

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission

FILED By: Jane Capasso

DATE OF MEETING: Wednesday, 15 Feb 2017

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Wayland Town Building

PROPOSED AGENDA

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

7:30 1. Call to order

7:31 2. Public comment

7:35 3. Following 12 Dec 2016 joint meeting with BoS, continued discussion of agreement between Wayland Commons and Town on transfer of excess land and associated 380 gpd design flow left over from Wayland Commons project. Payment or forgiveness of the previous charges for design flow will be discussed with Town Counsel. Agreement has to be signed by all parties. Motion needed for WWMDC approval of the agreement. The agreement with the BoS includes assignment of 380 gpd plus another 440 gpd already available to the 5 Concord Road (current Library) and, in return, payment of a PILOB of \$56,000 to the WWMDC from the BoS. Chair's suggested net steps are:

1. A discussion with Town Counsel on Wayland Meadows paying the operations/betterment payments from the parcel and excess 380 gpd or to declare it uncollectible. Sam informed Wayland Meadows that they will have to pay the \$18,000 outstanding charges. Nan is checking with Town counsel to see if this can be done.
2. Get Conservation Commission approval to accept parcel.
3. Complete and sign the agreement between WWMDC, Wayland Commons (exact title?), and the BoS. All parties need to sign.
4. Transfer \$56,000 from some fund in the Town (free cash?) to WWMDC retained earnings acct. This effectively pays the Library's betterment with the PILOB part of \$53,600.
5. Update the worksheet for betterments by added \$53,600.
6. Keep \$2,400 as designated for Library payment for FY2017 for the 820 gpd (380+440) design flow, which the Library now owns.
7. Make sure that the FY2018 Library budget includes operations payment for the 820 gpd.
8. Update the billing spreadsheet for operations by adding a line for the Library starting in FY2017 with 0 gpd flow until they are connected. Until then, they pay only for 820 gpd design flow as operational charge.

8:00 4. Update on the Capital Project list for the Treatment Plant: Jane spoke to Ben Keefe, and he will start investigating what items are open and have the appropriate person start working on them. Jane asked for a monthly update for our Board Meeting.

8:05 5. Change in Use Requests:

109 Andrew Ave, Space 203, Dr. Goldman

1. Request for 500 gpd of design flow for a new concierge, two doctor practice.
2. Town Center design flow will need to be shifted from an unused, never developed space to accommodate the practice. What is National Development's plan to do this?
3. BOH comment on Title V regulations allowing for a lower amount of design flow for a concierge practice? WW Board to discuss.

297-317 Boston Post Road – Fresh Market

1. BOH application to be sent to WW. The application will be compared to the motion WW made at the December 7, 2016 Board Meeting.

8:20 6. Continued discussion of draft revision of WWMDC Rules and Regulations, specifically the modification of section on connections and alterations. This is an on-going discussion that may continue, but we are nearing agreement.

8:40 7. Approve minutes from previous meetings –11 Jan 2017.

8:45 8. Prepare for rate hearing scheduled for 1 Mar 2017. Review the February, 2017 year-to-date budget to possibly set new rates for FY2017 third and fourth quarter. Review the FY2018 budget and the rates to support it. The FY18 Budget was posted on the website.

8:55 9. Pay Bills, monthly budget update, year-to-date finances and monthly commitments.

9:15 10. Administrative Items

1. 233 Boston Post Road – Old Betterment account paid in full. Board to sign letter.
2. Town Center Capacity – Summary spreadsheet.
3. Solar Panels for the Treatment Plant.
4. Treatment Plant – Three items to be addressed as well as who is responsible for payment (WW or Facilities) and can these items be expensed through the punch list.
5. Emergency Plan for the Treatment Plant – Dave Boucher's comments from WhiteWater. How to proceed?
6. Reverse 911 Call – Will there ever be a need for WW to send out a reverse 911 call? Jane's update from the Wayland Police.

9:40 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

9:41 12. Website status: recent postings and organization.

9:42 13. Calendar: upcoming meetings and events, including hearings.

9:47 14. Public Comment

9:50 15. Adjourn



Wastewater Management District Commission

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Contact: [Fred Knight](#)
Chairman
[Jane Capasso](#)
Account Specialist 508-358-6851
Kenneth "Ben" Keefe
Public Buildings Director 508-358-3696

Address: Wayland DPW Building
66 River Road
Wayland, MA 01778

MEETINGS: Second Wednesday of each month at 7:30 pm in the Town Building, unless otherwise posted.

[Meeting Agendas](#)

[Meeting Minutes](#)

Additional Links:

- [Permanent Documents](#)
- [Rate Hearings](#)
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- [Annual Report](#)
- [Settlement Presentation](#)
- [2013-TB Leaching Field Documents](#)

- [Documents](#)
- [WWWDC Betterment Statement 7 May 2014.pdf](#)
- [Statement from 15 July 2014 Meeting](#)
- [Monthly Budget FY2015](#)
- [Sewer Credit Documents](#)

- [Statement from 9 June 2014 Meeting](#)
- [Abatement Guidelines and Procedures](#)
- [2014 Betterment](#)
- [20WaylandCaseSettle\(3Feb2015\)](#)
- [Executive Session Minutes](#)

Name	Title	Term Expiration
Fred Knight	Chairman	June 30, 2019
Sam Potter	Member	June 30, 2017
Rick Greene	Member	June 30, 2018

Mission

The WWMDC oversees the operation and maintenance of the wastewater treatment plant (WWTP), which accepts and treats wastewater from businesses, residents, and town facilities in the center of Wayland. Since 1997, the WWMDC has maintained the finances of the WWTP and its long-term viability, including its replacement to provide for increased flow due to the Town Center project, more stringent limits of effluent in the operating permit from the Massachusetts DEP, and aging of the WWTP.

Announcements

1.30.17 [Online Bill Pay](#)

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**Wayland Wastewater Management
District Commission
66 River Road
Wayland, Massachusetts 01778
wastewater@wayland.ma.us Tel. 508-358-6851**

Letter of Approval/Disapproval for Wastewater Title V Change in Use

February 15, 2017


Julia Junghanns, Director
Wayland Board of Health
41 Cochituate Road
Wayland, MA 01778


Re: BOH Application #20170524, January 30, 2017, Owner: Wayland MZL, LLC

The Wayland Wastewater Management District Commission (WWMDC) voted on December 7, 2016 to approve a change of use at Wayland Village 297-317 Boston Post Road (BPR), which incrementally will add 127 gpd of design flow based on: The Whole Foods Supermarket (317 BPR) being replaced with Fresh Market. The space will be completely renovated and Fresh Market will expand into the adjacent, vacant CVS space (313 BPR), resulting in an increase of 2,954 sq ft for a total of 22,161 sq ft and design flow of 2,150 gpd (supermarket at 97 gpd/1k sq ft). CVS lowers to 2,031 sq ft and 102 gpd of design flow (retail at 50gpd/1k sq ft). ~~See Scenario 2 attached.~~

A Privilege Fee of \$8,182.65 will be charged for the 127 gpd of increased design flow based on the same amount charged to other users as a betterment in 2014. The Bill for the Privilege fee is attached and payable at the Treasurer's Office at 41 Cochituate Road, Wayland MA before a Board of Health Application can be approved.

I approve the above change in use, incremental gallons per day and privilege fee for 297-317 Boston Post Road:


Fred Knight
Chairman WWMDC


Date

Attachments: Privilege Fee Bill, Scenario 2 and Board of Health Application



Wayland Wastewater Management District Commission
66 River Road, Wayland, Massachusetts 01778-2697
508-358-6851
wastewater@wayland.ma.us

WWMDC Privilege Fee Billing for Change in Use

BOH Application #20170524, January 30, 2017, Owner: Wayland MZL, LLC

Wastewater Account #: 2701066

Parcel ID: 023-012

Owner/Payee: Wayland MZL, LLC
C/O Winslow Property Management
80 Hayden Avenue
Lexington, MA 02421

Billing Date: February 15, 2017

Privilege Fee Due: \$8,182.65 (127 gpd @ \$64.43 gpd)

Change of Use: 317 Boston Post Road expansion into part of the vacant CVS Space (2,954 sq ft) and reclassifying the square feet to supermarket based On Title V Regulations for a total of 22,161 sq ft. The remaining vacant CVS space will be reduced to 2,031 sq ft and classified as retail.

Title V Design Flow: Fresh Market, supermarket at 97 gpd/1,000 sq ft and CVS, retail at 50 gpd/1,000 sq ft.

Incremental Increase in Design Flow: 127 gallons per day of design flow based on the changes made for 297-317 Boston Post Road.

Cost per gallon: \$64.43

Due Date/Instructions: Upon receipt of the Letter of Approval/Disapproval for Wastewater Title V Change in Use:

- 1) Payment made in person at the Treasurer's Office, 41 Cochituate Road, Wayland MA payable to Town of Wayland.
- 2) Treasurers date stamp on this bill showing receipt of payment.
- 3) Deliver the date stamped WWMDC Privilege Fee Bill and Letter of Approval for Wastewater Title V Change in Use to the Board of Health to be included with the original Application.

Wayland Treasurer's Department
Date Stamp: _____

Fees: New Construction, Demolition, Additions,

• Porches & Garages: \$ 150
Temp Mobile Homes,
or Change of Use: \$ 75
Decks: \$ 50
Sheds : \$ 25

App # 2017 0524
Permit # _____
Check # 010327
Fee Paid \$ \$ 75⁰⁰

APPLICATION FOR BOARD OF HEALTH APPROVAL TO OBTAIN A BUILDING PERMIT

Name of Owner(s): WAYLAND MZL LLC

Proposes to Change / Construct / Demolish (please describe project): - see attached description...

at the Premises Located at 299 Boston Post Rd. (Whole Foods Address)
317

1. to construct a new building.
2. to add to an existing dwelling or other existing building.
3. to alter an existing dwelling or other existing building.
4. to change the use of an existing dwelling or other existing building.
5. for additional use of an existing dwelling or other existing building.
6. to demolish an existing dwelling or other existing building.

Signed John P. Tardif (Owner / Agent)

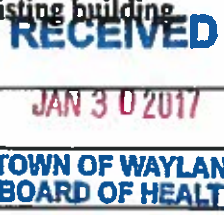
Print name JOHN C. TARDIF

Address 80 HAYDEN AVE.

Town / State / Zip Code LEXINGTON, MA. 02421

Telephone (781) 361-9020

Email jt@winslowpm.com



Submit this request with a plot plan showing existing and proposed structure with changes, setback dimensions, property lines, wastewater disposal system, and expansion area location. Also include a floor plan of existing and proposed heated space with all room designations, dimensions and square footage calculations. For a change of use or additional use, indicate existing and proposed water usage.

Board of Health Action: **Approved** **Disapproved**

Comments and/or conditions: Converting 2,954 SF of existing Retail to Supermarket square footage for breakdown area, see attached detail (Scenario-2). 97 gpd / 1K SF (22.161) = 2,150 gpd. Property is connected to Town Sewer and needs WWMDC authorization.

Date: _____

Board of Health (or Agent)

Board of Health approval means only that the proposed construction does not interfere with or violate setback requirements or its rules and regulations based on information submitted. It is expected that the applicant will not cause any increase in wastewater flow to the septic system unless a septic system designed to accommodate the increased flow has been approved by the Board of Health and has been installed.

Julia,

Please find detailed floor plans for the use of the Whole Foods space and the partial use of the former CVS space. Fresh Market plans on using the entire current Whole Foods space, 19,207 sf as well as 2,954 sf of the former CVS space. This plan will leave 2,031 sf left in the former CVS space. As we discussed, any discrepancy in the square footage on these plans is most likely the result of differing measurements. We are using the official WWMDC square footages that were documented when we joined the town septic system and were used to determine our capital payments.

Thank you,

John

John Tardif
Winslow Property Management
80 Hayden Ave.
Lexington, MA. 02421
(781) 361-9020 (O)

RECEIVED

FEB 08 2017

**TOWN OF WAYLAND
BOARD OF HEALTH**

RULES AND REGULATIONS OF THE WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

THESE RULES establish the regulations for the use of public sewers and drains, the installation and connection of building sewers, and the discharge of water and wastes into the public sewer system(s) and providing penalties for violations thereof:

WHEREAS, the Federal government has enacted and amended the Federal Water Pollution Control Act now known as the Federal Clean Water Act (33 U.S.C. 1150 et seq.) and the Town of Wayland desires to remain in compliance therewith, and

WHEREAS, the Town of Wayland, through the Wastewater Management District Commission desires to assure that the use of the public wastewater system operated by it will conform to standard sanitary engineering practices, and

WHEREAS, Chapter 461 of the Acts of 1996 of the Massachusetts Legislature authorizes the Commission to establish such Rules and Regulations, and

WHEREAS, the Town of Wayland desires to regulate the use of the public wastewater system operated by it:

NOW, THEREFORE, BE IT enacted by the Commissioners of the Wastewater Management District Commission of the Town of Wayland, Commonwealth of Massachusetts, as follows:

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ARTICLE I. DEFINITIONS

Section 1. Specific Definitions

Unless the context of usage indicates otherwise, the meaning of specific terms in these Rules and Regulations shall be as follows:

Act shall mean the Federal Clean Water Act, as amended.

