

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING FEBRUARY 24, 2021

Board Members: **Remote Participation:** Mike Gitten, Doug Levine. **Absent:** Seth Roman.
Other Attendees: **Remote Participation:** Louise Miller, Town Administrator, Paul Brinkman, Town Engineer; Cherry Karlson, Board of Selectmen; Jason Adams, Management Analyst-Selectmen's Office. Jane Capasso, Account Specialist; Jim Lambert, Managing Director for Wood Partners and Dave Formato, President and Consultant for Onsite Engineering. Public Comment: Annette Lewis.

Meeting Location: Zoom Call.

Minutes

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

- 7:30 1. Call to order and reading of Zoom information. Roll call: Mike and Doug stated they are present.
- 7:32 2. Public comment. Annette Lewis: Expressed concerns regarding availability of documents, The Zoom link is not working. For number 5 on the Agenda, please don't make any commitments until you discuss the Capital Plan. Your agenda is not on the Town Calendar and the public cannot see the hearing. Mike: The legal notice was published twice. Paul: The hearing is on the WWMD Website. Annette: Rivers Edge is not on the WWMD website. Paul: We are not building the pipe and it can be found on the Town's website. Statute says you should have a three year forward looking capital plan and explain how it all fits together. Jason: Updated the link on the website.

- 7:35 5. Alta at River's Edge

Screen Share: Please refer to the Alta at River's Edge Wastewater Connection Discussion slides attached.

Specific comments from Paul are listed below:

- Current Configuration - The NPDES Permit allow us to discharge 52,000 gallons per day (gpd) to the Sudbury River. The current flow is approximately 15,000 gpd and typically, pre Covid, we were at 25,000 gpd. The plant has capacity for 80,000 gpd.
- Current Permitted - With the leaching field at the Town Building we have 69,000 gpd of flow (52,000 gpd plus 17,000 gpd). Annette has indicated that we may not be able to build at the Town Building.
- Privilege Fee/Connection Fee - The Sewer Use Application shows a Privilege Fee of \$150,000, which was recommended by Staff and approved by the Commission. When the plant was first built, a betterment fee of \$65.07 was established by dividing the total cost of the plant by all the Title V gallons that were assigned to properties that were connected or were planned to be connected. Since that time, others that have asked for more gallons have been assessed this rate. In the past, privilege fee payments have been used to offset O&M costs. Given the projected shortfall in the betterment revenues due to prepayments, the Alta privilege fees are likely to be set aside to cover the future debt service. A little bit went to retained earnings.
- Recent Guidance on Betterments - The Division of Local Services (DLS) on February 2021 came out with Recent Guidance on Betterments. This talks about

- betterments, special assessments and privilege fees which supports what we have originally done and it is appropriate for the way we are doing things for Alta.
- MassWorks/Construction – The 90% design of the pipe plans and specifications were received today. Within a month we will go to bid, hire a contractor and start construction. A SCADA engineer has completed the preliminary assessment and we will wait for the final scope work so we can fully utilize the MassWorks grant. The final design of the Alta site improvements is under review by the Town and another engineering firm.
 - O&M Cost Analysis - This is an example of a projection of the FY22 Budget with Alta included. We are looking at an increase of approximately \$70,000 to O&M expenses. The FY22 budget is being used as a model since the Alta project won't be fully connected in FY22.
 - Rate Impacts - Using the FY22 model, without Alta we will need about \$328,000 in revenue or a 7.1% increase in rates over what we have this year. With Alta, we will be able to reduce rates by approximately 14%, which translates to a 21% benefit to existing users if everything goes as the model shows.
 - Cost to Alta based upon Model - Alta's annual bill, based on a less conservative model of actual flow of 13,083 gpd, is in-line with our existing user base, which uses about 35% of their Title V design flow. This equates to an Alta bill of about \$121,687.80. Other scenarios go up to \$135,000 based on higher flows at 50% of Title 5 design flow.
 - Alta Responsibilities - To make sure WWMD has access to their facilities, control of what is allowed to go into the system and coordination with WWMD on what is going on.
 - Considerations for the Town - We don't have to build a leaching field without any cost to existing users, we are optimizing capacity at the treatment plant, no capital costs to WWMD existing users and we stabilize rates. Alta Consideration is no direct costs or responsibilities for wastewater management.

Jim Lambert, Managing Director for Wood Partners, Dave Formato, President and Consultant from Onsite Engineering. Jim: We are hoping to establish a fair ongoing rate for the payment from Alta. The original plan was for Alta to build an onsite treatment plant and Paul has shown the benefits for Alta not doing this. The investment to do this, way back, was based on certain underwritten expenses where Alta would operate the treatment plant. This created lower calculations for expenses than we are seeing now. Due to the considerations, including the leaching field, this is an odd and unique structure with Alta being a private party and having the leaching field on our property. This is unique in the industry.

We are hoping to get more in line with what we thought our operating expenses would be. Dave: Using actual 2019 to 2020 bid numbers from WhiteWater and small similar sized systems we created a detailed operational budget. We told Wood Partners they needed to budget \$110,000 per year for annual operations including all permitting. The cost structure is different for a municipal and private structure. With these changes and Paul's analysis, the costs are coming in around \$120,000 to \$130,000. We are trying to bridge this gap and come in closer to the \$110,000. We can supply our cost estimate to Paul. This was a starting point and we are not opposed to an annual increase with reasonable growth in these costs. We are not suggesting this is a fixed cost for eternity.

The change in cost is more related to the flow. With apartment complexes, the flow tends to be higher than individual homes who tend to manage their own costs. We expect the flow will be closer to 50% of the Title 5 flow based on other Alta complexes. We anticipate actual flow around 18,000 gpd. Paul's model is at 35% flow. Paul gave us a schedule with 18,000 gpd of actual flow with a base charge of \$101,600 and due to the increase in flow the Tier 1 charge changed to \$35,600 for

a total of \$137,200 based on the projected FY22 Budget numbers with Alta.

Jim: We are looking to structure this in line with how the town bills and perhaps we could receive a credit. He is not sure how this will work in the future.

Paul: Our largest connection is the Town Center with approximately 30,000 gpd of assigned capacity. Louise: When looking at rates and the O&M agreement, these are two separate questions. The question of the rates charged to Alta needs to be looked at with all the contributors to the flow at the wastewater treatment facility. The O&M agreement is a separate legal document where there is negotiating room for the WWMD. Think about this instead of different user charges for different users. Paul: The Town Center is different in that each user's bill is calculated individually. Some of the buildings are aggregate and the other bills are individual. In summary: Is there a dollar value in excess of the benefits Alta gets for the leaching field and could this be quantified? This will be worked into the Agreement.

