

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 17 MAY 2017**

In Attendance: Fred Knight, Rick Greene and Jane Capasso.
Absent: Sam Potter
Guests: None
Meeting Location: 7:30 pm Wayland Town Building

MINUTES

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

- 7:38 1. Call to order
- 7:38 2. Public comment – None.
- 7:39 3. Final review of transfer of land and design flow from Wayland Meadows (WM) to Conservation Commission (Con Com) (land only) and to BoS (design flow only) to be allocated to 5 Concord Road. Documents have been approved. Final action is whether the WWMDC shall pay for part of or all legal expenses. Charges were \$1,056 from Mark Lanza for an initial draft of the agreement for land transfer, \$1,295 from KP Law for editing of my draft of the BoS/WWMDC agreement, and a nebulous estimate of \$2,000 for the remainder of FY2017. I cannot see any justification for the \$2,000, as I do not see any issues to justify this estimate. Arguments have been put forward both ways. Chair will review these. Basically, Fred argues that payment of legal fees should be split among Cons Comm, BoS, and WWMDC, namely the following:
1. One-third of Mark Lanza's charge, namely $\$1,056/3 = \352 , 1/3 to Cons Comm, 1/3 to BoS
 2. One-half of KP Law's charge, namely $\$1,295/2 = \648 , 1/2 to BoS
 3. Nothing for future expenses.

The WWMDC total is \$1,000. In contrast, Nan argues that Cons Comm and BoS do not have ability to pay these unless they ask the Finance Committee, so WWMDC should pay all.

Fred: Everything has been completed but he is not certain if WM has signed the agreement. WW, BoS and Con Com approved the agreement and will sign after WM.

The ATM Article did not include legal expenses. This was an oversight by Fred. In the past, the BoS had a budget and the Finance Committee covered legal expenses. The Finance Committee is no longer doing this and WW was not made aware of this. In the future WW will include legal expenses. Rick: Agrees the Town should split the costs. The Con Com receives the land, the Town receives capacity and WW receives the Paid in Lieu of Betterment from the BoS. There is no net benefit to our users, which makes paying legal expenses hard to justify. Jane: Beth Doucette just received an additional \$573.50 for KP Law for expenses from the March bill. Rick made a motion that the \$1,056 should be split between WW and Con Com and the \$1,295 plus \$573.50 should be split between WW and the BoS. Fred second the motion. Passed 2-0. Fred will discuss legal expenses with Nan Balmer.

- 7:45 4. Update of design flow accounting for the Town Center. Review of current allocations including the reallocation of 500 gpd for new doctors' practice approved by WWMDC on 1 Mar 2017. Discussion of National Development's plans for future businesses.

National Development contacted the BoS to discuss plans for future business. WW was asked to phone into the meeting and this did not happen. Fred and Rick feel National Development should discuss their needs with the WWMDC and not with the BoS. National Development suggested that their actual use does not come close to the assigned Title V Design Flow and they are planning to discuss this with the DEP and/or EPA. Fred would prefer they talk to WW first and when they have a plan, use our Change of Use procedure

to deal with any potential changes in capacity. Rick is in agreement.

- 7:58 5. Continued discussion of draft revision of WWMDRC Rules and Regulations, specifically the modification of the section on connections and alterations. This is an on-going discussion that may continue, but we are nearing agreement. Are we ready to approve the revised Rules and Regulations?

Rick reread the agreement. 1) Made WWMDRC and Commission consistent with WWMDRC. 2) Director or designee updated the definition. 3) Updated Article and Section numbers 4) Article 3, rearranged paragraphs. Fred: Reviewed Article 3 in detail. 5) Rick: Article 2, Section V – Violations and Misdemeanors: Fred and Rick agreed the wording would change to: Any person in violation of the rules and regulations, as codified in local state or federal laws, is liable to the rules. 6) Rick: Article 4, Section 1.D – Rick: Change to say plans should be presented to the Board of Health or Building Department and WW's change in use procedure followed. Fred will review the whole document for the next Board meeting. We would anticipate approval next month.

- 8:08 6. Report from Chair on the efforts to get Tom Holder, the DPW Director, to oversee some WWMDRC operations, specifically starting with oversight of maintenance, emergency response, oversight of Whitewater, and interactions with outside agencies (mostly DEP and EPA). The chair's hope is that the DPW will soon begin to handle emergencies and requests for marking wastewater line locations (just like water line locations), as well as provide supervision for on-going administrative activities.

- First, Fred produced a White Paper that was sent to the BOPW and discussed at their last meeting; see 25 April 2017 BPW meeting at ~14:30 into their meeting and available on waycam.tv government on-demand.
- Second, there was a discussion about the initial tasks that Tom could undertake on 10 May 2017. Attendees were Nan Balmer, Woody Baston, Jane Capasso, John Senchyshyn, Tom Holder, and Fred Knight. Fred had ranked possible initial tasks in a table before the meeting. We discussed each of these with an initial implementation.
 - 1) Maintenance of the wastewater system: Initially, verification of as-built drawings and contracting with an agency to mark pipe locations when needed for excavation. Weston and Sampson, who did the original as-built drawings in 1999, should be contacted first. Then an RFP may be needed to redo the as-built drawings. An interim method of providing the original as-built drawings with a liability limiter on a cover page is needed.
 - 2) Emergency response: Initially, contracting with a company. We need an RFP, a list of possible vendors from Tom, solicitation of bids, and review and selection. Funds for this have to be found, possibly from WWMDRC retained earnings.
 - 3) Oversight of Whitewater: Initially, Tom's review of extra charges by Whitewater.
 - 4) Interaction with outside agencies: Initially not necessary.

In the May 10, 2017 meeting it was decided that Tom will start working on items 1, 2 and 3 for the near future and he will discuss this with the Board of Public Works at their May 23, 2017 meeting. It was agreed that better maintenance is needed for the Route 20 wastewater system. Particularly, As Built Drawings and a maintenance contract for the system. Tom will contact Weston and Sampson to see who did the original as built drawings, which are not very accurate, so they can be updated.

At tonight's meeting, the Board asked Jane to discuss with Tom about creating a disclaimer letter to handout with as built plans for mark-outs. Rick asked if there were checks for the rest of the system (outside the treatment plant). Fred: we need someone to do this.

Fred's memo May 10, 2017 lists 13 items to be worked on. Under discussion is: An RFP for

mapping the Route 20 System and a maintenance contract. Fred: How much this will cost and can WW pay for this using retained earnings? Jane: Alf Berry is overseeing getting As Built Plans for the Town Center, which is in process.

Fred: Our contract with WhiteWater for the treatment plant has some expenses that need research. Tom agreed to look at the monthly bills.

WW needs to setup an agreement with contractors for emergency response. Until this can be setup WW will continue to use local companies and Ben Keefe will be contacted to respond to emergencies. Tom will draw up an RFP. There may be a monthly charge to have a contractor available for emergency responses.

Oversight of WhiteWater activities and monthly bills. Tom will get a better understanding of the plant by meeting with Dave Boucher and going on a tour. Jane: Tom reviewed the most recent WhiteWater Bill and has some questions for the WWMDC. Rick: Could the Water Department respond to our emergencies. Until this can be worked out, John Senchyshyn, at the May 10, 2017 meeting, said there can be no Water Department involvement due to union contract negotiations.

Fred: Next steps - Tom will talk to BoPW about his involvement in the above items; Fred will view or attend this meeting. Nan is in favor of combining Water and WW functions. Rick has spoken to others that Water and WW should be split off from BoPW. Fred: The WWMDC is very appreciative of Tom Holder's help.

- 8:25 7. Approve minutes from previous meetings—12 Apr 2017 and 24 Apr 2017.

4/24/17 - Fred will supply additional text to item 3. Rick: Motion to approve minutes with the changes as described by Fred. Second Fred, passed 2-0.

4/12/17 – Fred will add a post meeting comment to number 6 that the Town's insurance company was contacted and there is no insurance for underground excavation. John Senchyshyn will look into this type of insurance. Rick: Motion to approve minutes with changes as noted by Fred. Fred second, passed 2-0.

- 8:45 8. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

Bills: Summary sheet showing the total cost of the 268 Boston Post Road emergency \$17,989. Your Electrical Solutions performed testing and replacement of electrical lighting and batteries for \$4,343. WhiteWater Bill for May included \$7,170 in sludge expenses due to emergency calls at the treatment plant. Total Bills \$33,978. Rick motioned that we pay bills as stated. Fred second, passed 2-0.

Monthly Budget: Rick: Jane check what we have received for betterments verses billed year-to-date. Jane did a comparison of Revenue billed verses received year-to-date and it looks reasonable. Analysis was based on data as of May 10, 2017. Bills were not due until May 18, 2017.

Forecasted FY2017 expenses as of June 30, 2017. Forecast is favorable to budget by approximately \$26,302. Fred: We should have Tom review our budget and to look at the high number of emergency calls and what can be done to fix this.

Two Commitment letters signed.

- 9:05 9. Administrative Items, if any

A. Treatment Plant Punch list – Jane: Ben Keefe received an email from Ian Catlow asking for a meeting with WhiteWater to discuss any open items and finalize the punch list. Fred: Jane is to see if the items completed on the punch list are being charged against borrowed funds. Once the punch list is completed, what amount of

the funds will go to WW and to the Town? WW will need a ruling from the Department of Revenue on the disposition of the remaining funds.

- B. Quarterly Reports - None
- C. Treatment Plant Repair Bills – Dave Boucher, WhiteWater, informed Fred that the Wilo EQ Mixer Pump with a cost of \$8,500 needs replacement. Fred approved the purchase which should be complete in June. The emergency lights were tested and replacement for lighting and batteries completed in February. The bill was received in May for \$4,343 from Your Electrical Solutions.
- D. 268 Boston Post Road Emergency, Shep’s Gas Station – Fred: Reimbursement is not possible. It was WW’s responsibility to provide mark-outs. For liability reasons the Water Department did not supply the As Built Plans. Shep’s contractor by accident nicked the force main. Wayland’s insurance does not cover underground problems. Rick: We need to solve who will do the mark-outs. At the May 10, 2017 meeting, Tom agreed that WW will give the As Built Plans with a disclaimer cover letter since the Plans are not very accurate.
- E. Sam Potter renewing as Commissioner – Fred: Sam has a new job in Florida and won’t be back anytime soon. Jane informed MaryAnn DiNapoli, BoS Office, who will take his name off the list. Fred: Should we contact Dave Schofield, who had the position in the past? Rick: How about Kamal Namou, who ran for BoS? Jane will contact Kamal.
- F. FY18 approved Budget vs Rate Hearing numbers: Finance Department changed salaries after WW held their rate hearing. The Monthly Operating Budget will be based on the Rate Hearing numbers and the MUNIS system/Town will have a larger budget by \$4,472 for salaries.
- G. Treatment Plant Maintenance Contract Summary – WW recently took over the contracts and annual maintenance for the following companies, from the Facilities Department: Keane Fire & Safety, Keyes North Atlantic, South Shore Generator and Your Electrical Solutions. When the FY18 Budget was created, these expenses were unknown and not included in the Budget.
- H. BP Trucking – Rick: How much trash do we have monthly and do we need a dumpster? Jane to contact Pat Morris, Facilities.

