

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 16 September 2015**

In Attendance: Fred Knight, Sam Potter and Jane Capasso
Absent: Rick Greene
Guests: Linda Segal

Meeting Location: School Committee Room, Wayland Town Building

7:38 1. Call to order

7:38 2. Public comment - None

7:39 3. Review and approval of Annual Report

Just before the meeting, Rick emailed his comments and they were briefly discussed. Jane to review comments from Fred and Rick and update the report. Betterment will be broken out from the income numbers. Jane and Rick to review the numbers and finalize the report. Due date is September 30, 2015.

7:48 4. Discussion of long-term financial management of the betterment funds. Main issue is providing for the 20-year funding of the wastewater enterprise. Require that sufficient funds be available in all years to pay the loan for the new WWTP. Source is betterments. Betterments already paid have to be invested wisely to keep sufficient funds available for loan repayment. Loan repayment schedule is known. Betterment repayment choices have been made by all users. The discussion will focus on how we make certain that the sufficient funds will be available in all years.

We are charging 5% interest on the remaining betterment. Based on the balance in our account, plus payments from the bond over time, we will be very close to breaking even. We have about \$1 million in upfront betterments plus the Payment In Lieu Of Betterment (PILOB) of \$500,617. Jane will discuss with the Town Treasurer 1) Whether user fees are deposited in a different account from all other operating revenue 2) What bank and accounts this money is deposited and 3) interest rates.

8:00 5. Pay Bills

- Bills for the month as of September 11, 2015 are: Direct Energy \$17.77, Eversource \$3,685.95, National Grid \$114.56, Verizon \$163.33, WhiteWater Operating Fee \$3,900, sludge \$2,100 and materials \$210 for a total of \$10,191.61. Sam motioned to approve and Fred seconded.
- Address changes for Verizon Bills and Eversource bills to 185 and 2 Elissa Ave. A phone line was deleted at 2 Elissa Ave. Scott Grenier, WhiteWater, confirmed the second phone line at 2 Elissa Ave was not being used. Verizon said there has been no activity on the account for over 2 years.

8:05 6. Budget update FY2015 closing and FY2016

- FY2016 numbers look good. We are \$15,000 ahead of budget. Jane to check on whether the \$140,000 payment has been made on the new betterment principal.
- Operating revenue and other revenue should always be reported separately. Jane will add penalties and interest, miscellaneous revenue, interest earned on savings and transfer from water fund as other revenue to the budget. These items are not budgeted for so a separate line item is required.

8:09 7. Discussion of DPW facility accommodations from Jane.

A new operating system was installed on Jane's Laptop so VPN access can be added. This will allow Jane to access her work from home. Awaiting one file cabinet to store six boxes of historical files.

8:11 8. Approve minutes for 19 August 2015 and Executive Session Minutes

Sam made a motion to approve the August 19, 2015 minutes and Fred Seconded. Minutes will be posted on the website.

Executive Session Minutes for February 3rd, February 11th, March 11th and March 23rd, 2015. Sam made a motion to approve and Fred seconded. Minutes will be posted on the website.

8:13 9. Automatic bill payment by users.

Users access the Treasury section of the Town's Website to pay their quarterly bills. Fred and Sam gave Jane the go ahead to initiate this. Jane will talk to Treasury to learn how to download the bills to MCC.net and to be given an access code. A note will be added to the quarterly billing.

8:15 10 Discussion of what to do with 820 gpd of design flow following withdrawal of article for ATM on reallocating 820 gpd of capacity to the Town, as may be needed at the Library if their system fails in the future.

No discussion.

8:18 11 Close-out status of WWTP. Need an accounting of the capital account.

Jane spoke with John Moynihan and to the best of his knowledge there have been no capital expenses since December, 2014. Fred wondered if there were any costs associated with reducing the noise outside the plant. Jane to check on this.

8:20 12 Website status: Recent postings and organization.

Nan says to keep Ben Keefe on the website - this may change.

- 8:22 13 Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- Whitewater Contract - Sam is satisfied with the contract. Fred told Beth Doucette the contract is fine and she mailed 3 copies to WhiteWater for signature. The Town Administrator, Nan Balmer, will sign the contract. Discussion on whether Fred should be signing the contract. Per Fred, a new rule is all contracts are signed by Nan including those for enterprise funds, which the town oversees. Contract is for 1 year, with 2 year renewals.
 - Twenty Wayland Gift Payments – Per Beth Doucette, \$40,000 remains to be paid to WWMD of the \$500,671 Payment In Lieu of Betterment (PILOB). Jane to find out where this money is deposited and where does it show up in our revenue numbers?
 - 2B Andrew Ave – The building has 5 water meters and one wastewater account number for the building. Per Sam, we should bill each company separately. Further discussion on how to do this is needed. Jane to check what has been done in the past and discuss with Sam.
 - Ace Hardware is open and Wayland Gourmet is opening soon. Plans are for an Urgent Care facility to occupy this building. What will their gpd be and does it fit into the capacity numbers? Jane to talk with National Development, the new management company for the Town Center, to get an accurate account of properties and their gpd.
 - Town Center Sale - Jane to investigate if final reads are required before the quarterly billing as of September 30, 2015. Sam mentioned this could be a sale of land and then we would not have to do final reads and final bills.
 - Demand Bills and Liens – Twenty demand bills totaling \$20,825.44 were mailed on September 16, 2015. Each account was charged a \$15 demand fee. Criteria: Any account with a balance greater than \$50 and 90 days overdue. If payment is not received in 14 days, a lien will be placed on the property.
 - Quarterly Wastewater Billing – Reads will be done by October 1, 2015. Jane and Fred will work on the billing.
 - Audit Chart on Capital Assets – Auditors are asking for the miles of sanitary sewers, number of treatment plants and number of service connections. Fred will prepare this for Brian Keveny and the auditors.
 - Vertex Letter – Per Linda Segal, Ben Gould handled this and commented on the request.
 - WWMD Cell Phone – The Board gave Jane permission to cancel the phone because we have a line at the DPW Building.

8:38 14 Calendar: upcoming meetings and events, including hearings.

No discussion. Meeting adjourned early.

8:38 15 Public Comment - None

8:38 16 Adjourn