Paul: WWMD is responsible for constructing the leaching field and we will hold the permit. With appropriate operation and maintenance, there should be no issue with the facilities for 50 plus years. The groundwater permit requires WWMD to monitor the leaching field and how much flow goes in. If the field fails, the Town would be responsible for this. If treated correctly, this should not be a problem for a long time. Dave: Agrees.

Mike: Once they are connected will they be at the 80% base charge amount? Paul: Since Alta will be going online over time, we may want to add consideration for this and the startup time. The Commission will be in charge of this.

Paul: Our next steps are to get the cost estimate from Alta in the short-term. Mike: Looking for examples to discuss the O&M costs? Paul: Legal Counsel is cued up to help with this. This is unusual since this is an easement on private property. Louise: Believes in the next two weeks we can have a draft of this. Jim: Will see if the DEP has something similar that we can reference. Louise: We are using the same legal counsel, Anderson & Krieger, as we did for other parts of the project. Cherry: They will be able to offer you good guidance on this.

Motion: Doug - That the WWMDC formally request our Town Administrator to seek the services of the law firm, Anderson & Krieger, to draft an initial Operations and Management document with input from the Town Administrator and Town Engineer within the next two weeks or so in anticipation of the next WWMDC meeting in three weeks or so. Mike second. Doug Aye, Mike Aye. Approved 2-0.

- 8:28 6. Sewer Use Application(s) – Discussion of recent and new changes. Discuss authority for DPW/Town Engineer to approve Sewer Use Applications not requiring the imposition of a sewer connection fee.

Paul: The WWMDC has given me permission, in the past, to sign SUA in cases where things won't result in a change in flow or money is involved. This was set up because it was difficult to get signatures and votes in a timely manner with the WWMDC meeting once a month. I am working with the Health Department to determine the flow for a fitness studio changing to a dentist office. I also coordinate with the Building Department so they know what is going on and the process keep going in a timely manner. Tom Holder, in the past, also had had permission to sign in case Paul was not physically available. The signature authority in the past has been for three or four months. We are using a consultant to put a formal permitting process in place for the Town.

Mike: Would like a presumptive approval. Have Paul send out what he is doing to the WWMD and the board responds in a reasonable amount of time. Paul: when a fee is imposed we should have a discussion. Most of the time the SUA is used to for billing. Doug: Would like to ask Louise if this is more of a Town-wide role and whether Tom Holder should be a signer. Doug: Agreed that after a discussion with Louise, the motion can be amended later.

Motion: Mike - Authorize the Town Engineer to approve Sewer Use Applications after providing the proposed application and summary to the commission via email and no commission member raises an objection within 10 days. This excludes applications that include connection fees. Second Doug. Mike Aye, Doug Aye. Approved 2-0.

Paul: We are currently looking at: An exercise place that will be a dentist, which may require a change in design flow. I sent you Bagel Table, which has less seats than Panera. This required a change in design flow that was then reassigned at the Town Center so it can be billed. The Town Center is talking about putting in a veterinary business. We have a condominium that is adding a room to a basement. In these cases, we add a note to the SUA that this cannot be used as a bedroom. The Condominiums are deed restricted and can only have two bedrooms with a design flow of 220 gpd. Adding a bedroom would change the design flow.

8:45 3. Hearing FY22-FY24 Capital Plan

Screen share attached: FY22-FY24 Capital Plan and Finance Committee response to the Capital Plan.

Mike: We are formally opening the hearing to review the three year capital plan for FY22-FY24 at 8:50pm. Paul: The items on the Capital Plan are: The lifespan of the membranes is coming towards the end of their useful life; A 2007 vehicle needs replacing and Tom asked that we include a project to redo the wastewater pipes along route 20 between Andrew Ave and Cochituate Road. This section of the road is part of another project that will undergo roadway improvements. Paul would like an independent review of whether the wastewater pipes need replacement. The pipes are PVC plastic and have a long useful life. The Alta connection was not included in the Capital Plan since the deal was under consideration when the Plan was created.

Paul: The Finance Committee reviewed the FY22-FY24 Capital Plan and said the WWMD cannot afford it. We could pay for this through connection fees or grants. The Capital Plan is forecast to plan for the most likely scenario. When Alta comes online, we will be in a different financial situation. WWMD can raise money through user fees and connection fees. There are some grants. The replacement of the pipes would be done through a bond and paid from user fees. When the financial model is ready, we will add this in to determine the rates. We have retained earnings, but the majority of the value is for future bond payments and not large expenses.

Paul: On the connection to Alta, WWMD will reimburse the vendors using the MassWorks grant. This will not affect WWMD's Budget.

Annette: Annette stated a number of concerns regarding the capital hearing. The WWMD statute doesn't comport to delegating certain authorities to an Engineer. You are allowed to have an Executive Director and you do not have one. Annette read Section F of the WWMD statute outlining what should be discussed at the

Capital Plan Hearing. In regard to Alta, you are expanding your system, the users need to know you are doing this and it was not included in this hearing. When will you do this? You are a public utility and your rates must be based on a rate design that can be supported. How can you have a separate rate design for Alta? They have apartments it's the same as the other housing on the system. The area Paul showed as your district is bigger and did not include housing near the public safety building and in that area. There is no big difference between the Town Center users and Alta. You are doing individual billing because the developer didn't want to do it. You should have let the Town Center do this. At one point Paul said you would be allocating 105% of the available capacity. That is not the kind of thing you can do. You need a reserve for peak demands, not just normal demands. Paul: To clarify, this was 105,000 gpd (70,000 gpd plus 35,000 gpd). The amount of flow is based on Title V and not actual flow. Annette: Check with Fred Knight on the existing piping. She recalls some of this was replaced along Route 20. In the Capital Plan you don't have what you need. Paul: The vehicle to be replaced in the Plan was previously unused and is now driven by the Wastewater Operations Manager from the DPW to the wastewater facilities.

Paul: The Finance Committee is waiting for our long-term plan to have further discussions on the Capital Plan.

Mike: The hearing is now closed for the FY22 to FY24 Capital Plan at 9:12 pm.

- 9:12 4. FY22 Budget – Update and Board approval.

Paul: Is confident we can operate using the Level Funded budget. We need to be cognizant of the revenue being down from Covid. Mike: Revenue will be better when flows go back up. Paul: 20% of revenue is from flow. We are taking a 10% hit to revenue now as our flows are approximately one half typical. The Level Funded Budget for FY22 has been input into the MUNIS system.

Mike Motion: That we approve the proposed FY22 Budget dated November 16, 2020 with the Level Funded budget of \$744,722. Second Doug. Mike yes, Doug yes. Approved 2-0.

- 9:18 7. Monthly Operating Report(s) - December 2020 and January 2021. (not shown)

Paul: A crane repair and membrane cleaning was done. We are in compliance with our permits, even with reduced flow rates. Repairs and sludge hauling are being handled cost effectively by Pezz. He is doing a great job.

