum change in any bill would be \$8 based upon the

reconstruction of the rate tiers for each user. This is a similar situation within the water rate structures. The bills are only issued on whole 100 cubic feet with no rounding.

Paul presented the attached slide presentation showing the Billing Rate Conversion, FY2020 Budget, Rate Alternatives and Recommended Rate Change.

Paul: Rate Change alternatives: Column one is based on using \$40k of retained earnings, column two, uses \$30k of retained earnings and column three increased FY19 rates by 2.5% and uses \$23k of retained earnings. As with previous rate setting, Tier 2 revenue was not included to calculate total revenue since it is unknown who will use more than half of their design flow.

Paul: Recommends using column 3 (2.5% increase). Fred: Column 3 could leave us with some excess at year-end to help cover betterment debt. After FY20 we should consider not using retained earnings and plan to cover debt in the future. Rick: Motion to accept Paul's recommendation to set rates based on column 3 of the analysis, which assumes a 2.5% increase in revenue raised from customers. Uday Second. Passed 3-0.

WWMDC signed the Wayland FY2020 Wastewater Rate Schedule, attached.

Jane: On June 10, 2019 the FY19 Quarter 3 WWMD bills will be tested against the MUNIS run for an anticipated go live date of July 8, 2019.

- 7:57 5. Perspectives by the chair on the WWMDC future. Since the chair is retiring, there will be a search for 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: Selectmen are searching for a third member. Rick: Spoke with Cherry Karlson about the benefits of having someone from the Board of Public Works (BOPW) who has municipal experience joining the Board. Cherry is reaching out to a former member of BOPW. Fred: A study is possible, in the near term, to look at various options of merging Water and WWMDC. This may be delayed due to the Town Administrators position changing to a Town Manager position.

- 8:03 6. Elect Chairman beginning July 1, 2019. Notify the Town Clerk, Board of Selectmen representative and update the Website.

WWMDC waiting for input from the BOS. This will be determined at July 23, 2019 WWMDC meeting.

8:04 7. Update on list of savings and expenses for the WOM.

Paul: We are keeping track of expenses. The majority of expenses incurred to get the plant running smoothly have been taken care of. Minor expenses and maintenance remain. We are seeing success in decanting sludge, which reduces hauling from once a week to almost five weeks. At the end of next year we will be able to really see the difference in expenses compared to this year. Whitewater is doing daily operations such as lab samples and readings.

Rick: Is Pezz (Wastewater Operations Manager) holding WhiteWater accountable? Paul: Pezz called out WhiteWater for 3 alarm calls in three days and WhiteWater removed the other two charges. Rick: For the Annual Report he would like to see three years of alarm calls and how much we have spent. As well as, the reduction in sludge hauling over three years or over the last quarter based on the new decanting process. Fred: Include the fire alarm repair that cost \$500 instead of \$16,000.

8:12 8. Ramifications of AMR (Automatic Meter Reading) article passing. Should we send alerts to users if flow increases? Also, there is assurance that reading will not be rounded to the nearest integer of HCF (100 cu ft), so pinpointing the start of leaks to the tune of a doubling of water use will be possible.

Paul: The new AMR system will provide us with water use in fractions of hundreds of cubic feet. This will allow us to alert people on a timely basis.

8:14 9. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager. Paul Attending.

- A. The management of hauled sludge volumes still continues to provide a positive cost benefit to the District. Decanting supernatant has reduced hauling from a 1-2 week interval to 4 or more weeks. See #7 above.
- B. The conversion to polyaluminum chloride for phosphorus removal is complete. Dosing rates are lower than when using the aluminum sulfate (alum) and the effluent pH has been in compliance – around 7.0. Effluent phosphorus testing indicates levels at or lower than when using alum. No discussion.
- C. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District is still ongoing. A tour of a facility similar to the WHS treatment plant is scheduled. The startup of the WHS plant is important to ensure that the facility can be properly represented in the RFP.

Paul: We are looking at the high school plant to get the best numbers. Today we toured a facility that is the same manufacturer and implementation process as the high school so we can capture this in the RFP. The WWMD contract has been expired for approximately 9 months. The fees we are paying now may not change substantially.

D. Route 20 Water Main replacement project recommenced April 4, 2019. A sewer service was disrupted by the construction. The mark out as determined by the record drawings was approximately 5 foot different. Minor sewage spill occurred and was reported to DEP by DPW. The Contractor made repairs and completed test pits at the other service locations. No discussion.

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

F. Treatment Plant Capital Items: No discussion.

1. SCADA System. Minor tweaks to SCADA logic to be completed. Tighe & Bond proposal has been received and work to be completed in June.

2. Unexpended monies will be used to procure tools and lab equipment.

G. 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. No discussion.

H. Return Activated Sludge Pump motor replaced. Older motor rehabilitated and will serve as a back-up unit. No discussion.

8:19 10. Administrative Items: None

8:19 11. Wastewater Rules and Regulations. None.

8:20 12. Approve minutes from previous meetings – May 7, 2019.