9:30 10. Revisit the long-term viability of the betterment. Ten years from now there will be a shortfall in the betterment account unless funds are invested to realize growth that has associated risk as well. Here is some background--the way Fred sees it:

- On the betterment balance over time, I think that all we need to keep up-to-date is the one spreadsheet that Cindy and Rick put together. There is one free parameter on that sheet: the effective interest rate of the retained earnings from betterment payments. Setting it to 1%, there is a shortfall in 2027 that grows and then decreases until close to the end of the bond payments in 2033. The shortfall is smaller if the effective interest rate is higher, or if operations funds (the part of the retained earnings that I associate with operations) are used, as Mark Abrahams did.
- Now, we employed Mark Abrahams to bless this spreadsheet, i.e., to divide our retained earnings into two pots, one earmarked for betterment payment and the second for operations. If we can maintain the balances of these, we will know how much can be spent on operations versus the amount needed to fund the betterment over time. To me, this is all we need. We get the betterment funds from the spreadsheet Cindy and Rick put together, and the amount that can be used for operations is the difference of the total balance and the betterment amount.
- This situation described above is to be contrasted with Mark’s assessment. In his case, he allowed all retained earnings to be used for debt payments. My feeling is that we need to allocate funding of the betterment only from pre-paid betterments, apportioned betterments, and the PILOB. The betterment fund goes below zero earlier (2027) than Mark estimated when he used all our retained earnings to pay betterments. Instead we go farther below zero.
- Attention needs to be paid to this predicament of a shortfall in funding during bond repayment; even the final balance has sufficient funding.

Fred: WW should use the spreadsheet Cindy and Rick created and update it using 1% interest and subtracting any accounts that are paid in full. Rick: The retained earnings account for the betterment should contain betterments collected, accounts paid in full, interest and PILOB's (paid in lieu of betterment's). Fred will discuss betterment with Nan.

- 9:43 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- A. 40 Hastings Way Abatement – The Water Department gave an abatement for a problem with the humidification system in the past and will not give a second abatement for the same problem. The Owner said his plumber indicated the water was going into the air and some on the basement floor. Rick: Can he prove that the water did not go into the WW system? He used 524 gpd of water which seems extremely high. Rick: Have the owner follow the abatement procedure on the WW website and include a detailed explanation of where the water went. Fred agrees. Jane will email the owner.
 - B. WhiteWater Contract verses Billing: Tom's review provided the following questions: 1) Did WW agree to the 2016 increase in rates and particularly Markup changing from 10% to 15%? 2) The Consumer Price Index says nor more than a 2% increase in salaries. WhiteWater raised their rates in year 2 of the contract by more than 9% in some instances. The WWMDC decided to discuss this at a later date.
 - C. OARS Water Quality Report for 2016 – Rick will review and discuss at the next meeting.
 - D. Jane's Duties – List updated for Jane's review in June and Nan Balmer asked for an update. Jane will provide Fred with performance review form. Board will review Jane's duties keeping in mind that Tom may be handling some of these duties.
 - E. Website – What types of final documents does the board want? Fred will work on this.
 - F. Selectmen Meeting Dates. WW may be updating their FY18 Budget for unbudgeted expenses from maintenance contracts and RFP's for services needed to maintain the sewer system and to perform mark-outs. Jane will check with Brian Keveny to see if this can be presented at the next Town Meeting.
 - G. Keane Fire & Safety suggested WW purchase a Water Mist extinguisher, but it wasn't necessary. Fred and Rick agreed WW does not need this.
- 9:26 12. Website status: recent postings and organization. Monthly Agenda's and minutes including documents reviewed at the board meeting are posted.
- 9:27 13. Calendar: upcoming meetings and events, including hearings. WW's next Board Meeting is June 14, 2017.
- 9:28 14. Public Comment – None
- 10:03 15. Adjourn

Attachments:

Wayland Meadows Legal Expenses email.

Draft of WW's Rules and Regulations

Draft April 12, 2017 minutes

Draft April 24, 2017 minutes

Summary of 268 Boston Post Expenses

Summary List of Bills

Summary List of WhiteWater Bills

Monthly Operating Budget

Forecasted Year-end FY17 Budget

Summary of Revenue billed verses Received year-to-date (Cash Receipts Sched)

Commitment Letters

FY18 approved Budget vs Rate Hearing

Treatment Plant Maintenance Contract Summary
Review of Maintenance Contracts: Keane Fire & Safety, Keyes North Atlantic, South Shore
Generator and Your Electrical Solutions.
Betterment Spreadsheet created by Rick and Cindy
Memo on 40 Hastings Way Abatement
OARS Water Quality Report – Binder will be filed in the WW Office
List of Jane's Duties
Water Mist Fire Extinguisher Flyer

From: Doucette, Elizabeth
Sent: Friday, May 05, 2017 12:00 PM
To: Knight, Fred
Cc: Balmer, Nan; Gretchen Schuler; aida gennis; Karlson, Cherry; Lea Anderson; Capasso, Jane
Subject: RE: Funding Request for Legal Costs

Hi Fred,

In rereading my memo it was not clearly stated. My apologies for this. Where the memo states "requesting a payment adjustment of \$3,919, or the actual amount incurred by June 30th" it should instead have clarified that the payment adjustment would not exceed the amount for actual services incurred.

Sincerely,
Elizabeth Doucette

5/12/17 - Beth Doucette - a couple hundred more has come in from KP since this email. The \$2000 is an estimate from now to June 30, 2017,

F/U 6/20 - Total FY17 Costs ? Beth

From: fred knight [mailto:fred.knightway@gmail.com]
Sent: Thursday, May 04, 2017 9:13 PM
To: Doucette, Elizabeth
Cc: Balmer, Nan; Gretchen Schuler; aida gennis; Karlson, Cherry; Lea Anderson; Capasso, Jane
Subject: Re: Funding Request for Legal Costs

All,

As chair of the WWMDC, I received a request from Beth Doucette to pay legal expenses related to the transfer of land and Title V design flow from Wayland Meadows to the Town. Charges were \$1056 from Mark Lanza for an initial draft of the agreement for land transfer, \$1295 from KP Law for editing of my draft of the BoS/WWMDC agreement, and from a nebulous estimate of \$2000 for the remainder of FY2017. I cannot see any justification for the \$2000, as I do not see any issues to justify this estimate. As to the others, my feeling is that these legal expenses should be shared among the Board of Selectmen, the Conservation Commission, and the WWMDC. In addition, there might be other considerations.

First, the requesting Article 19 passed the 2016 ATM included \$438 for expenses. Article 19 comments had the following:

The needs of the current library are estimated to be in the range of 400-500 gpd, so 820 gpd would provide wastewater capacity to support expansion. The cost of \$56,000 is driven primarily by the payment in lieu of benefit charge of \$53,356 (calculated at the same rate as the FY2015 betterment charge paid by current users), \$2,207 in FY2017 operational cost, and \$438 for clerical charges and other expense.

In estimating these expenses, I should have anticipated legal expenses and will do so in the future. However, to now request payment seems contrary to how operations have occurred up until this point. For the future, if legal expenses are anticipated, they should be included in the article. For this case, one might argue the we should assume the model of legal expenses that was in place at the time, namely that they would be covered under the Board of Selectmen. For the future, making estimated legal expenses part of articles seems quite appropriate.

Second, a charge from KP Law for 7 hours of time needed to edit the draft of the agreement seems very high to me. I spent much less time than this drafting the agreement, and the helpful changes were important but not

large. Another point is that Mark Lanza drafted an entire agreement for land transfer in less time, but KP Law may have made changes here, adding to their total.

Third, there might be consideration of the number of people affected by this transfer. The users of the WWMD number fewer than residents of the Town. Some weighting of shares might be appropriate. On the other hand, the transfer of Title V design flow benefited the WWMD users. I note this only to point out that costs born by each WWMD user are higher than for each Town resident.

With these considerations in mind, I am willing to present to the WWMD a request for only some of these charges. I suggest the following:

$\$1056/3 = \352

1. one-third of Mark Lanza's charge, namely $\$1096/3 = \365 , 1/3 to Cons Comm, 1/3 to BoS
2. one-half of KP Law's charge, namely $\$1295/2 = \648 , 1/2 to BoS
3. nothing for future expenses.

The WWMD total is \$1013.

*@ March Bill (not received)
\$573.50. Deduct from
\$2000 estimate*

Sincerely,
Fred Knight, chair of WWMD

*Beth just said we
have add'l charges*

ww owes / Fred

<u>\$352</u>
648
<u>\$1000</u>
↓ 191.17 ($\$573.50/3$)
<u>1191.17</u>

--
Fred Knight, fred@knightway.org, 508 358 0834

On Wed, May 3, 2017 at 3:58 PM, Doucette, Elizabeth <edoucette@wayland.ma.us> wrote:

Dear Fred,

In Fiscal Year 2017 Town departments and projects, overall, utilized more legal services than budgeted resulting in a projected budget deficit. Departments or projects with available funding are being asked to consider making a one-time payment adjustment to assist the Town in balancing the Legal budget.

I have attached a detailed list of the legal services provided to your department or project in Fiscal Year 2017, as well as a memo requesting a payment adjustment of \$3,919, or the actual amount incurred by June 30th, for legal services provided for the Wastewater Management District Commission; the detailed accounting of legal services provided for Wastewater Management District Commission thus far in FY17 totals \$2,351 and additional legal services through June 2017 are estimated to cost \$2,000.:

\$1,295 KP Law – 7 hours @ \$185/hour

1,056 M. Lanza – 6.6 hours @ \$160/hour

2,000 Estimated legal services through June 2017

Less \$573.50 March invoice (Deduct from \$2000)

Thank you very much for your assistance.