- 9:21 8. Monthly Financial Report - Through December 2020.

Paul: We are at 6 months. Operations revenue exceeds expenses. We are slightly behind with capital expenses included. The report is a few months behind because we have to wait for the final numbers from Finance.

- 9:24 9. Newsletter Discussion – Update Users on Current WWMDC Issues

Doug: This was my concept. He would like to summarize the Alta deal and how it would impact our users. Paul: Thinks this is a good idea. It will allow the users to understand the Alta Project. We can use this to show where we are and where we are heading which is to make the District sustainable over the long term.

In order to send out the newsletter we need to discuss whether we can get emails for all the users. We do not have this information now. The Town Center can help us with their tenants. We may send this by mail or even hand deliver some. Paul and Doug will discuss topics at the next board meeting.

9:27 9. Approve minutes from previous meeting(s) - December 16, 2020. (not shown)

Doug Motion: To approve the minutes dated December 16, 2020. Mike second. Doug yes, Mike yes. Approved 2-0.

9:29 10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.

9:27 11. A) Calendar: Upcoming meetings, events and hearings.

Next meeting to be booked for March 17, 2021. Topics will based on Alta and the Newsletter.

B) Review topics for future discussion. None.

9:32 12. Adjourn

Doug Motion to adjourn. Mike second. Doug I, Mike I. Approved 2-0.

Screen share attachments:

- Alta at River's Edge Wastewater Connection Discussion
- FY22-FY24 Capital Plan
- FY22 Budget
- December, 2020 Monthly Financial Report
- Agenda

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, February 24, 2021

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.
- 7:40 5. Alta at River's Edge
 - Review Sewer Use Application and Connection Fee.
 - Discussion of estimated annual sewer use charges.
 - Wood Partners, LLC O&M agreement discussion.
- 8:20 6. Sewer Use Application(s) – Discussion of recent and new changes. Discuss authority for DPW/Town Engineer to approve Sewer Use Applications not requiring the imposition of a sewer connection fee.
- 8:35 3. Hearing FY22-FY24 Capital Plan
- 8:55 4. FY22 Budget – Update and Board approval.
- 9:00 7. Monthly Operating Report(s) - December 2020 and January 2021.
- 9:05 8. Monthly Financial Report - Through December 2020.
- 9:15 9. Newsletter Discussion – Update Users on Current WWMD C Issues
- 9:20 9. Approve minutes from previous meeting(s) - December 16, 2020.
- 9:23 10. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:27 11. A) Calendar: Upcoming meetings, events and hearings.
B) Review topics for future discussion.
- 9:30 12. Adjourn

