

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION**  
**MEETING DECEMBER 16, 2020**

**Board Members:** Remote Participation: Mike Gitten and Doug Levine

**Board Members:** Absent: None

**Other Attendees:** Remote Participation: Jane Capasso, Account Specialist; Paul Brinkman, Town Engineer; Cherry Karlson, Board of Selectmen; Jason Adams, Management Analyst-Selectmen's Office and Anette Lewis.

**Meeting Location:** Zoom Call.

**Minutes**

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

- 7:33 1. Call to order and reading of Zoom information.

Mike: Opened the meeting and read the Zoom information.

- 7:33 2. Public comment - None

- 7:34 3. Nominate/Elect Chairman.

**Doug: Motion to nominate Mike Gitten as chair of the Wayland Wastewater Management District Commission. Mike: Accepts and seconds the motion. Mike yes, Doug yes. Passed 2-0.**

- 7:35 4. Alta at River's Edge Wastewater Management Status – Paul Brinkman, Town Engineer; MassWorks Grant.

Paul: Site Description, Figure 1 shown on the Zoom screen. Figure 1 was submitted with the MassWorks grant. It shows all the pieces of the project being built and under whose authority they are. The grant was won for \$2.203 million dollars. Wastewater from Alta will be piped to a pump station on the Alta site. A force main pipe will go under the bridge will discharge to an existing manhole within an easement on the Town Center site at the edge of the property. The force main will constructed using the MassWorks funds with the under bridge section having been installed as part of the previous water main project. The effluent (processed clean wastewater) currently exits the WWMD treatment plant and discharges to the Sudbury River. We will intercept a portion of the wastewater and at another pump station, that is going to be built, it will be pumped to the Alta site to be discharged to the leaching field that will be built on the Alta site. In the Figure 1 all the highlighted purple portion of the system will be paid for with the MassWorks grant. The WWMD will have ownership and operational responsibility for the force mains, pump stations and leaching field. This is a requirement of MassDEP permitting.

Paul: The cleanup of the Alta land is built into the project schedule. Most of the asbestos was taken care of by Town. When the final assessment of the soil pile was completed, they did find a couple of small asbestos containing materials that he is working on removing before the land deal closes. Related to the other contamination on the site – soil and groundwater, the MassDEP required a Tier 1 report be filed. The remaining contaminates are from the Police firing range, two soil debris piles and other debris. Mike: This was known years ago. No new information. Paul: Wood Partners will take care of any remaining issues. This report was a status report, nothing for the Town to do.

Mike: How does the separation occur at the outfall from the pump station back to



the leaching field? Paul: The leaching field needs to have a certain volume periodically. When the pump station is full, the excess plant discharge will continue to flow by gravity to the outfall. The pump station will be operated based upon timers to pump a set amount to the leaching field on a specific frequency. We can engineer all the parameters of the pumps so that the leaching field cannot be overdosed. A large portion of the flow will go to the leaching field, which is environmentally preferred over the River discharge. Paul: Our permitted volume of discharge to the River is based on a rolling annual average. We will not exceed 52,000 gpd to the River. We expect about 20,000 gpd to go to the leaching field and about 30,000 gpd to the river.

Paul: We have hired a couple of engineering firms to design the force mains and effluent pump station and to upgrade and coordinate the SCADA controls. Upgraded SCADA will allow us to hold the flow back some of the flow from the new pump station and send it to the plant during periods of reduced flow at night. This will make our plant run much more efficiently. The SCADA will allow us to have better control of the facilities. The cost for the engineers is coming out of the MassWorks grant. Construction is being done through the selectmen's application. The pre-application was submitted yesterday by Paul to establish the grant.

- 7:49     5. Sewer Use Application(s) (SUA) – Alta at River's Edge, vote to approve.

Paul: This is our Municipal Sewer Use Application. Currently the form is a little awkward and we will be preparing formalized directions for its use. When someone connects or wants to make a change to our system we use this application. We bill based on Title V design flow and when a change occurs, we sometimes need to adjust the design flow. Paul showed the SUA application for Alta on the Zoom screen and explained how the form is set up. The categories for Alta are: Change in design flow, occupied (when it comes on-line), new connection and new owner. Alta calculated 35,840 gpd of design flow based on Title V, which Paul reviewed. They have several units at 110 gpd per bedroom, the elderly building is at a different rate and another rate for the leasing office. The maximum design flow we would accept is 35,840 gpd, but we expect 35-40% of this in volume. Wood Partners has signed the SUA. The application requires approval by the Commission, we would like the WWMD to approve the Application.

