

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 31 August 2016**

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

**Absent:** Sam Potter

**Guests:** Mark Abrahams (The Abrahams Group), Linda Segal and Annette Lewis

**Meeting Location: 7:30 Wayland Town Building**

**MINUTES**

*Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.*

7:31 1. Call to order.

7:31 2. Public comment - None

7:35 3. Discussion with Mark Abrahams concerning contract to provide validation of long-term betterment finances and Balance Sheet and Income Statement for operations.

August 26, 2016 email from Mark contains the current schedules.

Wastewater's main question is whether there are enough resources to pay for the debt service. There are several reconciling items that need to be resolved, but currently, based on Mark's analysis, there will not be enough resources in fiscal years 2029 through 2033. In FY2034 (the final year) resources will be positive by \$191,000.

Reconciling items pertaining to the new and old betterment files as of June 30, 2016:

- 1) Prepaid betterments need further research.
- 2) The old betterment ends in FY2020 and it has discrepancies due to: The apportioned amounts were based on frontage not on capacity and the Original Order is incorrect. Decision was made not to research prior years (due to old records and cost) but to confirm FY2016 numbers.
- 3) The unapportioned old betterment, the new betterment principal and interest numbers and the apportioned assessment not yet due WW do not reconcile (\$3.6 mill verses \$3.9 mill) for a variance of \$300,000. The Treasurer's Department needs to reconcile with Finance.

The Capital Project Fund has a surplus of \$221,000 as of the July 9, 2016 Munis report. Mark: The new Municipal Modernization Bill states that any balance up to \$50,000 can be spent by the CEO to reduce the debt service. 1) The Capital Project Fund Account would have to be closed by Facilities before November 9, 2016 and then at the ATM it could be voted to transfer the \$50,000 to WW's debt service account. 2) Rick questioned whether WW can receive \$50,000 be taken out of each of the three remaining bonds for a total of \$150,000 returned to WW's debt service fund? Mark's advice is to ask Zoe Pierce, Treasurer, and Brian Keveny, Finance Director, to present this to the Bond Council for an official decision. 3) How does WW payback its users for the betterment paid for the remaining balance of the \$221,000 if this is reappointed within the town to a bond of equal length? 4) Jane will ask Ben Keefe, Facilities, what the status of the punch list is?

Reporting: Mark will discuss with Jane the setup of the new reports with the MUNIS System. Board would like to see the balance sheet twice a year. Jane will tie the year-end income statement to Mark's report.

Rick will create a letter to the Treasury and Finance Departments in regards to the reconciling items with a copy to Gordon Cliff, WW's Finance liaison.

- 9:20 4 Review of change of use for 231 BPR. Leading to discussion of draft revision of WWMDC Rules and Regulations, specifically the modification of section on connections and alterations. Approved 2-1 at last meeting.

The owner, the lessee (Nail Salon) and the sublessee (Lisa Palmacci, Hair Salon owner) agreed that less space would be allocated for a one-chair hair salon. This increased the amount owed. Payment of \$4,523 was made. Rick is uncomfortable that the nail salon does more than nails and it is not properly classified under Title V. Over time, the building has had a change of use and WW was not consulted.

No discussion on WWMDC Rules and Regulations.

- 9:38 5. Further discussion of what to do with 820 gpd of design flow, including potential meetings with Board of Selectmen, including the status of payments and land transfer for the 380 gpd unused by Wayland Commons. Also, now that the new Library will not be at the 5 Concord Road site, what is the WWMDC's position on PILOB timing from the Board of Selectmen?

A discussion with Board of Selectmen is needed to address how the PILOB payment should be made.

- 7:45 6. Approve minutes from previous meetings – 13 July 2016 and 3 Aug 2016. Minutes approved by Rick and Fred with one amendment by Rick to the 13 July 2016 minutes.

- 9:40 7. FY2017 Monthly Budget changes, forecast of FY2018 Annual Budget

Jane reviewed the new account changes to the monthly budget and the draft of the FY2018 Budget. The board approved the account changes and made adjustments to the draft FY2018 Budget.

- 9:10 8. Three and Five year forecast for Capital Expenditures.

No anticipated capital expenditures for the Wastewater Treatment Plant over the next 5 fiscal years (FY 2018-FY2022). Jane will send a letter to WW's Finance Liaison.

- 9:14 9. NPDES Permit renewal, OARS monitoring, and other monitoring. No discussion.

- 9:25 10. Pay Bills, Monthly budget update, year-to-date finances and signing monthly commitments. Brendon Homes billing status.
- Bills signed by Fred before the meeting: Direct Energy \$19.37, Eversource \$142.60, Eversource \$2,928.19, National Grid \$34.12, National Grid \$11, Water Dept. Administrative Fee \$15, Verizon \$54.37, Verizon \$48.57 and WhiteWater Contract Fee \$3,900 totaling \$7,153.22.
  - The July Monthly Budget is for a partial month (July 1 – July 18) in order to coordinate with Board Meetings dates.
  - July Monthly Abatement letter to close an old account for 317 Boston Post Road that is no long in use. \$0.74. Commitment letter for the 4<sup>th</sup> Quarter Billing \$64,187.92 and the final bill for the sale of 9 Pelham Island Road \$190.59. (Signed by Fred and Rick at 7:45).
  - Brendon Homes, account #2701100 outstanding bill – Input from Annette Lewis that KGI and Brendon Homes (BH) should deal with this bill. The closing parties should deal with the open issues; this is not WW's issue. Board agreed and Jane will call BH's to inform them that they were the owner of record and we suggest that they pay the bill and discuss it with KGI.

- 9:15 11. Annual report. Draft from Rick and review.

The draft of the Annual Report was reviewed and Fred made a motion that it be approved as amended. Approved 2-0.

- 10:45 12. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

21 Cochituate Road Connection Request – The owner of this property has been paying a betterment and a quarterly amount for the reserved capacity. Jane will send a letter to the Board of Health confirming 21 Cochituate Road may connect to the WWTP.

- 10:49 13. Web site status: Recent postings and organization. Chair notes a request to organize the site better. No discussion.

- 10:49 14. Calendar: Upcoming meetings and events, including hearings. Next board meeting will be September 14, 2016.

- 10:50 15. Public Comment:  
Annette Lewis: Would like to thank WW for their hard work and organization. Suggested that Change of Use Letter's should include a copy to the Building Department and the word attachment on the bottom of the letter. 10:50

Annette is also troubled that WW gave out 70 gpd to 231 Boston Post Road. She feels that WW should hold onto the capacity and be careful how we give it out. She is hoping WW won't do this again.

Linda Segal: – Since the Library decided relocate elsewhere, does WW know if they got a legal opinion that the library building should continue to be a library? Does the deed specify this?

- 10:55 16. Adjourn