ASTM shall mean the American Society for Testing and Materials.

BOD (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen used in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20°C, expressed in milligrams per liter.

Building Sewer shall mean the extension from a building wastewater plumbing facility to the public wastewater management system and includes any pump, grinder pump, or accessory equipment required to connect to the wastewater management system.

Capacity (or "Discharge Capacity") The wastewater discharge Design Flow (q.v.) assigned by the WWMDDC to a user, based on guidelines set forth Title 5 in 310 CMR 15.203 of the Massachusetts General Laws (MGL). Capacity is expressed in Gallons per Day. In general, Capacity allocations should represent roughly double the expected average daily flow to allow sufficient capacity for periods of peak flows.

Connection Appeal shall be the sole means of disputing the Title 5 design flow assigned to a user by the WWMDDC.

Connection Permit is the document that specifies the design flow, in GPD, assigned to a user. The Connection Permit needs to be approved by the WWDMC before the user connects to the wastewater management system.

Class I User shall mean all premises connected to the wastewater management system not classified as a Class II or Class III (Industrial) User.

Class II User shall include any property connected to the Wastewater Management System that has a wastewater strength that exceeds 250 milligrams per liter of BOD-5 and or 300 milligrams per liter of suspended solids based upon effluent monitoring, and is not classified as a Class III User.

Class III - Industrial User shall mean any nonresidential user identified in Division A, B, D, E, or I of the Standard Industrial Classification Manual. Class III shall also include any user that discharges wastewater containing toxic or poisonous substances, or any substance(s) which cause(s) interference in the wastewater management system.

Commission shall mean the Wayland Wastewater Management District Commission.

Day shall mean the 24-hour period beginning at 12:01 a.m.

Design Flow The formal term in Title 5 that designates the volume of a wastewater discharge allocation. Title 5 in 310 CMR 15.203 of MGL sets out guidelines for design flow for connected users based the type of occupancy (residential, commercial or industrial), the commercial or industrial use of the facility, and/or approved residential occupancy (per bedroom). When there is no applicable guideline for a specific type of commercial activity in Title 5, design flow is generally set at 200% of the average monthly flow over a one year period. All assigned design flows are assigned by the WWMDC, and must adhere to the stricter of the standards established by Title 5 or the Wayland Board of Health.

Director shall mean the Executive Director of the Wastewater Management District Commission or an authorized staff member acting on behalf of the Director or WWMDC.

Easement shall mean an acquired legal right for the specific use of land owned by others.

EPA shall mean the United States Environmental Protection Agency.

Flow or actual flow The actual amount of discharged wastewater, usually measured in gallons per day. For any facility that lacks a discharge meter at its sewage connection, discharge is assumed to be equal to the amount of water billed by the Town of Wayland Water Department in the billing period.

GPD or gallons per day The measure of actual flow and design flow. Both have units of volume/time, but flow is actual water consumed or wastewater produced, whereas design flow (q.v.) is a Title 5 concept used to size wastewater or sewer systems.

Garbage shall mean the solid animal and vegetable wastes resulting from the domestic or commercial handling, storage, dispensing, preparation, cooking, and serving of foods.

Groundwater shall mean water within the earth.

Inspection shall mean any activity by a qualified WWMDC or Town official to determine that a user is in compliance with governing rules and regulations, local bylaws, state and federal statutes, as well as issued permits.

Interference shall mean inhibition or disruption of any sewer system, wastewater treatment process, sludge disposal, or their operation, which substantially contributes to a violation of applicable discharge permits.

"May" is permissible, **"shall"** is mandatory.

NPDES shall mean National Pollutant Discharge Elimination System permit program, whether administered by the EPA or by the Commonwealth of Massachusetts.

Owner shall mean the person or persons who legally own, lease, or occupy private property with wastewater management system that discharge, or will discharge to the Wayland wastewater management system.

Person shall mean any individual, firm, company, association, society, partnership, corporation, municipality, or other similar organization, agency, or group.

pH shall mean the logarithm of the reciprocal of the hydrogen ion concentration expressed in grams per liter of solution as determined by Standard Methods.

Pretreatment shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to discharge to the Wayland wastewater management system.

Pretreatment Standard shall mean any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) of the Act, which applies to Industrial Users.

Privilege Fee shall be a payment made by a user or potential user to obtain a new or increased allocation of discharge capacity. The Privilege Fee is determined by the WWMDC and the cost per GPD shall be reasonably equivalent to GPD cost paid by other users under the 2015 betterment declaration. Payment of a Privilege Fee entitles a user to the agreed capacity so long as sufficient discharge capacity is granted to the WWMDC by state and federal regulators, and the user remains in compliance with WWMDC rules and regulations.

Sanitary Wastewater shall mean wastewater discharged from the sanitary conveniences of dwellings, office buildings, industrial plants, or institutions.

Sewer Use Discharge Permit Application shall be submitted by a potential user or existing user and is the means to obtain approval for a new connection to the Wayland Wastewater System, or an increase in assigned Title 5 design flow for an existing user.

Standard Methods shall mean the latest edition of *Standard Methods for the Examination of Water and Wastewater*, published by the American Public Health Association, Water Pollution Control Federation and American Water Works Association.

State shall mean the Commonwealth of Massachusetts.

Storm Sewer shall mean a sewer for conveying storm, surface, and other waters, which is not intended to be transported to a wastewater treatment facility.

Surface Water shall mean water that occurs when the rate of precipitation exceeds the rate at which water may infiltrate into the soil.

Suspended Solids shall mean the total suspended matter that either floats on the surface of, or is in suspension in, water or wastewater, as determined by Standard Methods.

Title 5 The Massachusetts laws governing wastewater systems, codified in 310 CMR 15.

Town shall mean the Town of Wayland, Massachusetts.

Toxics shall mean any of the pollutants designated by Federal regulations pursuant to Section 307(a)(1) of the Act.

Wastewater shall mean a combination of liquid and water carried wastes from residences, commercial buildings, industries, and institutions.

Wastewater Management System, (or System), shall mean the combination of the wastewater sewers and treatment facilities under the control of the Commission as defined in Chapter 461 of the Acts of 1996 of the Massachusetts Legislature.

Wastewater Sewer shall mean the structures, processes, equipment and arrangements necessary to collect and transport wastewater to the treatment facility.

Wastewater Treatment Facility shall mean the structures, processes, equipment and arrangements necessary to treat and discharge wastewater that are under management of the WWMDC.

WEF shall mean the Water Environment Federation.

WWMDC shall mean the Wayland Wastewater Management District Commission (also "the Commission").

Section 2. General Definitions.

- a) Unless the context of usage indicates otherwise, the meaning of terms in these Rules and Regulations and not defined in Section 1 above, shall be as defined in the *Glossary: Water and Wastewater Control Engineering* prepared by Joint Editorial Board of the American Public Health Association, American Society of Civil Engineers, American Water Works Association, and Water Environment Federation, copyright 1969.

ARTICLE II. GENERAL PROVISION

Section 1. Purpose

- a) The purpose of these Rules and Regulations is to provide for the maximum possible beneficial public use of the wastewater management system through regulation of sewer construction, sewer use, and wastewater discharges; to provide for equitable distribution of the costs of the wastewater management system; and to provide procedures for complying with the requirements contained herein.

Section 2. Scope

- a) The definitions of terms used in these Rules and Regulations are found in Article 1. The provisions of these Rules and Regulations shall apply to the discharge of all wastewater to facilities under the control of the Commission. These Rules and Regulations provides for use of the wastewater management system, regulation of sewer construction, control of the quantity and quality of wastewater discharged, wastewater pretreatment, equitable distribution of costs, assurance that existing customers' capacity will not be preempted, approval of sewer construction plans, minimum sewer connection standards and conditions, and penalties and other procedures in cases of violation of these Rules and Regulations.
- b) These Rules and Regulations shall apply to the Town of Wayland and users of the wastewater sewers or wastewater treatment facilities.

Section 3. Administration

- a) Except as otherwise provided herein, the Director or the WWMDC itself shall administer, implement, and enforce the provisions of these Rules and Regulations.

Section 4. Notice of Violation

- a) Any person found in violation of these Rules and Regulations or any requirement of a permit issued hereunder, may be served with a written notice stating the nature of the violation and providing a reasonable time limit for compliance. Any such notice given shall be in writing and served in person or by registered or certified mail. The notice shall be sent to the last address of the violator known to the Director. Where the address is unknown, service may be made upon the owner of record of the property involved. If satisfactory action is not taken in the time allotted by the notice, Section 5 of this article shall be implemented.

Section 5. Violations

- a) Any person who continues to violate the - provisions of these Rules and Regulations beyond the time limit provided for in Section 4 above, may be charged with commission of a misdemeanor and upon conviction thereof, shall be fined not more than the maximum amount allowed by law, for each day the violation continues, or may be subject to disconnection from the - wastewater management system.
- (b) Each day or portion thereof a violation continues shall constitute a separate violation.

Section 6. Payment Schedule for Fees

- a) All fees and charges payable under the provisions of these Rules and Regulations shall be paid to the Town. Such fees and charges shall be established from time to time by the Commission.
- b) All fees, penalties and charges collected under these Rules and Regulations shall be used for the sole purpose of constructing, operating, maintaining, or replacing the wastewater management system of the Town, establishing reserves, or the retirement of debt incurred for same.
- c) All fees and charges payable under the provisions of these Rules and Regulations are due and payable within thirty (30) days of the receipt of notice of charges. Unpaid charges shall become delinquent and shall be subject to penalty and interest charges as provided by law. Bills unpaid for ninety (90) days shall be turned over to the Board of Assessors for collection as a lien against the property.

Section 7. Inspections

- a) The Director or his designee, bearing proper credentials and identification, shall be permitted to enter properties at any reasonable time for the purposes of inspection, observation, measurement, and sampling of the wastewater discharge to ensure that discharge to the wastewater management system is in accordance with the provisions of these Rules and Regulations.
- b) The Director, bearing proper credentials and identification, shall be permitted to enter all private property through which the Town holds an easement for the purposes of inspection, observation, measurement, sampling, repair, and maintenance of any of the wastewater management system lying within the easement. All entry and any subsequent work on the easement shall be done in full accordance with the terms of the easement pertaining to the private property involved.
- c) While performing the necessary work on private properties referred to in Sections 7(a) and (b) above, the Director shall observe all reasonable safety rules established by the owner or occupant of the property and applicable to the premises.
- d) During the performance of inspections on private properties, wastewater sampling, or other similar operations referred to in Sections 7(a) and (b) above, the owner and occupant shall be: (1) held harmless for personal injury or death of the Director and the loss of or damage to Town supplies or equipment; (2) indemnified against loss of or damage to property of the owner or occupant by the Director; and (3) indemnified against liability claims asserted against the owner or occupant for personal injury or death of the Director or for loss of or damage to property of the Town, except as such may be caused by negligence or failure of the owner or occupant to maintain safe conditions as required by Article V of these Rules and Regulations.

Section 8. Vandalism

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment which is a part of the wastewater management system. Any person who violates this section shall be charged with a misdemeanor and, upon conviction, is punishable by a fine in an amount not to exceed the maximum allowed by law.

Section 9. Severability

A finding by any court or other jurisdiction that any part or provision of these Rules and Regulations is invalid shall not affect the validity of any other part or provision of these Rules and Regulations which can be given effect without the invalid parts or provisions.

Section 10. Amendments of the Rules and Regulations

These Rules and Regulations may be revised from time to time by formal vote of the Commission.

ARTICLE III. BUILDING SEWERS AND CONNECTIONS

Section 1. Applying for a New Connection or a Change in Assigned Design Flow

- a) The general outline of the Connection Permit application process is as follows:
 1. WWMDC and Board of Health provide user with Title 5 guidelines and design flow.
 2. User completes Sewer Use Discharge Permit Application for new design flow or alteration of design flow.
 3. WWMDC determines if the System can allow new design flow.
 4. If approved, the WWMDC or Director issues a Connection Permit upon payment of any administrative or privilege fees.