Fred: Motion to approve minutes from May 7, 2019 board meeting as written
Rick second. Passed 3-0.

8:20 13. Review Monthly Operating Report. New Format to include Purchase Orders.

Jane: 1) Current Period column removed. The input schedule was included to show current period expenses and 2) Due to all expenses requiring a purchase order, an Encumbrance column was added. The % Spent Column equals the YTD Actual plus Encumbered Balance divided by the FY19 Budget number. Paul: Procurement is now based on Mass General Law and the Town requiring expenses stay in-line with budgets.

8:36 14. Website status: Recent postings and organization

FY20 Budget Posted.

8:36 15. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

No Topics.

8:36 16. Calendar: Upcoming meetings, events and hearings.

The next WWMD Board Meeting Tuesday, July 23, 2019 at 7:30 pm.

8:37 17. Public Comment. None

8:37 18. Adjourn

Attachments:

Billing Form

Wastewater Rate Hearing Presentation

Wayland FY2020 Wastewater Rate Schedule

Monthly Operating Report

WWMDC-FY19 MONTHLY OPERATING REPORT
07/22/19 Preliminary FY June 30, 2019
YTD ACTUAL
Current Period: 5/7/19-6/30/19
Beginning of Year: 7/1/18
FY End Date: 6/30/19
MUNIS Date:
User Charges-YTD
\$ 263,322
Total Operating Expenses-YTD
\$ 306,970
Net Operating Income:
\$ (43,648)
100% of Year Complete