Wastewater District Commission

February 24, 2021

Alta at River's Edge Wastewater Connection Discussion

Paul Brinkman, Town Engineer

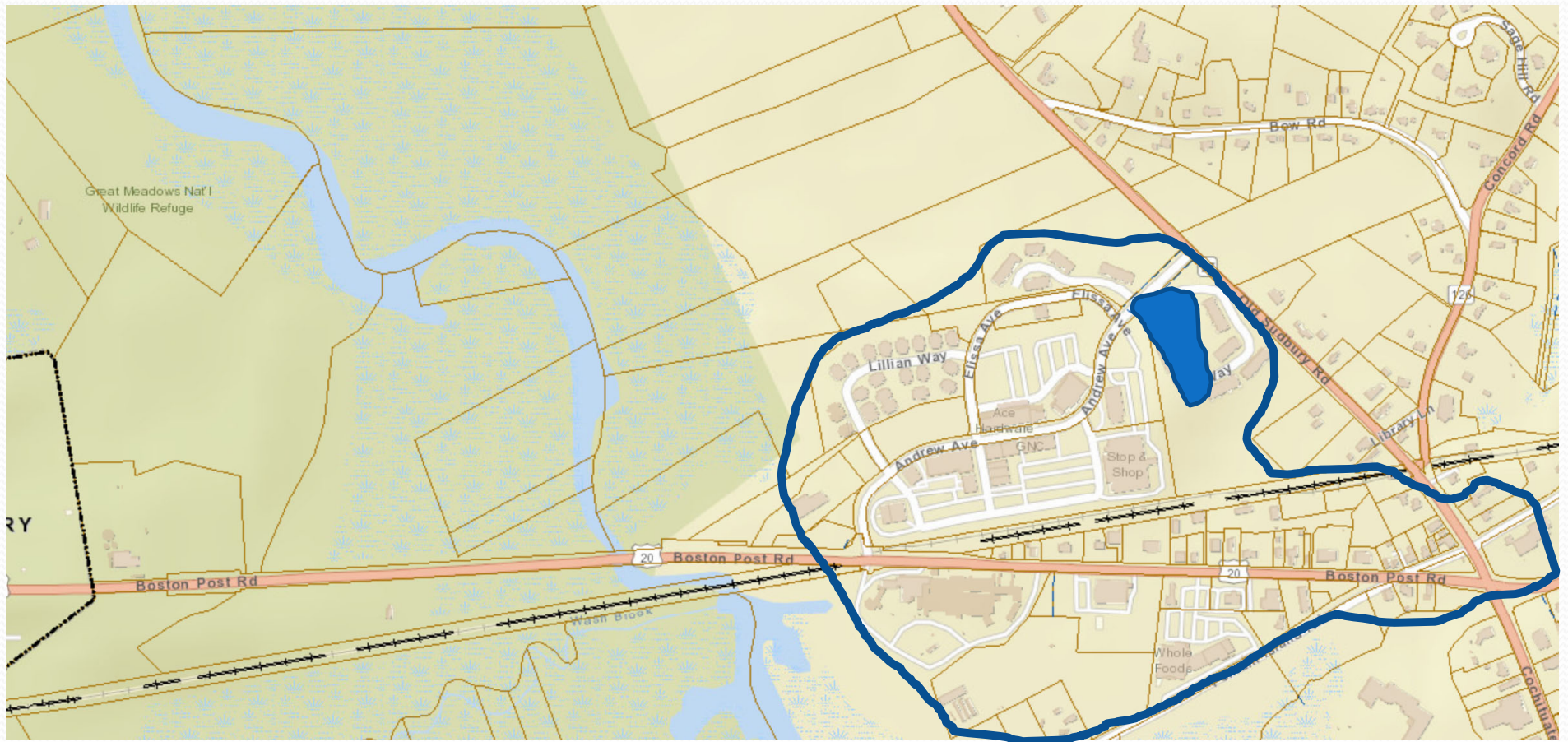




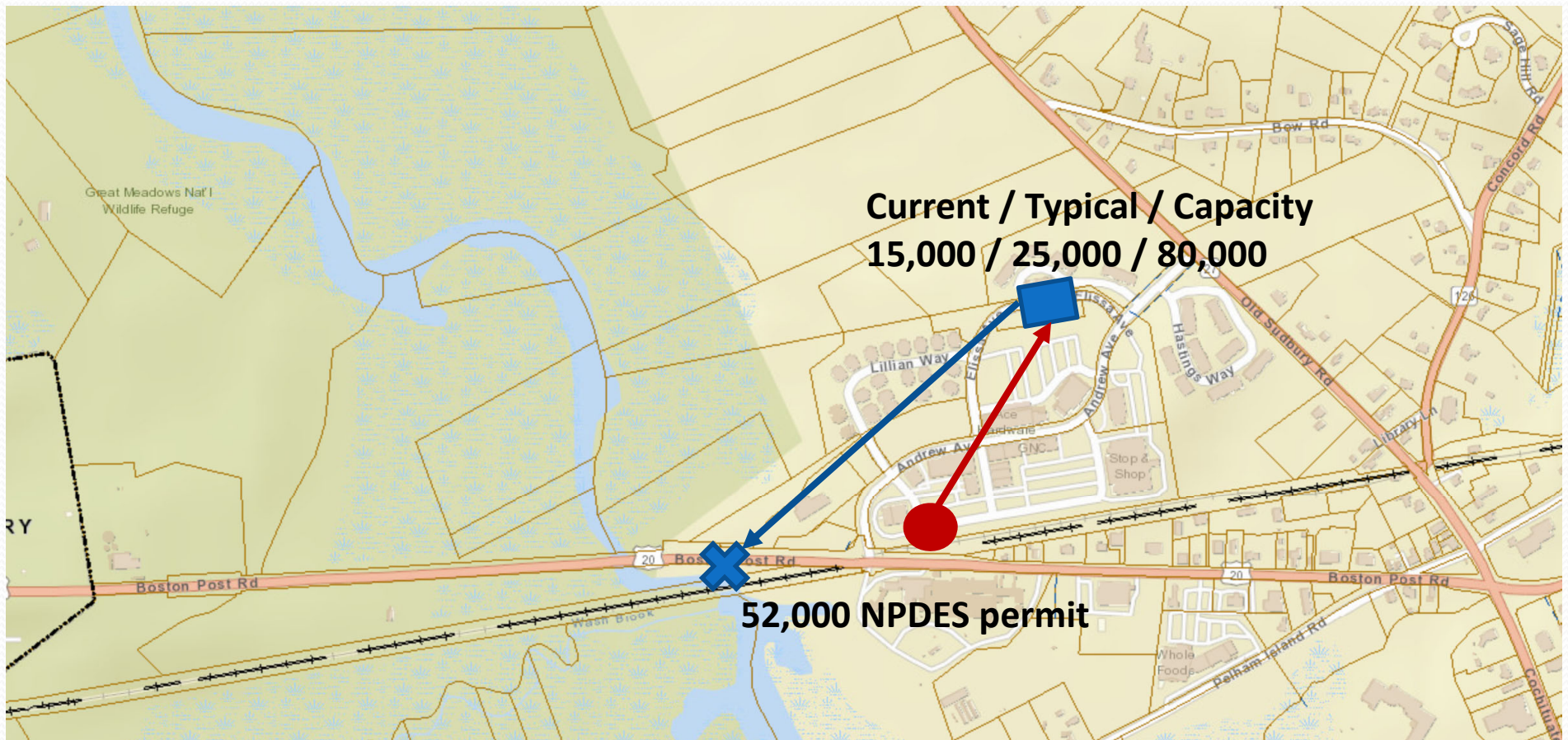
Agenda

- Basis for Staff Recommendation
 - 3 Scenarios
- Sewer Use Application Review
 - Basis for \$150,000 Privilege/Connection Fee
- MassWorks Grant / Construction Update
- Annual Sewer Use Fee Estimate for Alta at River's Edge
 - Calculation
- Operation and Maintenance Agreement