Section 2. Applying for a New Connection

- a) No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any wastewater management system under the control of the Commission without first submitting a completed Sewer Use Discharge Permit application and getting an approved Connection Permit from the WWMDC.
- b) There shall be three (3) classes of Connection Permits: Class I, Class II, and Class III—industrial. In all cases, the owner shall make application for a permit to connect to the wastewater management system on a form furnished by the WWMDC. The Sewer Use Discharge Permit Application shall be supplemented by any relevant information required to administer these Rules and Regulations. Any necessary permit and inspection fees, as established by the Commission, for a Class I, Class II, or Class III Connection Permit, shall be paid to the Town at the time the application is filed.
- c) The Sewer Use Discharge Permit Application shall specify the amount of Title 5 design flow desired by the owner and shall be consistent with Title 5 guidelines in 310 CMR 15.203. If the user's business or residence is not specifically called out in 310 CMR 15.203 (1)-(5), then 310 CMR 15.203(6) ("the 200% rule") of Title 5 allocation shall apply, namely that the design flow shall be set to double existing water use. However, if no water use exists and the entity is not called out specifically in Title 5, the WWMDC, in consultation with the Board of Health, shall assign a Title 5 design flow.
- d) The Commission shall determine if the System can accommodate the requested design flow and, if so, shall issue a Connection Permit. A privilege fee may be levied upon any such user seeking new or additional capacity at a rate determined by the Commission at

the time of such application. The amount of the privilege fee and payment terms for the fee will be set forth in the grant of the capacity.

Section 3. Process for Altering Discharge Design Flow

- a) Any request by a connected user to increase or decrease assigned design flow must be consistent with Title 5 guidelines in 310 CMR 15.203. The user must submit a completed Sewer Use Discharge Permit application as described above in Section 1, paragraphs b) and c), and the change must be approved by the Board of Health.
- b) If the user seeks an increase in design flow, the Commission shall determine if the System can accommodate the requested change and, if so, shall issue a Connection Permit. A privilege fee may be levied upon any such user seeking new or additional capacity at a rate determined by the Commission at the time of such application. The amount of the privilege fee and payment terms for the fee will be set forth in the grant of the capacity.
- c) In the event a user wishes to surrender assigned design flow capacity and return it to the Commission's control, it may do so by submitting a completed Sewer Use Discharge Permit application. Capacity may not be surrendered for any building that is still connected to the WWMDC System and still has a valid occupancy permit from the Town.
- d) The Commission is under no obligation to accept returned capacity, nor to compensate the user for any paid betterment assessment, connection charges or privilege fees.
- e) Once a user has surrendered design flow capacity and it has been accepted by the Commission, it has no further claim to the capacity at a future date, notwithstanding any payments made or costs incurred.

Section 4. Connection Costs

- a) The costs and expenses incidental to the building sewer installation and connection to the wastewater management system shall be borne by the owner. The owner shall indemnify the Town and WWMDC from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

Section 5. Separate Connections Required

- a) A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer pipe is available or can be constructed to the rear building through an adjoining alley, court yard, or driveway, the building sewer serving the front building may be extended to the rear building and the whole considered as one building sewer. The Town and WWMDC assume no obligation or responsibility for damage caused by or resulting from any single building sewer that serves two buildings.

Section 6. Building Sewer Design

- a) The size, slope, alignment, construction materials, trench excavation and backfill methods, pipe placement, jointing and testing methods used in the construction and installation of a building sewer shall conform to the building and plumbing code or other applicable requirements of the Town, including the Board of Health, or the Commonwealth of Massachusetts. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WEF shall apply.

Section 7. Building Sewer Elevation

- a) Whenever practicable, the building sewer shall be brought to a building at an elevation below the basement floor. In buildings in which any building drain is too low to permit gravity flow to the Town's wastewater sewer, wastewater carried by such building drain shall be lifted by an approved means and discharged to a building sewer connected to the Town sewer.

Section 8. Surface Runoff and Groundwater Drains

- a) No person shall connect roof, foundation, sump pump, areaway, parking lot, roadway, or other surface runoff or groundwater drains to any sewer that is connected to a wastewater treatment facility unless such connection is authorized in writing by the Director.

Section 9. Conformance to Applicable Codes

- a) The connection of a building sewer into a wastewater sewer shall conform to the requirements of the building and plumbing code or other applicable requirements of the Town or Commonwealth of Massachusetts, or the procedures set forth in appropriate specifications of the ASTM or the WEF. The connections shall be made gas-tight and watertight and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved in writing by the Director before installation.

Section 10. Connection Inspection

- a) The applicant for a building sewer connection permit shall notify both the Commission and the Board of Health when such sewer connection is ready for inspection prior to its connection to the WWMD's facilities. Such connection and testing as deemed necessary by the Board of Health shall be made under the supervision of the Board of Health.

Section 11. Excavation Guards and Property Restoration

- a) Excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Town.

Section 12. Protection of Capacity for Existing Users

- a) The Director shall not issue a permit for any connection to the wastewater sewers or wastewater treatment facilities unless there is sufficient capacity, not legally committed to other users, in the wastewater sewers and treatment facilities to convey and adequately treat the quantity of wastewater which the requested connection will add to the system.

Section 13. Building Sewer Maintenance

- a) The Owner shall be responsible for the operation and maintenance of the building sewer, including all pumping facilities, as defined in Article I.

ARTICLE IV. CONDITIONS TO USE SEWERS

Section 1. Water Conservation Rules

- a) The conservation of water and energy shall be encouraged by the Director. In establishing discharge restrictions upon industrial users, he/she shall take into account already implemented or planned conservation steps revealed by the Class III user. Upon request of the Director, each industrial user will provide the Director with pertinent information showing that the quantities of substances or pollutants have not been nor will be increased as a result of the conservation steps. Upon such a showing to the satisfaction of the Director, he/she shall make adjustments to discharge restrictions, which have been based on concentrations, to reflect the conservation steps.
- b) All users requiring a connection permit under Article III, Section 1 of these Rules and Regulations that meet the applicability criteria defined in paragraph (c) of this Section shall be subject to the Water Conservation Performance Standards listed in Table 1.
- c) The requirement to comply with the Water Conservation Performance Standards applies to all New Construction or Significant Renovation over the Threshold Size that has not received a Certificate of Occupancy as of the effective date of this amendment to the WWMD Rules and Regulations.
 - i) New Construction or Significant Renovation is defined as (1) the construction of a new building for which a Certificate of Occupancy is required or (2) an increase in the square footage of a building or structure of greater than or equal to 25 percent or (3) an increase in design flow of a building or structure, as calculated pursuant to 310 CMR 15.203, of greater than or equal to 25 percent or (4) the addition of one or more bedrooms to an existing building.
 - ii) The Threshold Size is defined as a peak day flow of 100 gallons per day for commercial uses and 440 gallons per day for residential uses. In calculating the peak day flow, the user must consider the entire building or structure and not just the addition or renovation. For users with evaporative cooling systems, estimated peak day flow must include estimated cooling tower blow down volumes.

- d) The Water Conservation Performance Standards (Table 1) apply only to new plumbing fixtures or water using devices installed in New Construction or Significant Renovation; the Standards do not apply to existing plumbing fixtures or water using devices in the same building or structure. The user shall present plans in compliance with these regulations prior to issuance of a building permit. The user shall demonstrate compliance with the Water Conservation Performance Standards to the satisfaction of the WWMDC prior to the issuance of the Certificate of Occupancy for the New Construction or Significant Renovation.

Table 1: Water Conservation Performance Standards

Water Saving Fixtures				
Appliance/Fixture	Residential		Commercial	
	Baseline Water Usage	Water Conservation Performance Standard	Baseline Water Usage	Water Conservation Performance Standard
Toilet	1.6 gal/flush	1.3 gal/flush	1.6 gal/flush	1.3 gal/flush
Urinal			1.0 gal/flush	0.5 gal/flush
Shower	2.5 gpm (showerhead)	2.0 gpm (showerhead)		
Residential Clothes Washer	Varies	6.0 Water Factor (See Note 3)		
Lavatory Faucet	2.2 gpm	1.5 gpm	2.2 gpm	1.5 gpm
Commercial prerinse spray valves			1.6 gpm	1.4 gpm
Kitchen Faucet	2.2 gpm	2.2 gpm		
Residential Dish Washer	Varies	5.0 gal/cycle		
Dishwasher Single Tank Rack Conveyor - High Temp			1.13 gal/rack	0.700 gal/rack
Dishwasher Single Tank Rack Conveyor - Low Temp			1.23 gal/rack	0.790 gal/rack
Dishwasher Multi-Tank Rack Conveyor - High Temp			1.1 gal/rack	0.540 gal/rack
Dishwasher Multi-Tank Rack Conveyor - Low Temp			0.99 gal/rack	0.540 gal/rack
Ice Machine			<25 gal/100 lbs ice	25 gal/100 lbs ice
Ice Machine Self Contained Unit			<35 gal/100 lbs ice	35 gal/100 lbs ice

Notes:

1) Baseline values are based on the Massachusetts State Plumbing Code and values published by the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Program. These values are presented for reference only.

2) Water Conservation Performance Standard values are based on the U.S. Environmental Protection Agency, Water Sense and Energy Star programs, and LEED documents.

3) The Water Factor is a water performance metric published by the U.S. Environmental Protection Agency Energy Star Program that allows the comparison of clothes washer water consumption. $WF=Q/C$, where Q is the quotient of the total weighted per-cycle water consumption, and C is the capacity of the clothes washer.

- e) All users requiring a connection permit under Article III, Section 1 of these Rules and Regulations that install a new evaporative cooling system shall be prohibited from using a single pass cooling system. In addition, such users are subject to the following requirements:
 - i) At least 10 days prior to the installation of a new cooling system, the user shall submit a written estimate of the daily volume of tower blow down for the new evaporative cooling system to the WWMDC. This estimate of the daily volume of tower blow down shall be based on seasonal periods when the largest monthly blow down volumes are expected and should be calculated and stamped by a Massachusetts Registered Professional Engineer.
 - ii) All new evaporative cooling system towers shall have separate blow down metering systems to monitor and record blow down water volumes. Blow down water volumes shall be reported to the WWMDC on a monthly basis.
 - iii) At least 10 days prior to the installation of a new [heating or] cooling system, the user shall submit a list of any chemical additives to be used in the system as well as the estimated amount of their use. All chemical additives used in new [heating] or cooling systems shall be approved by the WWMDC prior to use to ensure compatibility with the treatment system and effluent limits.
- f) For the purposes of evaluating the effectiveness of this Article and of the Rules and Regulations generally, the WWMDC may require any user requiring a connection permit under Article III, Section 1 of these Rules and Regulations, whether the connection is existing or new, to meter actual flow to the Wastewater Sewer.
- g) If in the sole discretion of the Commission, full compliance with this Article IV represents an unreasonable hardship to the user, as measured by costs disproportionate to the benefits of full compliance, the Commission may waive any requirement imposed pursuant to paragraphs (b) through (f) of this Article.

Section 2. Restricted Discharges

- a) No person shall discharge or cause to be discharged to any of the Town's wastewater management system any substances, materials, waters, or wastes in such quantities or concentrations which will:
 - i) Create a fire or explosion hazard including, but not limited to, gasoline, benzene, naptha, fuel oil, or other flammable or explosive liquid, solid, or gas;
 - ii) Cause corrosive damage or hazard to structures, equipment, or personnel of the wastewater management system, but in no case discharges with the following properties:
 - iii) having a pH lower than 5.0 or greater than 10.0 for more than 10% of the time in a 24hour period;
 - iv) having a pH lower than 3.5 or greater than 12.0 for any period exceeding 15 minutes.
 - v) Cause obstruction to the flow in sewers, or other interference with the operation of wastewater management system due to accumulation of solid or viscous materials.

If the drainage or discharge from any establishment causes a deposit, obstruction, or damage to any of the Town's wastewater management system, the Director shall cause the deposit or obstruction to be promptly removed or cause the damage to be promptly repaired. The cost for such work, including materials, labor, and supervision shall be borne by the person causing such deposit, obstruction, or damage.

- vi) Constitute a rate of discharge or substantial deviation from normal rates of discharge, ("slug discharge"), sufficient to cause interference in the operation and performance of the wastewater management system;
- vii) Contain heat in amounts which will accelerate the biodegradation of wastes, causing the formation of excessive amounts of hydrogen sulfide in the wastewater sewer or inhibit biological activity in the wastewater treatment facilities, but in no case shall the discharge of heat cause the temperature in the Town wastewater sewer to exceed 58° C (150° F) or the temperature of the influent to the treatment facilities to exceed 40° C (104° F) unless the facilities can accommodate such heat;
- viii) Contain more than 100 milligrams per liter of non-biodegradable oils of mineral or petroleum origin;
- ix) Contain floatable oils, fat, or grease;
- x) Contain noxious, malodorous gas or substance which is present in quantities that create a public nuisance or a hazard to life;
- xi) Contain radioactive wastes in harmful quantities as defined by applicable state and federal regulations;
- xii) Contain any garbage that has not been properly shredded;
- xiii) Contain any odor or color producing substances exceeding concentration limits that may be established by the Director for purposes of meeting the Commission's NPDES permit.

