

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 18 MAY 2016**

In Attendance: Fred Knight, Rick Greene, Sam Potter, Jane Capasso

Absent: All Present

Guests: Linda Segal

Meeting Location: 7:30 Wayland Town Building

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

7:35 1. Call to order

7:35 2. Public comment – None

7:36 3. Increase in Whitewater rates for out-of-contract work and annual visit for June meeting.

- 1) Review of the 2015 and 2016 Alarm calls – Shows a drop in overtime and too many tank level calls. Board will talk to Dave Boucher about what is a serious alarm and whether responding during normal hours or overtime hours is required. Discuss with Dave: 1) Tank levels calls, any modifications for alarms or is there a permanent fix, 2) Plant costs for FY17 that will need capital replacement - possible capital cost for membrane replacement in 5-7 years. Can Dave diagnose this, what is the condition of the membranes now and what is the expected life? and 3) How big are the sludge tanks and what is the pattern for dumping?
- 2) Rate increases – New rates will begin May, 2016. There have been no increases in rates for two years. The rates are much more than the current inflation rates. The highest increase is for Electrician/Instrumentation at 17%. How does WhiteWater decide what level of personnel to send for alarm calls? Dave Boucher will attend the June 15, 2016 WW Board meeting. Jane will email Dave with the above questions so he will be prepared for the meeting.

7:45 4. Review of previous discussions on topics:

- 1) Betterment Billing and Accounting – The Board reviewed the Abrahams Group proposal to create a more detailed balance sheet, review our P&L and evaluate our betterment reporting (including a projected statement of cash flows to fund the betterments) based on the Town's MUNIS system. Rick motioned for the Commission to accept the Abrahams proposal and to approve \$6,000 to be paid out of the contingency fund as payment. Sam seconded the motion with all in favor 3-0. The board would like the balance sheet and P&L ready for July, 2016, the start of Fiscal Year 2017. The Betterment review can be completed after July, 2016. Jane will contact Mark Abrahams to start the process and finalize a contract with the Abrahams Group. Discussion on the balance sheet being completed after the quarterly billing. The analysis of betterments should include the accounting if a property is sold or pays their betterment in advance. If a property is sold we collect the betterment amount, but we lose the accrued interest.
- 2) Review of Title V allocations for Town Center and ramifications of the accounting of Title V allocations for all of Town Center.

No movement. Nan Balmer, Town Administrator, to push for a conclusion by Board of Health and Building Departments. Nan is not available until the end of May to address

the agenda items for tonight's meeting. BOS Retail 1, National Development called Sam; They do not know what's going on with the design flow and available capacity for the Town Center. They are thinking of adding another building. Sam informed them that they cannot add another building unless a septic system is put in. Sam told them the history of WW.

- 3) Process of assigning Title V design flows in the future – Fred: The flower shop opening on route 20 shows WW is not involved in the process. Fred will discuss this with Nan.
- 4) Close-out status of the WWTF. We have gotten the amount of funds remaining, ~\$239,000. We will keep these funds to pay for capital costs, e.g., replacement of Membrane Bioreactor screens. Update on whether funds can be refunded for WWMDC use, i.e., to reduce fees in upcoming years.

Fred: Ben Keefe is working on this. Money left over from the capital fund will be allocated to the town's general fund to be used for similar capital projects. WW needs to get credit for this. It cannot be used to pay off the bonds. Fred will discuss this with Nan for the June 15, 2016 meeting. Rick: Can capital repairs done in the past retroactively be billed and used for this?

- 5) The administration of the WWMDC. Do we need an executive administrator, say a part-time manager of WWMDC activities, to be responsible for day-to-day activities?

Rick: Suggested the Water Department separate from the DPW and combine with the Wastewater Department. This was suggested in the past and both departments had no interest.

Update from WWMDC chair on his interview with Personnel Board concerning Account Specialist duties and hours. No update. Jane has been keeping track of her daily activities. Result is she has plenty to do in 19 hours per week. If any special projects arise, Fred will review and prioritize her duties to stay at 19 hours per week.

- 6) Rationale for Title V design flows at Town Building and Public Safety Building. No discussion. See #2 above.
- 7) Status of aggregate Title V design flow for Town Center. See #2 above.
- 8) Comparison of 2004 and 2016 Proposals to connect the Library to the WWMD. No discussion.
- 9) Method on issuing future building permits should include wastewater considerations. See #2 and #3 above.
- 10) What if...? Robustness of WWMD against hypothetical changes in Title V design flows for WWMD users. No discussion.
- 11) Create a process for current and new users to read the Rules and Regulations of the WWMDC.

Fred handed out of part of WW's Rules and Regulations. Fred will review and bring back an update for discussion at the June 15, 2016 Board meeting. Linda Segal asked if water conservation should be included. Fred will add this.

- 8:20 5. Pay Bills: CDW Government (virtual desktop computer) \$427.18, Direct Energy \$374.41, Eversource \$183.90 & \$2,671.94, National Grid \$253.20 & \$10.33, TOW Water \$15,

Verizon \$55.08 & \$49.37, WhiteWater Contract Fee \$3,900 and WhiteWater Operation Fees \$7,386.63.

Why do we have 3 sludge removals between April and May? Sludge hadn't been removed in 3 months. All other billing is fine per Fred. Rick: motion to approve bills, Sam seconded all in favor 3-0.

8:30 6. Monthly budget update and year-to-date finances.

Reviewed the budget, cash receipts and Jane's Summary of Variances. Finance inadvertently charged WW's General Fund \$17,517, which will be corrected. FY2016, Quarter 3 billing was reduced by \$10,000 due to expenses being lower than budgeted year-to-date.