Sincerely,

Elizabeth Doucette, MCPPO

Financial Administrator

Town of Wayland

41 Cochituate Road, Wayland, MA 01778

508-358-6821

Total Legal Costs	Fried's Calculation
1295 / 2	648
1056 / 3	352

573.50 / 2
Per Fried

(This comes out of the \$2000 end of yr estimate)

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 WWMD 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") shall mean the wastewater discharge Design Flow (q.v.) assigned by the WWMDC 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 WWMDC.

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 WWMDC 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 (also "the WWMDC").

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

Design Flow refers to 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 shall mean 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 shall be 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 shall mean 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 WWMDC. 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, water conservation standards, 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 WWMDC.
- 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, 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 Articles III and IV of these Rules and Regulations.

Section 8. Vandalism

- a) 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) 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

- a) These Rules and Regulations may be revised from time to time by formal vote of the WWMDC.

ARTICLE III. BUILDING SEWERS AND CONNECTIONS

Section 1. General

- a) Modifications to design flow, either through a new connection, an increase of design flow, or a decrease of design flow, are handled by the WWMDC in cooperation with the Board of Health. The process is outlined in Section 2 of this article. Each specific type of modification is discussed in the following three sections (3, 4, and 5).
- b) 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 WWMDC without first submitting a completed Sewer Use Discharge Permit application and getting an approved Connection Permit from the WWMDC.

Section 2. 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. The WWMDC and Board of Health provide user with Title 5 guidelines and design flow.
 2. The User completes Sewer Use Discharge Permit Application for new design flow or alteration of design flow.
 3. The 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 3. Applying for a New Connection

- a) 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 WWMDC, for a Class I, Class II, or Class III Connection Permit, shall be paid to the Town at the time the application is filed.
- b) 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 WWMD, in consultation with the Board of Health, shall assign a Title 5 design flow.

- c) 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 WWMD 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 Increasing Discharge Design Flow

- a) A request by a user to increase discharge design flow must be related to material change in the building (e.g. additional square footage) or use (e.g. change of business activity) of the connected property. All changes must comply with relevant State and Town laws and regulations. Any request by a connected user to increase assigned design flow must be consistent with Title 5 guidelines in 310 CMR 15.203.
- b) The user must submit a completed Sewer Use Discharge Permit application as described above in Section 2. The change must be pre-approved by the Board of Health.
- c) The WWMD 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 WWMD 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 4. Process for Surrendering Discharge Design Flow

- a) Any request by a connected user to surrender assigned design flow capacity and return it to the WWMD must reflect a permanent, material change in the building on the property (e.g. demolition), or a change in use (e.g. long-term change in business use). Once a user has surrendered design flow capacity and it has been accepted by the WWMD, the building has no further claim to the capacity at a future date, notwithstanding any payments made or costs incurred by the user.
- b) The WWMD may accept the surrendered capacity if it determines that such an action is in the interest of all system users; the WWMD is under no obligation to accept any offer to surrender capacity if it determines this could have negative consequences for other system users.
- c) If the WWMD accepts surrendered capacity, the user is no longer responsible for future operational changes. The WWMD is under no obligation to compensate the user for paid or outstanding betterment assessment charges, or previously billed connection charges, privilege fees, or operational fees.

Section 5. 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 WWMD from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

Section 6. 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 7. 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 8. 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 9. 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 10. 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 11. Connection Inspection

- a) The applicant for a building sewer connection permit shall notify both the WWMDC and the Board of Health when such sewer connection is ready for inspection prior to its connection to the WWMDC'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 12. 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 13. 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 14. 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 WWMDC 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				
	Residential		Commercial	
Appliance/Fixture	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 WWMDC, 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 WWMDC 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, naphtha, 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 WWMDC'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

- a) 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.
- b) 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.
- c) 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:

<u>Average Actual Daily User Discharge</u>	<u>Monitoring Frequency</u>
• less than 1,000 gpd	semiannually
• 1,000 to 2,000 gpd	quarterly
• more than 2,000 gpd	monthly

- d) 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.
- e) 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.

- f) 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.
- g) 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.
- b) In the event that a user is assessed a penalty fee for two quarters in a single year billing cycle, the WWMDC reserves to right to inspect the customer premises in accordance with Article II, Section 7 to assess compliance with water conservation standards set forth in Article IV, the facility conforms to assigned design flow capacity as set forth Title 5 in 310 CMR 15.203 of the MGL.

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 17 May 2017

AYES: Fred Knight, Chair
Sam Potter
Rick Greene

NAYS: None

ABSENT: None

NOT VOTING: None

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 12 APRIL 2017**

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

Absent: Sam Potter

Guests: Linda Segal

Meeting Location: 7:30 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.

7:30 1. Call to order

7:30 2. Public comment – None

7:30 3. Update on transfer of land and design flow from Wayland Meadows (WM) to Conservation Commission (CC) and to Board of Selectmen (BoS) to be allocated to 5 Concord Road. The transfer of the design flow was officially approved at FY2016 ATM in April 2016. The associated transfer of land has been a topic for the last 10 months. The status right now is that the transfers are ready to proceed, and two agreements are in final form. The WWMDC needs to approve and sign the agreement with WM and then send it to WM and CC for their signing. Then, the WWMDC needs to review the document on agreement with Board of Selectmen and sign the document on either 18 or 24 April 2017.

Two agreements to be approved:

- A. Between WM and WW/CC to transfer the land to the Town and the CC. WW is hoping to approve this agreement tonight, the CC on April 13, 2017 and WM by April 24, 2017. Based on today's Vadar reports the outstanding charges for betterment interest and operations have not been paid. Jane will follow up on this and ask WM if they will be able to sign the Agreements on April 24, 2017. Rick, in the agreement, the August, 2016 date should be deleted. Fred will discuss this with Nan. Rick motioned that with the removal of paragraph 1 on page 2 (transfer of sewer capacity) and delete the final clause beginning "which transferred to the owner". WW accepts this agreement. Fred agrees. Passed 2-0.

- B. Agreement between the BoS and WWMDC that transfers the 380 gpd of design flow from WM in exchange for a PILOB. WW will combine this with 440 gpd of design flow that was previously given to WW. The combined 820 gpd will be transferred to 5 Concord Road through this agreement. The BoS will pay off the betterment to the remaining amount of \$21,018 (original betterment \$24,727 less \$3,709 paid by WM over 3 fiscal years) and agrees to pay WW \$52,292 for the 820 gpd of design flow (includes \$2,207 operations fee and \$438 administration fee). Agreement changes: In Paragraph 6 of the agreement, Town Counsel added "the design flow could be divided between 5 Concord Road and another Town Building". The Finance Committee comments, for Article 19 in the 2016 ATM warrant, included this sentence that was not reviewed by WWMDC, is contrary to existing WWMDC policy and, indeed, not actually contained in the motion passed at ATM. Hence, WWMDC recommends excluding it. Rick: Change the effective date from April 1st, "to the date of this agreement" and Rick would delete "If capacity is not needed at 5 Concord Road". Fred: Believes this statement will grant special privileges to

the Town and the Town should follow WW's procedures for capacity changes. Rick motioned: That paragraph 3 change April 1st to "the date of this agreement" and strike the second sentence in paragraph 6 which discusses that the Town can divide the capacity. With these changes the WWMD C approves this document. Fred second the motion. Passed 2-0.

C. Fred: The CC will meet April 18, 2017 to approve the agreement. Nan will bring this to the BoS and on April 24, 2017. WW will finalize the agreement at the BOS meeting. Jane will discuss with Nan if Wayland Meadows has seen the agreement and will WM be at the April 24, 2017 meeting.

- 7:45 4. Update of design flow accounting for the Town Center. Review of current allocations including the reallocation of 500 gpd for new doctors' practice approved by WWMD C on 1 Mar 2017. Discussion of National Development's plans for future businesses.

Fred: No plans for changes in the near future. National Development is considering adding a septic system with a leaching field to increase available design flow. Jane will ask Nan to have the BoS discussion with National Development added to the 4/24/17 BoS's agenda.

- 7:50 5. Continued discussion of draft revision of WWMD C Rules and Regulations, specifically the modification of the section on connections and alterations. This is an on-going discussion that may continue, but we are nearing agreement.

Article VII, Section 3B, Penalties for Excessive Use changed to "In the event that a user is assessed a penalty fee for two out of 4 consecutive quarters, the WWMD C reserves the right to inspect the customer premises . . ." Rick will make changes.

- 7:57 6. Continued discussion of emergency event on 13 Mar 2017 when a leak was discovered and mitigated at 264 BPR in the main wastewater line. We will discuss the event, approve payment of bills for it, and discuss its implications. The importance remains that we need some way to deal better with emergencies. We also need to have somebody in town available to mark wastewater line locations in the case of excavation near our system. The chair's hope is that the DPW will soon begin to handle emergencies and requests for marking wastewater line locations (just like water line locations), as well as provide supervision for on-going administrative activities. Even more broadly, what is the composition of the WWMD C, and what is the possibility of creating a water/wastewater department?

Jane has contacted RH White several times and they expect to have all the information by next week. When all the bills have been received, Jane will give Fred all the bills and he will discuss this emergency at a meeting with Tom Holder, John Senchyshyn and Nan next week. Should Town Counsel be involved in this?

- 8:00 7. Approve minutes from previous meetings – 22 Mar 2017. Fred: Motion to approve the minutes with one change to #5, second paragraph "then WW could have some responsibility". Rick second the motion which passed 2-0.

- 8:04 8. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

Rick reviewed the list of Final Sales for the Quarter. Jane: WhiteWater credited WW \$1,410 for an overcharge of 12 hours of labor. Fred approved \$13,336.34 dollars of bills, which included a bill from Robert F Callahan \$1,050 for a Treatment Plant Repair (see below). The Commitment Letter was signed. Fred moved to pay the monthly bills as listed. Rick second. Passed 2-0. In the future, Fred would like Tom Holder, DPW Director to handle all emergency calls.

Rick: User charges on the monthly operating budget look low. Jane: The budget shows the forecasted billing, but the FY 2017 Quarter 3 bills will not be mailed until next week and the revenue will be recorded over the next 30 days.

