

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION**  
**MEETING November 8, 2023**

**Board Members:** **Remote Participation:** Mike Gitten and Darrin Bock

**Absent:** All Present

**Other Attendees:** **Remote Participation:** Tom Holder, DPW Director; Jared Cotton, Wastewater Operations Manager; Abby Charest, Town Engineer and Sarah Pawluczonek, Wastewater Administrator

**Public via Zoom:** None

**Meeting Location:** Zoom

**Minutes**

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

7:34 Call to order and reading of Zoom information (Mike)

No Public Comment

Alta at River's Edge

Jared: Alta is at 88% capacity, no change from last month, and the daily average is 10,516 gallons per day (gpd)

Monthly Operating Report

Jared: We started the month with a failed RAS pump and so we had Hayes Pump come out. They also found a permeate pump with a seal leak on the oil well. Once they evaluated the RAS pump they determined it was clean and perfectly fine. This confirmed that the issue is not the pump itself. Hayes took the permeate pump back to repair at their facility.

Jared: Whitewater and Kubota met with him to discuss one of the membranes due to the thresholds seen in SCADA. Kubota said that the numbers are fine.

Jared: The SCADA upgrade was delayed again due to the fact that instead of upgrading just the operating system, we are now intending to upgrade the PC itself. Mike: How will the upgrade be funded. Tom: The SCADA upgrade was part of the now-closed MassWorks grant. It was advance paid so the grant could close out on time. We have a contract with Tighe and Bond to complete this project. The PC will be funded through the recent privilege fee revenue.

Mike: The average flow is approx. 24-25k gpd. Jared: That is the discharge to the Sudbury River only. Based off of the permit, if you add the 5500 gpd that is going toward the leaching field, we are closer to 30k gpd.

FY25 Budget Status

Tom: Introduced new hire Sarah Pawluczonek who comes with 18 years of experience in the public sector, having worked in Framingham, Medway, Somerville, Wayland, and Weston.

Tom: Around the 3<sup>rd</sup> week of October we submitted the FY25 Capital Budget. The finance Team (Finance Director Brian Keveny and Town Manager Michael McCall) is currently reviewing it and we have a meeting scheduled for this coming Monday morning at 11am. There are only two items pertaining to wastewater. The first, is Jared's new vehicle. We are working with Abby Shute to replace old vehicles with EV vehicles, and the DPW plans to host four charging stations. There was originally \$50k allocated for this vehicle when it was going to be replaced with a gas powered vehicle, and now that it will be EV, and a larger type vehicle, we have increased the request to \$70k. Mike: Does that price include the charging stations? Tom: No, but we are putting them in for DPW Engineering vehicles as well and so wastewater will

not fund those entirely. Working with Abby Shute to price them out and facilitate the installation.

Tom: The second item is the evaluation of the condition of the 3" Force Main on route 20 plus the wastewater pipes connected underneath leading into the Town Center. We are working with the Planning and Economic Development Boards and Planning Department to get on the TIP Program for the rehabilitation of the sidewalks, roadways, etc. Before we spend 10 million rehabbing route 20 it is prudent to review what is under there first. Our request is to have the evaluation performed and potentially a design if it is deemed necessary to make replacements prior to the groundwork on the Route 20 corridor. Mike: What is the budgeted amount? Tom: We are asking for \$150k which a worst case scenario figure in case a design is needed. If the pipe is determined to be in good condition we would not spend down that requested amount.

Tom: We have met a few times to go over the FY25 Operating Budget, which looks similar to the Monthly Financial Report (MFR) format. There are no big changes just a few decreases due to projects closing out, and small increases which offset the decreases. This budget is due and prepared to be submitted by November 17. It then goes to Finance. At our December meeting I can update you more about the Capital Budget, but it will take more time for the Operating Budget to be reviewed and once it is we can discuss at a future meeting.

Mike: Is the roof replacement for solar still in there. Tom: It is but the roof would fall under facilities. We are working with Abby Shute for an almost simultaneous addition of the solar panels. Facilities has the jurisdiction of all Town structures. The enterprise fund is responsible for the equipment within. Ben Keefe has this roof in his FY25 budget.

Mike: How are these capital requests to be paid for. Tom: Both would be borrowings, and we would pay the debt service on them through the enterprise operating budget.

#### Rules and Regulations

Tom: The last remaining activity was to bring these before Town Council. Abby and Greg from KP Law have spoken and recommendations were sent to you yesterday.

Abby: I did make one more change since yesterday and that was to separate the fee structure from the regulations so that it can be voted on separately. (Screen was shared)

Mike: Noticed that in the definitions, it reads like the customer does not have to accept the Title V based flows, and they can instead evaluate and show what they think is representative of their flows times two. Abby: Yes, the Title V regulations only have very specific definitions, which not everyone falls into, so they go on to say you can use 200% of your drinking water flow.

Mike: We have never had to entertain this before, but now someone could request a base fee reduction. Abby: There are two parts to this, one being that the design flow should always be more than they are actually using because it is designed for peak flow. If it is significantly less, we can now reassess it lower and reallocate that flow, but they will not be refunded.

Darrin: The majority of revenue is from the design flow (DF), not the actual flow. If they aren't using it 100% it's hard to predict DF. What time period do we use to re-evaluate it? We still need to formalize this procedure. Tom: We have not encountered it, yes, but we made a conscious effort to say that we need a mechanism to entertain a reduction in DF.