Section 3. Federal Categorical Pretreatment Standards

- a) No person shall discharge or cause to be discharged to any wastewater management system, wastewater containing substances subject to an applicable Federal Categorical Pretreatment Standard promulgated by EPA in excess of the quantity prescribed in such applicable pretreatment standards except as otherwise provided in this section. Compliance with such applicable pretreatment standards shall be within three (3) years of the date the standard is promulgated; provided however, compliance with a categorical pretreatment standard for new sources shall be required upon promulgation.
- b) Upon application by a Class III user, the Director shall revise any limitations on substances specified in the applicable pretreatment standards to reflect removal of the substances by the wastewater treatment facility. The revised discharge limit for specified substances shall be derived in accordance with Federal law.

- c) Upon application by a Class III user, the Director shall adjust any limitation on substances specified in the applicable pretreatment standards to consider factors relating to such person which are fundamentally different from the factors considered by EPA during the development of the pretreatment standard. Requests for and determinations of a fundamentally different adjustment shall be in accordance with Federal law.
- d) The Director shall notify any Class III user affected by the provisions of this Section and establish an enforceable compliance schedule for each.

Section 4. Special Agreements

- a) Nothing in this article shall be construed as preventing any special agreement or arrangement between the Town and any user of the wastewater management system whereby wastewater of unusual strength or character is accepted into the system and specially treated subject to any payments or user charges as may be applicable.

ARTICLE V. CLASS III INDUSTRIAL DISCHARGERS

Section 1. Information Requirements

- b) All Class III dischargers shall file with the Town wastewater information deemed necessary by the Director for determination of compliance with this Ordinance, the Town's NPDES permit conditions, and state and Federal law. Such information shall be provided by completion of a questionnaire designed and supplied by the Director and by supplements thereto as may be necessary. Information requested in the questionnaire and designated by the discharger as confidential is subject to the conditions of confidentiality as set out in Section 1 (c) of this article.
- c) Where a person owns, operates or occupies properties designated as a Class III discharger at more than one location, separate information submittals shall be made for each location as may be required by the Director.
- d) The Director shall implement measures to ensure the confidentiality of information provided by a Class III discharger pursuant to these Rules and Regulations. In no event shall the Director delegate this responsibility or disclose any claimed confidential information to any person without prior notice in writing to the owner and without providing the owner with the opportunity to protect such confidential information, including the right to seek judicial relief.

Section 2. Provision for Monitoring

- a) When required by the Director, the owner of any property serviced by a building sewer carrying Class III wastewater discharges shall provide suitable access and such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastewater. Such access shall be in a readily and safely accessible location and shall be provided in accordance with plans

approved by the Director. The access shall be provided and maintained at the owner's expense so as to be safe and accessible at reasonable times.

- b) The Director shall consider such factors as the volume and strength of discharge, rate of discharge, quantities of toxic materials in the discharge, wastewater treatment facility removal capabilities, and cost effectiveness in determining whether or not access and equipment for monitoring Class III wastewater discharges shall be required.
- c) Where the Director determines access and equipment for monitoring or measuring Class III wastewater discharges is not practicable, reliable, or cost effective, the Director may specify alternative methods of determining the characteristics of the wastewater discharge which will, in the Director's judgement, provide an equitable measurement of such characteristics.

Section 3. Determination of Wastewater Characteristics

- a) Measurements, tests, and analyses of the characteristics of wastewater to which reference is made in these Rules and Regulations shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Waste water," published by the American Public Health Association or such alternate methods approved by the Director and which comply with state and Federal law. Sampling methods, locations, times, duration, and frequencies are to be determined on an individual basis subject to approval by the Director. The discharger shall have the option to use, at his own expense, more complete sampling methods, locations, times, duration, and frequencies than specified by the Director.
- b) Measurements, tests, and analyses of the characteristics of wastewater required by these Rules and Regulations shall be performed by a qualified laboratory. When such analyses are required of a discharger, the discharger shall make arrangement with a qualified laboratory to perform such analyses.
- c) Monitoring of wastewater characteristics necessary for determination of compliance with applicable pretreatment standards shall be conducted on the basis of the following schedule, unless more frequent monitoring is required by authority other than these Rules and Regulations, or if the Director, in his/her judgement, determines that the characteristics of the specific discharge warrant a different frequency monitoring:
 - d) Average Actual
 - Daily User Discharge Monitoring Frequency
 - less than 1,000 gpd semiannually
 - 1,000-2,000 gpd quarterly
 - more than 2,000 gpd monthly
- e) Monitoring of wastewater characteristics for any purpose other than the determination of compliance with pretreatment standards shall be conducted on a frequency deemed necessary by the Director.
- f) Upon demonstration by any person that the characteristics of the wastewater discharged by that person are consistent, the Director may reduce the frequency as maybe required by authority other than these Rules and Regulations, except in no case

shall the frequency of monitoring be less than semiannual for the determination of compliance with pretreatment standards.

- g) In determining the discharge characteristics factors such as continuous or batch operation, and seasonal operation and the information requirements of other provisions of these Rules and Regulations shall be considered by the Director. The Director may obtain wastewater samples as required to verify the consistency of discharge characteristics.
- h) Fees for any given measurement, test, or analysis of wastewater required by these Rules and Regulations and performed by the Town shall be the same for all classes of dischargers, regardless of the quantity or quality of the discharge and shall reflect only direct cost. Costs of analyses performed by an independent laboratory at the option of discharger shall be borne directly by the discharger.

ARTICLE VI. PRETREATMENT

Section 1. Wastewaters with Special Characteristics

- a) While the Director may initially rely upon the Federal Categorical Pretreatment Standards to protect wastewater management system or receiving waters, if any wastewater which contains substances or possesses characteristics shown to have deleterious effect upon the wastewater management system, processes, equipment, or receiving waters, or constitutes a public nuisance or hazard, is discharged or is proposed for discharge to the wastewater sewers, the Director may:
 - i) Require pretreatment to a condition acceptable for discharge to the waste water sewers,
 - ii) Require control over the quantities and rates of discharge,
 - iii) Require payment to cover added cost of handling and treating the waste waters not covered by existing fees or charges,
 - iv) Require the development of compliance schedules to meet any applicable pretreatment requirements,
 - v) Require the submission of reports necessary to assure compliance with applicable pretreatment requirements,
 - vi) Carry out all inspection, surveillance, and monitoring necessary to determine compliance with applicable pretreatment requirements,
 - vii) Obtain remedies for noncompliance by any user. Such remedies may include injunctive relief, the civil penalties specified in Article II of these Rules and Regulations, or appropriate criminal penalties, or
 - viii) Reject the wastewater—if scientific evidence discloses that discharge will create unreasonable hazards or have unreasonable deleterious effects on the wastewater management system.
- b) When considering the above alternatives, the Director shall assure that conditions of the Town's NPDES permit are met. The Director shall also take into consideration cost

effectiveness and the economic impact of the alternatives on the discharger. If the Director allows the pretreatment or equalization of wastewater flows, the installation of the necessary facilities shall be subject to review. The Director shall review and recommend any appropriate changes to the program, within sixty (60) days of submittal.

- c) Where pretreatment or flow equalizing facilities are provided or required for any wastewater, they shall be maintained continuously in satisfactory and effective operation at the expense of the owner.

Section 2. Compliance with Pretreatment Requirements

- a) Persons required to pretreat wastewater in accordance with Section 1 above, shall provide a statement, reviewed by an authorized representative of the user and certified to by a qualified person indicating whether applicable pretreatment requirements are being met on a consistent basis and, if not, describe the additional operation and maintenance or additional pretreatment required for the user to meet the pretreatment requirements. If additional pretreatment or operation and maintenance will be required to meet the pretreatment requirements the user shall submit a plan (including schedules) to the Director. The plan (including schedules) shall be consistent with applicable conditions of the NPDES Permit or other local, state or Federal laws.

Section 3. Monitoring Requirements

- a) Discharges of wastewater to the Town's wastewater management system from the facilities of any user shall be monitored in accordance with the provisions of these Rules and Regulations.

Section 4. Effect of Federal Law

- a) In the event that the Federal government promulgates a regulation for a given new or existing user in a specific industrial subcategory that establishes pretreatment standards or establishes that such a user is exempt from pretreatment standards, such Federal regulations shall immediately supersede Section 1(a) of this article.

Section 5. Revision of Pretreatment Standards

- a) The Director shall promptly apply for and obtain authorization from the EPA to revise discharge limitations for those substances listed in the Federal Categorical Pretreatment Standards for which consistent removal occurs in the wastewater treatment facilities of the Town. The Director shall not adopt or enforce discharge limitations more stringent than the requested limitations until the state or EPA acts on the application.

ARTICLE VII. WASTEWATER SERVICE

Section 1. Wastewater User Charges

- a) Charges and fees for the use of the wastewater management system shall be based upon the use of such system, or contractual obligations for a level of use in excess of actual use. The WWMDC shall establish user charges on an annual basis, which shall be done at a properly noticed public hearing. In the event of significant changes to capital or operating expenses during a fiscal year, the WWMDC may hold a properly noticed hearing to adjust fees as appropriate.

Section 2. Determination of System Use

- a) The use of the wastewater management system shall be based Title 5 design flow and upon actual or estimated measurement and analysis of each user's wastewater discharges to the extent such measurement and analysis is considered by the Director to be feasible and cost-effective.
- b) Where measurement and analysis is considered not feasible, determination of each user's use of the facilities shall be based upon the quantity of water used whether purchased from a public water utility or obtained from a private source, or an alternative means as provided by Section (c) below.
- c) The Director, when determining use of the wastewater management system based on water use, shall consider consumptive, evaporative, or other use of water which results in a significant difference between a discharger's water use and wastewater discharge. Where appropriate, such consumptive water use may be metered to aid in determining actual use of the wastewater management system. The meters used to measure such water uses shall be of a type and installed in a manner approved by the Director.

Section 3. Penalties for Excessive Use

- a) Each user is encouraged to conserve water. Each connection permit will specify the amount of capacity in the Wastewater Management System that has been allocated to that user. Discharges into the System in excess of the permitted capacity are prohibited. In the event that a user discharges excessive amounts of wastewater, the Director may assess a penalty fee. The penalty fee shall be set in accordance with Section 6 of Article II.

ARTICLE VIII. EFFECTIVE DATE

These Rules and Regulations shall be in full force and effect from and after its passage, approval and publication, as provided by law.

AMENDED 15 February 2017

AYES:	Fred Knight Sam Potter Rick Greene
NAYS:	None
ABSENT:	None
NOT VOTING:	None

Fw: Wayland Meadows

Capasso, Jane

Wed 2/8/2017 11:03 AM

Inbox

To fred knight <fred.knightway@gmail.com>;

Cc Capasso, Jane <jcapasso@wayland.ma.us>;

1 attachments (205 KB)

Way Meadows Betterment Bill 2-8-17.pdf

Wayland Meadows has \$22,566.71 remaining to be paid on their Betterment. \$1,174.52 of that amount was billed in the 4th quarter. The outstanding balance is \$21,392.19. Wayland Meadows says they will not pay the outstanding betterment. Is this a legal question we should have Nan present tomorrow? Attached is the bill dated February 8, 2017.

Wayland Meadows said they will pay the outstanding operations charges of approximately \$18,000.

I believe the agreement has not been looked at since the December 12, 2017 meeting. I am confirming this.