| ACCOUNT # | INCOME DETAILS | FY19 BUDGET | YTD ACTUAL | YTD ACT | ENCUMB BAL | BUDGET BAL | TOTAL | COMMENTS |
|-----------|---|-------------------|-------------------|---------------|-------------|---------------------|---------------|---|
| | OPERATING INCOME | | | % REC'D | | | % REC'D | |
| 63410500 | 42105 User Charges | \$ 283,063 | \$ 263,322 | 93.0% | N/A | \$ (19,741) | N/A | (6) User Charges and (8) Betterment Notes |
| 63410500 | 47501 Old Betterment - Principal | \$ 43,247 | \$ 22,384 | 51.8% | N/A | \$ (20,863) | N/A | Betterment Exp = Income Pmts rec'd Feb/May |
| 63410500 | 47502 Old Betterment - Interest | \$ 5,256 | \$ 2,238 | 42.6% | N/A | \$ (3,018) | N/A | Betterment Exp = Income Pmts rec'd Feb/May |
| 63410500 | 47503 New Betterment - Principal | \$ 238,077 | \$ 187,942 | 78.9% | N/A | \$ (50,135) | N/A | Betterment Exp = Income Pmts rec'd Feb/May |
| 63410500 | 47504 New Betterment - Interest | \$ 165,506 | \$ 145,406 | 87.9% | N/A | \$ (20,100) | N/A | Betterment Exp = Income Pmts rec'd Feb/May |
| 63410500 | 48600 Retained Earnings-Applied at YE | \$ 60,000 | \$ - | 0.0% | N/A | \$ (60,000) | N/A | User Charges Supplement \$60,000 |
| | Total Operating Income | \$ 795,149 | \$ 621,292 | 78.1% | N/A | \$ (173,857) | 78.1% | |
| | UNBUDGETED INCOME | | | | | | | |
| 63410500 | Other | \$ - | \$ 19,304 | N/A | N/A | \$ 19,304 | N/A | (1) Pen & Int. Liens, Misc Rev, Int Emrd on Sav's |
| 63410500 | 47505 Unapp WW Better TC Rev | \$ - | \$ 54,998 | N/A | N/A | \$ 54,998 | N/A | (2) Unbudgeted Betterments Paid in Advance |
| 63410500 | 47506 Unapp WW Better TC Int | \$ - | \$ 2,355 | N/A | N/A | \$ 2,355 | N/A | (2) Unbudgeted Betterments Paid in Advance |
| 63410500 | 49740 Transfers from Capital-Town | \$ - | \$ - | N/A | N/A | \$ - | N/A | |
| | Total Unbudgeted Income | \$ - | \$ 76,657 | N/A | N/A | \$ 76,657 | N/A | |
| | Total Income/MUNIS: | \$ 795,149 | \$ 697,949 | N/A | N/A | \$ (97,200) | N/A | |
| | EXPENSE DETAILS | FY19 BUDGET | YTD ACTUAL | YTD ACT | ENCUMB BAL | BUDGET BAL | TOTAL | |
| | PERSONAL SERVICES | | | % SPENT | | | % SPENT | |
| 63443001 | 51001 Salaries (Account Specialist) | \$ 26,500 | \$ 29,531 | 111.4% | N/A | \$ (3,031) | N/A | |
| 63443001 | 51003 Salaries (Part-time) | \$ 2,000 | \$ - | 0.0% | N/A | \$ 2,000 | N/A | New Account February, 2019 |
| 63443002 | 52112 Training & Education | \$ 200 | \$ 243 | 121.5% | N/A | \$ (43) | N/A | New Account February, 2019 |
| 63443002 | 54115 Uniforms | \$ 350 | \$ 150 | 42.9% | N/A | \$ 200 | N/A | New Account February, 2019 |
| 63443002 | 59710 Indirect/Admin (Town Services) | \$ 94,965 | \$ 94,965 | 100.0% | N/A | \$ - | N/A | June, 2019 |
| | PROFESSIONAL SERVICES | | | | | | | |
| 63443002 | 52100 Facility Operating Contract | \$ 50,000 | \$ 46,800 | 93.6% | \$ - | \$ 3,200 | 93.6% | |
| 63443002 | 52101 Fac Labor & Other Prof. Serv. | \$ 14,750 | \$ 15,984 | 108.4% | \$ - | \$ (1,234) | 108.4% | Ovivo Consultant \$3,381 |
| 63443002 | 52108 Legal Services | \$ 5,000 | \$ - | 0.0% | \$ - | \$ 5,000 | 0.0% | |
| 63443002 | 52152 Engineering Fees | N/A | N/A | N/A | N/A | N/A | N/A | |
| | Total Pers. & Prof. Expenses | \$ 193,765 | \$ 187,673 | 96.9% | \$ - | \$ 6,092 | 96.9% | |
| | REPAIRS & MAINT EXP. | | | | | | | |
| 63443002 | 52103 Surface Water Testing (Oars) | \$ 7,325 | \$ 7,325 | 100.0% | \$ - | \$ - | 100.0% | |
| 63443002 | 52115 Building Repair & Improvement | \$ 5,700 | \$ 1,225 | 21.5% | \$ - | \$ 4,475 | 21.5% | Tmt Plant Fire Alarm & Dry Drip Test |
| 63443002 | 52116 Equipment Repairs & Maint. | \$ 25,000 | \$ 20,757 | 83.0% | \$ - | \$ 4,243 | 83.0% | |
| 63443002 | 52126 Pipeline Maint Emergency | \$ 10,000 | \$ - | 0.0% | \$ - | \$ 10,000 | 0.0% | |
| 63443002 | 52151 Markup & Other | \$ 6,500 | \$ 2,998 | 46.1% | \$ - | \$ 3,502 | 46.1% | |
| 63443002 | 54100 Supplies | \$ 10,000 | \$ 1,255 | 12.6% | \$ - | \$ 8,745 | 12.6% | New Account February, 2019 |
| 63443002 | 54111 Vehicle Gasoline | \$ 500 | \$ 230 | 45.9% | \$ - | \$ 270 | 45.9% | New Account February, 2019 |
| 63443002 | 52117 Vehicle Repair | \$ 500 | \$ - | 0.0% | \$ - | \$ 500 | 0.0% | New Account February, 2019 |
| | Total Repairs & Maint Exp. | \$ 65,525 | \$ 33,790 | 51.6% | \$ - | \$ 31,735 | 51.6% | |
| | OPERATING EXPENSES | | | | | | | |
| 63443002 | 52121 Disposal (BP Trucking/Trash) | \$ 1,101 | \$ 1,105 | 100.4% | \$ - | \$ (4) | 100.4% | (7) |
| 63443002 | 52122 Sludge Disposal | \$ 25,000 | \$ 28,852 | 115.4% | \$ - | \$ (3,852) | 115.4% | |
| 63443002 | 52125 Chemicals | \$ 7,500 | \$ 8,824 | 117.6% | \$ - | \$ (1,324) | 117.6% | |
| 63443002 | 53102 Natural Gas-Ntl Gnd & Dir. En. | \$ 4,100 | \$ 4,522 | 110.3% | \$ - | \$ (422) | 110.3% | |
| 63443002 | 53103 Electricity -Eversource | \$ 33,100 | \$ 38,672 | 116.8% | \$ - | \$ (5,572) | 116.8% | |
| 63443002 | 53104 Telephone -Verizon | \$ 1,800 | \$ 2,635 | 146.4% | \$ - | \$ (835) | 146.4% | Fios line added for SCADA System |
| 63443002 | 53105 Water -TOW | \$ 972 | \$ 897 | 92.2% | \$ - | \$ 75 | 92.2% | |
| 63443002 | 52107 Admin Serv's (Other) | \$ 200 | \$ - | 0.0% | N/A | \$ 200 | 0.0% | |
| 63443002 | 54599 Contingency | \$ 10,000 | \$ - | 0.0% | \$ - | \$ 10,000 | 0.0% | |
| | Total Operating Expenses | \$ 83,773 | \$ 85,508 | 102.1% | \$ - | \$ (1,733) | 102.1% | |
| | TOTAL EXPENSES | \$ 343,063 | \$ 306,970 | 89.5% | \$ - | \$ 36,093 | 89.5% | |
| | CAPITAL EXPENSES | | | | | | | |
| 63443002 | 47501 Old Debt-Principal | \$ 43,247 | \$ 31,862 | 73.7% | N/A | \$ 11,385 | 73.7% | (5) Paid in August & February |
| 63443002 | 47502 Old Debt-Interest | \$ 5,256 | \$ 478 | 9.1% | N/A | \$ 4,778 | 9.1% | Subsidy pays Aug int. WWMDC pays Feb |
| 63443002 | 47501 New Debt -Principal | \$ 238,077 | \$ 238,076 | 100.0% | N/A | \$ 1 | 100.0% | Paid in August and February (Treas Adj) in Feb |
| 63443002 | 47502 New Debt -Interest | \$ 165,506 | \$ 165,506 | 100.0% | N/A | \$ (0) | 100.0% | Paid in August and February (Treas Adj) in Feb |
| | Total Capital Expenses: | \$ 452,086 | \$ 435,923 | 96.4% | \$ - | \$ 16,163 | 96.4% | |
| | TOTAL BUDGET EXP & CAP | \$ 795,149 | \$ 742,893 | 93.4% | \$ - | \$ 52,256 | 93.4% | |