8:17 9. Administrative Items, if any:

- A. Treatment Plant Punchlist – No update from Ben Keefe.
- B. Quarterly Reports:
 - i) WhiteWater Alarm Calls – Alarm calls for FY 2016: 49 total calls, 61.50 regular hours, 85 overtime hours. Alarm Calls for FY 2017: 40 calls so far. 62 regular hours and 66.5 overtime hours. We may end the year higher than FY 2016.
 - ii) DMR Average Discharge Flow. For FY2017 Q3 flow is significantly down. Potential reasons are the Winter Water use and Whole Foods being closed half way through March. Fred: We are well below for flow. WW is watching the total flow to see if an extra leaching field will be required for the Town Center. Jane: There is a possibility Fresh Market may not move into the Whole Foods space. Wayland MZL is continuing with renovations. Rick: If someone doesn't move into Whole Foods this could affect our revenue. Whole Foods pays a large amount in penalty charges. Jane: Will add quarterly water use in gpd, from the billing spreadsheets, for FY 2016 and FY 2017 onto the DMR Average Discharge Report. Fred will provide prior years.
- C. WhiteWater Contract. Rick: Would like to know when the contract is up for renewal and start the process of sending the contract out to bid. Jane will research this and contact Beth Doucette to start the process if necessary.
- D. Treatment Plant Repair Bill – Repair to two unit heaters and supply lines in the basement of the plant. Repaired by Robert F. Callahan for \$1,050.
- E. 19 Pelham Island Road (Moodz Day Spa) – On April 5, 2017 Jane received a call that the sinks and toilets were running slow. Since then there have been multiple calls from plumbers asking for the location of check valves and questioning whether this is Wastewater's problem. Jane supplied the As Built plans and Fred authorized the plumber to make repairs as needed. If the problem is from the curb to the force main then it is WW's responsibility. Jane asked for detailed repair notes and pictures from the plumber. Ben Keefe has spoken to the plumber as well. As of today's meeting, Moodz is still having problems. Rick: If the problem was on WW's system then 9 and 13 Pelham Island Road would be having problems. Nothing else WW can do. Jane will have the Plumber talk with Health and Building Departments to see if they have any sewer connection plans.
- F. As Built Plans for the Town Center are being created and Alf Berry, Town Planner expects them in the next month or two.
- G. Phone Message Change: Fred will discuss with Nan and John Senchyshyn Jane adding Ben Keefe's name to her voice mail message in case of emergency.

H. DMR Toxicity Report – Fred spoke to Andrea from the DEP and this report will be done annually. WhiteWater has this in the contract as an annual test. The Permit application is still outstanding with the DEP.

- 8:44 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any. None.
- 8:44 11. Website status: recent postings and organization – None
- 8:44 12. Calendar: upcoming meetings and events, including hearings. - Meeting with the Board of Selectmen to finalize the Wayland Meadows deal on April 24, 2017. The next WW Board Meeting will be May 17, 2017.
- 8:45 13. Public Comment – None
- 8:45 14. Adjourn

Attachments:

Wayland Meadows 2 Agreements
Rules and Regulations
March 22 2017 Minutes
Monthly Operating Budget
Summary of Bills
Commitment Letters
WhiteWater Alarm Call List
DMR Average Discharge

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 24 APRIL 2017**

In Attendance: Fred Knight, Rick Greene and Jane Capasso.
Absent: Sam Potter
Guests: None
Meeting Location: 7:30 pm Wayland Town Building, Planning Board Office
Meeting Location: 8:00 pm Wayland Town Building Board of Selectmen's Room
In Attendance: BoS: Lea Anderson, Cherry Karlson, Mary Antes, Doug Levine, and Louis Jurist. Nan Balmer, Fred Knight, Rick Greene and Jane Capasso

DRAFT MINUTES

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

7:29 1. Call to order

7:31 2. Public comment - None

7:35 3. Update on transfer of land and design flow from Wayland Meadows to Conservation Commission and to BoS to be allocated to 5 Concord Road. The transfer of the design flow was officially approved at FY2016 ATM in April 2016. The associated transfer of land has been a topic for the last 10 months. The status right now is that the transfers are ready to proceed with a few more actions. We will discuss those actions.

Fred: Nan spoke with Don Levine, Wayland Meadows, and she may have a comment for tonight's meeting. The Conservation Commission (CC) approved the acquisition of the land. Fred will discuss the 820 gpd not being available to split between other Town Buildings. WW does not want to set a precedent of users deciding on their design flow needs. Reviewed the Summary of the PILOB and Operations charges.

8:00 4. Joint meeting with BoS to sign agreement to satisfy Article 19 of 2016 ATM

Nan: The Agreement transferring the land and 380 gpd of design flow has been approved by the Conservation Commission and Wastewater. It is under review by Wayland Meadows and she does not expect any issues. The second Agreement, drafted by Fred, based on Article 19 approved at the 2016 ATM, is being presented tonight for the BoS's approval. Fred: The sentence put in by Town Counsel, based on comments from the Finance Committee added after the April, 2016 ATM, was taken out of the agreement. This sentence sets a precedent for users to question their design flow. The WW Board has set up a Change of Use Procedure, which is also in the newly revised WW Rules and Regulations to handle this. Allocating the 820 gpd of design flow to 5 Concord Road is currently not needed, but in the future this could be used for a new tenant. The 820 gpd is sufficient for an office. Lea: Agrees this should not be included. Rick: WW would react positively to any requests put forth through our Change in Use process. Cherry: Agrees that we should only enact what was voted at ATM and not comments. Lea to the BoS: Are we happy with the agreement and the \$52,291 PILOB to be paid to the Wastewater Management District Commission? Fred: revised the Agreement to equal the \$56,000 (numbers add to \$56,001) agreed upon at the ATM warrant. Louis agrees to allocate the 820 gpd of design flow to the building.

Cherry: Motion to approve the agreement between the Board of Selectmen and the Wastewater Management District Commission regarding a payment in lieu of betterment plus related costs in the amount of \$52,291 for 820 gallons per day of sewer capacity for 5 Concord Road; this vote is contingent upon the execution of a separate agreement between the Wastewater Management District Commission,

Conservation Commission and Wayland Meadows. Mary Antes Second the motion. All in favor 5-0. Motion passed. Nan will supply the final documents and contact Wayland Meadows for signatures.

8:10 5. Follow-up from item 4.

Nan will organize the final signatures and Jane will collect the final documents for WW's files.

8:11 6. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

- A. Future of WW – The BOPW will be discussing combining the Wastewater and Water Department's with Tom Holder as the Director, tomorrow night (April 25, 2017). Fred: Heard that one member of the BOPW may not want to combine the Water and Wastewater Departments. The rest of the Board is in favor. Tom Holder's credentials make him the perfect director for this.
- B. 19 Pelham Island Road, Moodz Spa – Plumber found that the knife valve is not working and the check valve at the pump was fine. The Plumber pulled the pump and sewage back-flowed onto the pavement. Board of Health, Facilities, Butler Septic and the WhiteWater Treatment Plant Manager were called in. This is the responsibility of the owner. WW is responsible from the curb to the force main.
- C. 309 Boston Post Road, Water Lily – Health Department noticed an area in back of the restaurant that looks like cooking grease. Health Department will investigate.
- D. 27 Hastings Way – Water use quadrupled for FY17 Q3. Water Department found the meter was working and no leaks. Owner is going to apply for an abatement from the Board of Public Works. If this is approved, WW will consider an abatement.
- E. WW Rules and Regulations - Will be finalized for the next board meeting.
- F. 21 Cochituate Road, A Muster/Olde Collins Market – Sullivan Connors Engineering is creating plans and applying for a permit. The owner would like to sell the property ASAP.

8:15 7. Calendar: upcoming meetings and events, including hearings. Next Board Meeting May 17, 2017.

8:15 8. Public Comment – None.

8:16 9. Adjourn

Attachments:
Wayland Meadows (2 agreements)