Paul: On the SUA there is a privilege fee of \$150,000. Typically, when someone connects, they are charged a \$65.07 per gallon Privilege Fee based on their assigned design flow. For Alta, Paul is proposing a lump sum amount because the District is gaining facilities and there is a net positive benefit from the project. In the future, the cost of WWMD building a leaching field at the Town Building would be approximately very large, well in excess of \$500,000 and likely over \$2M. It would also result in the loss of a playing field to the Town. This cost would be borne by existing users and would be substantial. The proposed privilege fee would be revenue for the WWMD to help offset some of the current and future financial challenges. The currently applied \$65.07 per gallon Privilege Fee was developed seven years ago to pay for the new treatment plant. It is based on the betterment charged to each connection from the \$5.5 million cost to build the plant and design flow of 70,000 gpd. The Privilege Fee is the amount we charge for someone to buy into the system.

Paul: The Privilege fee amount represents the benefit of the project connecting to WWMD and will help with future costs. Mike: WWMD's benefit is we will be gaining valuable assets. Cherry: The WWMD usage area covers the businesses along route 20 and allows for new connections. Mike: Feels the \$65.07 times Alta's design flow is excessive. Paul: The \$150,000 takes into consideration the new assets including the new facilities – pump stations, force mains and leaching field,



and will be used to cover future costs for unexpected problems. Paul: It's complicated to quantify the \$150,000. In addition to the items previously mentioned, there are non-cost factors such as the value of the Administrative Consent Order related to the alternate leaching field being discharged, after these facilities are being built and the cost of this. The \$150,000 captures the non-cost items, the value of the things we are getting and the things we are avoiding.

Paul: The \$150,000 Privilege Fee will be part of retained earnings. Since we are seeing shortfalls in our betterment revenue versus bond payments in the outer years, we will be looking to cover that gap. Also the facility is going to be run at a higher rate and things may need upgrade/replacement. Paul: We have money in the bank for the short-term costs and this allows us to manage future shortfalls.

Paul: Alta knows there is a privilege fee, but they have not seen it in writing. The Health Department needs to verify the Title V flow. They have seen this number, but it has not formally been placed before them. The WWMDC will review the Health Department value and sign off. Mike: Is all of this documented in the final agreement? The whole arrangement of us going on their property, operating the pump stations and they are building it. Paul: The WWMDC is approving the flow to come to the facility at this point. I have reviewed the connection and I will not allow this connection unless it is mechanically functioning. The document I showed earlier shows what the MassWorks grant pays for. Cherry: The concept of connecting is in Open Session, the financial negotiations are still in Board of Selectmen - Executive Session and close to coming out. We have reported in Open Session that the DEP wants the Town to be the owner and responsible party for the pump stations and the leaching field. As part of the original LDA, it is contemplated that Wood Partners would build their own treatment plant or if they go through this option with WWMD, they will still be responsible for building things on their property and those would transfer to WWMDC for running with an Operating and Maintenance Plan. All part of this will be part of the closing documents. Providing the work is completed on time the WWMDC will get the flow. At Mike's request, Paul added a comment to the SUA, which follows the motion below.

Paul: The SUA indicates Privilege Fees are due within 90 days. We use 90 days because we were concerned people would ask for capacity and not use it. We can extend the date if needed. This is not regulatory. Mike: ready to defer to Paul on the \$150,000 privilege fee and feels this will help with any costs not covered by the grant. Doug: This seems to make sense and the justification of the \$150,000.

Jane: Privilege fees in the past have been used to pay off betterment debt. We are seeing a deficit of approximately \$350,000 in years 2030-2032. Cherry: The Alta Privilege Fee is a connection and may not be related to betterments. Clarification of this and keeping operating and betterment money separate will be important.

Mike: Recognized Anette Lewis for comment: Annette stated she has followed Wastewater since 1998 and offered the following questions:

- 1) Who pays for the pump station being constructed on Rivers Edge, which is not being paid for by the grant and who maintains it?
- 2) The comment you are writing on the SUA, if you do not get the leaching field, you cannot service Alta because she believes you won't have enough capacity. You need to have more than the connection, you need know there will be a leaching field constructed on their property in addition to the other things you are talking about.
- 3) In determining the dollar amount for the privilege fee. She believes it is not appropriate to look at the total cost of what would have been constructed at the Town Building. First of all it wasn't allowed to be constructed; you don't have control of the land. It is just the equivalent of the leaching. Because



- you are getting paid for the other lines.
- 4) Why is the Privilege Fee so low? \$150,000 is not sufficient. Feels those that were stuck with an oversized plant and had to pay their betterments as individuals, which were considerable, that this is not fair. They have no idea this is not going on.
  - 5) You are required under statute to annually prepare a 3-year capital improvement plan looking forward. This program needs to be approved by Town Meeting.
  - 6) Can't tell what the real ownership is and whether it is fixed yet. It is not fine to talk about a moving target without the other users knowing what exactly you are doing. She hopes you won't vote tonight without the other users understanding exactly what you are doing and without the Town understanding.