Notes:

- Miscellaneous Revenue: \$4,880.25 privilege fee for 234 BPR new connection. \$1,270 reimbursement from Safety Bldg emergency from November, 2018
- 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
- January, 2019 reallocated expenses for the six new accounts. No change to total expenses
- February, 2019 Allocation to new accounts began.
- Treasury Adjustments: \$16,259 incorrectly booked to WWMD (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.
- FY19 Billing: Q4=\$70,755.38 (6/28/19); Q3=\$73,473.25 (3/27/19); Q2=\$74,192.84; Q1=\$73,719.94
- April BP Trucking bill was paid by Facilities. Journal Entry transferring expense to WWMD in process
- June 5, 2019 Format change: Current Period column removed, Encumbrance Balance column added. Until June 30, 2019 all expenses require a purchase order. FY20 all expenses over \$500 require a purchase order. % Spent column is YTD Actual plus Encumbered Balance divided by FY19 Budget.
- Variance due to Betterment revenue numbers are the expense numbers not the apportioned (billed) amount.

5/7/19-6/30/19

June Preliminary

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 | \$ - | \$ 19,224.27 | \$ 25,277.14 | \$ 4,384.08 | \$ 49,997.86 | \$ 23,219.09 | \$ - | \$ 55,897.26 | \$ 13,449.55 | \$ 551.11 | \$ 61,367.22 | \$ 9,954.09 |
| 6303 Penalties & Interest * | \$ - | \$ 20.90 | \$ 58.27 | \$ 115.79 | \$ 22.44 | \$ 3.39 | \$ - | \$ 33.14 | \$ 2.97 | \$ 0.02 | \$ 151.72 | \$ 94.63 |
| 6304 Betterments (Old) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6305 Betterment Interest (Old) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6306 Betterments PD in Adv | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6307 Int. Earned on Savings * | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6308 Wastewater Liens * | \$ - | \$ 295.70 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 468.58 | \$ - | \$ - | \$ 468.56 | \$ 269.48 |
| 6309 Wastewater Liens * | \$ - | \$ 357.89 | \$ - | \$ - | \$ - | \$ - | \$ 3,562.65 | \$ 89,439.20 | \$ 1,073.67 | \$ 357.89 | \$ 89,376.15 | \$ 3,774.11 |
| 6310 WW Better TC Rev | \$ - | \$ 304.20 | \$ 50.11 | \$ - | \$ 808.42 | \$ - | \$ 2,850.11 | \$ 68,583.38 | \$ 858.93 | \$ 286.31 | \$ 68,645.68 | \$ 3,019.27 |
| 6311 WW Better TC Rev | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6312 WW Better TC Int | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6313 UNAPP WW Better TC Rev | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6314 UNAPP WW Better TC Int | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6315 Wastewater Retained Earn's | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6316 Transfers from Capital-Town | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6317 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 | \$ 31,748.73 |
| 6318 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 | \$ 31,748.73 |

Notes:

* Other for Budget Reporting

Miscellaneous Revenue: \$4,980.25 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 Lillian (\$11,452.48/\$589.88) and 31 Lillian (\$10736.70/\$273.57)

Revenue net of Capital Accts

| Revenue net of Capital Accts | 6/30/19 | 6/30/19 | 6/30/19 | 6/30/19 | 6/30/19 | 6/30/19 | 6/30/19 | 6/30/19 | 6/30/19 | 6/30/19 | 6/30/19 | 6/30/19 |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Total Revenue (Munis Balance) | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 | \$ 692,948.77 |
| Less: UNAPP New Better TC Rev | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) | \$ (54,997.95) |
| Less: UNAPP New Better TC Int | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) | \$ (2,355.26) |
| Less: New WW Better TC Principal | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) | \$ (187,941.56) |
| Less: New WW Better TC Int | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) | \$ (145,406.41) |
| Less: Old Betterment Principal | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) | \$ (22,383.95) |
| Less: Old Betterment Int | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) | \$ (2,238.42) |
| Revenue net of Capital Accts | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 |
| (Net of Betterment) | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 | \$ 282,625.22 |

