

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION**  
**MEETING JULY 21, 2021**

**Board Members:** In Person: Mike Gitten, Doug Levine and Seth Roman

**Other Attendees:** In Person: Jane Capasso, Account Specialist

**Remote Participation:** Paul Brinkman, Town Engineer; Jason Adams,

Zoom Coordinator. **Public via Zoom:** Carole Plumb, 17 Bald Rock Road

**Meeting Location:** Town Building and Zoom Call

**Minutes**

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

7:32 Call to order and reading of Zoom information by Mike.

7:33 Public Comment

Carole Plumb, 17 Bald Rock Road - Is the Rivers Edge O&M Agreement available if you are going to be discussing it tonight? Paul: It has not been finalized by the lawyers. When it comes back, the WWMDC will have a chance to review it and if there is nothing substantive, then it will be signed and posted. The drafts reviewed by the WWMDC are attached to the minutes when completed. The document has 20 something pages.

7:36 Alta at River's Edge

A) Paul: Operations and Maintenance Agreement

Paul: We have not received an update due to a change in one of our lawyers. We will review the document at the next meeting whether there is anything substantive or not. We know Alta is going to sign the agreement because they have purchased all the pieces for the pump station and we have met all our obligations. We have the grant and there is no reason to not connect. Seth: Agrees this should get done since this is a million-dollar contract and we have simple changes. Paul: He will let them know the WWMDC's concerns and will emphasize we need the draft.

B) Construction Update

Paul: Construction has started towards connecting to the WWMD treatment plant. Materials are harder to come by. The major piece they need is the HDPE pipe which is delayed and now scheduled to come in the middle of August. This gives them ample time to meet the October 1<sup>st</sup> deadline. There are a couple of minor questions on manholes and pumps. Everyone is onboard and moving forward. The contractor for the project is solid and Paul has not heard of challenges relative to employee retainage. Paul has not seen the draft permit for the discharge to the leaching field from the DEP. He will reach out to them. Our contract has significant liquidated damages if there is a slip by the Contractor in failure to complete the pipe work.

Paul: Has directed Tighe and Bond to put together the scope for the design of improvements to the existing wastewater pump station - the controls, replacing pumps, doing some upgrades in the wet well, as well as redoing the complete SCADA system at the treatment plant. The & Bond will also be responsible for doing the programming of the SCADA at all the new pump stations. The next thing on the list is the membranes and he doesn't think we will have the funding for this at this time. We can add this based on

how the rest of the work goes. Waiting for a scope and fee to say how much this is going to cost. This will be publicly bid and may go out as two separate contracts.

#### 7:48 Sewer Use Applications & Procedures

Paul: There have not been any changes, but we are tracking several properties to make sure our records are up-to-date. Jane: There are four properties we are talking to the Health Department about to confirm if all the paperwork has been done. Jane is sending out a couple of Sewer Use Applications, with no design flow changes, for our files. Paul: There are two that potentially might connect. One would have a privilege fee and the other is discussing connecting with the Health Department. Jane: The Health Department asked if we would be lowering our \$65.07 Privilege Fee. Paul: In my opinion, people who chose not to pay the betterment fee back when everyone was connected, should not be given a lower rate than those that did. Previously, the WWMD decided in one case that we should be consistent. Discussion occurred on a possible new connection, with potentially low water use and the privilege fee being high for a small business. Mike: Building a new septic system would cost much more than the privilege fee we charge. Seth and Doug agree.

#### 7:56 Monthly Operating Report

Paul: Pez has been doing a remarkable job. He did a cleaning on the membranes and they are doing very well. There is no predictability with membranes. It is random on how long they will last. We are tweaking the process to make sure we are optimizing the cleaning better each time.

Paul: We are starting to have an issue in the existing lift station pumps, which are about 7 years old. They have a life of about 7-10 years. Pezz cleaned out both pumps and they are quite worn out and they need to be replaced. We purchased a pump in the size we are going to be putting in. We have one on the shelf now for when it needs being replaced.

The draft ground water permit just arrived in Paul's email. He will review it and send it to the Board shortly.

#### 8:00 Monthly Financial Report – Through May 2021

Jane: Has been discussing issues with Treasury and Finance. Treasury paid the final Old Betterment payment of \$30,809 and recently the expense was removed. Finance is making an adjustment to return the expense to WWMD. Also, there was a discussion with Hilltop, our financial advisor, and Finance concerning the explanation of the \$5 million refinancing. The numbers recorded are approved by Finance and are final.