Mike: The MassWorks grant was clear and all the costs on the property are not covered by the grant. Anette: The application is not to be found and she made a records request for the grant. The public has no idea what is going on and there is no capital improvement plan. What are you trying to accomplish? It is not clear. What is the purpose of increasing our discharge capacity and bringing a large project into the fold? What is the town really getting? Paul: The last presentation explains the Operating and Maintenance (O&M) costs of the facility with Alta connected and what direction they are heading. This was done in a meeting and we were discussing a model. Anette: You are required to have a hearing to inform people of what is going on. \$150,000 is nothing and is equivalent to a pump station. She urges the board to stop and think and not approve tonight, make sure the language is right and make sure the deal is set that the Selectmen have been negotiating before you put the other users in harm's way. Mike: Thank you Anette. He knows this was presented at a Selectmen's meeting explaining the project. My takeaway to the users is that this will help with the users' costs going up and in the future we will have to build a leaching field. Anette: Supposedly we are not using the capacity to the river. Paul: Alta is a user that can provide a fixed, known quantity, that we can manage. Whereas, our users don't. What has happened with Covid, demands have gone down considerably along with our revenue but our costs have not. This will have serious effects on our users. To have more users will help buffer our charges. A lot of the spaces in the Town Center are vacant. They are the users. Mike: My takeaway is based on the current subscribers and if all the commitments to the facility are met, then a leaching field will be required in the future. Anette: you don't have the use now or in the foreseeable future. You won't be adding things to the system for at least two years. You still have time to think through what you are doing and let the public know what you are doing and increase the Privilege Fee.

Paul: We are complying with Town requirements and permits. Doug: Do we think the 150,000 is sufficient since we are only doing this one time? Should it be higher and what is the justification? Mike: Thought this too, but this money can only go towards paying down betterment debt. Paul: We need to review this. Jane: In the past Privilege Fees were connected to the debt for the \$5.5 million for the treatment plant. Should this not be called a privilege fee since this is not related to the debt? Paul: We can discuss what is called later and he has thoughts on whether it should or should not go towards betterment retained earnings.

Doug: can we vote for this conceptually. Paul: We are trying to get everything in place before the closing in the next few weeks. Mike: We have been talking about this for multiple meetings and the selectmen have too. By facilitating the expansion of our system, it prevents the cost for something similar that we would have to do without any one having to pay a privilege or betterment fee. Mike was unaware of this fee. Mike: The project benefits our users without the Privilege Fee. Mike: This



raises a question how this affects current and future users. How do we get back to the standard \$65.07? Paul: The direct and non-cost benefits from this project created a benefit to all users. Mike in 2-3 years, when this is fully operational, your numbers indicate that this will reduce everyone's bills. Paul: adding small amounts of flow does not change fees substantially. Paul: found the \$65.07 made sense originally and we should come up with a better number based on the plants age in the future.

**Mike: Motion to approve the SUA with a Privilege Fee of \$150,000 with Paul's typed comment. Doug: Second. Mike yes and Doug yes. Passed 2-0.** Mike to sign on Friday morning at 9:00 am. The following is Paul's comment added to the SUA: Contingent on the proponent constructing a wastewater pumping station and force main to connect to the town's facilities at the property line and a pipe and leaching field to receive and dispose of the Town's finished effluent at the property line.

- 8:52 6. FY22 Budget – Update, approve as available.

Paul: The FY22 Budget is not ready to be approved by the WWMD. The Finance Director and Town Administrator have a few questions. A meeting will occur in a week or two. The WWMD must review the FY22 Budget before the warrant is closed. We may call a 10 minute meeting at year-end or the first of the year to approve this. There is a five year capital plan that does not include Alta, since it was not known if this would happen.

- 8:53 7. Monthly Operating Report(s) – October 2020, November 2020

Paul: Nothing of note. Everything is going well. Flows are similarly depressed as last month.

- 8:54 8. Monthly Financial Report – through October 2020.

Jane: 33% of the year is complete. The Year-to-Date Actual column shows, in most cases, our expenses are below the 33% and we are on track. Paul: The Encumbrance columns are for purchase orders to reserve money for planned expenses. Comment number 4 is for bills that were paid before the purchase orders were approved. We will watch the totals and will stay within budget as much as possible. In the debt section Treasury will be adjusting items related to Clean water trust *that* are not WWMD's amounts. The old debt shows the last payment being made. There was no billing for the final payment. The difference will be covered by betterment retained earnings. Debt payments are made in February and May and this is why the percentage is a little high. Jane: Note 2 at the bottom shows all the users that have paid off their new betterment in full year in FY21. Approximately \$39,000 in principal has been paid. Quarter 2 billing is happening in about a week.