Jane Capasso
Account Specialist
Wayland WMDC
508-358-6851

Wayland Meadows 2/8/17

023-052t

Total Betterment	\$	24,726.95	
Principal Balance Transferred to RE:			
Principal Balance Transferred to RE FY2015		(1,236.35)	
Principal Balance Transferred to RE FY2016		(1,236.35)	
Principal Balance Transferred to RE FY2017		(1,236.35)	
Betterment Balance	\$	21,017.90	
Interest Per Diem	\$	2.88	
1-Oct-16		8-Feb-17	130
Interest	\$	374.29	
Betterment O/S Principal Balance	\$	21,017.90	REV #6311
int thru 2/08/2017	\$	374.29	REV #6312
		\$	21,392.19

Unapportioned Balance Due **\$ 21,392.19**

Please make this one check

4th quarter-separate check for this bal. **\$1,174.52**

Total Amount to pay WW Better in full **\$22,566.71**

Please make check payable to Town of Wayland

Mail to:

Town of Wayland Treasury
41 Cochituate Road
Wayland, MA 01778
attn: Cindy Cincotta

**TOWN OF WAYLAND, DPW-WATER-DIV
DEPARTMENT OF PUBLIC WORKS**

66 River Road
Wayland MA 01778
Phone 508-358-3672

as of January 31, 2017

Balance: \$1,135.41

Account	Owner	Parcel	Location			
2701033	WAYLAND MEADOWS LLC	023-052T	WW HASTINGS WAY - WW			
Commitments Billing Date	Due Date	Charges	Interest	Credit	Balance	Total Due
9/16/2016	10/5/2016	\$15.00	\$0.00	\$0.00	\$15.00	\$15.00
7/21/2016	8/22/2016	\$226.78	\$14.09	\$0.00	\$240.87	\$240.87
4/20/2016	5/20/2016	\$226.28	\$22.22	\$0.00	\$248.50	\$248.50
2/9/2016	3/10/2016	\$262.20	\$32.89	\$0.00	\$295.09	\$295.09
10/26/2015	11/23/2015	\$262.20	\$43.75	\$0.00	\$305.95	\$305.95
9/16/2015	9/30/2015	\$15.00	\$0.00	\$0.00	\$15.00	\$15.00
8/5/2015	9/8/2015	\$202.35	\$8.93	\$211.28	\$0.00	\$0.00
4/23/2015	5/26/2015	\$202.35	\$17.08	\$219.43	\$0.00	\$0.00
1/16/2015	2/17/2015	\$202.35	\$24.68	\$227.03	\$0.00	\$0.00
10/23/2014	11/24/2014	\$202.35	\$31.28	\$233.63	\$0.00	\$0.00
9/19/2014	10/6/2014	\$15.00	\$0.00	\$0.00	\$15.00	\$15.00
7/7/2014	8/7/2014	\$225.94	\$44.37	\$270.31	\$0.00	\$0.00
5/5/2014	6/5/2014	\$935.56	\$206.34	\$1,141.90	\$0.00	\$0.00
3/11/2014	4/29/2014	\$1,080.39	\$253.61	\$1,334.00	\$0.00	\$0.00
3/11/2014	4/15/2014	\$1,160.26	\$278.59	\$1,438.85	\$0.00	\$0.00
3/10/2014	4/10/2014	\$202.56	\$49.03	\$251.59	\$0.00	\$0.00
12/9/2013	1/10/2014	\$588.88	\$162.85	\$751.73	\$0.00	\$0.00
Grand Total		\$6,025.45	\$1,189.71	\$6,079.75	\$1,135.41	\$1,135.41

Transactions Type	Effective Date	PostDate	Batch	Total Comments
Lien To Real Estate	12/14/2015	12/14/2015	Lien To Real Estate	\$6,079.75
Grand Total				\$6,079.75

**TOWN OF WAYLAND, DPW-WATER-DIV
DEPARTMENT OF PUBLIC WORKS**

66 River Road
Wayland MA 01778
Phone 508-358-3672

as of January 31, 2017

Balance: \$17,048.07

Account	Owner	Parcel	Location			
1700510	WAYLAND MEADOWS LLC	023-117	WW HASTINGS WAY/WASTEWATER			
Commitments	Due Date	Charges	Interest	Credit	Balance	Total Due
9/19/2014	10/6/2014	\$15.00	\$0.00	\$0.00	\$15.00	\$15.00
9/30/2013	10/18/2013	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00
12/21/2012	2/4/2013	\$336.83	\$188.24	\$0.00	\$525.07	\$525.07
11/21/2012	1/21/2013	\$336.83	\$190.05	\$0.00	\$526.88	\$526.88
11/20/2012	12/20/2012	\$200.38	\$115.52	\$0.00	\$315.90	\$315.90
10/19/2012	11/7/2012	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00
4/23/2012	5/25/2012	\$6,119.00	\$4,018.09	\$0.00	\$10,137.09	\$10,137.09
2/9/2012	3/9/2012	\$6,119.00	\$2,902.70	\$3,493.57	\$5,528.13	\$5,528.13
11/8/2011	12/9/2011	\$6,119.00	\$0.00	\$6,119.00	\$0.00	\$0.00
10/17/2011	11/18/2011	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00
8/10/2011	9/12/2011	\$3,834.00	\$88.23	\$3,922.23	\$0.00	\$0.00
5/31/2011	6/30/2011	\$3,834.00	\$197.06	\$4,031.06	\$0.00	\$0.00
2/7/2011	3/7/2011	\$3,834.00	\$366.17	\$4,200.17	\$0.00	\$0.00
Grand Total		\$30,793.04	\$8,066.06	\$21,811.03	\$17,048.07	\$17,048.07

Transactions	Type	Effective Date	PostDate	Batch	Total	Comments
Payment		7/8/2014	7/8/2014	daily	\$3,370.04	Brendon Homes ck 3468
Credit Adjustment		1/9/2014	1/9/2014	WW HASTINGS WAY W	\$15.00	REMOVING DEMAND PER FRED KNIGHT ON HASTINGS WAY WASTEWATER TREATMENT PLANT ACCT
Credit Adjustment		1/9/2014	1/9/2014	HASTINGS WAY WW	\$15.00	REMOVING DEMAND PER FRED KNIGHT ON HASTINGS WAY WASTEWATER TREATMENT PLANT ACCT
Transfer Out		4/2/2012	4/2/2012	APRIL 2 2012	(\$123.53)	Transfer Out

Transfer In	4/2/2012	4/2/2012	APRIL 2 2012	\$123.53	Transfer In
Payment	11/11/2011	11/21/2011	lockbox w 11/17/11	\$18,410.99	Lockbox
Grand Total				<u>\$21,811.03</u>	

Fees: New Construction, Demolition, Additions,

Porches & Garages: \$ 150

Temp Mobile Homes,

or Change of Use: \$ 75

Decks: \$ 50

Sheds: \$ 25

App # _____

Permit # _____

Frederic Goldman Check # 560

Fee Paid \$ 150

APPLICATION FOR BOARD OF HEALTH APPROVAL TO OBTAIN A BUILDING PERMIT

Name of Owner(s): Wayland Personal Physicians

Proposes to Change / Construct / Demolish (please describe project): Convert current shell space to internal medicine office (adults only) with 2 physicians.

at the Premises Located at 109 Andrew Avenue, suite 203, Wayland, MA 01778

- 1. to construct a new building.
- 2. to add to an existing dwelling or other existing building.
- 3. to alter an existing dwelling or other existing building.
- 4. to change the use of an existing dwelling or other existing building.
- 5. for additional use of an existing dwelling or other existing building.
- 6. to demolish an existing dwelling or other existing building.

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JAN 17 2017

**TOWN OF WAYLAND
BOARD OF HEALTH**

Signed [Signature] (Owner / Agent)

Print name Frederic Goldman

Address 17 Winthrop Rd.

Town / State / Zip Code Wayland, MA 01778

Telephone (617) 694-0346

Email fgoldman@wppmed.com

Submit this request with a plot plan showing existing and proposed structure with changes, setback dimensions, property lines, wastewater disposal system, and expansion area location. Also include a floor plan of existing and proposed heated space with all room designations, dimensions and square footage calculations. For a change of use or additional use, indicate existing and proposed water usage.

Board of Health Action: **Approved** **Disapproved**

Comments and/or conditions: _____

Date: _____

Board of Health (or Agent)

Board of Health approval means only that the proposed construction does not interfere with or violate setback requirements or its rules and regulations based on information submitted. It is expected that the applicant will not cause any increase in wastewater flow to the septic system unless a septic system designed to accommodate the increased flow has been approved by the Board of Health and has been installed.

1/17/2017

Application for Board of Health approval to obtain a building permit for:

Wayland Personal Physicians
109 Andrew Avenue, Suite 203
Wayland, MA 01778

To the Board of Health for the Town of Wayland:

Wayland Personal Physicians is a new concierge internal medicine practice. The owners of the practice are Dr. Frederic Goldman and Dr. Jonathan Smith, two current Wayland residents and current members of the Beth Israel Deaconess Healthcare Wayland practice. The new practice will open in the same medical office building in the town center. The practice will provide primary care internal medicine services to approximately 700 adult patients. As a concierge medical practice, the volume of patients seen in the office will be substantially lower than in the typical primary care office.

The practice will be open from 8AM to 6PM, Monday through Friday. It will employ a total of five people, including the owners. The practice will have four examination rooms and a single bathroom, in addition to common-space bathrooms located in the building adjacent to the office suite. The practice will provide limited point of care laboratory testing but will not offer full lab services. Procedures will not be performed at the practice.

Thank you in advance for consideration of our applications.

Sincerely,


Dr. Frederic Goldman

Dr. Jonathan Smith

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JAN 17 2017

TOWN OF WAYLAND
BOARD OF HEALTH

Wastewater Department

**WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS
FY18**

Indirect costs include Administration, Treasurer, General Insurances costs. This section documents the application of the indirect cost methodology.

Administration

Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Wastewater budget to the prior year's Administration budgets.

<u>Description</u>	<u>FY17 Budgets</u>	<u>Percent</u>	<u>Allocation</u>
Wastewater budget (less debt)	\$ 265,939		
Town budget (less debt)	\$ 66,866,291	0.0040	
Administration Budget		\$ 2,035,967	\$ <u>8,097</u>

Treasurer

The Treasurer provides check disbursement, investment and processing of receipts.

Treasurer Budget	\$ 290,204	0.0040	\$ <u>1,154</u>
Facilities Salary Budget	\$ 277,932	0.05	\$ <u>13,897</u>

Insurances

Insurances identified the cost of insuring the WTP. The balance of the General Insurance premium includes general building, liability, workers' compensation and property insurance allocated based on the established percentage.

Wastewater Plant	\$ 5,196	100.0000	\$ 5,196
Balance of Insurance Budget	\$ 609,804	0.0040	\$ <u>2,425</u>

Total FY17 Indirect (Administration) Costs \$ 30,769

Fringe Benefits

In addition to Indirect/Administration costs, the Town of Wayland charges the Water Dept for fringe benefits/retirement costs. Fringe benefits includes health, life, OPEB, Medicare, and retirement.

Health & Life	\$ -
Retirement	\$ -
Medicare	\$ <u>487</u>

Total FY18 Fringe Benefit Costs \$ 487

Total FY18 Fringe Benefits \$ 28,831

Wastewater Department

WAYLAND INDIRECT/ADMINISTRATION COSTS

FY17

Indirect costs include Facilities and Treasurer/Finance costs.

<u>Description</u>	<u>FY16 Budgets</u>	<u>Percent</u>	<u>Allocation</u>	
Wastewater Plant - Insurance	Actual		5,510	
Facilities Salary	279,722	5.00%	13,986	
Treasurer-Sal	199,000	1.00%	1,990	
Finance-Sal	318,301	1.00%	<u>3,183</u>	
				24,669 operating account
Total FY17 Admin Costs			24,669	

Capasso, Jane

From: Capasso, Jane
Sent: Monday, February 13, 2017 12:39 PM
To: Knight, Fred; Sam Potter; Rick Greene
Cc: Capasso, Jane
Subject: Financial Schedules for your Review
Attachments: Sam's Budget & Utility Bills Feb 2017 Rate Hearing 2-13-17.xlsx

Hi Everyone,

I combined the Monthly Budget and Rate Hearing Information on the attached schedule under the tab Rate Hearing FY17. Please review this before Wednesday's meeting. Below are a few comments:

Rate Hearing (all numbers in the white section):

FY17 Actual Annualized Column - I used the FY17 Actual YTD for February, 2017 and calculated the approximate expenses for the whole year. This results in a favorable variance to budget of \$60,227 (we are under budget) primarily due to favorable variances for Salaries \$5,661, Legal Services \$5,000, Natural Gas \$2,925, Electricity \$7,891, Contingency \$22,000, Facility Labor \$4,052, Chemicals \$5,079, Markup & Other \$16,809 and an unfavorable variance for Sludge \$(6,062).

Wastewater has \$60,227 that may be used to reduce the FY17 rates for the third and fourth quarters. **How much would the Board like to reduce the third and fourth quarter budget by?**

FY18 Budget (all numbers in the pink section):

We may be able to be more accurate and reduce our FY18 Budget. I used the FY17 Actual Annualized Column to add a 3% increase for FY18. The following accounts, highlighted in red on the attachment, should be discussed:

- The FY18 Budget has salaries at \$24,317. This number does not include a Cost of Living Adjustment (Personnel said to not include this since the contract will be negotiated in FY18) and no overtime. **Does the board want to include COLA and overtime for total salaries of \$25,803.67?** (FY18: \$25.89/hour X 1.02% COLA = \$27.20/hour = \$24,803.67 (48 weeks at 19 hours) plus \$1,000 (35 hours X \$27.20/hour) for overtime = \$25,803.67).