WWMDC FY2017 BUDGET

May, 2017

April 12 - May 10, 2017

SUMMARY	ACTUAL YTD		BUDGET YTD		YTD VARIANCE		ANNUAL BUDGET		NOTES
	\$		\$		\$		\$		
INCOME DETAILS									
User Charges	256,375.85		256,940.04	(9,564.19)	265,940.04		39,907.16	39,907.16	Quarter 3 being billed in April.
Other	31,989.43			31,989.43		8,700.72	8,700.72	8,700.72	Pen & Int. Liens, Misc Rev & Int Earned on Sav's
Old Betterment - Principal	25,069.26		38,441.67	(13,372.41)		10,532.51	10,532.51	10,532.51	Billed Nov & Dec on Tax Bill. Paid Feb & Apr
Old Betterment - Interest	4,486.73		9,465.15	(4,978.42)		2,010.82	2,010.82	2,010.82	Billed Nov & Dec on Tax Bill. Paid Feb & Apr
New Betterment - Principal	194,442.85		240,000.00	(45,557.15)		93,946.14	93,946.14	93,946.14	Billed Nov & Dec on Tax Bill. Paid Feb & Apr
New Betterment - Interest	202,466.13		189,565.00	12,901.13		112,442.45	112,442.45	112,442.45	Billed Nov & Dec on Tax Bill. Paid Feb & Apr
Unapp WW Better TC Rev	25,052.30			25,052.30					Unbudgeted Betterments Paid in Advance
Unapp WW Better TC Int	1,207.53			1,207.53		524.01	524.01	524.01	Interest from Wayland Meadows Deal
Total Income/MUNIS:	\$ 741,090.08	\$	743,411.86	(2,321.78)	\$ 743,411.86	\$	268,063.81	\$ 268,063.81	
EXPENSE DETAILS									
PERSONAL SERVICES									
Salaries (Account Specialist)	22,301.78		30,756.00	8,454.22	33,552.00	2,051.61	2,796.00	744.39	Budgeted for Salary Increase - Not Approved
Indirect/Admin (Town Services)			22,613.25	22,613.25	24,689.00		2,055.75	2,055.75	Expensed in May, 2017
Legal Services			4,583.33	4,583.33	5,000.00		416.67	416.67	
PROFESSIONAL SERVICES									
Facility Operating Contract	42,900.00		42,900.00		46,800.00	3,900.00	3,900.00		
Fac. Labor & Other Prof. Serv.	24,503.28		18,333.33	(6,169.95)	20,000.00	10,645.11	1,668.67	(8,978.44)	Emerg. Repairs: 268 BPR WhiteWater Bill
Engineering Fees									
NPDES Permit									
Total Pers. & Prof. Expenses	\$ 89,705.06	35%	\$ 119,185.92	\$ 29,480.86	\$ 130,021.00	\$ 16,596.72	\$ 10,835.08	\$ (5,761.64)	
REPAIRS & MAINT EXP.									
Building Repair & Improvement	6,189.66			(6,189.66)		4,343.15		(4,343.15)	Trmt Plant Emergency Lights and Batteries
Equipment Repairs & Maint.	17,232.94		5,654.28	(11,578.66)	6,168.31	1,210.39	514.00	(696.36)	Emerg. Repairs: 268 BPR WhiteWater Bill
Sludge Disposal	25,331.00		17,731.45	(7,599.55)	19,343.40	7,170.00	1,611.95	(5,558.05)	Alarm calls requiring pumping.
Chemicals	5,822.44		7,135.79	1,313.35	7,784.50	1,560.32	648.71	(931.61)	
Markup & Other	5,423.17		20,166.67	14,743.50	22,000.00	1,494.11	1,833.33	339.22	Emerg. Repairs: 268 BPR WhiteWater Bill
Surface Water Testing (Oars)	6,803.00		5,958.33	(844.67)	6,500.00		541.67	541.67	Contract Renewal Budgeted Monthly
Total Repairs & Maint Exp.	\$ 68,802.21	26%	\$ 56,648.53	(10,155.68)	\$ 61,798.21	\$ 15,797.97	\$ 5,148.68	\$ (10,648.29)	
OPERATING EXPENSES									
Disposal (Trash Removal)	433.00		458.33	25.33	500.00	86.60	41.67	(44.93)	
Natural Gas-NIT Grid & Dir En.	3,623.46		5,663.49	2,040.03	6,178.35	521.46	514.86	(6.60)	
Electricity -Eversource	26,370.92		36,469.09	10,098.17	39,784.46	2,570.83	3,315.37	744.54	
Telephone -Verizon	1,089.33		1,858.31	768.98	2,027.24	115.42	168.94	53.52	
Water -TOW	871.82		580.04	(291.78)	632.77	300.00	52.73	(247.27)	Backflow Testing
Admin Serv's (Other/Vader Trng)	125.20			(125.20)		40.34		(40.34)	File folders
Contingency	3,000.00		22,916.67	19,916.67	25,000.00		2,083.33	2,083.33	Final Payment-Abrahams Consulting Fee
Total Operating Expenses	\$ 35,513.73	14%	\$ 67,945.93	\$ 32,432.20	\$ 74,122.83	\$ 3,634.65	\$ 6,176.90	\$ 2,542.25	
TOTAL EXPENSES	\$ 192,021.00		\$ 243,778.37	\$ 51,757.37	\$ 265,940.04	\$ 36,029.34	\$ 22,181.67	\$ (13,867.67)	
TOTAL OPER & CAP EXP'S									
CAPITAL EXPENSES									
Debt-Principal	27,650.76				38,441.67				Paid in August and February
Old Debt-Interest	2,135.64				9,465.15				Subsidy pays interest in Aug. Payment due Feb.
New Debt -Principal	240,000.00				240,000.00				Paid in August and February
New Debt -Interest	189,565.00				189,565.00				Paid in August and February
Total Capital Expenses:	\$ 459,351.40				\$ 477,471.82				

Notes:

Equipment Repairs and Maintenance - Emergency repairs: 3/13/17 268 BPR & 10/19/16 292 BPR
 Other Revenue \$8,182.65 is the Privilege Fee for 317 BPR, new market. Unapportioned WW Better TC Interest from Wayland Meadows deal.

Cash Receipts YTD

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	\$ 316.79	\$ 16,844.92	\$ 42,316.05	\$ 648.97	\$ 11,235.04	\$ 48,953.21	\$ 24,238.46	\$ 39,990.91	\$ 31,731.99	\$ 192.35	\$ 39,907.16	\$ -
63105000/42105												\$ 256,375.85
6308 Penalties & Interest *	\$ -	\$ 42.73	\$ 20.10	\$ 13.24	\$ 140.81	\$ 418.73	\$ 228.28	\$ 39.88	\$ 186.65	\$ -	\$ 7,807.92	\$ -
63105000/41750												\$ 8,898.34
6303 Miscellaneous Rev *	\$ -	\$ -	\$ 4,523.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,182.65	\$ -	\$ -
63105000/43299												\$ 12,705.65
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,047.90	\$ -	\$ 488.85	\$ 10,532.51	\$ -
63105000/47501												\$ 25,069.26
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,378.14	\$ -	\$ 97.77	\$ 2,010.82	\$ -
63105000/47502												\$ 4,486.73
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												\$ -
6307 Int. Earned on Savings *	\$ -	\$ 367.57	\$ -	\$ 367.86	\$ 356.27	\$ 368.42	\$ 356.82	\$ 368.99	\$ 705.00	\$ -	\$ 370.84	\$ -
63105000/48210												\$ 3,261.77
6309 Wastewater Users *	\$ -	\$ -	\$ -	\$ 0.02	\$ -	\$ -	\$ -	\$ 6,601.69	\$ -	\$ -	\$ 521.96	\$ -
63105000/42111												\$ 7,123.67
6311 WW Better TC Rev	\$ -	\$ -	\$ 1,476.88	\$ -	\$ -	\$ -	\$ -	\$ 97,552.00	\$ 715.78	\$ 802.05	\$ 93,946.14	\$ -
63105000/47503												\$ 194,442.85
6312 WW Better TC Int	\$ -	\$ -	\$ 3,165.66	\$ -	\$ -	\$ -	\$ -	\$ 85,569.62	\$ 644.20	\$ 644.20	\$ 112,442.45	\$ -
63105000/47504												\$ 202,466.13
6313 UNAPP WW Better TC Rev	\$ 17,884.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,168.26	\$ -	\$ -	\$ -	\$ -
63105000/47505												\$ 25,052.30
6314 UNAPP WW Better TC Int	\$ 481.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 201.69	\$ -	\$ -	\$ 524.01	\$ -
63105000/47506												\$ 1,207.53
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	\$ 33,983.62	\$ 10,407.87	\$ 269,063.81	\$ 741,090.08

Notes: Miscellaneous Revenue - Privilege Fee \$4,523 for change in use resulting in increased capacity at 211 Boston Post Road. Privilege Fee \$8,182.65 for 317 BPR new Market increase in incremental design flow 127 gpc
 * Other for Budget Reporting

Total Revenue (Munis Balance)	\$ 741,090.08
Less: UNAPP New Better TC Rev	\$ (25,052.30) Unbudgeted Betterments (Paid in Full & Partial Payments)
Less: UNAPP New Better TC Int	\$ (1,207.53) Unbudgeted Betterments (Paid in Full & Partial Payments)
Less: New WW Better TC Principal	\$ (194,442.85)
Less: New WW Better TC Int	\$ (202,466.13)
Less: Old Betterment Principal	\$ (25,069.26)
Less: Old Betterment Int	\$ (4,486.73)
Revenue net of Capital Accts (Net of Betterment)	\$ 288,365.28

User Charges Summary as of May 10, 2017	Budgeted
FY16 Q4 Billed	\$63,997
FY17 Q1 Billed	\$77,789
FY17 Q2 Billed	\$72,745
FY17 Q3 Billed	\$66,186
Total Billed YTD	\$280,717
Actual YTD	\$256,376
Variance	\$24,341.00

Eight days left until bills are due 5/18/17
 Budget is just FY17. These numbers include FY16 Q4 billing due to firming