- 9:00 9. Approve minutes from previous meeting(s): November 18, 2020.

**Doug: Motion that the WWMD approve the minutes from November 18, 2020 as drafted. Mike second. Doug yes, Mike yes. Passed 2-0.**

- 9:01 10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Mike: Would like to talk about privilege fees in the next few meetings. Paul: Will explain the thinking behind them and about how we can start thinking about modifying the rates. He will schedule a FY22 Budget meeting around the first of the year. He hopes to have the long-range budget tool done with the effect of Alta for discussion.



9:04 11. A) Calendar: Upcoming meetings, events and hearings.

Paul: We may schedule a 10 minute zoom meeting for early January to approve the FY22 Budget. January 27, 20 will be our next regular meeting where he will review the Sewer Use Application (SUA) and the motion allowing Paul to make approvals on SUA's.

B) Review topics for future discussion. – See above.

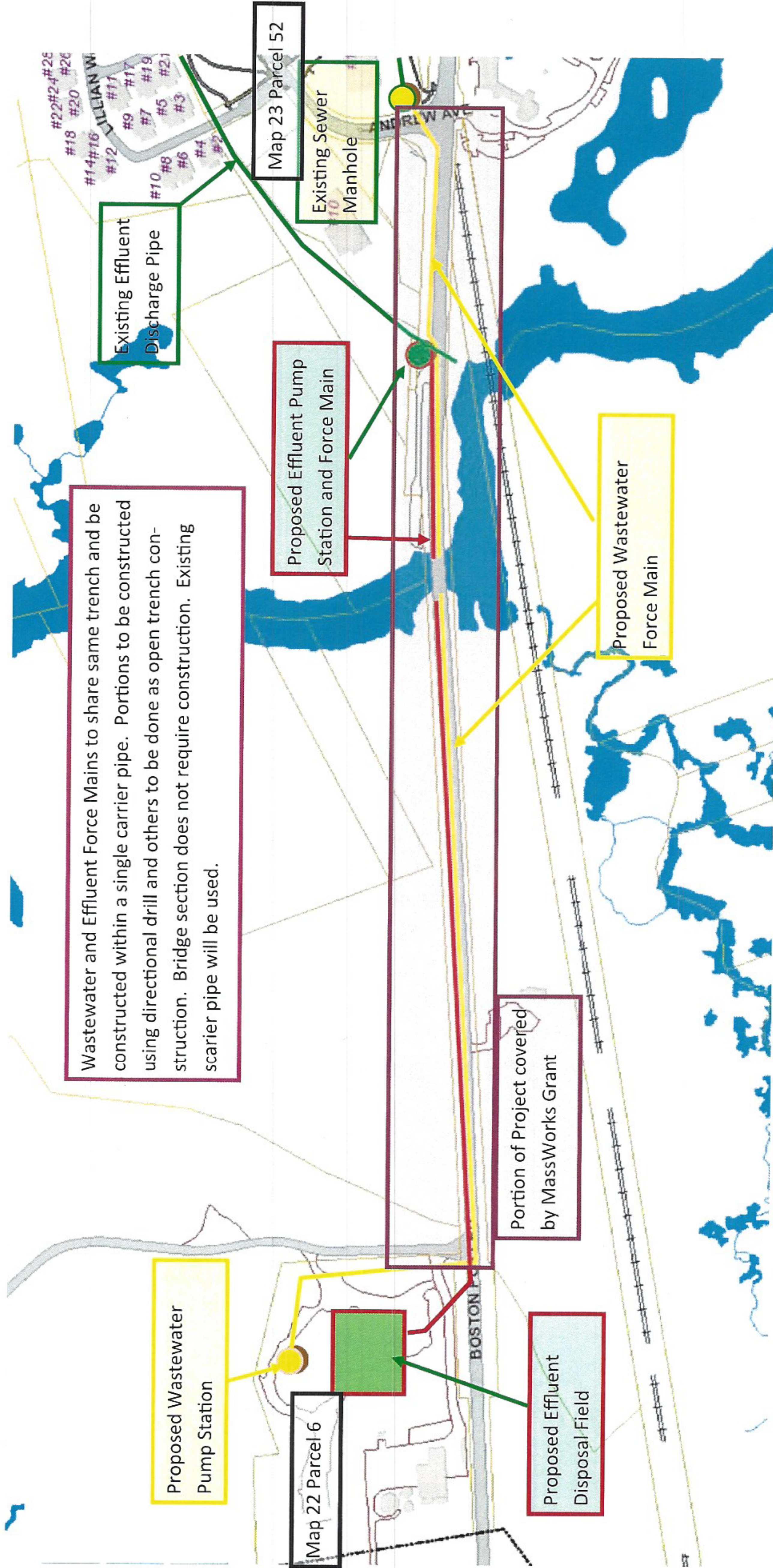
9:09 12. **Adjourn – Doug: Motion to adjourn for the evening. Mike second. Mike yes, Doug yes. Passed 2-0.**