- Building Repair and Improvement - Ben has identified light bulbs need replacing, fire extinguisher's have expired and sprinkler inspections are needed. Fred asked if these items could be included with the punch list of capital items. I have not heard back from Ben as of today. Ben feels they should be part of his Budget. **Who should be paying for these items and should we include an amount for the FY18 Budget?**

- Disposal (Trash Removal) - The Actual Annualized is for part of a year, The FY18 budgeted amount is for the year and includes a 3% increase since the contract is up for renewal in FY18 (per Maggie Mehan, Facilities).

Does the Board want to make the above changes to the FY18 Budget? We will discuss this at Wednesdays meeting and I will adjust the FY18 Budget based on your decisions in preparation for the March 1, 2017 rate hearing.

Thank you

Jane Capasso
Account Specialist
Wayland WMDC
508-358-6851

TOTAL EXPENSES \$ 114,447.13 \$ 177,293.36 \$ 62,846.23 \$ 265,940.04 \$ 205,474.45 \$ (60,226.92) \$ 237,920.63 \$ 235,853.22
TOTAL OPER & CAP EXP'S

CAPITAL EXPENSES		ANNUAL BUDGET	
Old Debt-Principal	27,650.76	38,441.67	38,441.67
Old Debt-Interest	2,135.64	9,465.15	7,350.03
New Debt -Principal	240,000.00	240,000.00	245,000.00
New Debt -Interest	189,565.00	189,565.00	180,265.00
Total Capital Expenses:	\$ 459,351.40	\$ 477,471.82	\$ 471,056.70

Debt Paid YTD		Paid in August and February	
Old Debt-Principal	27,650.76	38,441.67	38,441.67
Old Debt-Interest	2,135.64	7,350.03	7,350.03
New Debt -Principal	240,000.00	245,000.00	245,000.00
New Debt -Interest	189,565.00	180,265.00	180,265.00
Total Capital Expenses:	\$ 459,351.40	\$ 471,056.70	\$ 471,056.70

Rates:
 Total Expenses 237,920.63 **235,853.22**
 Use of Enterprise Funds 50,567.16 50,567.16 **Overage FY16 actual receipts and actual expenses. Note 1.**
 Adjusted User Charges 187,353.47 **185,286.06**
 Total Current Allocated Capacity 77,088.00 77,088.00 **From billing inputs.**
 Total Current Connected 68,483.00 68,483.00 **From billing inputs.**
 Total Assumed Flow 30,728.00 30,728.00 **Based on water readings 6/28/2016**
 Capacity Rate (\$/gpd-year) 1.94 **1.92** **80% of Adj. User Charges/Total Current Allocated Capacity**
 Flow Rate (\$/gpd-year) 1.22 **1.21** **20% of Adjusted User Charges/Total Assumed Flow**
 Penalty Rate (\$/gpd-year) 3.66 **3.62** **3 Times the Flow Rate**

(1) The overage from the actual FY16 Revenue and Expenses of \$50,567 will be used to reduce the FY18 Budget rates charged to users.

WWMDC Budgets	Actual		FY2016 Passed ATM	FY2017 Final/Adj's 9/7/2016	FY2018 Proposed 9/30/2016	Notes
	FY2015	FY2016				
INCOME						
Receipts (User Charges)	214,078	257,294	263,475	265,940	237,921	Income from user fees, assumed same as total operating expenses.
Old Betterment-Principal	26,721	23,661	38,442	38,442	38,442	Debt expense for budgeting. Apportioned billing is different. Note 4
Old Betterment-Interest	7,509	5,915	11,523	9,465	7,350	Debt expense for budgeting. Apportioned billing is different. Note 4
New Betterment-Principal	207,494	199,333	240,000	240,000	245,000	Debt expense for budgeting. Apportioned billing is different. Note 4
New Betterment-Interest	12,589	182,003	196,715	189,565	180,265	Debt expense for budgeting. Apportioned billing is different. Note 4
Net Operating Income:	468,392	668,206	750,155	743,412	708,977	Total needed for betterment income & operating expenses.
EXPENSES						
Personal Services						
Salaries (Account Specialist)	51001	16,534	28,284	33,652	24,317	Step increase and no cost of living. Town COLA contract to be negotiated 6/30/17. Note 2. Allocation for indirect Admin costs was unbudgeted in 2015 and 2016. 1.6% increase based on 2015 and 2016. Man will discuss this in the finance meetings.
Indirect/Admin (Town Services)	59710	0	24,288	0	25,064	
Legal Services	52108	36,175	0	50,000	5,000	No anticipated litigation. FY2015 legal costs are the actuals for Town and outside Special Counsel.
Professional Services						
Facility Operating Contract	52100	47,775	47,775	48,800	47,700	Contract ends 9/16/18 @ \$3,900/month. Estimated increase \$100/month (2.6% for 9 months)
Facility Labor & Other Prof. Serv.	52101	21,118	15,223	0	20,000	Contract ends 9/16/18 @ \$3,900/month. Estimated increase \$100/month (2.6% for 9 months)
Engineering Fees	52152	0	0	0	0	For future use.
NPDES Permit	52153	0	0	3,000	0	For future use. Currently no fee for permit.
Total Pers. & Prof. Expenses		121,602	114,757	130,021	118,231	
Repairs & Maint. Expenses						
Building Repair & Improvements	52115	5,814	2,478	30,000	0	Dollars moved to Equipment Repairs & Maint.
Equipment Repairs & Maint.	52116			6,168	5,384	New account based on FY2016 actuals for Building Repairs & Maint \$2,128 and Materials \$2,947 = \$5,075 with 3% year increase.
Sludge Disposal	52122	18,780	13,290	16,380	22,510	Prior years budgeted as operating exp #52151. New Acct for FY2017. Estimated increase 3%/yr based on FY2016 actuals of \$21,218. \$13,290 is a partial amount for FY2016.
Chemicals	52125	7,338	7,373	4,000	7,785	7,822 FY2016 Actuals with a 3% year increase
Markup & Other	52151	1,758	14,316	1,620	4,357	Contained Sludge in prior years as well as Materials and Markup. For FY2017 only Markup and Other will be budgeted based on FY2016 actual of \$3,636 for Markup with a 3%/yr increase and \$500 for Other.
Surface Water Testing (Oars)	52103	6,062	6,837	6,500	7,000	Contracted amount. Potential increase \$500.
Total Repairs & Maint. Exp.		39,752	44,294	58,500	47,074	
Operating Expenses						
Disposal (Trash Removal)	52121	0	0	500	500	New account created FY2017.
Natural Gas-N/I Grid & Dir. En.	53102	5,824	4,178	7,500	6,178	4,432 Based on FY2016 actuals with 3%/year increase per Ben Keefe.
Electricity -Eversource	53103	37,501	38,062	41,000	39,784	40,380 Based on FY2016 actuals with 3%/yr increase per Ben Keefe.
Telephone -Verizon	53104	1,911	1,383	2,200	2,027	1,467 Based on FY2016 actuals with 3%/yr increase per Ben Keefe.
Water -Town of Wayland	53105	596	600	1,500	633	637 Based on FY2016 actual for back flow testing and admin fees with 3%/year increase.
Admin Serv's & Other	52107	6,893	453	0	200	Office Supplies \$100 and Other
Contingency	54599	0	3,000	30,000	25,000	
Total Operating Expenses		52,725	47,676	82,200	74,123	72,616
Total Expenses		214,078	206,727	263,475	265,940	237,921
CAPITAL EXPENSES						
Old Debt-Principal	59100	28,180	30,886	38,442	38,442	From Abrahams Schedules and Bank Debt Schedules
Old Debt-Interest	59150	0	0	11,523	9,465	From Abrahams Schedules and Bank Debt Schedules
New Debt -Principal	59100	220,000	240,000	240,000	240,000	From Abrahams Schedules and Bank Debt Schedules
New Debt -Interest	59150	203,600	196,715	189,565	189,565	From Abrahams Schedules and Bank Debt Schedules
Total Capital Expenses:		451,780	467,601	486,680	477,472	471,057

Total:	665,858	674,328	750,155	743,412	708,977	Income
Rates						
Total Expenses	214,078	206,727	263,475	265,940	237,921	
Use of Enterprise Funds					50,567	Average FY16 actual receipts and actual expenses. Note 1.
Adjusted User Charges					187,353	
Total Current Allocated Capacity	76,245	76,245	76,245	76,245	77,088	From billing inputs.
Total Current Connected	73,330	71,793	73,330	73,330	68,483	From billing inputs.
Total Assumed Flow	21,000	23,000	23,000	27,000	30,728	Based on water readings 6/28/2016
Capacity Rate (\$/gpd-year)	2.13	2.76	2.76	2.79	1.94	80% of Adj User Charges/Total Current Allocated Capacity
Flow Rate (\$/gpd-year)	1.58	2.29	2.29	1.97	1.22	20% of Adjusted User Charges/Total Assumed Flow
Penalty Rate (\$/gpd-year)	4.74	6.87	6.87	5.91	3.66	3 Times the Flow Rate
Notes:						
(1) The average from the actual FY16 Revenue and Expenses of \$50,567 will be used to reduce the FY18 Budget rates charged to users.						
(2) Account Specialist Salaries - Per Finance Instructions no Cost of Living increases (\$487) due to Contract negotiations 6/30/17.						
(3) The FY17 Budget was forecasted using FY15 actual numbers. During the many changes a line for Sludge was added (no account number change). As a result, the Materials and Markup account, which was also new, was not reduced for the new line for sludge. All accounts are in #52151, but WW breaks them out.						
(4) Betterment apportioned income (billed in the 3rd and 4th Quarters) is different from the actual betterment debt expense paid to the bank. We budget the debt expense number in income so revenues = expenses.						
FY2018 Difference in Betterment Revenues Billed and the Debt Expense						
	FY2018					
	Appropriated	Debt Expense	Variance			
Old Betterment-Principal	\$ 23,661.00	\$ 38,441.67	\$ (14,780.67)			
Old Betterment-Interest	\$ 3,549.00	\$ 7,350.03	\$ (3,801.03)			
New Betterment-Principal	\$ 197,419.00	\$ 245,000.00	\$ (47,581.00)			
New Betterment-Interest	\$ 163,112.00	\$ 180,265.00	\$ (17,153.00)			
Total Old & New Principal	\$ 221,080.00	\$ 283,441.67	\$ (62,361.67)			
Total Old & New Interest	\$ 166,661.00	\$ 187,615.03	\$ (20,954.03)			

