

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 14 October 2015**

**MINUTES**

In attendance: Fred Knight, Sam Potter, Rick Greene and Jane Capasso

Absent: All Present

Guests: None

Meeting Location: Conference Room, Wayland Town Building (no videotaping available)

7:38 1. Call to order

7:38 2. Public comment - None

7:39 3. Review: Annual Report submitted; Contract with Whitewater executed. Rick has some questions on reconciling FY2015.

Reviewed the documents used to create the Annual Report. There were questions on revenue verses expenses and whether we should reduce our billing fees. Legal expenses can be reduced and other areas will be identified after FY2016 2nd Quarter.

Whitewater signed the WWTP contract. Jane to get a copy of the contract so we can edit it in the future from Beth Doucette.

8:00 4. Quarterly billing update. Automatic bill payment by users is being developed. Final wastewater reads when properties change hands or bill payers change (Town Center)

Town Center final sale billing done with reads as of September 22, 2015. Twenty Wayland, seller, and BOS Retail 1 LLC, buyer, were billed based on their ownership in the quarter.

Reviewed the water usage for Quarter 1 - Bertucci's and Subway (classified as restaurants for Title V capacity allocations) have very high reads. Restaurants are allocated water based on seating - resulting in a higher capacity number. Doctors' offices are allocated capacity based on number of beds/rooms. This will be investigated and the allocation for new tenants. Why is Verizon using 75 gpd? Board is wondering if the Building Department is looking at capacity when it issues building permits. Fred would like Jane and Sarki Sarkisian to update the Town Center information based on the spreadsheet created by KGI. Jane will meet with Sarki to review floor plans and any planning information. Further analysis will occur at our next meeting

8:25 5. Pay Bills:

The following bills were approved by a 3-0 motion. Direct Energy \$14.84, Eversource \$3,564.50, Eversource \$128.51, National Grid \$27.38, National Grid 9.67, Verizon \$85.63, Verizon \$48.40, WhiteWater \$3,900 and WhiteWater \$ 331.20 totaling \$8,110.13.

Whitewater has one overtime charge for multiple alarm calls and replacement of a transducer.

Sam received a list of all alarm calls from Whitewater. He discussed with Whitewater that any redundant systems calls should be acted upon before it becomes an emergency. The new RFP says that once a call happens 3 times then it should be addressed.

- 8:30 6. Monthly budget update and year-to-date finances. Should we reduce legal fees and adjust budget? Will consider at meeting.

FY2015 ended with a significant increase in reserve cash per Rick. Do we have surcharge money sitting in free cash and should this be transferred into the betterment fund? Treasury needs to address our account status. We need to know our operating fund balance and cash position. We collected approximately \$90,000 more than budgeted. Why and how should we allocate this money? Legal fee expenses should be reduced. If we over collected by \$90,000, then in theory our cash balance should have gone up by \$90,000. Commission decided to wait until the second quarter, December, to discuss a rate hearing to get a handle on the expenses. Our budget was adjusted by \$12,000 by the Finance Dept. Jane to ask Brian Keveny.

- 8:45 7. Review of discussion of long-term financial management of the betterment funds. We are in good shape due to most of users choosing 20-year payback. Hence, we collect 5% interest on a large amount of funds. Annual review of the fund balance is necessary. See the annual report for details.

Rick feels we are in good shape with the 5% interest we receive on betterment funds - we will not fall short on cash. Jane to ask Treasury how many of the new property sales for Lillian Way are paying off their betterment at the closing or using the 20 year option.

- 8:53 8. Approve minutes for 16 Sept 2015.

September minutes approved by a 3-0 motion. Rick revised the May minutes, which were approved at September's meeting. Both will be posted on the website.

- 8:55 9. NPDES Permit renewal, OARS monitoring, other on-going flow and contaminant monitoring.

Sam receives the flow for daily activity on a monthly basis. Jane to contact WhiteWater to make sure all Commissioners receive a copy.

- 9:00 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. Main question is should we go ahead on selling the 820 gpd to generate income or wait until 2016 Annual Town Meeting to see whether attitudes toward the Library allocation change.

The Library is not willing to act on taking the 820 gpd until after the next Special Town meeting. The Council on Aging would like to build a new center at approximately 40,000 sf with a need for 3,000 gpd. Board agrees to wait until after the Spring Town Meeting to decide on selling the 820 gpd.

- 9:07 11. Close out status of the WWTF. How are we going to understand this?

To be discussed.

9:07 12. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

No topics for the Special Town Meeting unless we hear from the library and they would like the 820 gpd.

Ken Isaacson is doing a Wayland Update show on WayCam TV. Rick will create a short statement about WWMDC. Board does not have to see this.

9:12 13. Web site status: recent postings and organization

August minutes posted.

9:12 14. Calendar: upcoming meetings and events, including hearings.

FY2017 budget under review, including a rate hearing adjustment. FY2016 budget adjustments to be discussed in November.

9:15 15. Public Comment - None

9:15 16 Adjourn