User Charges Billed Vs. Budget - June 30, 2019

| User Charges Billed Vs. Budget - June 30, 2019 | Budgeted | Variance | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue | Revenue |
|--|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|
| FY18 Q4 Billed | \$70,755 | | \$70,755 | | \$70,755 | | \$70,755 | | \$70,755 | | \$70,755 | |
| FY19 Q1 Billed | \$73,473 | | \$73,473 | | \$73,473 | | \$73,473 | | \$73,473 | | \$73,473 | |
| FY19 Q2 Billed | \$74,193 | | \$74,193 | | \$74,193 | | \$74,193 | | \$74,193 | | \$74,193 | |
| FY19 Q3 Billed | \$73,719 | | \$73,719 | | \$73,719 | | \$73,719 | | \$73,719 | | \$73,719 | |
| Total Billed YTD | \$283,063 | \$ (9,077.41) | \$283,063 | \$ (9,077.41) | \$283,063 | \$ (9,077.41) | \$283,063 | \$ (9,077.41) | \$283,063 | \$ (9,077.41) | \$283,063 | \$ (9,077.41) |
| Actual YTD | \$283,063 | | \$283,063 | | \$283,063 | | \$283,063 | | \$283,063 | | \$283,063 | |
| Unpaid Revenue | \$ (28,818.74) | | \$ (28,818.74) | | \$ (28,818.74) | | \$ (28,818.74) | | \$ (28,818.74) | | \$ (28,818.74) | |

Note: Difference in total billed verses budget is the billed number includes FY18 Q4 revenue and not the budgeted amount for FY19 and lower actual water use due to vacant properties.

Total Affect to Retained Earnings

MOR Budget shows the debit expense paid to the bank as the budgeted revenue numbers. This will change to the apportioned number in FY20