Mike: Does design flow have anything to do with the quarterly billing after they connect? Abby: It is what they use, but, if they use more then they hit the second tier which is higher. Darrin: Plus the base charge. We initially only had tier 2 as 20% higher and no one was hitting it. Mike: DF is a way to be fair to allocate the cost of running the plant. Can we add "we will only entertain these requests after a certain period" so that we can budget properly. Abby: We can

say that we have the ability to reassign their DF if they deviate from the planned amount. I was considering 12 months as a time period because of seasonal fluctuations. In section E, it says that if they need more DF or are a new connection, that there is a privilege fee, but if the DF goes down, they are not refunded that money because the cost of the plant was as it was at that time. Section B along with section E basically say this.

Darrin: We can say that any decisions that are made, will not take place until the following fiscal year, so that we can account for it.

Mike: It shows fairness, and our pool of available DF will be more accurate. Darrin: If you are a consumer and you ask for a lower DF and you use above 50% then you will pay into tier 2 which is a lot higher.

Abby: the Violations and Provisions section and the Payment on Schedule of Fees section are updated. The Water and Energy Conservation section had pieces of the plumbing code in it, so we changed to a reference of the plumbing code since the code is constantly changing.

Mike: On the definitions on page six, the Title V definition makes me question how we would assess another Alta like request. Abby: We used Title V to assess Alta. Mike: It is defined as being used for users with less than 10k gpd. What about those above the 10k gpd. Abby: We would still tend to use title V, just as we did for the High School. The section under DF says that if it does not establish a specific flow for the proposed use, that we can estimate based on current peer reviewed literature or similar state standards.

Abby: In addition, the Plumbing code section was cleaned up with Town Council, and the Penalties for Excessive Use was renamed as the Violation Penalty Structure.

Tom: While there was no harm in the earlier version. The language is much more strengthened now making it a more defined document. We are hoping to achieve a favorable vote of both the Rules and Regulations and the Penalty Fee Structure if you are comfortable approving these, conditional upon the inclusion of the fiscal year language spoken of earlier. It sets us up with the ability to further define the review strategy fairly. Darrin: The wording can be that we are not obligated to reduce someone's design flow, it is just a review, not an obligation. Mike: We encourage water conservation with that big tier difference as a source of revenue and use control.

**8:17 Mike: Motion to approve the Rules and Regulations as presented to us with the understanding that a clause regarding design flow adjustment will go into effect, and any reference to Department will be changed to WWMDC. Darrin second. Approved 2-0.**

Tom: With this vote tonight, and us inserting that language, we will post this, and will craft a version where either just Mike (the Chair) or both of you can sign off on it officially. The version will be available at the front counter for you to sign.

Abby: The Violation and Penalty Structure had no changes other than being separated from the Rules and Regulations. Tom: It was previously reviewed, and you were all satisfied with the evaluations. We were holding off until the Rules and Regulations were ready. It was more practical to have these two items independent of one another. Mike: The amounts are in addition to the costs to repair the harm done? Tom: Yes.

**8:20 Mike: Motion to approve the Violation Penalty Structure as presented to us tonight. Darrin second. Approved 2-0.**

Sarah: There was no change from the last meeting. The same permit application for 220 gpd is still out, not yet signed or returned. There were a few SUA's with no change in DF, just change in tenant.

#### Monthly Financial Report (MFR)

Sarah: We are 33% of the way through the year, with operating expenses at about 13%. We have some encumbrances not yet spent based on obvious expenses we know we will have throughout the year. If you look at the sludge and chemicals they are very close to 33% for the year. A lot of items are very variable such as professional services for emergencies. Some expenses hit at different times of the year. User charges revenue is very close at 36% and the quarterly utility bills have all come due at this time. Next quarter's bills will go out at the end of December.

Darrin: I had started to work with Jane on adding in a forecasting column now, instead of at the end of the year so we can start thinking from an accrual perspective. Sarah: So we are looking to forecast what the end of FY24 will look like. Darrin: Yes

#### Lien Update

Sarah: The total owed for wastewater is \$10,347.19, across 8 accounts, the majority being residential, which is about half of what was reported in the previous month. It was requested at the previous meeting that phone calls be made to the delinquent accounts. I made those calls to any account for which I could find a number for. We do not have any of the private residence phone numbers, and white pages turned up nothing. I did get in touch with 2-3 commercial accounts and those are the ones that made payments. If they do not, it will go onto the landlord's tax bill. Darrin: The calling definitely helped. Sarah: Yes it did, as well as the second demand notice we sent. There was a lot of outreach this time around.

Mike: Does this take us from a 10% uncollected to a more normal 2-5% uncollected rate. Tom: Yes.

Approve Minutes for October 11, 2023

**8:32 Mike: Motion to approve the October 11, 2023 meeting minutes. Darrin second. Approved 2-0.**

Mike: Do we have a Council on Aging agreement yet? Tom: We have allocated 3,000 gpd but have not received a signed SUA yet. We anticipate getting something soon.

**Topics not reasonably anticipated by Chair 48 hours in advance of meeting.** None.

**Calendar: Upcoming meetings, events and hearings.** Future meeting possible dates: December 13, and January 10, 2024, February 14, 2024, and March 13, 2024.

Tom: There is a Special Town Meeting on December 6<sup>th</sup> at 6:45pm. The only article being introduced is related to the School union, so it has no bearing on wastewater.

**8:37 Adjourn: Mike motion to adjourn. Darren second. Approved 2-0.**

#### Attachments

Rules and Regulations  
October 2023 Monthly Financial Report  
October 11, 2023 Minutes