We will not have final numbers for FY21 until mid to late August. It appears we will be using a small amount of retained earnings for operations, which is part of the budget. The \$30,809 adjustment will not happen again because this is a final payment. Jane will be sending Finance and Treasury a final email after year-end to correct any mischarges in the future. Paul: The debt adjustments above did not affect the Long-Range Budget numbers that were presented in the last meeting. Big picture, the refinancing worked and Jane is trying to make sure all the numbers line-up. Jane: Due to the refinancing we saved approximately \$580,000 in debt service and along with the River's Edge connection, our numbers in the future are looking much better.

Paul: We purchased a pump in June for \$8,000 and another purchase order was done for the wet well for \$4,000. These expenses will be expensed based on the budget balances.

8:09 Approve minutes for: 6/2/2021 and 6/16/2021

**Doug: Motion to approve the minutes from June 2, 2021. Mike second. All in favor. Approved 3-0.** Paul: Jane and I will be reviewing the June 16, 2021 minutes for the next board meeting.

#### 8:10 Future Topics

- A) FY21 Annual Report – Mike: Took a first cut at it. Jane and Paul will review. He would like it ready for review at the next meeting. Doug: All edits will be sent to Jane from the Board members. Edits will go to Jane.
- B) Newsletter – Paul: The Newsletter outline was shown on zoom. Seth: We may receive questions on the plant capacity, future use and what happens along route 20 corridor from the general public. Paul: Under Upgrade and Rivers Edge Connection we can discuss this. For distributing the newsletter, we can talk with the property manager of the condos and the Town Center. We can put this on the website and Jane will research if we can add a sentence to the bills that says please see the WWMD website. Doug: Would like a hard copy in everyone's hands for the first letter and reference to the website on the bills is a good idea for the future. Paul: Will setup a MS Publisher document that can be printed easily and he will circulate before the next meeting.
- C) Rules and Regulations – Mike: Tonight he sent everyone Paul's draft from years ago. The Guidance on Betterments document that Paul sent Mike, does not agree with the language contained in the current Rules and Regulations and needs to be reviewed.

8:20 Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.

#### 8:22 Calendar: Upcoming meetings, events and hearings

The next meetings is tentative scheduled for August 11, 2021 via Zoom.

Future meetings: September 8, 2021, October 13, 2021, November 10, 2021 and December 8, 2021.

Mike: Please review the Annual Report for the next meeting.

#### 8:22 Adjourn

**Doug: Motion to adjourn. Seth second. Approved 3-0.**

#### Attachments:

Agenda

May 2021 Official MFR

June 2, 2021 Minutes

Newsletter Topics

**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**

Pursuant to Chapter 20 of the Acts of 2021, this meeting/public hearing will be conducted via remote means. Members of the public who wish to access the meeting may do so via zoom at this LINK: <https://zoom.us/j/91934163916?pwd=dXhBVFRQMS9RdFRzcWhZVmRoY09OZz09> PW: 106057.

No in-person attendance of members of the public will be permitted, and public participation in any public hearing conducted during this meeting shall be by remote means only.

Additionally, the meeting will be broadcast live, in real time, via WayCAM which can be viewed online at <https://www.waycam.tv/live> or on one of their cable channels (Comcast 8, 9, or 99 & Verizon 37, 38 or 39). This meeting will also be recorded and will be made available to the public at the link above as soon after the meeting as is practicable.

NAME OF BOARD/COMM: **Wayland Wastewater Management District Commission**  
FILED BY: Jane Capasso  
DATE OF MEETING: Wednesday, July 21, 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.*

7:00 Call to order and reading of Zoom information.

7:02 Public Comment

7:03 Alta at River's Edge

- A) Operations and Maintenance Agreement
- B) Construction Update

7:20 Sewer Use Applications & Procedures

7:25 Monthly Operating Report

7:30 Monthly Financial Report – Through May 2021

7:35 Approve minutes for: 6/2/2021 and 6/16/2021

7:40 Future Topics

- A) FY21 Annual Report
- B) Newsletter
- C) Rules and Regulations

7:50 Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

7:52 Calendar: Upcoming meetings, events and hearings – Tentatively approved meetings at 7:30 pm via Zoom: August 11, 2021, September 8, 2021, October 13, 2021, November 10, 2021 and December 8, 2021.