WWMDC FY2017 BUDGET

January 10-February 12, 2017

February, 2017

SUMMARY		ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	NOTES				
User Charges	\$ 184,544.35				\$ 743,411.86					
Total Operating Expenses	\$ 114,447.13				\$ 743,411.86					
Net Operating Income:	\$ 70,097.22				\$ 0.00					
INCOME DETAILS		ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	ACTUAL MTD	BUDGET MTD	MTD VARIANCE	NOTES	
User Charges	184,544.35	199,455.03	(14,910.68)	39,990.91	265,940.04	39,990.91	-	39,990.91	Budget includes Q2 billing in January.	
Other	14,214.41	-	14,214.41	7,010.56	-	7,010.56	-	7,010.56	Pen & Int, Liens, Misc Rev & Int Earmd on Sav's	
Old Betterment - Principal	14,047.90	19,220.84	(5,172.94)	38,441.67	38,441.67	14,047.90	-	14,047.90	Billed Nov & Dec on Tax Bill. Paid Feb & Apr	
Old Betterment - Interest	2,378.14	4,732.58	(2,354.44)	9,465.15	9,465.15	2,378.14	-	2,378.14	Billed Nov & Dec on Tax Bill. Paid Feb & Apr	
New Betterment - Principal	98,978.88	120,000.00	(21,021.12)	240,000.00	240,000.00	97,552.00	-	97,552.00	Billed Nov & Dec on Tax Bill. Paid Feb & Apr	
New Betterment - Interest	89,735.28	94,782.50	(5,047.22)	189,565.00	189,565.00	85,569.62	-	85,569.62	Billed Nov & Dec on Tax Bill. Paid Feb & Apr	
Unapp WW Better TC Rev	25,052.30	-	25,052.30	-	-	12,168.26	-	12,168.26	Unbudgeted Betterments Paid in Advance	
Unapp WW Better TC Int	683.52	-	683.52	-	-	201.69	-	201.69	Unbudgeted Betterments Paid in Advance	
Total Income/MUNIS:	\$ 428,634.78	\$ 438,190.94	\$ (9,556.16)	\$ 743,411.86	\$ 743,411.86	\$ 258,919.08	-	\$ 258,919.08		
EXPENSE DETAILS		ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	ACTUAL MTD	BUDGET MTD	MTD VARIANCE	NOTES	
PERSONAL SERVICES										
Salaries (Account Specialist)	16,269.93	22,368.00	6,098.07	33,552.00	33,552.00	3,061.23	2,796.00	2,796.00	(265.23) Budgeted for Salary Increase - Not Approved	
Indirect/Admin (Town Services)	-	16,446.00	16,446.00	24,669.00	24,669.00	-	2,055.75	2,055.75	Expensed in May, 2017	
Legal Services	-	3,333.33	3,333.33	5,000.00	5,000.00	-	416.67	416.67		
PROFESSIONAL SERVICES										
Facility Operating Contract	31,200.00	31,200.00	-	46,800.00	46,800.00	3,900.00	3,900.00	3,900.00		
Fac. Labor & Other Prof. Serv.	9,303.17	13,333.33	4,030.16	20,000.00	20,000.00	1,032.06	1,666.67	1,666.67	634.61 Facility Labor & Rate Hearing Add	
Engineering Fees	-	-	-	-	-	-	-	-		
NPDES Permit	-	-	-	-	-	-	-	-		
Total Pers. & Prof. Expenses	\$ 56,773.10	\$ 86,680.67	\$ 29,907.57	\$ 130,021.00	\$ 130,021.00	\$ 7,993.29	\$ 10,835.08	\$ 2,841.79		
Percent of Total	31%			17%						
REPAIRS & MAINT EXP.										
Building Repair & Improvement	6,381.64	4,112.21	(2,269.43)	6,168.31	6,168.31	180.50	514.03	333.53	No Budget	
Equipment Repairs & Maint.	14,820.00	12,895.60	(1,924.40)	19,343.40	19,343.40	3,180.00	1,611.95	1,611.95	Emerg. Repair 10/19/16 at 292 BPR	
Sludge Disposal	1,578.14	5,189.67	3,611.53	7,784.50	7,784.50	-	648.71	648.71		
Chemicals	3,027.80	14,666.67	11,638.87	22,000.00	22,000.00	504.08	1,833.33	1,329.25		
Markup & Other	6,803.00	4,333.33	(2,469.67)	6,500.00	6,500.00	-	541.67	541.67	Contract Renewal budgeted monthly.	
Surface Water Testing (Ours)	32,810.58	41,197.47	8,386.89	61,796.21	61,796.21	\$ 3,864.58	\$ 5,149.68	\$ 1,285.10		
Total Repairs & Maint Exp.	18%			8%						
OPERATING EXPENSES										
Disposal (Trash Removal)	173.20	333.33	160.13	500.00	500.00	173.20	41.67	41.67	(131.53)	
Natural Gas-WT Grid & Dir. En.	1,897.95	4,118.90	2,220.95	6,178.35	6,178.35	940.43	514.86	514.86	(425.57)	
Electricity-Eversource	18,604.23	26,522.97	7,918.74	39,784.46	39,784.46	2,665.58	3,315.37	3,315.37	649.79	
Telephone-Verizon	745.17	1,351.50	606.33	2,027.24	2,027.24	60.32	168.94	168.94	108.62	
Water-TOW	558.04	421.85	(136.19)	632.77	632.77	225.00	52.73	52.73	(172.27)	
Admin Serv's (Other/Vadar Trng)	84.86	-	(84.86)	-	-	35.00	-	-	(35.00)	New FY18, unbudgeted FY17. Billing Paper
Contingency	3,000.00	16,666.67	13,666.67	25,000.00	25,000.00	-	2,083.33	2,083.33	Final Payment-Abrahams Consulting Fee	
Total Operating Expenses	\$ 25,063.45	\$ 49,415.22	\$ 24,351.77	\$ 74,122.83	\$ 74,122.83	\$ 4,099.53	\$ 6,176.90	\$ 2,077.37		
Percent of Total	14%			10%						
TOTAL EXPENSES	\$ 114,447.13	\$ 177,293.36	\$ 62,846.23	\$ 265,940.04	\$ 265,940.04	\$ 15,957.40	\$ 22,161.67	\$ 6,204.27		
TOTAL OPER & CAP EXP'S										
CAPITAL EXPENSES										
Debt Paid YTD					ANNUAL BUDGET					
Old Debt-Principal	27,650.76			38,441.67	38,441.67				Paid in August and February	
Old Debt-Interest	2,135.64			9,465.15	9,465.15				Subsidy pays interest in Aug. Payment due Feb.	
New Debt-Principal	240,000.00			240,000.00	240,000.00				Paid in August and February	
New Debt-Interest	189,565.00			189,565.00	189,565.00				Paid in August and February	
Total Capital Expenses:	\$ 459,351.40			\$ 477,471.82	\$ 477,471.82					

Notes: All Capital Expenses include an amount of Old Debt Interest. Additional notes needed.

WWMDC Cash Receipts FY2017

Revenue Codes	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017
6302 WW User Charges 63105000/42105	\$ 316.79 7/1-7/18	\$ 16,844.92 7/19-8/15	\$ 47,316.05 8/16-9/12	\$ 648.97 9/13-10/11	\$ 11,235.04 10/12-11/14	\$ 48,953.21 11/15-12/5	\$ 24,238.46 12/6-1/9/17	\$ 39,990.91 1/10-2/12	\$ -	\$ -	\$ -	\$ 184,544.35
6308 Penalties & Interest * 63105000/41750	\$ -	\$ 42.73	\$ 20.10	\$ 13.24	\$ 140.81	\$ 418.73	\$ 228.28	\$ 39.88	\$ -	\$ -	\$ -	\$ 903.77
6303 Miscellaneous Rev * 63105000/43299	\$ -	\$ -	\$ 4,523.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,523.00
6304 Betterments (Old) 63105000/47501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,047.90	\$ -	\$ -	\$ -	\$ 14,047.90
6305 Betterment Interest (Old) 63105000/47502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,378.14	\$ -	\$ -	\$ -	\$ 2,378.14
6306 Betterments Pd in Adv 63105000/47599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6307 InL. Earned on Savings * 63105000/48210	\$ -	\$ 367.57	\$ -	\$ 367.86	\$ 356.27	\$ 368.42	\$ 356.82	\$ 368.99	\$ -	\$ -	\$ -	\$ 2,185.93
6309 Wastewater Liens * 63105000/42111	\$ -	\$ -	\$ -	\$ 0.02	\$ -	\$ -	\$ -	\$ 6,601.69	\$ -	\$ -	\$ -	\$ 6,601.71
6311 WW Better TC Rev 63105000/47503	\$ -	\$ -	\$ 1,426.88	\$ -	\$ -	\$ -	\$ -	\$ 97,552.00	\$ -	\$ -	\$ -	\$ 98,978.88
6312 WW Better TC Int 63105000/47504	\$ -	\$ -	\$ 3,165.66	\$ -	\$ -	\$ -	\$ -	\$ 85,569.62	\$ -	\$ -	\$ -	\$ 88,735.28
6314 UNAPP WW Better TC Rev 63105000/47505	\$ 12,884.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,168.26	\$ -	\$ -	\$ -	\$ 25,052.30
6314 UNAPP WW Better TC Int 63105000/47506	\$ 481.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 201.69	\$ -	\$ -	\$ -	\$ 683.52
49761 Trans from wtr fund 63105000/49761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 13,682.66	\$ 17,255.22	\$ 51,451.69	\$ 1,030.09	\$ 11,732.12	\$ 49,740.36	\$ 24,823.56	\$ 258,919.08	\$ -	\$ -	\$ -	\$ 428,634.78

Notes:
Miscellaneous Revenue - Privilege Fee \$4,523 for change in use resulting in increased capacity at 231 Boston Post Road.
* Other for Budget Reporting

Total Revenue (Munis Balance)	\$ 428,634.78
Less: UNAPP New Better TC Rev	\$ (25,052.30)
Less: UNAPP New Better TC Int	\$ (683.52)
Less: New WW Better TC Principal	\$ (98,978.88)
Less: New WW Better TC Int	\$ (88,735.28)
Less: Old Betterment Principal	\$ (14,047.90)
Less: Old Betterment Int	\$ (2,378.14)
Revenue net of Capital Accts (Net of Betterment)	\$ 198,758.76

WhiteWater Invoices
 Fiscal Year 2017
 January 10-February 6, 2017

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor #52101	Equip Repairs & Maint				Mark Up #52151	Total
						52116	Sludge 52122	Chemicals 52125			
70020354	7/1/2016	\$ 3,900.00	July	\$ 3,900.00							\$ 3,900.00
70020979	8/1/2016	\$ 3,900.00	Sept	\$ 3,900.00							\$ 3,900.00
70021672	9/1/2016	\$ 3,900.00	Sept	\$ 3,900.00							\$ 3,900.00
70021378	8/17/2016	\$ 937.50	Sept	\$ -	\$ 937.50						\$ 937.50
70021378	8/17/2016	\$ 2,100.00	Sept			\$ 2,100.00					\$ 2,100.00
70021378	8/17/2016	\$ 1,376.94	Sept				\$ 1,376.94				\$ 1,376.94
70021378	8/17/2016	\$ 521.54	Sept					\$ 521.54			\$ 521.54
70022321	10/1/2016	\$ 3,900.00	Oct	\$ 3,900.00							\$ 3,900.00
70022062	9/15/2016	\$ 3,120.00	Oct			\$ 3,120.00					\$ 3,120.00
70022062	9/15/2016	\$ 468.00	Oct					\$ 468.00			\$ 468.00
70022985	11/1/2016	\$ 3,900.00	Nov	\$ 3,900.00							\$ 3,900.00
70022699	10/14/2016	\$ 1,318.75	Nov		\$ 1,318.75						\$ 1,318.75
70023634	12/1/2016	\$ 3,900.00	Dec	\$ 3,900.00							\$ 3,900.00
70023324	11/16/2016	\$ 9,782.16	Dec		\$ 4,195.00	\$ 1,297.20	\$ 201.20	\$ 728.76	\$ 201.20	\$ 201.20	\$ 9,782.16
70024191	1/6/2017	\$ 3,900.00	Jan	\$ 3,900.00							\$ 3,900.00
70023926	12/12/2016	\$ 7,713.61	Jan		\$ 1,538.75	\$ 2,309.44		\$ 805.42			\$ 7,713.61
70024773	2/1/2017	\$ 3,900.00	Feb	\$ 3,900.00							\$ 3,900.00
70024480	1/17/2017	\$ 4,859.58	Feb		\$ 995.00	\$ 180.50		\$ 504.08			\$ 4,859.58
Totals		\$ 63,398.08		\$ 31,200.00	\$ 8,985.00	\$ 3,787.14	\$ 14,820.00	\$ 1,578.14	\$ 3,027.80	\$ 3,027.80	\$ 63,398.08