Service Area



Current Configuration

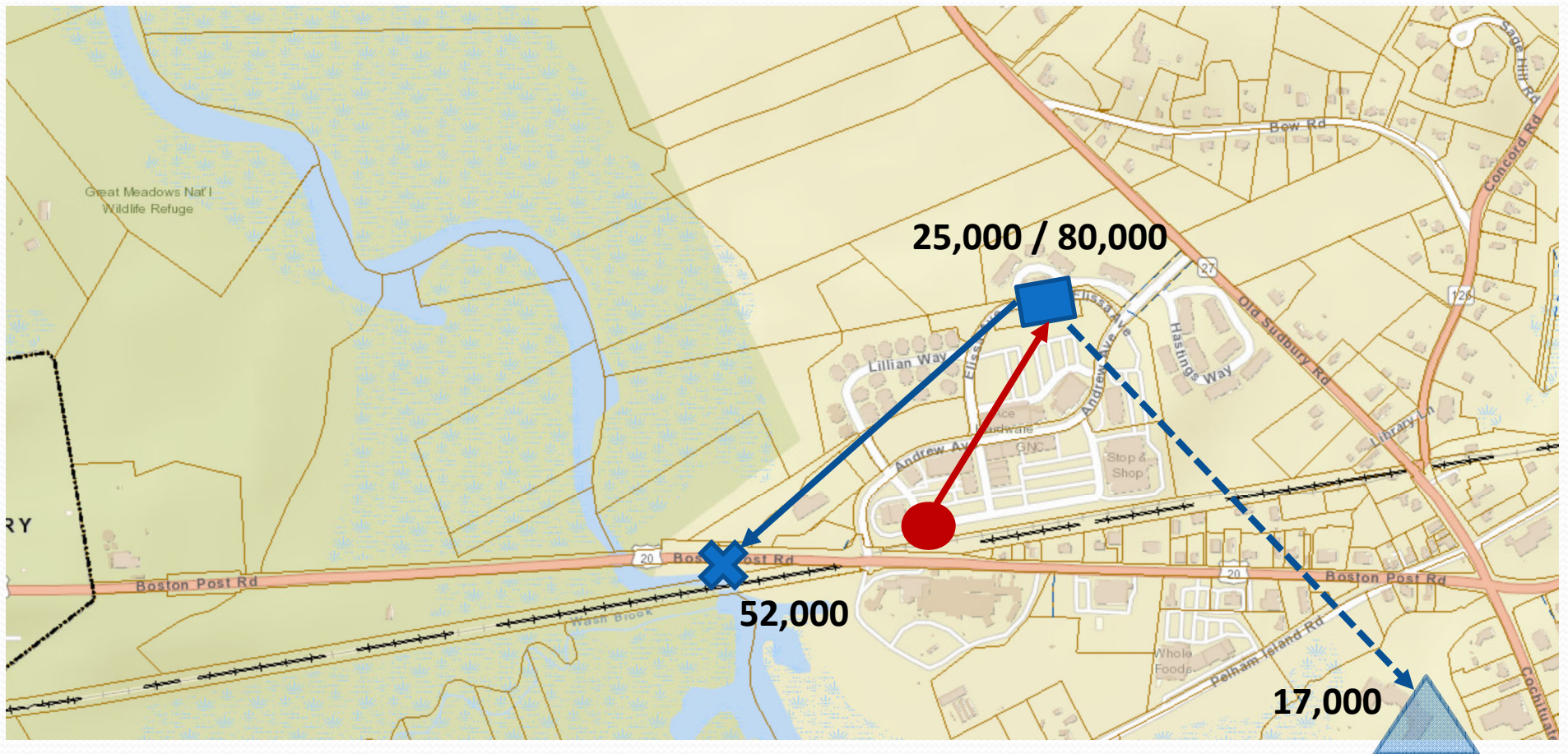




Administrative Consent Order

- Issued to Town due to concerns of “over-selling” the capacity of the plant.
- Requires the Town to design and construct a groundwater facility when the flow reaches 80% of the NPDES capacity – 41,600 gallons per day.
- WWMDC holds a permit to allow this to occur on a field adjacent to Town Building.

Current Permitted





Scenarios

- #1 Remain the Same
 - No change in user base
 - No change in flows
- #2 Flow Increase
 - No change in user base
 - Increase in flows to greater than 42,000 gallons per day
- #3 Connect Alta at River's Edge
 - Increase in User Base
 - Increase in permitted discharge capacity
 - Increase in flows



Scenario #1

- User base as is
- No change in flow
- Revenues stagnant
- Costs increase at or greater than inflation
- All capital needs paid by existing user base
- Rates increase
- Administrative Consent Order(ACO) remains in effect



Scenario #2

- No change in user base
- Flows increase to 42,000 gpd
- Revenues shift to those consuming services, but still with same group
- Costs increase at or greater than inflation
- Rates change and focus to those users consuming services
- ACO activates. Existing user base responsible for all capital costs that are estimated in excess of \$2M (rates increase dramatically)



Scenario #3

- User base expands (50% based upon Title V)
- Flows increase
- Revenues are spread to larger base
- Costs increase but are recovered from larger base, more optimal operation of plant
- Rates are initially reduced and are stabilized over the long-term
- Permitted flows increase and match plant capacity at no cost to users
- ACO eliminated at no cost to existing users

SUA



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 Bolognia - Regional Manager		
Applicant Email	jim.lambert@woodpartners.com	SM Phone #	(781) 541- 5868		
Business Name	Wood Partners	SM Email	cecelia.bolognia@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: [Signature] Print Name: James Lambert Date: 12/15/20

Signature of Site Manager: [Signature] 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: <u>[Signature]</u>		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



Privilege/Connection Fee

- \$150,000 recommended by Town Engineer and approved by Commission
- Betterment fee was established at \$65.07 per gallon per day. This value has been used for entities purchasing additional capacity at the same rate.
- In the past fee this was used to provide additional revenues to District used primarily to offset O&M costs.



Alta at River's Edge

- Capacity requested – 35,840 gallons per day
- Assume fee of \$65.07 per gallons per day
- Potential fee \$2,332,108.80
- Value of MassWorks project to District
 - \$2,203,000
- Delta $\$2,332,208.80 - \$2,203,000 = \$129,108.80$
- Round up to \$150,000 to cover costs to District like Town Engineer's, DPW Director, WOM time, etc.
- Does not include assets such as leaching field.

Recent Guidance on Bettements



DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Geoffrey E. Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Informational Guideline Release

Bureau of Municipal Finance Law
Informational Guideline Release (IGR) No. 2021-1
February 2021

Supersedes Prior Inconsistent Written Statements

BETTERMENTS AND SPECIAL ASSESSMENTS

ASSESSMENT AND COLLECTION PROCEDURES



MassWorks / Construction Update

- Pipeline project
 - 90% design of the pipe just completed
 - Next steps bid/award/construct
- Plant Upgrades / SCADA
 - Preliminary Assessment complete
 - Will finalize scope of work after bids for pipe received
- Alta site facilities
 - Final design under review by Town



Annual Sewer Use Fees

- Based upon operation and maintenance expenditures
- Spread out to user base
 - 80% based upon the Title V flow capacity assigned to user
 - 20% based upon actual discharged flows
 - Quarterly charges



O&M Expenditures

- Changes associated with the Alta project
 - Personnel, utilities, and O&M associated with Alta site facilities
- Increases in existing:
 - Electricity
 - Biosolids – (Sludge)
 - Chemicals
- Most Costs are fairly fixed and will change only minimally with additional flow (within capacity of plant)

O&M Cost Analysis

	FY20 Actual	FY21 Budget	FY22 Level Funded	FY22 with Alta@RE	Comments relative to the addition of A@RE
Salaries (Account Specialist)	81,461	85,830	85,830	85,830	No change in Salaries Anticipated
Salaries (Part-time)	-	2,500	2,500	2,500	No change anticipated
Total Personnel Services	81,461	88,330	88,330	88,330	
Facility Operating Contract	46,800	50,000	50,000	50,000	Core Services for WWTF and one PS
Increase for New Facilities				15,000	Additional Operating Contract for two pump stations and groundwater monitoring
Facility Labor & Other Prof. Serv.	1,299	12,500	10,000	12,000	Possible minor increase due to more facilities (alarm response) - Minimal historical charges
Surface Water Testing (OARS)	7,671	7,800	8,100	8,100	No change
Admin Serv's & Other	249	500	-	-	Not needed
Legal Services	-	2,500	2,500	2,500	No change - no charges anticipated
Training & Education	278	350	1,200	1,200	No change
Building Repair & Improvements	1,270	5,000	4,000	4,000	No change (same plant)
Equipment Repairs & Maint.	41,231	15,000	15,072	15,000	No change in first years - new facilities, possible long-term increase (10+ years out)
Vehicle Repairs	-	500	500	500	No change
Disposal (Trash Removal)	1,144	1,500	1,500	1,500	Fixed Monthly fee No change
Sludge Disposal	14,823	25,000	22,500	38,700	Conservative \$, Proportional increase based upon flow increase
Chemicals	6,576	10,000	10,000	17,200	Proportional increase based upon flow increase
Pipeline Maintenance	8,700	10,000	8,500	8,500	No change in first years - new facilities, possible long-term increase (10+ years out)
Markup & Other	62	-	-	-	Not needed
Natural Gas-NIT Grid & Dir. En.	4,796	5,000	5,000	5,000	No new heated facilities No change
Electricity-Eversource	36,536	45,000	40,000	57,280	Half of the proportional flow increase. Many electrical loads are base loads
Two new pump facilities				7,500	Raw lift at Alta (5K) and small effluent station (2.5K)
Telephone -Verizon	2,224	3,750	3,000	3,000	Core charges for WWTF No change
New facilities				1,500	Additional telephone for new facilities. May be reduced if radio based system used
Water -Town of Wayland	314	1,000	1,000	1,000	No change (no water at new facilities)
Transfer to Gen. Fund (Indirects)	34,913	36,472	36,472	39,891	Adjusted based upon actual budget for FY22 increase for O&M, reduction due to debt retirement
Total Services	208,866	231,872	219,344	289,371	
Supplies	3,267	2,500	3,500	3,500	No change
Vehicle Gasoline	530	500	750	750	No change
Uniforms - WOM	-	355	355	355	No change
Office Supplies	-	-	250	250	No change
Small Equipment	-	25,000	25,000	25,000	No change in first years - new facilities, possible long-term increase (10+ years out)
Contingency	-	10,000	20,000	20,000	No change
Total Goods	3,797	38,355	49,855	49,855	
Total Operating Expenses	294,143	358,557	357,529	427,556	
Receipts (User Charges)	279,143	317,557	327,529	397,556	
Interest Earned on Savings	38,830	10,000	10,000	10,000	
Retained Earnings		31,000	20,000	20,000	
Total Revenue Required for O&M	317,973	327,557	357,529	427,556	