8:00 Adjourn

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION						Beginning of Year:		7/1/20
FY2021 MONTHLY FINANCIAL REPORT-			May 2021	OFFICIAL		MUNIS Date:		5/31/21
92% of Year Complete			FY21	YTD	YTD ACT	ENCUMB.	BUDGET	TOTAL
ACCOUNT #			BUDGET	ACTUAL	% SPENT	BALANCE	BALANCE	% SPENT
EXPENSES								
63443001	51001	Salaries (Acct Spec/WOM)	85,830	\$ 73,107	85.2%	N/A	\$ 12,723	85.2%
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>\$ 73,107</b>	<b>85.2%</b>	<b>0%</b>	<b>\$ 15,223</b>	<b>85.2%</b>
63443002	52100	Facility Operating Contract	50,000	\$ 39,000	78.0%	\$ 7,800	\$ 3,200	93.6%
63443002	52101	Fac. Labor & Other Prof. Serv.	12,500	\$ 3,525	28.2%	\$ -	\$ 8,975	28.2%
63443002	52103	Surface Water Testing (Oars)	7,800	\$ 7,691	98.6%	\$ -	\$ 109	98.6%
63443002	52107	Admin Serv's (Other)	500	\$ 381	76.2%	\$ -	\$ 119	76.2%
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	\$ 690	13.8%	\$ -	\$ 4,310	13.8%
63443002	52116	Equipment Repairs & Maint.	15,000	\$ 6,946	46.3%	\$ 425	\$ 7,629	49.1%
63443002	52117	Vehicle Repair	500	\$ -	0.0%	\$ -	\$ 500	0.0%
63443002	52121	Disposal (BP Trucking/Trash)	1,500	\$ 953	63.5%	\$ 737	\$ 1,191	112.7%
63443002	52122	Sludge Disposal	25,000	\$ 11,542	46.2%	\$ 3,918	\$ 9,541	61.8%
63443002	52125	Chemicals	10,000	\$ 4,228	42.3%	\$ 8,075	\$ (2,303)	123.0%
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	\$ -
63443002	53102	Natural Gas-Nit Grid & Dir. En.	5,000	\$ 4,612	92.2%	\$ 388	\$ -	100.0%
63443002	53103	Electricity - Eversource	45,000	\$ 26,107	58.0%	\$ 18,893	\$ -	100.0%
63443002	53104	Telephone - Verizon	3,750	\$ 2,047	54.6%	\$ 2,107	\$ (404)	110.8%
63443002	53105	Water - TOW	1,000	\$ 351	35.1%	\$ -	\$ 649	35.1%
63443002	59710	Indirect/Admin (Town Services)	36,472	\$ 36,472	100.0%	N/A	\$ -	100.0%
63443002	59784	Transfer to OPEB	795	\$ 453	57.0%	N/A	\$ 342	57.0%
		<b>Total Services</b>	<b>232,667</b>	<b>\$ 145,110</b>	<b>62.4%</b>	<b>\$ 42,343</b>	<b>\$ 45,215</b>	<b>80.6%</b>
63443002	54100	Supplies	2,500	\$ 689	27.6%	\$ 515	\$ 1,295	48.2%
63443002	54111	Vehicle Gasoline	500	\$ 102	20.4%	\$ 465	\$ (68)	113.5%
63443002	54115	Uniforms	355	\$ -	0.0%	N/A	\$ 355	0.0%
63443002	54500	Small Equipment	25,000	\$ 5,597	0.0%	\$ -	\$ 19,403	0.0%
63443002	54599	Contingency	10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%
		<b>Total Goods</b>	<b>38,355</b>	<b>\$ 6,388</b>	<b>16.7%</b>	<b>\$ 961</b>	<b>\$ 30,986</b>	<b>19.2%</b>
		<b>Total Operating Expenses</b>	<b>\$ 359,352</b>	<b>\$ 224,605</b>	<b>62.5%</b>	<b>\$ 43,323</b>	<b>\$ 91,424</b>	<b>74.6%</b>
CAPITAL EXPENSES								
63443002	47501	Old Debt-Principal	43,247	\$ -	0.0%	N/A	\$ 43,247	0.0%
