

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 9 December 2015**

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

**Absent:** All Present

**Guests:** Richard Turner

**Meeting Location: 6pm WayCam Studio & 7:30 Wayland Town Building**

6:00 Waycam interview of Sam Potter and Rick Greene by Ken Isaacson at Waycam studios at Wayland High School.

Went well. Airing on December 13, 2015. With Ken Isaacson.

7:26 1. Call to order at Wayland Town Building

7:31 2. Public comment - None

7:32 3. Sam: Draft responses to Wayland Real Asset Planning (WRAP). Expect to approve.

- Sam and Fred responded to the questions given to Wastewater at the November 18, 2015 meeting. Flow estimates in the write-up are a little high, but it is thought to be a conservative amount. The Wastewater Treatment Plant opened December, 2013 and has been operation for 2 years. The membranes at the Treatment Plant have a 10 year expected life and may fail in the next 8 years. Sam would like to setup a reserve of \$80,000 to cover this plus an extra \$20,000.
- Jane to ask Brian Keveny what money remains in our capital reserve account and lawfully what can we spend it on. There should be about \$200,000 remaining. Can we use this amount to repay bonds? Motion by Rick to approve Sam and Fred's responses to the WRAP questions. All in favor. Jane will email this to Anette Lewis.

7:42 4. Jane/Sarki: Review of Title V allocations for Town Center with Town Planner (Sarki was not in attendance)

- Capacity Approval Form - On hold while the Board decides if Wastewater's approval is necessary. If we use this form, Rick would like the septic system regulations that wastewater users agreed to in the past be included as part of the approval form. New users would sign-off that they agree to these regulations.
- Capacity Spreadsheet - Capacity is over what was allocated for the TC. If we are over for capacity, what should the management company (BOS Retail 1, LLC) be charged? We should start billing for actuals based on the new Title V capacities, including any open spaces. Sam commented that if the Town Center is using more than the 45,000 gpd that they were allocated in their DEP operating permit, then this issue is between the management company and the DEP. The WWMD operation is governed by the NPDES permit that states that our annualized average daily flow be below 52,000 gpd. There is no requirement that capacity (Title V design flow) be restricted to a certain amount. Indeed, our current average daily flow is under half of the 52,000 gpd limit. Given this situation, Rick has

concerns that we cannot simply allocate additional capacity and wants to know what our obligation is regarding reporting to the DEP. Sam noted that the WWMD C has no responsibility to report the increase in capacity. For the FY2016 Q2 billing, WWMD C should be using the new Title V capacity numbers and Q2 water reads to calculate flow. The billing spreadsheet will be revised to reflect the new capacity numbers, which will lower the rate for non-Town Center users.

- The question of how this increased capacity for the aggregated Town Center affects the betterments was discussed. The betterments were based on a total Title V design flow of 76,245 gpd whereas the new aggregate is somewhat higher, say about 6,000-10,000 gpd based on the preliminary totals for the Town Center. If the betterment calculation could be redone with the new aggregate Town Center total capacity, then the betterments would be altered. The betterment amounts, based on the Title V allocations that were in effect at the time they were calculated (Summer 2014), are set and can't be changed. Rick wants to know the implications of the new Title V capacity numbers. In round numbers, Town Center allocation will rise 10-14% and other users' charges will decrease by the same amount.
- National Development would like to see the updated Capacity Spreadsheet. Further discussion is needed. A caution was noted that National Development needs to limit any new development because their DEP permit states 45,000 gpd aggregated Title V design flow that consists of the Municipal Pad, the Lillian Way condos, and all other Town Center development.
- Before the 2017 rate hearing, Rick would like to see, by quarter, what the water reads are. The rate hearing will be March 9, 2016 at the regular monthly meeting.

8:05 5. Final review of FY2017 draft budget.

The budget was reviewed at the November 18, 2015 meeting and changes have been incorporated. The billing rates are expected to go down based on the new capacity numbers in number 4. The budget will be approved at the rate hearing in March. To be discussed further.

8:15 6. Planning for public hearing to review rates for FY2016-Q3/Q4 and rates for FY2017.

Based on a review of the YTD expenses and the prospect of no significant legal expenses in FY2016, there appear to be reasons to reduce the rates for the remainder of FY2016. A rate hearing is proposed for Wednesday, March 9, 2016. The rates for FY2017 draft budget will be presented at the hearing.

8:25 7. Pay Bills

Direct Energy \$50.37, National Grid \$45.73, National Grid, National Grid \$9.67, Verizon \$48.24, Verizon \$54.92, WhiteWater \$3,900 and WhiteWater \$3,534.06.

Whitewater bills were reviewed, and the Board would like an explanation of why overtime was required to clean the membranes and what services NE Instrument performed for us. Payment of \$2,606.85 will be delayed while we wait for a response from David Boucher at WhiteWater.

8:40 8. Monthly budget update and year-to-date finances.