	TITLE V	Actual/Anticipated
Current flow (gpd) (connected)	70,203	25,000
Current unconnected capacity	8,359	
Alta@RE flow (gpd)	38,540	18,000
TOTAL	117,102	43,000



Cost / Revenue Required

	FY20 Actual	FY21 Budget	FY22 Level Funded	FY22 with Alta@RE
<i>Total Revenue Required for O&M</i>	317,973	327,557	357,529	427,556

Rate Impacts

- Without A@RE

Projected Rates FY22	FY22
\$ 6.80	\$ 260,680.74
\$ 5.11	\$ 62,313.35
\$ 15.32	\$ 4,594.59
	\$ 327,588.67
7.1%	

- With A@RE

Projected Rates FY22	FY22 w/A@RE lower flow
\$ 5.46	\$ 304,816.87
\$ 4.10	\$ 86,063.40
\$ 12.30	\$ 3,689.40
	\$ 394,569.67
-14.0%	

- Delta of 21%



Cost to Alta based upon Model

Alta at River's Edge Annual Bill (13083 gpd)		
Base Charge	\$	95,493.41
Tier 1 Charge	\$	26,185.29
Tier 2 Charge	\$	-
Total	\$	121,678.70

Operation and Maintenance (O&M) Agreement

- Agreement to cover the aspects of the wastewater system on the Alta property.
- MOA/MOU or similar format
- Areas of coverage
 - Town responsibilities
 - Alta responsibilities
 - Limits of parties
 - Notifications
 - Time of service and access to site
 - Consideration(s)



Town Responsibilities

- Operation and maintenance of facilities
 - Wastewater Pump Station
 - Leaching Field
 - Force mains connecting to these facilities
 - Permit compliance activities
 - Payment of utilities for Wastewater Pump Station



Alta Responsibilities

- Access
- Control of wastewater quality
- Coordination



Benefits to Town

- Full access to capacity of existing wastewater treatment facility
- Elimination of Administrative Consent Order related to current system constraints



Benefits to Alta

- No need to own/operate wastewater treatment plant
- No need to manage O&M contractors
- No need to contract with Engineer to provide first year oversight and for technical assistance
- No need to provide financial guarantees required under a **privately** owned wastewater treatment and disposal permitting
- Cost stability as part of a larger system



Consideration(s)

- Town
 - Leaching field – additional permitted capacity
 - No capital costs to WWMDCC existing customers
 - Optimization of existing treatment facility
 - Stabilized Rates
- Alta
 - No direct costs or responsibilities for wastewater management – pump station and leaching field by Town

WASTEWATER DEPARTMENT FIVE YEAR CAPITAL PLAN - FY2022

TOWN OF WAYLAND													
DETAILED FY 2022 DEPARTMENTAL REQUESTS AND FUNDING RECOMMENDATION													
Department	Projected Description / Acquisition	Division	Category	FY22 Request	Rank	FY23 Request	Rank	FY24 Request	Rank	FY25 Request	Rank	FY26 Request	Rank
Wastewater	Membrane Replacement	WWMDC	Equipment	-	-	-	-	150,000	1	-	-	-	-
Wastewater	Membrane Replacement	WWMDC	Equipment	-	-	-	-	-	-	150,000	1	-	-
Wastewater	Vehicle Replacement	WWMDC	Vehicle	-	-	-	-	-	-	-	-	50,000	1
Wastewater	High School Refurbishment-2	General Fund	Equipment	300,000	1	-	-	-	-	-	-	-	-
Wastewater	Low Pressure Sewer Replacement-Design	WWMDC	Infrastructure	-	-	-	-	150,000	2	-	-	-	-
Wastewater	Low Pressure Sewer Replacement-Construction	WWMDC	Infrastructure	-	-	-	-	-	-	1,500,000	2	-	-
Total Wastewater				300,000		0		300,000		1,650,000		50,000	

Finance Committee Response to Capital Plan

recommended for a debt exclusion. However, we have recommended the Council on Aging/Community Center for funding by debt exclusion during the next Five-Year CIP. Finally, the proposed air conditioning upgrades have been recommended for design in FY2025 and construction in FY2026.

We are also funding school projects differently beginning in FY2022. We are funding by project type by year. Based on the priorities provided by the School Department, we recommend funding the voice lift systems in all schools, replacement of flooring, and fire alarm upgrades for code compliance. Going forward, we will review new requests in the same light. It should also be noted that much work coordinating School Department requests with Public Facilities priorities still needs to take place. The School Department drafts the CIP project requests. These requests, however, are not necessarily a Facilities Department priority, such as roof replacement. In other instances, the Facilities Department may have included other projects that are not in the School Department CIP, such as a review of handicap accessibility at the elementary schools.