| ID | Vendor | Name | Address | Inv #/Contract | Date | Amount | | YTD | WWMDC | Org | Object | Description/Notes |
|-------|----------------------------|------|---|-----------------|----------|--------------|--------------|--------------|-----------------|----------|--------|-------------------------------------|
| | | | | | | Jun | Total | | | | | |
| 2591 | Amazon | | (3) PO Box 035184, Seattle, WA 98101 | 1GRD-VJ3P-C3G4 | 05/07/19 | \$ 85.65 | \$ 85.65 | \$ 85.65 | A1250Q4DK07241 | 63443002 | 54100 | 2 Fans |
| 2494 | B-P Trucking Inc. | | P.O. Box 386, Ashland, MA 01721 | 178166 | 5/31/19 | \$ 95.76 | \$ 95.76 | \$ 95.76 | 8670 | 63443002 | 52121 | Trash Disposal 185 Elissa Ave |
| 2494 | B-P Trucking Inc. | | P.O. Box 386, Ashland, MA 01721 | 181729 | 6/30/19 | \$ 95.26 | \$ 95.26 | \$ 95.26 | 8670 | 63443002 | 52121 | Trash Disposal 185 Elissa Ave |
| 10656 | Direct Energy | | (2) P.O. Box 32179, New York, NY 10591 | 255327 | 5/21/19 | \$ 96.16 | \$ 96.16 | \$ 96.16 | 452224/56098 | 63443002 | 53102 | Gas-185 Elissa Ave (1) |
| 10656 | Direct Energy | | (2) P.O. Box 32179, New York, NY 10591 | 255327 | 6/18/19 | \$ 17.01 | \$ 17.01 | \$ 17.01 | 252224/56098 | 63443002 | 53102 | Gas-185 Elissa Ave (1) |
| 4027 | EVERSOURCE | | 247 Station Dr, NW 200, Westwood, MA 01887 | 28704030031 | 5/29/19 | \$ 186.80 | \$ 186.80 | \$ 186.80 | 28704030031 | 63443002 | 53103 | Electricity-185 Elissa Ave |
| 3027 | EVERSOURCE | | 247 Station Dr, NW 200, Westwood, MA 01887 | 28704030031 | 5/29/19 | \$ 189.70 | \$ 189.70 | \$ 189.70 | 28704030031 | 63443002 | 53103 | Electricity-185 Elissa Ave |
| 4027 | EVERSOURCE | | 247 Station Dr, NW 200, Westwood, MA 01887 | 28704030031 | 5/29/19 | \$ 3,027.35 | \$ 3,027.35 | \$ 3,027.35 | 28671560010 | 63443002 | 53103 | Electricity-185 Elissa Ave |
| 4027 | EVERSOURCE | | 247 Station Dr, NW 200, Westwood, MA 01887 | 28671560010 | 6/27/19 | \$ 3,635.36 | \$ 3,635.36 | \$ 3,635.36 | 28671560010 | 63443002 | 53103 | Electricity-185 Elissa Ave |
| 3087 | Hayes Pump, Inc. | | PO Box 0351, Brattleboro, VT 05301 | 121825 | 5/21/19 | \$ 988.50 | \$ 988.50 | \$ 988.50 | W3117 | 63443002 | 52116 | ERM-Replaced Motor |
| 3087 | Hayes Pump, Inc. | | PO Box 0351, Brattleboro, VT 05301 | 123026 | 6/28/19 | \$ 1,176.12 | \$ 1,176.12 | \$ 1,176.12 | W3117 | 63443002 | 52116 | ERM-Seal Change Out 2/6/19 |
| 9698 | Holland Co., Inc. | | 153 Howland Ave, Adams, MA 01703 | 17087 | 4/23/19 | \$ 3,034.08 | \$ 3,034.08 | \$ 3,034.08 | 1931 | 63443002 | 52125 | Chemicals |
| 2129 | Keyes North Atlantic, Inc. | | 459 Watertown Street, Newton, MA 02459 | C66603 | 5/17/19 | \$ 370.00 | \$ 370.00 | \$ 370.00 | 18111-001 | 63443002 | 52115 | Tmt Plant Fire Alarm Inspection |
| 2129 | Keyes North Atlantic, Inc. | | 459 Watertown Street, Newton, MA 02459 | C66695 | 5/23/19 | \$ 400.00 | \$ 400.00 | \$ 400.00 | 18111-001 | 63443002 | 52115 | Tmt Plant Dry Drip Test |
| 2759 | National Grid | | PO Box 11735, Newark, NJ 07101 | 50412-10350 | 5/20/19 | \$ 131.53 | \$ 131.53 | \$ 131.53 | 50412-10350 | 63443002 | 53102 | Gas-185 Elissa Ave |
| 2759 | National Grid | | PO Box 11735, Newark, NJ 07101 | 50412-10350 | 6/17/19 | \$ 38.07 | \$ 38.07 | \$ 38.07 | 50412-10350 | 63443002 | 53102 | Gas-185 Elissa Ave |
| 2759 | National Grid | | PO Box 11735, Newark, NJ 07101 | 50412-10370 | 5/17/19 | \$ 12.30 | \$ 12.30 | \$ 12.30 | 50412-10370 | 63443002 | 53102 | Gas-185 Elissa Ave |
| 2759 | National Grid | | PO Box 11735, Newark, NJ 07101 | 50412-10370 | 6/17/19 | \$ 12.97 | \$ 12.97 | \$ 12.97 | 50412-10370 | 63443002 | 53102 | Gas-2 Elissa Ave |
| 2271 | TOW Water | | 66 River Road, Wayland, MA 01772 | 2601700 | 6/7/19 | \$ 15.00 | \$ 15.00 | \$ 15.00 | 2601700 | 63443002 | 53105 | Water Dept Admin Fee-185 Elissa Ave |
| 2271 | TOW Water | | 66 River Road, Wayland, MA 01772 | 2601700 | 6/17/19 | \$ 300.00 | \$ 300.00 | \$ 300.00 | 2601700 | 63443002 | 53105 | Back Flow Testing-185 Elissa Ave |
| 2569 | VERIZON | | PO Box 15124, Albany, NY 12212 | 5083582801 | 5/18/19 | \$ 66.95 | \$ 66.95 | \$ 66.95 | 5083582801 | 63443002 | 53104 | Phone - Pump @ 2 Elissa Ave |
| 2569 | VERIZON | | PO Box 15124, Albany, NY 12212 | 5083582801 | 6/18/19 | \$ 64.53 | \$ 64.53 | \$ 64.53 | 5083582801 | 63443002 | 53104 | Phone - Pump @ 2 Elissa Ave |
| 2569 | VERIZON | | PO Box 15124, Albany, NY 12212 | 5083580192 | 5/18/19 | \$ 50.14 | \$ 50.14 | \$ 50.14 | 5083580192 | 63443002 | 53104 | Phone - 185 Elissa Ave |
| 2569 | VERIZON | | PO Box 15124, Albany, NY 12212 | 5083580192 | 6/18/19 | \$ 50.13 | \$ 50.13 | \$ 50.13 | 5083580192 | 63443002 | 53104 | Phone - 185 Elissa Ave |
| 2569 | VERIZON | | PO Box 15124, Albany, NY 12212 | 25583533300014C | 5/20/19 | \$ 109.99 | \$ 109.99 | \$ 109.99 | 25583533300014C | 63443002 | 53104 | Phone - 185 Elissa Ave Fios |
| 2569 | VERIZON | | PO Box 15124, Albany, NY 12212 | 25583533300014C | 6/20/19 | \$ 109.99 | \$ 109.99 | \$ 109.99 | 25583533300014C | 63443002 | 53104 | Phone - 185 Elissa Ave Fios |
| 17669 | Waste Water Services, Inc. | | 1997 Bedford Str, Bridgewater, MA 01923 | 297443 | 4/30/19 | \$ 1,458.00 | \$ 1,458.00 | \$ 1,458.00 | 297443 | 63443002 | 52122 | Sludge Hauling |
| 17669 | Waste Water Services, Inc. | | 1997 Bedford Str, Bridgewater, MA 01923 | 298131 | 5/28/19 | \$ 810.00 | \$ 810.00 | \$ 810.00 | 298131 | 63443002 | 52122 | Sludge Hauling |
| 17669 | Waste Water Services, Inc. | | 1997 Bedford Str, Bridgewater, MA 01923 | 298725 | 6/19/19 | \$ 1,147.50 | \$ 1,147.50 | \$ 1,147.50 | 298725 | 63443002 | 52122 | Sludge Hauling |
| 1666 | WEX Inc. | | PO Box 6293, Carol Stream, IL 60155 | 59485935 | 5/31/19 | \$ 38.36 | \$ 38.36 | \$ 38.36 | 496005652045 | 63443002 | 54111 | Vehicle Fuel |
| 1666 | WEX Inc. | | PO Box 6293, Carol Stream, IL 60155 | 60010025 | 6/30/19 | \$ 69.71 | \$ 69.71 | \$ 69.71 | 496005652045 | 63443002 | 54111 | Vehicle Fuel |
| 6693 | Whitewater | | C/O RHW Construc, 41 Central St, Lowell, MA 01850 | 70042427 | 6/3/19 | \$ 3,900.00 | \$ 3,900.00 | \$ 3,900.00 | WAY002 | 63443002 | 52100 | Fac Oper Contract |
| | | | Total | | | \$ 21,782.92 | \$ 21,782.92 | \$ 21,782.92 | | | | |
| | | | | | | \$ 2,759.23 | \$ 2,759.23 | | | | | |
| | | | | | | \$ 3,454.14 | \$ 3,454.14 | | | | | |
| | | | | | | \$ 3,953.20 | \$ 3,953.20 | | | | | |
| | | | | | | \$ 10,440.23 | \$ 10,440.23 | | | | | |
| | | | | | | \$ 110.26 | \$ 110.26 | | | | | |
| | | | | | | \$ 20,717.06 | \$ 20,717.06 | | | | | |