Wayland Wastewater Management District Commission										
Signed:										
Munis/Batch:										
Vendor#	Vendor Name	Notes	Address	Invoice#	Invoice Date	Amount	WWMDC Acct #	Org#	Object Exp Acct	Description
16307	ABC Soils, Inc.	3	111 Boston Post Road, Sudbury, MA 01776				5443	63443002	52116	Emerg. Repair 268 BPR 3/13/17
2170	Abrahams Group	1	52 Flanagan Dr, Framingham, MA 01701					63443002	54599	Consultant/Financing Project
2494	B-P Trucking Inc.	2	P.O. Box 386, Ashland, MA 01721	86561	4/30/2017	\$ 86.60	8670	63443002	52121	Disposal/Trash Removal 185 Elissa Ave
9388	Robert F. Callahan Co.	6	5 Flagg Street, Woburn, MA 01801					63443002	52115	Tmt Plant Repair-Unit Heater/Supply Line
10656	Direct Energy		P.O. Box 32179, New York, NY 10087-2179	H17623498	4/21/2017	\$ 241.21	452224/678961	63443002	53102	Gas-185 Elissa Ave
3027	EVERSOURCE		P.O. Box 32179, New York, NY 10087-2179	H17526165	4/27/2017	\$ 180.05	28704030031	63443002	53103	Electricity-185 Elissa Ave
1016	GateHouse Media		1 NSTAR Way, SW300, Westwood, MA 02090	28704030031	4/27/2017	\$ 2,390.78	28671560010	63443002	52101	Rate Hearing Advertisement
1093	Ide Business Forms		P.O. Box 845908, Boston, MA 02284-5908				100242045	63443002	52107	Billing paper
3805	KP Law		49 Bullard Road, Oakham, MA 01068				0	63443002	52108	Town Counsel (Legal)
2117	Keane Fire & Safety	4	1500 Main Street, Waltham, MA 02451				527314	63443002	52115	Inspection/repair - 4 Fire Extinguishers
2129	Keyes North Atlantic, Inc	4	459 Watertown Street, Newton, MA 02460				18111	63443002	52115	Tmt Plant Fire Alarm Inspection
2759	National Grid		PO Box 11735, Newark, NJ 07101-4735	50412-10350	4/20/2017	\$ 268.92	50412-10350	63443002	53102	Gas-185 Elissa Ave
2759	National Grid		PO Box 11735, Newark, NJ 07101-4735	50412-10370	4/20/2017	\$ 11.33	50412-10370	63443002	53102	Gas-2 Elissa Ave
11776	OARS Inc.		23 Bradford St, Concord, MA 01742				144	63443002	52103	2015 Surface Water Testing
7783	E.S. O'Neil Electric dba	3	82 Lawrence St, Waltham, MA 02451				A66303	63443002	52116	Emerg. Repair 268 BPR 3/13/17
3332	John Regan Ent.	3	PO Box 5003, Cochuante, MA 01778	8,351.88			33092	63443002	52116	Emerg. Pumping 268 BPR 3/13/17
2271	TOW-Water		66 River Road, Wayland, MA 01778	2601700	5/10/2017	\$ 300.00	2601700	63443002	53105	Water Dept Admin Fee-185 Elissa
2271	TOW-Water		66 River Road, Wayland, MA 01778	2601700	4/18/2017	\$ 67.14	5083582801	63443002	53104	Phone - Pump @ 2 Elissa Ave
2569	VERIZON		PO Box 15124, Albany, NY 12212-5124	5083580192	4/18/2017	\$ 48.28	5083580192	63443002	53104	Phone - 185 Elissa Ave
2569	VERIZON		PO Box 15124, Albany, NY 12212-5124	5047974047	5/1/2017	\$ 40.34	C2380305	63443002	52107	Office Supplies-Index tabs/hole punch
2058	WB MASON	5	59 Centre St, Brockton, MA, Attn: Gail Meirel	70026508	5/1/2017	\$ 3,900.00	WAY002	63443002	52100	Facility Operating Contract
6693	Whitewater		C/O RHW Construc, 41 Central St., Auburn, MA	70026216	5/7/2017	\$ 3,630.00	WAY002	63443002	52101	Facility Labor (Prof. Serv.)
6693	Whitewater		C/O RHW Construc, 41 Central St., Auburn, MA	70026216	5/7/2017	\$ 47.98	WAY002	63443002	52116	Equip Repairs & Maint.
6693	Whitewater		C/O RHW Construc, 41 Central St., Auburn, MA	70026216	5/7/2017	\$ 7,170.00	WAY002	63443002	52122	Sludge Disposal
6693	Whitewater		C/O RHW Construc, 41 Central St., Auburn, MA	70026216	5/7/2017	\$ 1,580.32	WAY002	63443002	52125	Chemicals
6693	Whitewater		C/O RHW Construc, 41 Central St., Auburn, MA	70026216	5/7/2017	\$ 1,319.75	WAY002	63443002	52151	Mark Up on Repairs & Maint.
6693	Whitewater/RH White	3	C/O RHW Construc, 41 Central St., Auburn, MA	70026384	4/25/2017	\$ 7,015.11	WAY002	63443002	52101	Facility Labor (Prof. Serv.) Emerg 268 BPR
6693	Whitewater/RH White	3	C/O RHW Construc, 41 Central St., Auburn, MA	70026384	4/25/2017	\$ 1,162.41	WAY002	63443002	52116	Equip Repairs & Maint. Emerg 268 BPR
6693	Whitewater/RH White	3	C/O RHW Construc, 41 Central St., Auburn, MA	70026384	4/25/2017	\$ 174.36	WAY002	63443002	52151	Mark Up-Repairs & Maint. Emerg 268 BPR
7336	Your Electrical Solution	7	345 Washington St, Pembroke, MA 02359	172518	5/1/2017	\$ 4,343.15	172518	63443002	52115	Tmt Plant-Testing/Replace Emerg Lights
	Total		April 12 - May 10, 2017			\$ 33,977.73				
	Total WhiteWater without Contract Fee					\$ 27,099.93				
	Total Cost for Emergency Repair at 268 Boston Post Road				Note 3	\$ 17,989.37				(First bills \$9,367.49 plus WhiteWater \$8,351.88. See Summary)
Note 1: The Abrahams Group reviewed Wastewater's betterment financing and reformatting the balance sheet. June, 2016 paid \$3,000, September, 2016 paid \$2,500 and January, 2016 final payment \$500.										
Note 2: B-P Trucking - Facilities Dept. has been paying this. WW will now pay for the removal of trash from the Treatment Plant at a monthly cost of \$86.60 per month.										
Note 3: Emergency at 268 Boston Post Road required ABC Soils (new account) ES O'Neil Electric, John Regan Septic and RH White to make the repair.										
Note 4: Based on the Treatment Plant Punch List, Ben Keefe had the inspections done. I am working on a contract received from Keyes and researching Keane. Board to vote on future use and contracts.										
Note 5: WhiteWater sent a second invoice for a credit to labor. Per Dave, the work could have been done during the day.										
Note 6: Two unit heaters and the supply lines in the basement were leaking. Pat Morris, Facilities, let the plumber in and confirmed work was done.										
Note 7: Pat Morris ordered the work done because several safety lights and battery packs were not working. This will be done once a year.										

WhiteWater Invoices
Fiscal Year 2017
April 12 - May 10, 2017

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor #52101	Equip Repairs & Maint 52116	Sludge 52122	Chemicals 52125	Mark Up #52151	Total
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	\$ 3,900.00	\$ 4,195.00	\$ 1,297.20	\$ 3,360.00	\$ 201.20	\$ 728.76	\$ 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	\$ 3,060.00		\$ 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	\$ 3,180.00		\$ 504.08	\$ 4,859.58
70025292	3/1/2017	\$ 3,900.00	Mar	\$ 3,900.00						\$ 3,900.00
70025050	2/15/2017	\$ 6,214.76	Mar		\$ 628.75	\$ 3.42	\$ 2,190.00	\$ 2,663.98	\$ 728.61	\$ 6,214.76
70025822	4/3/2017	\$ 3,900.00	Apr	\$ 3,900.00						\$ 3,900.00
70025566	3/13/2017	\$ 6,659.90	Apr		\$ 5,336.25	\$ 1,151.00			\$ 172.65	\$ 6,659.90
70025724	3/22/2017	\$ (1,410.00)	Apr		\$ (1,410.00)					\$ (1,410.00)
70026508	5/1/2017	\$ 3,900.00	May	\$ 3,900.00						\$ 3,900.00
70026216	5/7/2017	\$ 13,748.05	May		\$ 3,630.00	\$ 47.98	\$ 7,170.00	\$ 1,580.32	\$ 1,319.75	\$ 13,748.05
70026384	4/25/2017	\$ 8,351.88	May (1)		\$ 7,015.11	\$ 1,162.41			\$ 174.36	\$ 8,351.88
Totals		\$ 84,072.74		\$ 42,900.00	\$ 24,185.11	\$ 6,151.95	\$ 24,180.00	\$ 5,822.44	\$ 5,423.17	\$ 108,662.67

Current Month Total without Contract Fee \$ 22,099.93

Notes:

June- Contract Fee is billed the first of each month, there is no fee for June year-end.

1) 268 Boston Post Road Emergency on March 13, 2017

Summary of 268 BPR Emergency on March 13, 2017

Vendor#	Vendor Name	Notes	Address	Invoice#	Invoice Date	Amount	WWMDC Acct #	Org#	Object Exp Acct	Description
6693	Whitewater/RH White		C/O RHW Construc, 41 Central St., Auburn, MA	70026384	4/25/2017	\$ 7,015.11	WAY002	63443002	52101	Facility Labor (Prof. Serv.)
6693	Whitewater/RH White		C/O RHW Construc, 41 Central St., Auburn, MA	70026384	4/25/2017	\$ 1,162.41	WAY002	63443002	52116	Equip Repairs & Maint.
6693	Whitewater/RH White		C/O RHW Construc, 41 Central St., Auburn, MA	70026384	4/25/2017	\$ 174.36	WAY002	63443002	52151	Mark Up on Repairs & Maint.
16307	ABC Soils, Inc.	3	111 Boston Post Road, Sudbury, MA 01776	8328	3/15/2017	\$ 2,703.41	5443	63443002	52116	Emerg. Repair 268 BPR 3/13/17
7783	E.S. O'Neill Electric dba	3	82 Lawrence St, Waltham, MA 02451	A66303	3/15/2017	\$ 4,414.08	A66303	63443002	52116	Emerg. Repair 268 BPR 3/13/17
3332	John Regan Ent.	3	PO Box 5003, Cochrane, MA 01778	33092	3/17/2017	\$ 2,520.00	33092	63443002	52116	Emerg. Pumping 268 BPR 3/13/17
			Total Cost			\$ 17,989.37				

WWMDC FY2017 BUDGET

Forecasted June Expenses

EXPENSE DETAILS	ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	FRCST MTD	NOTES
PERSONAL SERVICES						
Salaries (Account Specialist)	24,801.78	33,552.00	8,750.22	33,552.00	2,500.00	
Indirect/Admin (Town Services)	22,613.00	24,669.00	2,056.00	24,669.00	22,613.00	Expensed June, 2017
Legal Services	562.00	5,000.00	4,438.00	5,000.00	562.00	Wayland Meadows \$1,000-\$438
PROFESSIONAL SERVICES						
Facility Operating Contract	46,800.00	46,800.00	-	46,800.00	3,900.00	
Fac. Labor & Other Prof. Serv.	26,503.28	20,000.00	(6,503.28)	20,000.00	2,000.00	Emergency Repairs
Engineering Fees	-	-	-	-	-	
NPDES Permit	-	-	-	-	-	
Total Pers. & Prof. Expenses	\$ 121,280.06	\$ 130,021.00	\$ 8,740.94	\$ 130,021.00	\$ 31,575.00	
Percent of Total	47%			17%		
REPAIRS & MAINT EXP.						
Building Repair & Improvement	6,189.66	-	(6,189.66)	-	-	Tmt Plant Fire & Light Testing & Repair
Equipment Repairs & Maint.	25,732.94	6,168.31	(19,564.63)	6,168.31	8,500.00	Wilo EQ Mixer Pump Replaced
Sludge Disposal	28,531.00	19,343.40	(9,187.60)	19,343.40	3,200.00	Alarm calls requiring pumping.
Chemicals	6,322.44	7,784.50	1,462.06	7,784.50	500.00	
Markup & Other	5,923.17	22,000.00	16,076.83	22,000.00	500.00	Budget included sludge.
Surface Water Testing (Oars)	6,803.00	6,500.00	(303.00)	6,500.00	-	Contract Renewal Budgeted Monthly
Total Repairs & Maint Exp.	\$ 79,502.21	\$ 61,796.21	\$ (17,706.00)	\$ 61,796.21	\$ 12,700.00	
Percent of Total	31%			8%		
OPERATING EXPENSES						
Disposal (Trash Removal)	519.60	500.00	(19.60)	500.00	86.60	
Natural Gas-N/I Grid & Dir. En.	4,148.46	6,178.35	2,029.89	6,178.35	525.00	
Electricity -Eversource	28,970.92	39,784.46	10,813.54	39,784.46	2,600.00	
Telephone -Verizon	1,204.33	2,027.24	822.91	2,027.24	115.00	Backflow Testing
Water -TOW	886.82	632.77	(254.05)	632.77	15.00	Office Supplies
Admin Serv's (Other/Vadar Trng)	125.20	-	(125.20)	-	-	Final Payment-Abrahams Consulting Fee
Contingency	3,000.00	25,000.00	22,000.00	25,000.00	-	
Total Operating Expenses	\$ 38,855.33	\$ 74,122.83	\$ 35,267.50	\$ 74,122.83	\$ 3,341.60	
Percent of Total	15%			10%		
TOTAL EXPENSES	\$ 239,637.60	\$ 265,940.04	\$ 26,302.44	\$ 265,940.04	\$ 47,616.60	
TOTAL OPER & CAP EXPS						
CAPITAL EXPENSES				ANNUAL BUDGET		
Old Debt-Principal	27,650.76	-	-	38,441.67	-	Paid in August and February
Old Debt-Interest	2,135.64	-	-	9,465.15	-	Subsidy pays interest in Aug. Payment due Feb.
New Debt -Principal	240,000.00	-	-	240,000.00	-	Paid in August and February
New Debt -Interest	189,565.00	-	-	189,565.00	-	Paid in August and February
Total Capital Expenses:	\$ 459,351.40			\$ 477,471.82		