Water Enterprise Fund

Projected Description / Acquisition	Category	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
Water Mains	Infrastructure	100,000	1,040,000	-	1,500,000	-
Fiber Media	Infrastructure	-	-	1,500,000	-	-
Ozone Upgrades	Equipment	-	-	450,000	-	-
Transfer Water Source (Campbell to Chamberlain) Design	Infrastructure	-	250,000	-	-	-
Transfer Water Source (Campbell to Chamberlain)	Infrastructure	-	-	2,500,000	-	-
Second Water Tank	Building Repair	-	-	250,000	2,500,000	-
Vehicle W-9	Vehicles	200,000	-	-	-	-
Vehicle W-2	Vehicles	-	-	-	95,000	-
MWRA-Permitting	Infrastructure	-	500,000	-	-	-
MWRA-Design	Infrastructure	-	-	500,000	-	-
MWRA-Construction	Infrastructure	-	-	-	5,000,000	5,000,000

The Water Enterprise Fund capital request reflects 2 scenarios. Accordingly, only the FY2022 capital is recommended for funding. The Board of Public Works will be determining whether the Town moves forward with providing the Town with MWRA water or rehabilitating and updating its water source. The CIP for the Water Enterprise Fund is based on a \$5M expenditure assumption over the next 5 years. This assumption is simply for planning purposes and does not presume any preference.

Wastewater Enterprise Fund

Projected Description / Acquisition	Category	FY22 Request	FY23 Request	FY24 Request	FY25 Request	FY26 Request
Membrane Replacement-D266-0271t	Infrastructure	-	-	150,000	-	-
Membrane Replacement	Infrastructure	-	-	-	150,000	-
Vehicle Replacement	Vehicle	-	-	-	-	50,000
Low Pressure Sewer Replacement-Design	Infrastructure	-	-	150,000	-	-
Low Pressure Sewer Replacement-Construction	Infrastructure	-	-	-	1,500,000	-

The Wastewater Enterprise Fund capital request will need to be reviewed further. There are no requests for FY2022 and FY2023. Nevertheless, based on the current revenue and expenditures, it does not appear that the Fund can afford any capital project.

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION										
PROPOSED FY22 BUDGET - 11/16/20										
Account #			Actual FY19	Actual FY20 (1)	FY21 Budget	FY22 Level Service	FY21 Budget- FY22 L. Serv	FY22 Level Funded	FY22 Level Fund-Serv	Comments (Level Service)
EXPENSES										
63443001	51001	Salaries	29,531	81,461	85,830	85,830	0%	85,830	0%	No COLA and no step changes
63443001	51003	Salaries (Part-time)	-	-	2,500	2,500	0%	2,500	0%	Support from DPW staff
		Total Personnel Services	29,531	81,461	88,330	88,330	0%	88,330	0%	
63443002	52100	Facility Operating Contract	46,800	46,800	50,000	50,000	0%	50,000	0%	No increase anticipated at current level of service provided
63443002	52101	Facility Labor & Other Prof. Serv.	15,984	1,299	12,500	10,000	-20%	10,000	-20%	Reduced as WOM currently provides a majority of this effort
63443002	52103	Surface Water Testing (OARS)	7,325	7,671	7,800	8,100	4%	8,100	4%	Increase in anticipated cost
63443002	52107	Admin Serv's & Other	-	249	500	-	-100%	-	-100%	Moved to office supplies FY22
63443002	52108	Legal Services	-	-	2,500	2,500	0%	2,500	0%	Budget for potential need (easement, permit or other)
63443002	52112	Training & Education	243	278	350	1,200	243%	1,200	243%	Increase for WOM licenses, training for Acct Spec.
63443002	52115	Building Repair & Improvements	1,225	1,270	5,000	4,000	-20%	4,000	-20%	Reduction related to prior budgets (facility is aging)
63443002	52116	Equipment Repairs & Maint.	19,581	41,231	15,000	20,000	33%	15,072	0%	Age of Equipment
63443002	52117	Vehicle Repairs	-	-	500	1,000	100%	500	0%	Older vehicle
63443002	52121	Disposal (Trash Removal)	1,105	1,144	1,500	1,500	0%	1,500	0%	No change
63443002	52122	Sludge Disposal	28,852	14,823	25,000	22,500	-10%	22,500	-10%	Reduction due to sludge management by WOM
63443002	52125	Chemicals	8,824	6,576	10,000	10,000	0%	10,000	0%	Increase costs and usage for phosphorus removal
63443002	52126	Pipeline Maintenance	-	8,700	10,000	10,000	0%	8,500	-15%	No change
63443002	52151	Markup & Other	2,998	62	-	-	-	-	-	
63443002	53102	Natural Gas-Nt'l Grid & Dir. En.	4,522	4,796	5,000	5,500	10%	5,000	0%	Anticipated increase in cost
63443002	53103	Electricity -Eversource	38,672	36,536	45,000	40,000	-11%	40,000	-11%	Reduction related to prior charges
63443002	53104	Telephone -Verizon	2,635	2,224	3,750	3,000	-20%	3,000	-20%	Reduction related to prior charges
63443002	53105	Water -Town of Wayland	897	314	1,000	1,000	0%	1,000	0%	No change
63443002	59710	Transfer to Gen. Fund (Indirects)	94,965	34,913	36,472	34,650	-5%	34,650	-5%	Reduced due to lower operating expenses.
		Total Services	274,627	208,886	231,872	224,950	-3%	217,522	-6%	
63443002	54100	Supplies	1,255	3,267	2,500	3,500	40%	3,500	40%	Increase due to projected need
63443002	54111	Vehicle Gasoline	230	530	500	750	50%	750	50%	Actual Usage and projected cost
63443002	54115	Uniforms - WOM	150	-	355	355	0%	355	0%	No change
63443002	54118	Office Supplies	-	-	-	250	100%	250	100%	New account. Moved from Admin Service
63443002	54500	Small Equipment	-	-	25,000	25,000	0%	25,000	0%	No change
63443002	54599	Contingency (1)	-	-	10,000	20,000	100%	20,000	100%	FY20 allocated \$3,889.10 to line items \$3,889.10
		Total Goods	1,635	3,797	38,355	49,855	30%	49,855	30%	
		Total Operating Expenses	305,794	294,143	358,557	363,135	1%	355,707	-1%	
CAPITAL EXPENSES										
63443002	47501	Old Debt-Principal	31,862	31,308	43,247	-	-100%	-	-100%	FY21 Retired
63443002	47502	Old Debt-Interest	478	-	1,135	-	-100%	-	-100%	FY21 Retired
63443002	47501	New Debt -Principal	260,258	248,000	253,000	263,000	4%	263,000	4%	
63443002	47502	New Debt -Interest	165,506	149,865	138,065	126,015	-9%	126,015	-9%	
		Total Capital	458,105	429,173	435,447	389,015	-11%	389,015	-11%	
		Total Operating & Capital Exp's	763,898	723,316	794,004	752,150	-5%	744,722	-6%	
REVENUE										
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/Operations	-	-	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%	