63443002	47502	Old Debt-Interest	1,135	\$ -	0.0%	N/A	\$ 1,135	0.0%
63443002	47501	New Debt - Principal	253,000	\$ 253,000	100.0%	N/A	\$ -	100.0%
63443002	47502	New Debt - Interest	138,065	\$ 138,065	100.0%	N/A	\$ -	100.0%
		<b>Total Capital Expenses:</b>	<b>\$ 435,447</b>	<b>\$ 391,065</b>	<b>89.8%</b>	<b>N/A</b>	<b>\$ 44,382</b>	<b>89.8%</b>
		<b>TOTAL OPERATING &amp; CAP EXP'S</b>	<b>\$ 794,799</b>	<b>\$ 615,670</b>	<b>77.5%</b>	<b>\$ 43,323</b>	<b>\$ 135,806</b>	<b>82.9%</b>
REVENUE					% REC'D			% REC'D
63410500	47501	Old Betterment - Principal	\$ -	\$ 2,647	N/A	N/A	\$ 2,647	N/A
63410500	47502	Old Betterment - Interest	\$ -	\$ 132	N/A	N/A	\$ 132	N/A
63410500	47503	New Betterment - Principal	\$ 186,303	\$ 178,885	96.0%	N/A	\$ (7,418)	96.0%
63410500	47504	New Betterment - Interest	\$ 128,872	\$ 125,436	97.3%	N/A	\$ (3,436)	97.3%
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	\$ -	\$ 59,215	N/A	N/A	\$ 59,215	N/A
63410500	47506	Unapp WW Better TC Int	\$ -	\$ 1,515	N/A	N/A	\$ 1,515	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>\$ 367,829</b>	<b>84.5%</b>	<b>N/A</b>	<b>\$ (67,618)</b>	<b>84.5%</b>
63410500	42105	User Charges	\$ 318,352	\$ 247,986	77.9%	N/A	\$ (70,366)	77.9%
63410500	48210	Interest Earned on Savings	\$ 10,000	\$ 2,185	21.8%	N/A	\$ (7,815)	21.8%
63410500	41750	Penalties & Interest	\$ -	\$ 913	N/A	N/A	\$ 913	N/A
63105000	42111	Wastewater Lens	\$ -	\$ 1,449	N/A	N/A	\$ 1,449	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>\$ 359,352</b>	<b>\$ 252,533</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ (106,819)</b>	<b>N/A</b>
		<b>TOTAL REVENUE</b>	<b>\$ 794,799</b>	<b>\$ 620,362</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ (174,437)</b>	<b>78.1%</b>
		<b>OPERATING INCOME/(LOSS)</b>						
		<b>Total Operating Revenue</b>	<b>\$ 359,352</b>	<b>\$ 252,533</b>		<b>Revenue</b>	<b>\$ 620,362</b>	
		<b>Total Operating Expenses</b>	<b>\$ 359,352</b>	<b>\$ 224,605</b>		<b>Expenses</b>	<b>\$ 615,670</b>	
		<b>Net Operating Income/(Loss)</b>	<b>\$ -</b>	<b>\$ 27,928</b>		<b>Total Income/(Loss)</b>	<b>\$ 4,692</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 Lilian \$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.
- 5) New Debt-Interest: \$5m loan was refinanced effective November 10, 2021. The February 2021 interest payment received a \$58,200 cash contribution from refunding the escrow (original payment \$63,775 - \$58,200 = \$5,575 February payment). The two other loans were unchanged. Finance added back \$58,200-Maura checking?
- 6) Old Debt-Principal: Working with Finance on why final payment was removed. Adjustments since prior month.



## WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

## FY2021 MONTHLY FINANCIAL REPORT- May 2021

## FY2020 Cash Receipts YTD

Revenue Codes	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
	7/1-7/31/20	8/1-8/31/20	9/1-9/30/20	10/1-10/31/20	11/1-11/30/20	12/1/20-12/31/20	1/1/21-1/31/21	2/1/21-2/28/21	3/1/21-3/31/21	4/1/21-4/30/21	5/1/21-5/31/21	6/1/21-6/30/21
6302 WW User Charges	\$ 22,424.53	\$ 28,240.88	\$ 14,348.28	\$ 51,736.61	\$ 4,073.34	\$ 1,042.42	\$ 31,583.52	\$ 32,053.51	\$ 402.45	\$ 61,234.39	\$ 845.94	\$ -
6310S000/42105												\$ 247,985.87
6308 Penalties & Interest	\$ 0.08	\$ 28.41	\$ 9.63	\$ 217.44	\$ 10.68	\$ 0.42	\$ 2.41	\$ 566.33	\$ (38.16)	\$ 111.49	\$ 3.89	\$ -
6310S000/41750												\$ 912.62
6303 Miscellaneous Rev:												
6310S000/43299-Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6310S000/43299-Betterment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ 361.05	\$ -	\$ 199.58	\$ -	\$ 999.38	\$ 199.57	\$ 887.43	\$ -
6310S000/47501												\$ 2,647.01
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ 18.05	\$ -	\$ 9.98	\$ -	\$ 49.98	\$ 9.98	\$ 44.37	\$ -
6310S000/47502												\$ 132.36
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6310S000/47599												\$ -
6307 Int. Earned on Savings	\$ 298.58	\$ 298.76	\$ 288.60	\$ 277.75	\$ 208.94	\$ 193.85	\$ 192.54	\$ 100.52	\$ 111.31	\$ 107.75	\$ 106.39	\$ -
6310S000/48210												\$ 2,184.99
6309 Wastewater Liens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,395.01	\$ 54.26	\$ -	\$ -
6310S000/42111												\$ 1,449.27
6311 WW Better TC Rev	\$ -	\$ -	\$ 1,301.42	\$ -	\$ 920.75	\$ -	\$ 79,393.02	\$ 10,204.77	\$ 245.94	\$ 78,622.27	\$ 8,197.00	\$ -
6310S000/47503												\$ 178,885.17
6312 WW Better TC Int	\$ -	\$ -	\$ 976.06	\$ -	\$ 690.57	\$ -	\$ 55,502.51	\$ 6,574.02	\$ 244.93	\$ 56,416.83	\$ 5,030.67	\$ -
6310S000/47504												\$ 125,435.59
6313 UNAPP WW Better TC Rev	\$ 10,020.92	\$ 10,020.92	\$ -	\$ 19,130.84	\$ -	\$ 20,041.84	\$ -	\$ (527.37)	\$ -	\$ 527.37	\$ -	\$ -
6310S000/47505												\$ 59,214.52
6314 UNAPP WW Better TC Int	\$ 374.75	\$ 422.79	\$ -	\$ 507.20	\$ -	\$ 210.01	\$ -	\$ 1,073.05	\$ -	\$ (1,073.05)	\$ -	\$ -
6310S000/47506												\$ 1,514.75
63 Wastewater Retained Earn's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6310S000/48600												\$ -
63 Transfers from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6310S000/49710												\$ -
63 Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6310S000/49740												\$ -
<b>Total Revenue</b>	<b>\$ 33,118.86</b>	<b>\$ 39,011.76</b>	<b>\$ 16,923.99</b>	<b>\$ 71,869.84</b>	<b>\$ 6,283.38</b>	<b>\$ 21,488.54</b>	<b>\$ 166,883.56</b>	<b>\$ 50,044.83</b>	<b>\$ 3,410.84</b>	<b>\$ 196,210.86</b>	<b>\$ 15,115.69</b>	<b>\$ 620,362.15</b>

## Notes:

- Miscellaneous Revenue Betterments:
- Old Betterment: Apportionments ended in FY2020. August 13 2020 Waiting for final payments from 5 users. 21 Cochituate Road Final payment \$199.58/\$9.98
- WW Better TC Rev & Interest - December \$10,020.92/\$87.84 incorrectly booked here. Adjustment needed to Unapportioned WW Better TC Prin/Int.
- 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, 34 Lillian \$10,020.92/\$122.17.
- February (\$527.37) (\$2102.64 -2,690.01) and \$1,073.05 (\$2,833.93 - \$1,760.88 ) for WW Better TC Payments from FY20 were moved in April by Treasury from Unapportioned to WW Better TC.
- Interest Earned on Savings FY20 & FY21: Brian and Maura determined that WWMD's interest from the East Boston Savings Bank account is already part of the Town's calculation for interest.
- We will not be receiving the EBS dollars monthly. Maura will adjust the interest earned account and allocate our percentage of the Town's total interest.
- Penalties & Interest March - Adjustment to move Old Better payoff to Betterment Interest.