Notes:

Equipment Repairs and Maintenance - Emergency repairs: 3/13/17 268 BPR & 10/19/16 292 BPR
 Other Revenue \$8,182.65 is the Privilege Fee for 317 BPR, new market. Unapportioned WW Better TC Interest from Wayland Meadows deal.

Not included above is additional revenue for the month of June plus Wayland Meadows PILOB \$\$\$52,292.



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

**TOWN OF WAYLAND
FISCAL YEAR 2017**


TQ: Treasurer/Collector
Town Accountant

You are hereby notified of **Commitments** for the month of **APRIL, 2017**
listed below:


Cycle: Wastewater FY2017/Q4
Finals: 0
Service Orders: 0

AMOUNT OF COMMITMENTS

Un-Apportioned WW Better TC Interest 63-14210 (Wayland Meadows Interest October 1, 2016 - April 1, 2017)	\$524.01
Un-Apportioned WW Better TC Interest 63-14210 (Interest only for 21 Hastings Way paid betterment in Full on 2/7/17)	<u>\$201.69</u>
Total	<u>\$725.70</u>


Fred Knight
WWMDC Chair

Date


~~Sam Petter~~
Commissioner
Rick Greene

Date


Jane Capasso
Account Specialist

Date



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

**TOWN OF WAYLAND
FISCAL YEAR 2017**

TO: Treasurer/Collector
Town Accountant

You are hereby notified of **Commitments** for the month of **APRIL, 2017**
listed below:


Cycle: Wastewater FY2017/Q4
Finals: 1
Service Orders: 1

AMOUNT OF COMMITMENTS


7 River Rock Way - Final Sale	\$ 192.35
FY2017 Q3 Billing	<u>\$66,186.26</u>
TOTAL WASTEWATER/WASTE(63-13101)	\$66,378.61


Fred Knight
WWMDC Chair

17 May 2017
Date


~~Sam Petter~~
Commissioner
R. E. Greene

17 May 17
Date


Jane Capasso
Account Specialist

4/27/17
Date

**RATE HEARING - WWMDC FY2018 BUDGET
FEBRUARY, 2017**

**Rate Hearing based on 2/15/17 Budget Changes,
Budget for Monthly Operating Reports**

	ACTUAL YTD			ANNUAL BUDGET			FY2017			FY2018		
	ACTUAL YTD	BUDGET YTD	YTD VARIANCE	ANNUAL BUDGET	ACTUAL ANNUALIZED	VARIANCE ANNUALIZED ACT-BUD	PROPOSED BUDGET 9/30/2016	FY18 Budget CHANGES 2/15/17	FY2018	FY18 Budget CHANGES 2/15/17	FY2018	
SUMMARY	\$ 184,544.35	\$ 199,455.03	(14,910.68)	\$ 743,411.86	\$ 743,411.86	0.00	237,920.63	237,215.36	237,920.63	708,272.06		
User Charges	\$ 184,544.35	\$ 199,455.03	(14,910.68)	\$ 743,411.86	\$ 743,411.86	0.00	237,920.63	237,215.36	237,920.63	708,272.06		
Total Operating Expenses	\$ 114,447.13	\$ 119,220.84	(5,172.94)	\$ 428,634.78	\$ 438,190.94	(9,556.16)	38,441.67	38,441.67	38,441.67	38,441.67		
Net Operating Income:	\$ 70,097.22	\$ 4,732.58	(2,354.44)	\$ 265,940.04	\$ 265,940.04	0.00	9,465.15	9,465.15	9,465.15	9,465.15		
INCOME DETAILS												
User Charges	184,544.35	199,455.03	(14,910.68)	265,940.04	265,940.04	0.00	189,565.00	189,565.00	189,565.00	189,565.00		
Other	14,214.41	14,214.41	0.00	683.52	683.52	0.00	0.00	0.00	0.00	0.00		
Old Betterment - Principal	14,047.90	19,220.84	(5,172.94)	38,441.67	38,441.67	0.00	38,441.67	38,441.67	38,441.67	38,441.67		
Old Betterment - Interest	2,378.14	4,732.58	(2,354.44)	9,465.15	9,465.15	0.00	9,465.15	9,465.15	9,465.15	9,465.15		
New Betterment - Principal	98,978.88	120,000.00	(21,021.12)	240,000.00	240,000.00	0.00	240,000.00	240,000.00	240,000.00	240,000.00		
New Betterment - Interest	88,735.28	94,782.50	(6,047.22)	189,565.00	189,565.00	0.00	189,565.00	189,565.00	189,565.00	189,565.00		
Unapp WW Better TC Rev	25,052.30	25,052.30	0.00	683.52	683.52	0.00	683.52	683.52	683.52	683.52		
Unapp WW Better TC Int	683.52	683.52	0.00	683.52	683.52	0.00	683.52	683.52	683.52	683.52		
Total Income/MUNIS:	\$ 428,634.78	\$ 438,190.94	(9,556.16)	\$ 743,411.86	\$ 743,411.86	0.00	\$ 708,272.06	\$ 708,272.06	\$ 708,272.06	\$ 708,272.06		
EXPENSE DETAILS												
PERSONAL SERVICES												
Salaries (Account Specialist)	16,269.93	22,368.00	6,098.07	33,552.00	27,891.31	(5,660.69)	24,317	25,084	24,317	25,084		
Indirect/Adm'n & Fringe Benefits	-	16,446.00	16,446.00	24,669.00	24,669.00	0.00	25,084	25,084	25,084	25,084		
Legal Services	-	3,333.33	3,333.33	5,000.00	5,000.00	0.00	5,000	5,000	5,000	5,000		
PROFESSIONAL SERVICES												
Facility Operating Contract	31,200.00	31,200.00	0.00	46,800.00	46,800.00	0.00	47,700	47,700	47,700	47,700		
Fac. Labor & Other Prof. Serv.	9,303.17	13,333.33	4,030.16	20,000.00	15,948.29	(4,051.71)	16,150	16,150	16,150	16,150		
Engineering Fees	-	-	-	-	-	-	-	-	-	-		
NPDES Permit	-	-	-	-	-	-	-	-	-	-		
Total Pers. & Prof. Expenses	\$ 56,773.10	\$ 86,680.67	\$ 29,907.57	\$ 130,021.00	\$ 115,308.60	\$ (14,712.40)	\$ 118,231.00	\$ 118,231.00	\$ 118,231.00	\$ 123,041.65		
PERCENT OF TOTAL	31%	31%	17%	17%	17%	17%	17%	17%	17%	17%		
REPAIRS & MAINT EXP.												
Building Repair & Improvement	6,381.64	4,112.21	(2,269.43)	6,168.31	9,087.10	2,918.79	5,384	5,384	5,384	5,384		
Equipment Repairs & Maint.	14,820.00	12,895.60	(1,924.40)	19,343.40	25,405.71	6,062.31	22,510	22,510	22,510	22,510		
Sludge Disposal	1,578.14	5,189.67	3,611.53	7,784.50	2,705.38	(5,079.12)	7,822	7,822	7,822	7,822		
Chemicals	3,027.80	14,668.67	11,638.87	22,000.00	5,190.51	(16,809.49)	4,357	4,357	4,357	4,357		
Markup & Other	6,803.00	4,333.33	(2,469.67)	6,500.00	6,803.00	541.67	7,000	7,000	7,000	7,000		
Surface Water Testing (Ours)	-	-	-	-	-	-	-	-	-	-		
Total Repairs & Maint Exp.	\$ 32,610.58	\$ 41,197.47	\$ 8,586.89	\$ 61,798.21	\$ 49,191.71	\$ (12,365.83)	\$ 47,073.54	\$ 47,073.54	\$ 47,073.54	\$ 50,054.03		
PERCENT OF TOTAL	18%	18%	8%	8%	8%	8%	8%	8%	8%	8%		
OPERATING EXPENSES												
Disposal (Trash Removal)	173.20	333.33	160.13	500.00	433.00	(67.00)	500	500	500	500		
Natural Gas-Nat Grid & Dir. En.	1,897.95	4,118.90	2,220.95	6,178.35	3,253.63	(2,924.72)	4,432	4,432	4,432	4,432		
Electricity -Eversource	18,604.23	26,522.97	7,918.74	39,784.46	31,892.97	(7,891.49)	40,380	40,380	40,380	40,380		
Telephone -Verizon	745.17	1,351.50	606.33	2,027.24	1,277.43	(749.81)	1,467	1,467	1,467	1,467		
Water -TOW	558.04	421.85	(136.19)	632.77	971.64	338.87	637	637	637	637		
Admin Serv's (Other/Vadair Trng)	84.86	-	(84.86)	-	145.47	145.47	200	200	200	200		
Contingency	3,000.00	16,666.67	13,666.67	25,000.00	3,000.00	(22,000.00)	25,000	25,000	25,000	25,000		
Total Operating Expenses	\$ 25,063.45	\$ 49,415.22	\$ 24,351.77	\$ 74,122.83	\$ 40,974.14	\$ (33,148.68)	\$ 72,616.09	\$ 72,616.09	\$ 72,616.09	\$ 64,119.67		
PERCENT OF TOTAL	14%	14%	10%	10%	10%	10%	10%	10%	10%	10%		
TOTAL EXPENSES	\$ 114,447.13	\$ 177,293.36	\$ 62,846.23	\$ 265,940.04	\$ 205,474.45	\$ (60,226.92)	\$ 237,920.63	\$ 237,920.63	\$ 237,920.63	\$ 237,215.36		
TOTAL OPER & CAP EXPS												
CAPITAL EXPENSES												
Debt Paid YTD	27,650.76	27,650.76	0.00	38,441.67	38,441.67	0.00	38,441.67	38,441.67	38,441.67	38,441.67		
Old Debt-Principal	2,135.64	2,135.64	0.00	9,465.15	9,465.15	0.00	9,465.15	9,465.15	9,465.15	9,465.15		
Old Debt-Interest	240,000.00	240,000.00	0.00	240,000.00	240,000.00	0.00	240,000.00	240,000.00	240,000.00	240,000.00		
New Debt -Principal	189,565.00	189,565.00	0.00	189,565.00	189,565.00	0.00	189,565.00	189,565.00	189,565.00	189,565.00		
New Debt -Interest	459,351.40	459,351.40	0.00	477,471.82	477,471.82	0.00	471,056.70	471,056.70	471,056.70	471,056.70		
Total Capital Expenses:	\$ 459,351.40	\$ 459,351.40	\$ 0.00	\$ 477,471.82	\$ 471,056.70	\$ (6,415.12)	\$ 471,056.70	\$ 471,056.70	\$ 471,056.70	\$ 471,056.70		