Attachments:

Figure 1 – River Edge  
October, 2020 Official Monthly Financial Report  
FY22 Budget  
Agenda



Site Description—Figure 1    Wayland Route 20 Sewer Extension





WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION						Beginning of Year:		7/1/20
FY2021 MONTHLY FINANCIAL REPORT-			October, 2020		OFFICIAL	MUNIS Date:		10/31/20
33% of Year Complete			FY21	YTD	YTD ACT	ENCUMB.	BUDGET	TOTAL
ACCOUNT #			BUDGET	ACTUAL	% SPENT	BALANCE	BALANCE	% SPENT
EXPENSES								COMMENTS
63443001	51001	Salaries (Acct Spec/WOM)	85,830	\$ 26,544	30.9%	N/A	\$ 59,286	30.9%
63443001	51003	Salaries (Part-time)	2,500	\$ -	0.0%	N/A	\$ 2,500	0.0%
		<b>Total Personnel Services</b>	<b>88,330</b>	<b>\$ 26,544</b>	<b>30.9%</b>	<b>0%</b>	<b>\$ 61,786</b>	<b>30.1%</b>
63443002	52100	Facility Operating Contract	50,000	\$ 11,700	23.4%	\$ (2,700)	\$ 41,000	18.0%
63443002	52101	Fac. Labor & Other Prof. Serv.	12,500	\$ 557	4.5%	\$ 1,443	\$ 10,500	16.0%
63443002	52103	Surface Water Testing (Oars)	7,800	\$ -	0.0%	\$ 7,800	\$ -	100.0%
63443002	52107	Admin Serv's (Other)	500	\$ 100	20.0%	\$ -	\$ 400	20.0%
63443002	52108	Legal Services	2,500	\$ -	0.0%	\$ -	\$ 2,500	0.0%
63443002	52112	Training & Education	350	\$ -	0.0%	\$ -	\$ 350	0.0%
63443002	52115	Building Repair & Improvement	5,000	\$ -	0.0%	\$ 500	\$ 4,500	10.0%
63443002	52116	Equipment Repairs & Maint.	15,000	\$ 5,074	33.8%	\$ 2,110	\$ 7,816	47.9%
63443002	52117	Vehicle Repair	500	\$ -	0.0%	\$ -	\$ 500	0.0%
63443002	52121	Disposal (BP Trucking/Trash)	1,500	\$ 286	19.1%	\$ 1,214	\$ -	100.0%
63443002	52122	Sludge Disposal	25,000	\$ 1,960	7.8%	\$ 7,040	\$ 16,000	36.0%
63443002	52125	Chemicals	10,000	\$ -	0.0%	\$ 3,500	\$ 6,500	35.0%
63443002	52126	Pipeline Maint/Emergency	10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%
63443002	52152	Engineering Fees	-	N/A	N/A	N/A	N/A	N/A
63443002	53102	Natural Gas-Nt'l Grid & Dir. En.	5,000	\$ 162	3.2%	\$ 4,838	\$ -	100.0%
63443002	53103	Electricity -Eversource	45,000	\$ 7,964	17.7%	\$ 37,036	\$ -	100.0%
63443002	53104	Telephone -Verizon	3,750	\$ 607	16.2%	\$ 3,143	\$ -	100.0%
63443002	53105	Water -TOW	1,000	\$ 15	1.5%	\$ -	\$ 985	1.5%
63443002	59710	Indirect/Admin (Town Services)	36,472	\$ -	0.0%	N/A	\$ 36,472	0.0%
		<b>Total Services</b>	<b>231,872</b>	<b>\$ 28,426</b>	<b>12.3%</b>	<b>\$ 65,923</b>	<b>\$ 137,523</b>	<b>40.7%</b>
63443002	54100	Supplies	2,500	\$ 210	8.4%	\$ 790	\$ 1,500	40.0%
63443002	54111	Vehicle Gasoline	500	\$ 38	7.6%	\$ 462	\$ -	100.0%
63443002	54115	Uniforms	355	\$ -	0.0%	N/A	\$ 355	0.0%
63443002	54500	Small Equipment	25,000	\$ -	0.0%	\$ -	\$ 25,000	0.0%
63443002	54599	Contingency	10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%
		<b>Total Goods</b>	<b>38,355</b>	<b>\$ 247</b>	<b>0.6%</b>	<b>\$ 1,253</b>	<b>\$ 36,855</b>	<b>3.9%</b>
		<b>Total Operating Expenses</b>	<b>\$ 358,557</b>	<b>\$ 55,217</b>	<b>15.4%</b>	<b>\$ 67,176</b>	<b>\$ 236,164</b>	<b>34.1%</b>