Current Month Total without Contract Fee \$ 4,859.58

Acct #	Annual Budget	7/1-7/18/2016		12/6-1/9/17		1/10-2/12/16		Budget YTD Total	YTD Actual Total
		July Budget	July Actual	January Budget	January Actual	Feb Budget	Feb Actual		
EXPENSE DETAILS									
PERSONAL SERVICES									
51001	\$ 31,552.00	\$ 2,796.00	\$ 880.65	\$ 2,796.00	\$ 1,896.28	\$ 2,796.00	\$ 3,061.23	\$ 22,368.00	\$ 16,269.93
52710	\$ 24,669.00	\$ 2,055.75	-	\$ 2,055.75	-	\$ 2,055.75	-	\$ 16,446.00	-
52108	\$ 5,000.00	\$ 416.67	-	\$ 416.67	-	\$ 416.67	-	\$ 3,333.33	-
52100	\$ 46,800.00	\$ 3,900.00	-	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 31,200.00	\$ 31,200.00
52101	\$ 20,000.00	\$ 1,666.67	-	\$ 1,666.67	\$ 1,664.89	\$ 1,666.67	\$ 1,032.06	\$ 13,333.33	\$ 9,303.17
52152	-	-	-	-	-	-	-	-	-
52153	\$ 130,021.00	\$ 10,835.08	\$ 880.65	\$ 10,835.08	\$ 7,461.17	\$ 10,835.08	\$ 7,993.29	\$ 86,680.67	\$ 56,773.10
Repairs & Maintenance Exp									
52115	\$ 6,168.31	\$ 514.03	-	\$ 514.03	\$ 2,309.44	\$ 514.03	\$ 180.50	\$ 4,112.21	\$ 6,381.64
52116	\$ 19,343.40	\$ 1,611.95	-	\$ 1,611.95	\$ 3,060.00	\$ 1,611.95	\$ 3,180.00	\$ 12,895.60	\$ 14,850.00
52122	\$ 7,784.50	\$ 648.71	-	\$ 648.71	\$ 805.42	\$ 648.71	\$ 504.08	\$ 5,189.67	\$ 1,578.14
52125	\$ 22,000.00	\$ 1,833.33	-	\$ 1,833.33	\$ 6,803.00	\$ 1,833.33	\$ 504.08	\$ 16,666.67	\$ 3,077.80
52103	\$ 61,796.21	\$ 5,149.68	\$ 880.65	\$ 5,149.68	\$ 12,977.86	\$ 5,149.68	\$ 3,864.58	\$ 43,397.47	\$ 32,610.58
OPERATING EXPENSES									
52121	\$ 500.00	\$ 41.67	-	\$ 41.67	-	\$ 41.67	\$ 173.20	\$ 333.33	\$ 173.20
52102	\$ 6,178.35	\$ 514.86	-	\$ 514.86	\$ 534.66	\$ 514.86	\$ 940.43	\$ 4,118.90	\$ 1,897.95
52103	\$ 39,784.46	\$ 3,315.37	-	\$ 3,315.37	\$ 2,364.51	\$ 3,315.37	\$ 2,665.58	\$ 26,522.97	\$ 18,604.23
52104	\$ 2,027.24	\$ 168.94	-	\$ 168.94	\$ 169.79	\$ 168.94	\$ 60.12	\$ 1,351.50	\$ 765.17
52105	\$ 632.77	\$ 52.73	-	\$ 52.73	\$ 17.79	\$ 52.73	\$ 25.00	\$ 421.85	\$ 588.04
52107	\$ 25,000.00	\$ 2,083.33	-	\$ 2,083.33	\$ 500.00	\$ 2,083.33	\$ 35.00	\$ 15,666.67	\$ 3,000.00
54589	\$ 74,122.83	\$ 6,176.90	\$ 880.65	\$ 6,176.90	\$ 3,636.61	\$ 6,176.90	\$ 4,099.53	\$ 49,415.22	\$ 25,063.45
Total Operating Expenses:									
	\$ 265,940.04	\$ 22,161.67	\$ 880.65	\$ 22,161.67	\$ 24,075.64	\$ 22,161.67	\$ 15,957.40	\$ 377,293.36	\$ 114,447.13
CAPITAL EXPENSES									
47501	\$ 38,441.67	-	-	-	\$ 2,135.64	\$ 19,220.84	\$ (2,135.64)	\$ 38,441.67	\$ 27,650.76
47502	\$ 4,465.15	-	-	-	-	\$ 4,912.62	\$ 2,135.64	\$ 9,465.15	\$ 2,135.64
47501	\$ 240,000.00	-	-	-	-	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00
47502	\$ 189,565.00	-	-	-	-	\$ 94,782.50	\$ 94,782.50	\$ 189,565.00	\$ 189,565.00
Total Capital Expenses									
	\$ 477,471.82	\$ 477,471.82	\$ 880.65	\$ 477,471.82	\$ 2,135.64	\$ 358,915.96	\$ 334,782.50	\$ 677,471.82	\$ 459,351.40
Total Expenses and Capital									
	\$ 743,411.86	\$ 22,161.67	\$ 880.65	\$ 22,161.67	\$ 26,211.28	\$ 28,877.62	\$ 350,719.90	\$ 658,765.18	\$ 571,798.53
INCOME DETAILS									
6306/6305/636	\$ 265,940.04	\$ 66,485.01	\$ 316.79	\$ 66,485.01	\$ 24,228.46	\$ 66,485.01	\$ 39,990.91	\$ 199,455.03	\$ 184,584.32
6304	\$ 38,441.67	-	-	-	\$ 585.10	-	\$ 7,010.56	\$ 14,234.41	\$ 14,047.90
6305	\$ 9,465.15	-	-	-	-	\$ 19,220.84	\$ 14,047.90	\$ 19,220.84	\$ 14,047.90
6306/6311	\$ 240,000.00	-	-	-	-	\$ 4,732.58	\$ 2,378.14	\$ 4,732.58	\$ 2,378.14
6312	\$ 189,565.00	-	-	-	-	\$ 120,000.00	\$ 97,552.00	\$ 120,000.00	\$ 98,978.88
6313	-	-	-	-	-	\$ 94,782.50	\$ 85,569.62	\$ 94,782.50	\$ 88,735.28
6314	-	-	-	-	-	\$ 12,168.26	\$ 12,168.26	\$ 12,168.26	\$ 25,052.30
Total Income/Minus									
	\$ 743,411.86	\$ 66,485.01	\$ 13,682.66	\$ 66,485.01	\$ 24,823.56	\$ 238,735.91	\$ 258,919.08	\$ 438,190.94	\$ 428,634.78

Add Cell for New Month

Notes:
 (1) Emergency Repair 10/18/16 in front of 692 Boston Post Road \$2,584.50. Septic Pump Lift Station (Ed O'Neil) \$1,704.50 and Regan Septic \$880.
 Reconciling MEMNS Cash Error with YTD Actual
 4430 Wastewater Exp Total YTD \$ 314,782.50
 4230 Salaries YTD \$ 16,269.93
 Less LTD Principal YTD \$ (267,650.76)
 Less LTD Interest YTD \$ (191,700.64)
 Plus Monthly Utility Bills entered on Sam's Budget \$ 12,896.17
 Total Actual YTD Expense on Budget \$ (95,402.80)
 Total Actual YTD Expense on Input Sched \$ 114,447.13

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 11 JANUARY 2017**

In Attendance: Fred Knight, Rick Greene and Jane Capasso

Absent: Sam Potter

Guests: Anette Lewis, Linda Segal and Richard Turner

Meeting Location: 8:00 pm Wayland Town Building, Selectmen's Office

DRAFT MINUTES

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

8:00 1. Call to order (delayed start due to Public Records Presentation from 7-8 pm)

8:01 2. Public comment - None

8:05 3. Following 12 Dec 2016 joint meeting with Board of Selectmen (BoS), continued discussion of agreement between Wayland Meadows, LLC and the Town on transfer of excess land and associated 380 gpd design flow leftover from Wayland Commons project in return for forgiveness of previous charges for the design flow. Agreement has to be signed by all parties. Motion needed for WWMD C approval of the agreement. The agreement with the BoS includes assignment of 380 gpd plus another 440 gpd already available to 5 Concord Road (current Library) and, in return, payment of a PILOB of \$56,000 to the WWMD C from the BoS. Chair's suggested next steps are:

1. Declare the operations/betterment payment from the parcel and excess 380 gpd from the Wayland Commons development as not collectible. Jane is asking how to do this.

Jane spoke with Zoe Pierce, Treasurer: A unanimous vote and signature by all three board members is needed to do an abatement of the approximately \$18,000. Zoe and Brian Keveny, Finance Director, agree there is no upper limit on abatements. Rick would like to know what part of this amount are fees incurred due to non-payment of the operations billing. Jane will supply this information.

2. Get Conservation Commission approval to accept parcel. No discussion.
3. Complete and sign the agreement between WWMD C, Wayland Meadows, LLC, and the BoS. All parties need to sign.

Fred: We do not know where the agreement stands. Sam is working on this. Based on the December 12, 2016 meeting between the BoS and WW, the Selectmen are ready to transfer payment as long as all parties agree: The Conservation Commission receives the transfer of land and WW receives the design flow.

4. Transfer \$56,000 from some fund in the Town (free cash?) to WWMD C retained earnings acct. This effectively pays the Library's betterment with the PILOB part of \$53,600.

Fred: Of the \$56,000 PILOB the Town pays WW, the library receives \$2,400 to pay for the design flow capacity for this year. On the Quarter 3 billing, Jane will setup the account, (no bill for FY17 since we are receiving the \$2,400) to bill for

the library's capacity. Jane will write a letter to Christin Pier, Administrative Assistant of the Library informing them that they should include \$2,400 in their FY18 Budget.

5. Update the worksheet for betterments by adding \$53,600 - Fred and Jane will work on this.
6. Keep \$2,400 as designated for Library payment for FY2017 for the 820 gpd (380+440 gpd) design flow, which the Library now owns - See #4 above.
7. Make sure that the FY2018 Library budget includes operations payment for the 820 gpd - See #4 above.
8. Update the billing spreadsheet for operations by adding a line for the Library starting in FY2017 with 0 gpd flow until they are connected. Until then, they pay only for 820 gpd of design flow as an operational charge - See #4 above.

- 8:22 4. Update on the Capital Project list for the Treatment Plant: Jane spoke to Ben Keefe, and he will start investigating what items are open and have the appropriate person start working on them. Jane asked for a monthly update for our Board Meeting.

Fred: The Capital Project Account has approximately \$240,000 with about \$60,000 in items to be completed from the punch list. Once the items are completed, the Town will take over the remaining debt less about \$50,000 which WW is allowed to keep.

Fred will talk with the Town and Board of Public Works about switching Ben Keefe's responsibilities to the new DPW Director during the month of February.

- 8:27 5. Review of the updated list of Average Gallons Pumped from the WhiteWater DMR.

Discussion on the highs and lows of the flow and its relation to rain fall. Fred has 6-7 years of historical data which he will give to Jane. Jane will update this report quarterly.

- 8:33 6. Continued discussion of draft revision of WWMDC Rules and Regulations, specifically the modification of section on connections and alterations.

Rick organized the format of the document. Added water conservation information.

Anette: Suggested under water conservation to add the date of incorporation. Rick will revise Article 3, Section 1 on requesting a change in design flow and if design flow is denied that there is no recourse. Changes will be made by Rick before the next meeting.

- 8:45 7. Approve minutes from previous meetings—7 Dec 2016 and 12 Dec 2016.

December 7, 2016 (regular board meeting) and December 12, 2016 (meeting with Board of Selectmen) both were approved with suggested changes. Carried with a vote of 2-0.

- 8:52 8. Administrative items

- 1) Review of the updated list of the WhiteWater Alarm Calls for the treatment plant. Jane will update this quarterly.

Reviewed the alarm calls WhiteWater billed Wastewater from FY15 to the present. The number of calls is down.

- 2) Renewal of the OARS Water Quality Monitoring of the Sudbury River – Board

review and signature.

Annual OARS budget increased \$263 over last year primarily due to increased costs in analysis and personnel. Fred signed the letter. Rick motioned for approval and Fred second – vote carried 2-0.

8:55 9. Pay Bills, monthly budget update, year-to-date finances and monthly commitments.

Monthly bills totaled \$22,053.22. OARS budget increased the monthly billing by \$6,803. Board reviewed the monthly budget. No commitments were signed. Rick motioned approval of bills, Fred second – vote carried 2-0.

9:00 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

- 1) National Development inquiry into design flow for an Art Studio that will hold painting classes and serve beer, wine and reheated appetizers.

Rick: A change of use and design flow in an already built out space, which has design flow assigned to it, is allowed. Jane is checking with the Board of Health on the regulations for this. Fred and Rick: In their opinion, this will be classified as a fast food restaurant for Title V with the number of seats to be determined. Linda Segal: According to the Master Special Permit or Special Permit rules a fast food restaurant is not allowed. Jane will research this. Fred: Jane to email the Board's opinion to Dave Costello, National Development and let them know they need to go through the BoH and Building Department for approvals. Fred would also like to know if they have plans to change the use of other buildings.

- 2) Disposal Fee – Ben Keefe's office has asked WW to begin paying for trash disposal at the treatment plant. Fred made the motion, Rick second – vote carried 2-0. Jane will get the contract from B-P Trucking and change the billing address to WW.
- 3) Journal Entry Correction – Treasury created a journal entry to correctly record the old betterment bonded debt interest for FY17. The interest was incorrectly recorded in the principal account. Fred signed the entry as WW's Department Head.

9:20 11. Website status: recent postings and organization.

Fred: Nan Balmer said the Town is looking into a new website for the future. Based on the Public Records Law seminar. Jane will start posting all attachments from each Board Meeting on WW's Website.

9:27 12. Calendar: upcoming meetings and events, including hearings.

February 8, 2017 is the next WW Board Meeting.

9:29 13. Public Comment

Linda Segal: Has WW thought about putting solar panels on the roof of the Treatment Plant. Jane will discuss this with Ben Keefe. The Energy Initiatives Advisory Committee (Tom Sciaca and Anne Harris) is in charge of this project.

9:31 14. Adjourn