Numbers look good. We are under budget by \$40,000. Based on favorable expenses, we should be able to lower our rates. Jane to check the YTD FY2015 monthly budget to see if an adjustment of approximately \$12,000 - \$15,000 was added by Finance.

8:45 9. Approve minutes for 18 Nov 2015.

Motion to approve and seconded by Fred after a few changes are made by Jane.

8:49 10. NPDES Permit renewal, OARS monitoring, and other monitoring.

No discussion.

8:49 11. Further discussion of what to do with the reallocation to the Town of 820 gpd of design flow following the withdrawal of the article at the Annual Town Meeting (ATM). The Library may need this flow if their system fails in the future. Update on whether there will be an article for 2016 ATM to purchase the 820 gpd for the Library allocation.

No discussion.

8:50 12. Close-out status of the WWTF. How are we going to understand this? Same question as in previous meetings. Jane is working to determine the status of the remaining funds.

Jane, ask Finance what Wastewater's balance is on their capital account.

8:50 13. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

Jane updated the board with the following information:

1. WWTP - Per Zoe Pierce, Treasurer, there have been no capital expenditures related to the WWTP since December, 2014. The Open Capital Items list does not list any items for Wastewater for FY2015. Per John Moynihan "to the best of his knowledge there have been no capital expenditures since December, 2014". The Town's threshold is \$25,000 for an item to be a capital expenditure. A decision is then made whether to finance the item or use free cash.
2. Lien Calls – Left message for Denise Miles, emailed lien bills to Post Office, Energy Unlimited and Brendon Properties. Called NV Nails and spoke to Len. No contact info for Wayland Meadows, no phone info for Boston Post Ltd and Peter Romevich.
3. Emailed Brian Keveny to find the adjustment of \$12,000 or \$15,000. Per Brian, no adjustments were made in FY2016. Sam received an email stating an adjustment was made. I asked Sam to locate this.
4. Meeting with Zoe/Cindy to discuss the following Treasury List of Questions on 12/1/15 & 12/3/15
  - Automatic Bill Pay through MCC – There are no more access codes so I will send our quarterly billing information to Cindy, via an excel file, and she will post it on our website and/or Treasury's. Do we want this posted in two places? In January we will add a note to the Q2 billing indicating this payment option, Cindy will help me set this up on the website(s). No decision by the Board.
  - Cindy showed me how to setup WW Accounts in Vadar. I will be adding accounts for building 2B to match Water Accounts and meters already installed.
  - Betterment Letter – Allows Treasury to bill half of \$419,619.71 in the third and half in the fourth quarter of FY2016. A Commitment Letter is not required because the \$4.5 million betterment was already approved by WWMD. Treasury will notify the Finance Department of the billing.

- Properties paying off their Betterment – Three properties out of 42 paid in full or 7%. The remaining 39 properties are set up to pay over 20 years. Any recent sales have chosen 20 years.
  - Bank Accounts - Per Zoe Pierce, Treasurer, Wastewater has two accounts set up by the previous Treasurer, Paul, with money in them at East Boston Savings Bank. Board would like an in-depth analysis of what we have in our accounts and what we will be paying for debt to ensure we have the funding. Rick will provide Jane with a spreadsheet highlighting the money we think we have and our debt payments.
    - A) Attached is the October, 2015 statement with a balance of \$468,843 which Zoe uses to pay bonded debt. \$40,000 has been paid in FY2016. This is an interest bearing account at a rate of .92.
    - B) The second account is for user fees, but it is also combined with other Town money. Treasury knows what portion is Wastewater's. Many of the Town's accounts are set up this way to maximize interest. Zoe did not have the bank statement to give us our interest rate. Only Brian Keveny can print our balance sheet so we can see this. Jane to ask for this.
  - Has the \$140,000 payment been made on the new betterment principal – Treasury is having trouble with allocations for betterments. Ask again in a week.
  - Wastewater account #2701097 has a \$301.15 credit. Jane to supply as much detail on this as possible. Most likely the money will go to the account holder, otherwise it goes to the general fund.
  - Twenty Wayland - Wastewater's \$175,000 gift money (\$40,000 X 4.5 units sold) along with the other \$325,671 of the PILOB money to total \$500,617 is in East Boston Savings Bank see A) above. The amount is lower in the account because Zoe paid bonded debt. Printout of our balance sheet should show this amount.
5. Discuss what reads for Quarterly Billing we should be using. Currently using winter water reads. Board agreed we should start using current water reads for Q2.
  6. Beth Doucette forwarded a copy of the word and PDF files for the new 2015 WWTP contract.

9:06 14. Website status: Recent postings and organization – October Minutes Posted.

9:06 15. Calendar: Upcoming meetings and events, including hearings. No Discussion.

Note added in proof: January meeting is per schedule on the second Wednesday, 13 Jan 2016.

9:06 16. Public Comment – None

9:07 17. Adjourn