CAPITAL EXPENSES								
63443002	47501	Old Debt-Principal	43,247	\$ 30,810	71.2%	N/A	\$ 12,437	71.2%
63443002	47502	Old Debt-Interest	1,135	\$ -	0.0%	N/A	\$ 1,135	0.0%
63443002	47501	New Debt -Principal	253,000	\$ 5,838	2.3%	N/A	\$ 247,162	2.3%
63443002	47502	New Debt -Interest	138,065	\$ 72,983	52.9%	N/A	\$ 65,083	52.9%
		<b>Total Capital Expenses:</b>	<b>\$ 435,447</b>	<b>\$ 109,630</b>	<b>25.2%</b>	<b>N/A</b>	<b>\$ 325,817</b>	<b>25.2%</b>
		<b>TOTAL OPERATING &amp; CAP EXP'S</b>	<b>\$ 794,004</b>	<b>\$ 164,847</b>	<b>20.8%</b>	<b>\$ 67,176</b>	<b>\$ 561,981</b>	<b>29.2%</b>
REVENUE					% REC'D			% REC'D
63410500	47501	Old Betterment - Principal	\$ -	\$ -	N/A	N/A	\$ -	N/A
63410500	47502	Old Betterment - Interest	\$ -	\$ -	N/A	N/A	\$ -	N/A
63410500	47503	New Betterment - Principal	\$ 186,303	\$ 1,301	0.7%	N/A	\$ (185,002)	0.7%
63410500	47504	New Betterment - Interest	\$ 128,872	\$ 976	0.8%	N/A	\$ (127,896)	0.8%
63410500	48600	Retained Earn's-Betterment	\$ 120,272	\$ -	0.0%	N/A	\$ (120,272)	0.0%
63105000	43299	Miscellaneous Rev-Betterment	\$ -	\$ -	N/A	N/A	\$ -	N/A
63410500	47505	Unapp WW Better TC Rev	\$ -	\$ 39,173	N/A	N/A	\$ 39,173	N/A
63410500	47506	Unapp WW Better TC Int	\$ -	\$ 1,305	N/A	N/A	\$ 1,305	N/A
63410500	49710	Transfers from General Fund	\$ -	\$ -	N/A	N/A	\$ -	N/A
		<b>Total Debt/Betterment Rev</b>	<b>\$ 435,447</b>	<b>\$ 42,755</b>	<b>9.8%</b>	<b>N/A</b>	<b>\$ (392,692)</b>	<b>9.8%</b>
63410500	42105	User Charges	\$ 317,557	\$ 116,750	36.8%	N/A	\$ (200,807)	36.8%
63410500	48210	Interest Earned on Savings	\$ 10,000	\$ 1,164	11.6%	N/A	\$ (8,836)	11.6%
63410500	41750	Penalties & Interest	\$ -	\$ 256	N/A	N/A	\$ 256	N/A
63105000	42111	Wastewater Liens	\$ -	\$ -	N/A	N/A	\$ -	N/A
63105000	43299	Miscellaneous Rev-Operating	\$ -	\$ -	N/A	N/A	\$ -	N/A
63410500	48600	Retained Earn's-Operations	\$ 31,000	\$ -	0.0%	N/A	\$ (31,000)	0.0%
		<b>Total Operating Revenue</b>	<b>\$ 358,557</b>	<b>\$ 118,170</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ (240,387)</b>	<b>N/A</b>
		<b>TOTAL REVENUE</b>	<b>\$ 794,004</b>	<b>\$ 160,924</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ (633,080)</b>	<b>20.3%</b>
		<b>OPERATING INCOME/(LOSS)</b>						
		<b>Total Operating Revenue</b>	<b>\$ 358,557</b>	<b>\$ 118,170</b>		<b>Revenue</b>	<b>\$ 160,924</b>	
		<b>Total Operating Expenses</b>	<b>\$ 358,557</b>	<b>\$ 55,217</b>		<b>Expenses</b>	<b>\$ 164,847</b>	
		<b>Net Operating Income/(Loss)</b>	<b>\$ -</b>	<b>\$ 62,952</b>		<b>Total Income/(Loss)</b>	<b>\$ (3,923)</b>	

Notes:

- 1) Old Betterment: Apportionments ended in FY20. Final Debt Expense payments FY21.
- 2) Unapportioned Principal/Interest (New Betterments Paid in Full): 25 River Rock \$10,020.92/\$374.75, 42 Lillian \$10,020.92/\$422.79 and 364 BPR \$9,109.92/\$6.24, 14 River Rock \$10,020.92/\$500.96.
- 3) FY20 User Charge Billing: Q4=\$67,437, Q1=\$75,535.
- 4) Invoices paid before PO was approved.



