

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION**

**MEETING OF 23 June 2014**

**MINUTES**

In attendance: Fred Knight, Sam Potter, Rick Greene, Cindy Cincotta

Absent:

Guests: Anette Lewis, Molly Upton, Donna Carleton, Nancy Carapezza, Woody Baston

Location of meeting: Senior Center, Wayland Town Building

Fred Knight called to order an open session meeting at 8:40 PM after Executive Session from 6:30-8:35 PM.

8:40 5. Pay bills

- The fiscal year 2014 budget was discussed. Finance Director, Brian Keveny, sent an email to Cindy stating the WWMDC has \$11k left in their budget. Any outstanding fiscal year 2014 unpaid bills must be prioritized based on the following: payroll, utilities and operations. Brian will work with Cindy to determine which bills get paid first.
- Any remaining unpaid fiscal year 2014 bills will have to be presented to the Finance Committee in the fall. The last Finance Committee meeting of the fiscal year was June 18, 2014. The next Finance Committee meeting for the fall has not been scheduled.
- Although Brian still needs to prioritize payment, the following bills were approved: HIQ \$1,260, WhiteWater \$3,927, Gateway \$9.87 & Office Supplies \$44.07

8:45 6. Approval of minutes

- The following minutes were tabled until next week; 5-14-14, 5-21-14, 5-24-14, 6-2-14 & 6-16-14.
- The draft minutes were emailed to board members on June 18, 2014. The board members will review the minutes and approve them at the next meeting on June 30<sup>th</sup>.

8:50 7. Discussion of abatement procedure

- Rick Greene presented an abatement guidelines and procedure form.
- A handout was distributed to the members of the audience.
- The board discussed the following revisions:
  1. Item#3-Change to **administrative** billing error.
  2. Item#8-Refunds will be submitted for payment within 30 days.
  3. Guidelines-hearing dates for abatements
  4. Remove Page 2#-Capacity transfer

5. Add-completed applications can be sent to [wastewater@wayland.ma.us](mailto:wastewater@wayland.ma.us)
6. Add item#1 "Explain" (Explain why capacity is incorrect)
  - We have a lot of outstanding abatement letters that have been submitted and this form will go into effect July 1, 2014. The board will discuss how to handle previously received abatement letter requests at the next meeting.
  - Add to guidelines: Invalid reasons (Item #3) Board of Health jurisdiction under 10,000 gpd.
  - Anette Lewis pointed out a few typographical errors needed to be corrected.
  - Rick will make changes and present revisions at the meeting next week and also discuss previously received abatement letters.
- 9:00 8. Discussion of betterment procedure
  - The board is trying to finalize as much as they can. The following questions were discussed:
  - What portion of construction cost, not debt, to cover the betterment? (between 0 and 100%)- John Moynihan needs to be contacted to determine construction cost. Donna Carleton questioned the total construction cost. Anette stated the WWMDC used retained earnings last year to pay the bonded debt. The next interest payment on the bonded debt is due 8-1-14.
  - How to apportion the betterment? There are three options permissible by law. Apportionment can be applied as follows;
    1. On a per unit basis-bedroom,
    2. On a frontage basis (appropriate if were laying pipe) or
    3. By special act based upon capacity or winter water usage. Number one and two are not appropriate.
  - Number 3 is the appropriate way to apportion the betterment. Capacity is a rock solid number and fixed.
  - *Sam Potter drafted a written document stated pro-rata share discussion method. This document takes into consideration everything that has been discussed over the past six months. This was sent to Atty. Damon Seligson for his review. This is a discussion that we want to adopt. This is the justification we are using to determine how we calculate capacity. Sam will summarize the document. He will add a decision statement, title, date and executive summary. Although Title V is commonly mentioned, the correct siting is CMR15. The method of calculation is pro-rata share. Once complete, this document will be available to the public. Our intention is to make this a public document that is available on the website.*
  - Which interest rate should be charged to customers for betterments? Law allows for two options – 5% or borrowing rate plus 2%. We will

## Wayland WWMDC Minutes

choose the lower rate of 5%. Sam Potter mentioned the method used in Falmouth. In Falmouth they used less than 5%. Can we charge less than 5%? The door seems to be closed for that. The opinion is that 5% is an appropriate amount and will lead to an accumulation of fund. We will not be able to use retained earnings to pay operation expenses. We need to determine how much to apportion the betterment. The betterment amount is apportioned over 20 years unless, requested to pay over 5 or 10 years.

- Molly Upton stated there is a site for tax deductions on new septic systems.
- It should be noted the betterment will show up on the real estate tax bill and is tax deductible.

9:40 9. Topics not reasonably anticipated by the chair 48 hours in advance of the meeting, if any.

- None

9:41 10. Calendar: upcoming meetings and events, including hearings.

- Monday, June 30<sup>th</sup>, there will be a joint executive session meeting with the Board of Selectmen.
- We will try to meet at 7:30pm
- We will check with the Board of Selectmen on the time of the meeting.

9:42 11. Public Comment

- Woody wanted to know if we have an outside firm to review bills.
- We had a meeting with VADAR to separate billings from DPW water billings.
- Woody asked: Have the 42 units have been billed separate? Answer: No.
- Anette discussed having a permit in compliance with regulations. She stated that in order be in control of your system a formal transfer must be confirmed. The board responded by stating they believe they have a true and formal transfer.
- Anette mentioned the Finance Committee stated at their last meeting the WWMDC does not have a salary line item.

9:50 12. Adjourn

Respectfully submitted,  
Cindy Cincotta

Distribution:

Fred Knight,  
Sam Potter,

## Wayland WWMDC Minutes

Rick Greene,  
Cindy Cincotta,  
Board of Selectmen,  
Web site,  
File