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION**  
**MEETING JUNE 2, 2021**

**Board Members:** In Person: Mike Gitten, Doug Levine and Seth Roman

**Other Attendees:** Absent: Jane Capasso, Account Specialist

**Remote Participation:** Louise Miller, Town Administrator; Paul Brinkman, Town Engineer; Cherry Karlson, Board of Selectmen and Jeremy Mori, IT Intern. **Public via Zoom:** Anette Lewis, Claypit Hill Road.

**Meeting Location:** Town Building and 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.

Mike: Read the Zoom information. Roll Call: Mike, Doug and Seth.

7:32 2. Public Comment. None.

7:33 3. Alta at River's Edge

A) Operation and Maintenance Agreement

Paul: Forwarded the document to the Board on June 5, 2021. Lawyers made one change to the warranty area by adding the word "occurrence". Board agrees this is a good change. Louise: The insurance and risk questions are consistent with the Easement Agreement. Our insurance company is in agreement. We are checking with their insurance. Paul: Section 5.1, question of whether this is a 10 year agreement or 11? Louise: We should clarify the number of payments so this will not be an issue. The contract cannot be removed at the end of the 10 years because there is a permanent easement. The DEP and other permitting does not allow this to occur. Paul: The Indemnity Clause should not allow them to impose upon us anything they want that would cause us to be in violation of any MCP requirement. Louise: Spoke with Jim Lambert and he agrees with us that this won't be an issue. She doesn't think the language reflects what the business deal is right now. We need to make sure the language in the agreement reflects this. This may not be the most recent draft because discussions are still happening. We need one more meeting for review. Louise will tell the lawyers we would like the final draft for the June 16, 2021 WWMD Board meeting. Paul: No vote tonight on the O&M Agreement. The only issue is to the Indemnity paragraph 6.1. Mike: Wants to be sure they address our comments so we won't be subject to civil penalties if we miss a deadline? Louise: Thinks they will agree with us.

Permit or line work - Paul: The Draft permit will likely be ready the end of June, 2021. He responded to their comments on the construction project formally. The Contractor for the pipe work received our contract and Paul has had initial contact with the Contractor. Paul emphasized the parts of the project that need to get done. Paul was onsite today and everyone knows what needs to be done.

Paul: Tighe and Bond was in today to scope out the control system upgrade to the treatment plant and pump stations. This will help us figure out what the cost of this project will be.

7:52 4. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

A) Annual Report – Mike: Jane and I will be reviewing this.

B) Anette Louis, Claypit Hill Road @ 7:54 pm - The legal notice for your rate hearing says it starts at 7:00 pm. Board agrees that we will have the meeting at 7:00 pm.

7:54 5. A) Calendar: Upcoming meetings, events and hearings.

Next meeting: In person, June 16, 2021 at 7:00 pm. Paul: Jane and I are putting together the Long-Range Financial plan for Louise and Brian to review. I will send this to you before the meeting. This will help with forecasting the rates over the long term. Alta's revenue and expenses are built into this model. The Tighe and Bond designed improvements will be paid for with the grant money, which expires this calendar year.

7:56 6. Adjourn

Doug: Motion to adjourn: Mike yes, Doug yes and Seth yes. Approved 3-0.

Attachments:

Alta Operating and Maintenance Agreement



## Newsletter Outline

1. History of the WWMDC
  - a. Original System
    - i. Raytheon WWTP
  - b. Extension of low pressure sewer to BPR
  - c. WWTP Upgrade
    - i. Capacity and future growth
2. What can be done to help the WWTP
  - a. What can go down the drain
  - b. What shouldn't go down the drain
3. Stormwater and what should be done to help the WWTP
  - a. Inflow
  - b. Infiltration
4. How does the sewer bill work?
  - a. Base Charge
  - b. Tier 1 and 2
  - c. How to calculate the bill
5. River's Edge Connection
  - a. Overview
    - i. Influent and effluent
  - b. Existing System
    - i. Figure
  - c. Expanded System
    - i. Figure
  - d. What is the benefit to the existing users
6. River's Edge Sewer Extension Project
  - a. What is being built?
  - b. MassWorks Grant