Revenue Codes	July 2020 7/1-7/31/20	August 2020 8/1-8/31/20	September 2020 9/1-9/30/20	October 2020 10/1-10/31/20	November 2020 0	December 2020 0	January 2021 0	February 2021 0	March 2021 0	April 2021 0	May 2021 0	June 2021
6302 WW User Charges 63105000/42105	\$ 22,424.53	\$ 28,240.88	\$ 14,348.28	\$ 51,736.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6308 Penalties & Interest 63105000/41750	\$ 0.08	\$ 28.41	\$ 9.63	\$ 217.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6303 Miscellaneous Rev: 6310500/43299-Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6310500/43299-Betterment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6304 Betterments (Old) 63105000/47501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6305 Betterment Interest (Old) 63105000/47502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6306 Betterments Pd In Adv 63105000/47599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6307 Int. Earned on Savings 6310500/48210	\$ 298.58	\$ 298.76	\$ 288.60	\$ 277.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6309 Wastewater Liens 63105000/42111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6311 WW Better TC Rev 63105000/47503	\$ -	\$ -	\$ 1,301.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6312 WW Better TC Int 63105000/47504	\$ -	\$ -	\$ 976.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6313 UNAPP WW Better TC Rev 63105000/47505	\$ 10,020.92	\$ 10,020.92	\$ -	\$ 19,130.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6314 UNAPP WW Better TC Int 63105000/47506	\$ 374.75	\$ 422.79	\$ -	\$ 507.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63 Wastewater Retained Earn's 63105000/48600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63 Transfers from General Fund 63105000/49710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63 Transfers from Capital-Town 63105000/49740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 33,118.86	\$ 39,011.76	\$ 16,923.99	\$ 71,869.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

- Miscellaneous Revenue Betterments:
- Old Betterment: Apportionments ended in FY2020. August 13 2020 Waiting for final payments from 5 users.
- Unapportioned Principal/Interest (New Betterments Paid in Full): 25 River Rock \$10,020.92/\$374.75, 42 Lillian \$10,020.92/\$422.79, 364 BPR \$9,109.92/\$6.24, 14 River Rock \$10,020.92/\$500.96. FY20 & FY21 Brian and Maura Looking at:
- Interest Earned on Savings: FY20 Received \$24,546.97 for interest owed to WWMD on the Undesignated Retained Earnings from FY13-FY19. Question if this includes interest received monthly. FY21 how will this be calculated and when will we receive it?





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

Applicant Name	Alta at River's Edge, LLC	Property Owned	<input checked="" type="checkbox"/>	Property Rented	<input type="checkbox"/>
Applicant Phone #	(781) 541-5822	Owner/Site Manager (SM)	Cecelia Bologna - Regional Manager		
Applicant Email	jim.lambert@woodpartners.com	SM Phone #	(781) 541- 5868		
Business Name	Wood Partners	SM Email	cecelia.bologna@woodpartners.com		
Location Address	490 Boston Post Road				
Proposed Use	Residential Housing (rental apartments)				

Check all that apply

Change in Business	<input type="checkbox"/>	Change in Flow	<input checked="" type="checkbox"/>	Vacant	<input type="checkbox"/>	Existing Connection	<input type="checkbox"/>
New Owner	<input checked="" type="checkbox"/>	Change in Space	<input type="checkbox"/>	Occupied	<input checked="" type="checkbox"/>	New Connection	<input checked="" type="checkbox"/>
Closed Business	<input type="checkbox"/>	New Billing Address					


To Be Completed by WWMD				
Current Design Flow	0	gallons per day	Basis for Current Design Flow	Empty Unserved Property
Change Design Flow	35,840	gallons per day	Basis for Change to Design Flow	Title V New Connection
Total Final Design Flow	35,840	gallons per day	Source of Increase New Connection / Construction	

**Applicant/Site Manager 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.
- This application addresses solely wastewater design flow allocations and billing by the WWMD.
- Additional approvals are required for construction activities associated with changed or new physical connections to the sewer.
- All costs associated with the construction of sewer modifications are to be borne by the applicant.
- This application is not considered approved until all fees have been paid and WWMD signature provided.
- Application may be deemed invalid if the Privilege Fee payment is not received within 90 days.

