

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

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission

FILED By: Jane Capasso

DATE OF MEETING: Wednesday, 17 May 2017

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Wayland Town Building

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
- 7:31 2. Public comment
- 7:35 3. Final review of transfer of land and design flow from Wayland Meadows to Conservation Commission (land only) and to BoS (design flow only) to be allocated to 5 Concord Road. Documents have been approved. Final action is whether the WWMDCC shall pay for part of or all legal expenses. Charges were \$1,056 from Mark Lanza for an initial draft of the agreement for land transfer, \$1,295 from KP Law for editing of my draft of the BoS/WWMDCC agreement, and a nebulous estimate of \$2000 for the remainder of FY2017. I cannot see any justification for the \$2,000, as I do not see any issues to justify this estimate. Arguments have been put forward both ways. Chair will review these. Basically, Fred argues that payment of legal fees should be split among Cons Comm, BoS, and WWMDCC, namely the following:
1. One-third of Mark Lanza's charge, namely $\$1,096/3 = \365 , 1/3 to Cons Comm, 1/3 to BoS
 2. One-half of KP Law's charge, namely $\$1,295/2 = \648 , 1/2 to BoS
 3. Nothing for future expenses.
- The WWMDCC total is \$1,013. In contrast, Nan argues that Cons Comm and BoS do not have ability to pay these unless they ask the Finance Committee, so WWMDCC should pay all.
- 7:45 4. Update of design flow accounting for the Town Center. Review of current allocations including the reallocation of 500 gpd for new doctors' practice approved by WWMDCC on 1 Mar 2017. Discussion of National Development's plans for future businesses.
- 7:55 5. Continued discussion of draft revision of WWMDCC Rules and Regulations, specifically the modification of the section on connections and alterations. This is an on-going discussion that may continue, but we are nearing agreement. Are we ready to approve the revised Rules and Regulations?
- 8:05 6. Report from Chair on the efforts to get Tom Holder, the DPW Director, to oversee some WWMDCC operations, specifically starting with oversight of maintenance, emergency response, oversight of Whitewater, and interactions with outside agencies (mostly DEP and EPA). The chair's hope is that the DPW will soon begin to handle emergencies and requests for marking wastewater line locations (just like water line locations), as well as provide supervision for on-going administrative activities.
- First, Fred produced a White Paper that was sent to the BOPW and discussed at their last meeting; see 25 April 2017 BPW meeting at ~14:30 into their meeting and available on waycam.tv government on-demand.
 - Second, there was a discussion about the initial tasks that Tom could undertake on 10 May 2017. Attendees were Nan Balmer, Woody Baston, Jane Capasso, John Senchyshyn, Tom Holder, and Fred Knight. Fred had ranked possible initial tasks in a table before the meeting. We discussed each of these with an initial

implementation.

- 1) Maintenance of the wastewater system: Initially, verification of as-built drawings and contracting with an agency to mark pipe locations when needed for excavation. Weston and Sampson, who did the original as-built drawings in 1999, should be contacted first. Then an RFP may be needed to redo the as-built drawings. An interim method of providing the original as-built drawings with a liability limiter on a cover page is needed.
- 2) Emergency response: Initially, contracting with a company. We need an RFP, a list of possible vendors from Tom, solicitation of bids, and review and selection. Funds for this have to be found, possibly from WWMD retained earnings.
- 3) Oversight of Whitewater: Initially, Tom's review of extra charges by Whitewater.
- 4) Interaction with outside agencies: Initially not necessary.

All but 4) are contemplated for the near term.

8:35 7. Approve minutes from previous meetings—12 Apr 2017 and 24 Apr 2017.

8:45 8. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

9:00 9. Administrative Items, if any

- A. Treatment Plant Punchlist
- B. Quarterly Reports
- C. Treatment Plant Repair Bills
- D. 268 Boston Post Road, Shep's – Is reimbursement for this possible?
- E. Sam Potter renewing as Commissioner
- F. Approved Budget vs Rate Hearing numbers and monthly reporting
- G. Maintenance Contract Summary

9:15 10. Revisit the long-term viability of the betterment. Ten years from now there will be a shortfall in the betterment account unless funds are invested to realize growth that has associated risk as well. Here is some background---the way Fred sees it.

- On the betterment balance over time, I think that all we need to keep up-to-date is the one spreadsheet that Cindy and Rick put together. There is one free parameter on that sheet: the effective interest rate of the retained earnings from betterment payments. Setting it to 1%, there is a shortfall in 2027 that grows and then decreases until close to the end of the bond payments in 2033. The shortfall is smaller if the effective interest rate is higher or if operations funds (the part of the retained earnings that I associate with operations) are used, as Mark Abrahams did.
- Now, we employed Mark Abrahams to bless this spreadsheet, i.e., to divide our retained earnings into two pots, one earmarked for betterment payment and the second for operations. If we can maintain the balances of these, we will know how much can be spent on operations versus the amount needed to fund the betterment over time. To me, this is all we need. We get the betterment funds from the spreadsheet Cindy and Rick put together, and the amount that can be used for operations is the difference of the total balance and the betterment amount.
- This situation described above is to be contrasted with Mark's assessment. In his case, he allowed all retained earnings to be used for debt payments. My feeling is that we need to allocate funding of the betterment only from pre-paid betterments, apportioned betterments, and the PILOB. The betterment fund goes below zero earlier (2027) than Mark estimated when he used all our retained earnings to pay betterments. Instead we go farther below zero.
- Attention needs to be paid to this predicament of a shortfall in funding during bond repayment; even the final balance has sufficient funding.

9:25 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

- 9:26 12. Website status: recent postings and organization.
- 9:27 13. Calendar: upcoming meetings and events, including hearings.
- 9:28 14. Public Comment
- 9:33 15. Adjourn