Notes:

- 1) June's activity was recorded for June year-end and not in July, there was No Monthly Operating Reports for July, 2019.
- 2) Direct Energy - Billing correction by Direct Energy. Credit Balance - No bill in October, November, December and January.
- 3) New accounts added to MUNIS February, 2019: Supplies, Training & Education, Vehicle Repair, Vehicle Gasoline and Uniforms.
- 4) BP Trucking's April, 2019 bill was paid by Facilities Dept \$110.26. Journal entry done to transfer expense to WWMD. Recording payment in June.

WhiteWater Invoices
Fiscal Year 2019

| Equip Repairs | | | | | | | | | | | | | |
|---------------|--------------|---------------|-----------------|--------------|--------------|---------------|---------------|-----------------|----------------|---------------|--|--|--|
| Invoice # | Invoice Date | Amount | Month Processed | Contract Fee | Labor #52101 | & Maint 52116 | Sludge 52122 | Chemicals 52125 | Mark Up #52151 | Total | | | |
| 70036071 | 6/30/2018 | \$ 2,587.50 | Jul (1) | | | | \$ 2,250.00 | | \$ 337.50 | \$ 2,587.50 | | | |
| 70035445 | 7/2/2018 | \$ 3,900.00 | Aug(Jul) | \$ 3,900.00 | | | | | | \$ 3,900.00 | | | |
| 70036175 | 8/1/2018 | \$ 3,900.00 | Aug | \$ 3,900.00 | | | | | | \$ 3,900.00 | | | |
| 70036854 | 9/4/2018 | \$ 3,900.00 | Sep | \$ 3,900.00 | | | | | | \$ 3,900.00 | | | |
| 70037553 | 10/1/2018 | \$ 3,900.00 | Oct | \$ 3,900.00 | | | | | | \$ 3,900.00 | | | |
| 70037408 | 9/14/2018 | \$ 5,022.07 | Oct | \$ - | \$ 1,045.00 | \$ 298.32 | \$ 2,250.00 | \$ 910.00 | \$ 518.75 | \$ 5,022.07 | | | |
| 70037800 | 10/8/2018 | \$ (2,587.50) | Oct (2) | | | | \$ (2,250.00) | | \$ (337.50) | \$ (2,587.50) | | | |
| 70038112 | 10/12/2018 | \$ 8,613.94 | Nov | | \$ 4,841.00 | \$ 545.82 | \$ 1,725.00 | \$ 1,010.00 | \$ 492.12 | \$ 8,613.94 | | | |
| 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 | \$ 5,496.51 | | | |
| 70039440 | 1/4/2019 | \$ 3,900.00 | Jan | \$ 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 | \$ 2,813.83 | | | |
| 70039265 | 12/14/2018 | \$ 7,124.00 | Feb | | \$ 1,937.50 | | \$ 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 | \$ 1,342.70 | | | |
| 70041115 | 4/1/2019 | \$ 3,900.00 | Apr | \$ 3,900.00 | | | | | | \$ 3,900.00 | | | |
| 70041765 | 5/1/2019 | \$ 3,900.00 | May | \$ 3,900.00 | | | | | | \$ 3,900.00 | | | |
| 70041572 | 4/15/2019 | \$ 2,701.95 | May | | \$ 1,560.00 | | | \$ 993.00 | \$ 148.95 | \$ 2,701.95 | | | |
| 7004247 | 6/3/2019 | \$ 3,900.00 | Jun | \$ 3,900.00 | | | | | | \$ 3,900.00 | | | |
| Totals | | \$ 78,789.54 | | \$ 46,800.00 | \$ 12,339.00 | \$ 732.01 | \$ 13,950.00 | \$ 4,907.96 | \$ 2,965.57 | \$ 81,694.54 | | | |