Signature of Applicant:  Print Name: James Lambert Date: 12/15/20

Signature of Site Manager:  Print Name: M Date: \_\_\_\_\_  
If required

WWMDC USE ONLY	Privilege Fee : \$ \$150,000	(Design flow	N/A	gpd X Fee \$
WWMD Approval ( <input checked="" type="checkbox"/> ) or Disapproval ( <input type="checkbox"/> ).	Signature:  Date: <u>12/18/20</u>			
Comments:	Contingent on the proponent constructing a wastewater pumping station and force main to connect to the Town's facilities at the property line and a pipe and leaching field to receive and dispose of the Town's finished effluent at the property line. The proponent will construct the facilities to conform to Town requirements and permits.			

Directions: 1) Return the completed Municipal Sewer Use Application to the WWMD at the location noted above. The WWMD will review for completion. 2) If no fee is required, the DPW will review and approve as appropriate. 3) If a Privilege Fee is required, the Application will require approval by the Commission. 4) Applications requiring Privilege Fee payment will not be considered approved until payment is made to the Treasurer's Office, 41 Cochituate Road, Wayland, MA by check payable to "Town of Wayland". 5) Applicant is required to comply with all applicable wastewater regulations and pay all fees prior to permitted occupancy.

Updated 02/03/2020



**PROPOSED FY22 BUDGET - 11/16/20**

REVENUE



# WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

## PROPOSED FY22 BUDGET - 11/16/20

								% Change			% Change	
	Account #		Actual FY19	Actual FY20 (1)	FY21 Budget	FY22 Level Service	FY21 Budget-	FY22 Level Funded	FY22 Level Fund-Serv			
63410500	42105	Receipts (User Charges)	263,080	279,143	317,557	333,135	5%	325,707	3%	Required revenue with Int Earned and Retained Earnings		
63410500	48210	Interest Earned on Savings	11,144	38,830	10,000	10,000	0%	10,000	0%			
63410500		Other-Unbudgeted	65,511	104,262	-	-	-	-	-			
63410500	47501	Old Betterment-Principal	22,384	20,126	-	-	-	-	-	FY21 Retired		
63410500	47502	Old Betterment-Interest	2,238	1,006	-	-	-	-	-	FY21 Retired		
63410500	47503	New Betterment-Principal	187,945	178,714	186,303	179,536	-4%	179,536	-4%			
63410500	47504	New Betterment-Interest	145,406	132,122	128,872	115,158	-11%	115,158	-11%			
63410500	48600	Undes Ret'd Earn's/Betterment	-	-	120,272	94,321	-22%	94,321	-22%			
63410500	48600	Undes Ret'd Earn's/Operation	-	-	31,000	20,000	-35%	20,000	-35%	Set at amount to offset contingency		
		Total Revenue:	697,708	754,203	794,004	752,150	-5%	744,722	-6%			



**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**

\*In compliance with the revised Open Meeting Law requirements, we will be holding the meeting on Zoom and will simultaneously live stream the meeting on WayCAM. Those wishing to join the meeting directly via Zoom may do so using the following link:

<https://zoom.us/j/91934163916?pwd=dXhBVFRQMS9RdFRzcWhZVmRoY09OZz09>

**PW: 106057.** Public Comment will be received via Zoom. Zoom participants can "raise their hand" in Zoom during the public comment portion of the meeting to indicate their desire to comment. Instructions for participating via Zoom can be found here: <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>. Thank you in advance for your patience; we intend to address all requests that come in during the Public Comment period.

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission  
FILED BY: Jane Capasso  
DATE OF MEETING: Wednesday, December 16, 2020  
TIME OF MEETING: 7:30 PM  
PLACE OF MEETING: Zoom Call

**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 and reading of Zoom information.
- 7:32 2. Public comment
- 7:37 3. Nominate/Elect Chairman.
- 7:40 4. Alta at River's Edge Wastewater Management Status – Paul Brinkman, Town Engineer; MassWorks Grant
- 7:50 5. Sewer Use Application(s) – Alta at River's Edge, vote to approve.
- 8:10 6. FY22 Budget – Update, approve as available.
- 8:20 7. Monthly Operating Report(s) – October 2020, November 2020
- 8:30 8. Monthly Financial Report – through October 2020.
- 8:40 9. Approve minutes from previous meeting(s): November 18, 2020.
- 8:42 10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:44 11. A) Calendar: Upcoming meetings, events and hearings.  
B) Review topics for future discussion.
- 8:45 12. Adjourn