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION						Beginning of Year: 7/1/20			
FY2021 MONTHLY FINANCIAL REPORT-			December, 2020 OFFICIAL		MUNIS Date: 12/31/20				
50% of Year Complete			FY21	YTD	YTD ACT	ENCUMB.	BUDGET	TOTAL	Received 12/11/2020
ACCOUNT #			BUDGET	ACTUAL	% SPENT	BALANCE	BALANCE	% SPENT	COMMENTS
EXPENSES									
63443001	51001	Salaries (Acct Spec/WOM)	85,830	\$ 42,790	49.9%	N/A	\$ 43,040	49.9%	
63443001	51003	Salaries (Part-time)	2,500	\$ -	0.0%	N/A	\$ 2,500	0.0%	
		Total Personnel Services	88,330	\$ 42,790	49.9%	0%	\$ 45,540	48.4%	
63443002	52100	Facility Operating Contract	50,000	\$ 15,600	31.2%	\$ (6,600)	\$ 41,000	18.0%	(4) No contract until RFP is finalized.
63443002	52101	Fac. Labor & Other Prof. Serv.	12,500	\$ 2,000	16.0%	\$ -	\$ 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	\$ 111	31.8%	\$ -	\$ 239	31.8%	
63443002	52115	Building Repair & Improvement	5,000	\$ 250	5.0%	\$ 250	\$ 4,500	10.0%	
63443002	52116	Equipment Repairs & Maint.	15,000	\$ 5,722	38.1%	\$ 1,462	\$ 7,816	47.9%	
63443002	52117	Vehicle Repair	500	\$ -	0.0%	\$ -	\$ 500	0.0%	
63443002	52121	Disposal (BP Trucking/Trash)	1,500	\$ 477	31.8%	\$ 1,023	\$ -	100.0%	(4)
63443002	52122	Sludge Disposal	25,000	\$ 5,530	22.1%	\$ 3,470	\$ 16,000	36.0%	(4)
63443002	52125	Chemicals	10,000	\$ 1,200	12.0%	\$ 4,800	\$ 4,000	60.0%	
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	\$ 457	9.1%	\$ 4,543	\$ -	100.0%	
63443002	53103	Electricity -Eversource	45,000	\$ 12,825	28.5%	\$ 32,175	\$ -	100.0%	
63443002	53104	Telephone -Verizon	3,750	\$ 1,011	27.0%	\$ 2,739	\$ -	100.0%	(4)
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%	Expensed May, 2021
		Total Services	231,872	\$ 45,299	19.5%	\$ 51,661	\$ 134,912	41.8%	
63443002	54100	Supplies	2,500	\$ 407	16.3%	\$ 593	\$ 1,500	40.0%	
63443002	54111	Vehicle Gasoline	500	\$ 38	7.6%	\$ 462	\$ -	100.0%	(4)
63443002	54115	Uniforms	355	\$ -	0.0%	N/A	\$ 355	0.0%	
63443002	54500	Small Equipment	25,000	\$ -	0.0%	\$ 4,452	\$ 20,549	0.0%	New FY21
63443002	54599	Contingency	10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%	
		Total Goods	38,355	\$ 445	1.2%	\$ 5,507	\$ 32,404	15.5%	
		Total Operating Expenses	\$ 358,557	\$ 88,534	24.7%	\$ 57,168	\$ 212,855	40.6%	
CAPITAL EXPENSES									
63443002	47501	Old Debt-Principal	43,247	\$ 30,810	71.2%	N/A	\$ 12,437	71.2%	(1) Final Pmt August & February
63443002	47502	Old Debt-Interest	1,135	\$ -	0.0%	N/A	\$ 1,135	0.0%	(1) Subsidy pays Aug, WWMDC Feb.
63443002	47501	New Debt -Principal	253,000	\$ -	0.0%	N/A	\$ 253,000	0.0%	Paid in August & February
63443002	47502	New Debt -Interest	138,065	\$ 76,933	55.7%	N/A	\$ 61,133	55.7%	Paid in August & February
		Total Capital Expenses:	\$ 435,447	\$ 107,742	24.7%	N/A	\$ 327,705	24.7%	
		TOTAL OPERATING & CAP EXP'S	\$ 794,004	\$ 196,276	24.7%	\$ 57,168	\$ 540,560	31.9%	
REVENUE					% REC'D			% REC'D	
63410500	47501	Old Betterment - Principal	\$ -	\$ 361	N/A	N/A	\$ 361	N/A	(1)
63410500	47502	Old Betterment - Interest	\$ -	\$ 18	N/A	N/A	\$ 18	N/A	(1)
63410500	47503	New Betterment - Principal	\$ 186,303	\$ 2,222	1.2%	N/A	\$ (184,081)	1.2%	Pmts due Feb/May
63410500	47504	New Betterment - Interest	\$ 128,872	\$ 1,667	1.3%	N/A	\$ (127,205)	1.3%	Pmts due Feb/May
63410500	48600	Retained Earn's-Betterment	\$ 120,272	\$ -	0.0%	N/A	\$ (120,272)	0.0%	Net of billed & paid debt.
63105000	43299	Miscellaneous Rev-Betterment	\$ -	\$ -	N/A	N/A	\$ -	N/A	
63410500	47505	Unapp WW Better TC Rev	\$ -	\$ 59,215	N/A	N/A	\$ 59,215	N/A	(2) Unbudg Betterments Paid in Adv.
63410500	47506	Unapp WW Better TC Int	\$ -	\$ 1,515	N/A	N/A	\$ 1,515	N/A	(2) Unbudg Betterments Paid in Adv.
63410500	49710	Transfers from General Fund	\$ -	\$ -	N/A	N/A	\$ -	N/A	
		Total Debt/Betterment Rev	\$ 435,447	\$ 64,997	14.9%	N/A	\$ (370,450)	14.9%	
63410500	42105	User Charges	\$ 317,557	\$ 121,866	38.4%	N/A	\$ (195,691)	38.4%	(3)
63410500	48210	Interest Earned on Savings	\$ 10,000	\$ 1,566	15.7%	N/A	\$ (8,434)	15.7%	
63410500	41750	Penalties & Interest	\$ -	\$ 267	N/A	N/A	\$ 267	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%	Supplement for User Charges.
		Total Operating Revenue	\$ 358,557	\$ 123,699	N/A	N/A	\$ (234,858)	N/A	
		TOTAL REVENUE	\$ 794,004	\$ 188,696	N/A	N/A	\$ (605,308)	23.8%	
		OPERATING INCOME/(LOSS)				TOTAL INCOME/(LOSS)			
		Total Operating Revenue	\$ 358,557	\$ 123,699		Revenue	\$ 188,696		
		Total Operating Expenses	\$ 358,557	\$ 88,534		Expenses	\$ 196,276		
		Net Operating Income/(Loss)	\$ -	\$ 35,165		Total Income/(Loss)	\$ (7,580)		