8:40 7. Approve minutes for previous meetings: March 9th and 30th, 2016.

Rick: Town Center should be called Retail 1 for the minutes in the future. Rick moves to accept the March 9th and 30th, 2016 minutes with Rick's changes. Sam seconded the motion with all in agreement 3-0.

8:44 8. Update from Jane:

1. Lillian Way Final Sales – Schedule showing the remaining Lillian Way Condominiums are now under agreement and expected to close by the end of June, 2016.

Board questioned whether Brendon Homes is paying for past bills where condominiums are not owned by someone. Jane mentioned that past bills show up on the Final Sale bill and are paid at the closing. Jane to make sure all final sales bills are paid at the closing and to find out how much Brendon Homes owes.

2. Signing Commitment Reports – At a recent meeting with Finance, Treasury and the Assessor's it was determined that all Commitment Letters need to be signed by 2 out of 3 Commissioners. The Commissioner's signed letters from April, 2015 to April, 2016. The Treasurer is consulting with the Department of Revenue to confirm if the letters need to be signed before the quarterly billing is mailed or after since the Chairman of the Commission, Fred Knight, reviews the billing.

3. Wayland Meadows and Brendon Homes Accounts:

- A) Hastings Way #1, 3, 5 and 7 - The condominiums for these units were never built. This is an error in billing for capacity that was never used. Rick made a motion that the accounts for Hastings Way units #1, 3, 5 and 7 be written off. Sam seconded and all were in favor 3-0. Jane will work with Treasury and Finance to abate these accounts.
- B) Wayland Meadows 380 gpd of unused capacity – There are two accounts related to this with balances as of May 11, 2016: #1700510, \$16,070 (original billing). New account #2701033, \$804.02. Fred: There is no asset to collect the \$16,070 (4 years of billing at 380 gpd). Wayland Meadows has the title to the land. A letter was sent to Mark Lanza to find out how to take back the 380 gpd. Consideration will be to forgive the \$16,070 and \$804.02. There is no frontage to this land. You would have to cross Wayland Commons property. Board would like to Lien the \$16,070 or come to an agreement with the owners on the outstanding bills, as well as, the

transfer of 380 gpd. Follow-up with Mark Lanza drafting an agreement with Wayland Meadows, LLC. Linda Segal: Does the Conservation Commission want the land or does the town? This will be added into the draft agreement.

C) Brendon Homes \$3,560 May 11, 2016 – Brendon Homes was billed for the privilege of having capacity for the unbuilt Lillian Way Condominiums (42 units at 220 gpd). Jane to find out who the owner was back in 2014 and who is ultimately responsible for paying this off.

4. Outsourcing the Quarterly Billing (starting with the FY2017, Q1 billing). The Water Department Director has put this on hold until September, 2016.
5. FY2016 Q3 billing completed on April 20, 2016 for \$62,995.29.
6. On-line bill pay was added for the FY2016 Q3 billing through mcc.net. User will incur a 3% fee.
7. In June, WW will receive an email from Finance to prepare a Capital Improvement Plan due in September. The Commissioners will discuss this with David Boucher, WhiteWater, in June.
8. Log of daily activities – Fred: Jane will stick to 19 hours per week and we will put off certain things if needed. No further logging of activities required.

9:35 9. NPDES Permit renewal, OARS monitoring, and other monitoring – No discussion.

9:35 10. Further discussion of what to do with 820 gpd of design flow. Update on the article for 2016 Annual Town Meeting to purchase the 820 gpd for the Library allocation. List of actions:

- 1) Scenario if the transfer occurs on 1 July 2016, but Library is not connected until a decision about whether Library stays is made. Then maybe connection is part of enlargement construction. Cost for connecting is not included in article, but FY2017 cost is included. My idea is FY2017 costs are handled by transfer of entire amount for article to WWMD, then no charge on FY2017 bills to Library.

Sam will work with Mark to handle this and #2 below.

- 2) Somehow we have to transfer the 380 gpd left over from Wayland Meadows. The 380 gpd that is generating no income and will freely be relinquished by Brendon Homes or Wayland Commons, LLC or whatever name is attached to the residual Title V allocation. No betterment was paid for this design flow. My feeling is that Mark is the best person to speak here. No discussion.
- 3) We also have to add to the WWMD aggregate Title V design flow the 440 gpd, relinquished by Bastons, that is also not generating any income right now. As Nan noted at our meeting, it has to be returned to our aggregate Title V design flow---meaning that our total will go from 76,245 gpd to 76,685 gpd. (The 380 gpd was already included in the total, but no betterment was paid for it.). No discussion.
- 4) Jane has to start charging the Library in FY2017/Q1 (Jul-Sep 2016) for 820 gpd and no flow. Whether the FY2017 bills are paid up front needs to be determined. No discus-

sion.

- 5) Cost for wastewater has to be added to Library FY2018 budget. TBD, but probably about \$2,600/year. No discussion.
- 6) No change needed for Library in FY2017, but WWMDC has to figure out whether the money from the PILOB gets used for reducing operational charges. No discussion.

9:45 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

Fred will prepare Jane's annual review and will have a discussion with her. Board agrees Jane is doing a good job and that Fred will handle the review.

9:47 12. Website status: Recent postings and organization. Chair notes a request to organize the site better. No discussion.

9:48 13. Calendar: Upcoming meetings and events, including hearings.

Next Board Meeting is June 15, 2016. Dave Boucher from Whitewater has been invited. Jane will send an email with the time and location for Dave.

9:50 14. Public Comment
None

9:50 15. Adjourn