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, July 23, 2019**
TIME OF MEETING: 7:30 PM
PLACE OF MEETING: Town Building

PROPOSED AGENDA – Revisions in yellow

Posted: 7/19/19 at 10:09 am. Website updated on 7/19/19 at 1:15 pm. Posted by the Town on 7/22/19.

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

- 7:00 1. Call to order
- 7:00 2. Public comment
- 7:05 3. Elect Chairman effective July 1, 2019. Jane will notify the Town Clerk, Board of Selectmen representative and update the Website.
- 7:10 4. Future of the WWMDC. Chair retired June 30, 2019. The new Chairman is responsible for discussing with the Chair of the Board of Selectmen the topic of WWMDC Board membership.
- 7:20 5. FY2021 Budget & Capital Planning at Board meetings:
 - August – Paul, Pezz and Jane will prepare a 5 year Capital Plan & start the FY21 Budget.
 - September – Board approves 5 year Capital Plan due to Finance 9/21/19.
 - September – Board reviews draft FY21 Budget. Finance and BOS Liaison will review starting 10/11/19.
 - October – Board review of FY21 Budget before 10/11/19 submission to Finance.
 - November – Review Finance and Liaison questions/changes. Board can make changes before 12/17/19.
 - December – Final Board approval of the total dollars for the FY21 Budget. Due to Finance on 12/17/19.
 - January & February – The total dollars cannot be changed, but the amounts may be moved between line items.
 - February 24, 2019 – Finance Committee adopts final FY21 Budget.
- 7:30 6. How and when to proceed with determining 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.
- 7:35 7. FY19 Annual Report Preparation.
 - August – Draft for review.
 - September – Board approval.
- 7:37 8. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager.
 - A. The management of hauled sludge volumes still continues to provide a positive cost benefit to the District. Decanting supernatant has reduced hauling from a 1-2 week interval to 4 or more weeks.

- B. The conversion to polyaluminum chloride for phosphorus removal is complete. Dosing rates are lower than when using the aluminum sulfate (alum) and the effluent pH continues to be in compliance and effluent phosphorus remain low.
- C. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District is still ongoing. A tour of a facility similar to the WHS treatment plant was performed. The startup of the WHS plant is important to ensure that the facility can be properly represented in the RFP.
- D. Route 20 Water Main replacement project recommenced April 4, 2019. Project is virtually complete. No further disturbance of the system has occurred. Will watch for information from construction observer (Tata & Howard) for additional information on the actual location of the sewer system to add to our understanding of the piping system.
- E. DigSafe - Paul and Pezz are doing this at this time.
- F. Treatment Plant Capital Items:
 - 1. SCADA System. Tighe & Bond was at the plant on Tuesday July 17, 2019 to do the first of two days of improvements to the SCADA system. Mr. Smith from T&B is assisting in a number of areas to upgrade SCADA system to work better. He is also providing information on the replacement of critical control system pieces that are coming to the end of their useful life (desktop computer and SCADA electronics).
 - 2. Unexpended monies will be used to procure tools and lab equipment.
- G. 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.

- 7:50 9. Administrative Items:
 - A. Update on new MUNIS Billing System.
 - B. 71 Andrew Ave – Femiluxe Nails expansion into 73 Andrew Ave. Connection Application Approval.
 - C. 60 & 66 Andrew Ave – Golf X Connection Application for approval.
 - D. 57 Andrew Ave – Arts Wayland moved across the street from 60 Andrew Ave.
 - E. High School Treatment Plant – Starting July 1, 2019 the Account Specialist position (Jane) will be doing the financial analysis for the High School Treatment Plant. This includes budgets, capital plan, invoice processing and monthly operating reports.
- 8:05 10. Wastewater Rules and Regulations.
- 8:05 11. Approve minutes from previous meetings – June 5, 2019.
- 8:10 12. Review Monthly Operating Report.
 - A. FY19 year closes on August 2, 2019. Final numbers will be presented at the August Board Meeting.
 - B. FY20 July MOR will not be prepared since the bills were paid as of June, 2019.
- 8:20 13. Website status: Recent postings and organization – FY20 Rate Hearing posted.
- 8:20 14. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

8:25 15. Calendar: Upcoming meetings, events and hearings.

8:30 16. Public Comment. None

8:35 17. Adjourn