FY18 Budget Changes

New 2/15/17 Board Meeting. WW's responsibility
\$9,087 less emergency \$2,694.50. 3% increase.
\$25,405. 3% increase
\$2705. 3% increase
\$5,190. 3% increase
FY18 actual amount

2,000.00
1,069.14
3,351.24
32,211.90
1,315.76
971.64
200.00
25,000.00
64,119.67

2,000.00
1,069.14
3,351.24
32,211.90
1,315.76
971.64
200.00
25,000.00
64,119.67

38,441.67
7,350.03
245,000.00
180,265.00
471,056.70

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471,056.70

38,441.67
7,350.03
245,000.00
180,265.00
471,056.70

FY18 BUDGET FY18 CHANGES

237,920.63	237,215.36	
50,567.16	50,567.16	Average FY16 actual receipts and actual expenses. Note 1.
187,353.47	188,648.20	
77,088.00	77,088.00	From billing inputs.
68,483.00	68,483.00	From billing inputs.
30,728.00	30,728.00	Based on water readings 6/28/2016
1.94	1.94	80% of Adj. User Charges/Total Current Allocated Capacity
1.22	1.21	20% of Adjusted User Charges/Total Assumed Flow
3.66	3.64	3 Times the Flow Rate

Rates:
 Total Expenses
 Use of Enterprise Funds
 Adjusted User Charges
 Total Current Allocated Capacity
 Total Current Connected
 Total Assumed Flow
 Capacity Rate (\$/gpd-year)
 Flow Rate (\$/gpd/year)
 Penalty Rate (\$/gpd/year)

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

WWMDC Budget-Final FinCom Approved on 2/21/17	Actual FY2015	Actual FY2016	FY2016 Passed ATM	FY2017 Final/Adj's 9/7/2016	FY2018 Proposed 9/30/2016	FY2018 Final 2/21/2017	FY2018 Final 2/21/2017	Notes
INCOME								
Receipts (User Charges)	214,078	257,294	263,475	265,940	237,921	241,687	241,687	Income from user fees, assumed same as total operating expenses.
Old Betterment-Principal	26,721	23,661	38,442	38,442	38,442	38,442	38,442	Debt expense for budgeting. Apportioned billing is different. Note 5
Old Betterment-Interest	7,509	5,915	11,523	9,465	7,350	7,350	7,350	Debt expense for budgeting. Apportioned billing is different. Note 5
New Betterment-Principal	207,494	199,333	240,000	240,000	245,000	245,000	245,000	Debt expense for budgeting. Apportioned billing is different. Note 5
New Betterment-Interest	12,589	182,003	196,715	189,565	180,265	180,265	180,265	Debt expense for budgeting. Apportioned billing is different. Note 5
Net Operating Income:	468,392	668,206	750,155	743,412	708,977	712,743	712,743	Total needed for betterment income & operating expenses.
EXPENSES								
Personal Services								
Salaries (Account Specialist)	51001	16,534	28,284	33,552	24,317	29,555	29,555	2017 B Kevery Adjustment
Indirect/Admin (Town Services)	59710	0	24,288	0	25,064	28,831	28,831	2/15/17 new allocation from Finance. 9/30/16 Allocation for Indirect Admin costs was unbudgeted in 2015 and 2016.
Legal Services	52108	36,175	0	5,000	5,000	5,000	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	46,800	47,700	47,700	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	20,000	16,150	16,427	16,427	2/12/17 actuals annualized with a 3% increase
Engineering Fees	52152	0	0	0	0	0	0	- For future use.
NPDES Permit	52153	0	0	3,000	0	0	0	- For future use. Currently no fee for permit.
Total Pers. & Prof. Expenses	121,602	114,757	122,775	130,021	118,231	127,513	127,513	
Repairs & Maint. Expenses								
Building Repair & Improvements	52115	5,814	2,478	30,000	0	2,000	2,000	2/12/17 Board Meeting. Added dollars based on Ben Keeffe's estimate.
Equipment Repairs & Maint.	52116			6,168	5,384	6,687	6,687	2/12/17 actuals annualized with 3% increase. 9/30/16 New account based on FY2016 actuals for Building Repairs & Maint \$2,128 and Materials \$2,947 = \$ 5,075 with 3%/year increase.
Sledge Disposal	52122	18,780	13,290	19,343	22,510	26,168	26,168	2/12/17 actuals annualized with 3% increase. 9/30/16 Prior years budgeted as operating exp #52151. New Act for FY2017. Estimated increase 3%/yr based on FY2016. actuals of \$21,218.
Chemicals	52125	7,338	7,373	7,785	7,822	2,787	2,787	2/12/17 actuals annualized with 3% increase. 9/30/16 FY2016 Actuals with a 3% year increase.
Markup & Other	52151	1,758	14,316	22,000	4,357	5,346	5,346	2/12/17 actuals annualized with 3% increase. 9/30/16 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. Note 4.
Surface Water Testing (Oars)	52103	6,062	6,837	6,500	7,000	7,068	7,068	2/12/17 actual contract amount \$7,066.
Total Repairs & Maint. Exp.	39,752	44,294	58,500	61,796	47,074	50,054	50,054	
Operating Expenses								
Disposal (Trash Removal)	52121	0	0	500	500	1,069	1,069	2/12/17 Contract \$86.50/month. 3% increase for Renewal in FY18 per Maggie Meehan. 9/30/16 New account created FY2017.
Natural Gas-N1 Grd & Dir. En.	53102	5,824	4,178	6,178	4,432	3,351	3,351	2/12/17 actuals annualized with 3% increase. 9/30/16 Based on FY2016 actuals with 3%/year increase per Ben Keeffe.
Electricity-Eversource	53103	37,501	38,062	39,784	40,380	32,212	32,212	2/15/17 Board Meeting use 1% of 2/12/17 annualized actuals. 9/30/16 Based on FY2016 actuals with 3%/yr increase per Ben Keeffe.
Telephone-Verizon	53104	1,911	1,383	2,027	1,467	1,316	1,316	2/12/17 actuals annualized with 3% increase. 9/30/16 Based on FY2016 actuals with 3%/yr increase per Ben Keeffe.
Water-Town of Wayland	53105	596	600	633	637	972	972	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	200	200	Office Supplies \$100 and Other
Contingency	54599	0	3,000	25,000	25,000	25,000	25,000	
Total Operating Expenses	52,725	47,676	82,200	74,123	72,616	64,120	64,120	
Total Expenses	214,078	208,727	263,475	265,940	237,921	241,687	241,687	
CAPITAL EXPENSES								
Old Debt-Principal	59100	28,180	30,886	38,442	38,442	38,442	38,442	From Abrahams Schedules and Bank Debt Schedules
Old Debt-Interest	59150	0	0	11,523	7,350	7,350	7,350	From Abrahams Schedules and Bank Debt Schedules
New Debt-Principal	59100	220,000	240,000	240,000	245,000	245,000	245,000	From Abrahams Schedules and Bank Debt Schedules
New Debt-Interest	59150	203,600	196,715	189,565	180,265	180,265	180,265	From Abrahams Schedules and Bank Debt Schedules
Total Capital Expenses:	451,780	467,601	486,680	477,472	471,057	471,057	471,057	
Total:	665,858	674,328	750,155	743,412	708,977	712,743	712,743	

Rate	214,078	206,727	263,475	265,940	237,921	241,687	Income
Total Expenses					50,567	50,567	Coverage FY16 actual receipts and actual expenses. Note 1.
Use of Enterprise Funds					197,353	191,120	
Adjusted User Charges					77,088	77,088	From Billing inputs.
Total Current Allocated Capacity	76,245	76,245	76,245	76,245	68,483	68,483	From Billing inputs.
Total Current Connected	73,330	71,793	73,330	73,330	30,728	30,728	Based on water readings 6/28/2016
Total Assumed Flow	21,000	23,000	23,000	27,000	1.94	1.94	1.98 80% of Adj User Charges/Total Current Allocated Capacity
Capacity Rate (\$/gpd-year)	2.13	2.76	2.76	2.79	1.22	1.22	1.24 20% of Adjusted User Charge/Total Assumed Flow
Flow Rate (\$/gpd/year)	1.58	2.29	2.29	1.97	3.68	3.68	3.73 3 Times the Flow Rate
Penalty Rate (\$/gpd/year)	4.74	6.87	6.87	5.91			
Notes:							
(1) The coverage from the actual FY16 Revenue and Expenses of \$50,567 was used to reduce the FY16 Budget rates charged to users.							
(2) FY2016 2/15/17 Budget was used for WW's Rate Hearing FY18 (see tab). WW will use this as the Monthly Operating Budget per Fred and Brian. When Brian presented WW's Budget to FinCom, he used the Proposed 9/30/16 budget with \$4,000 added for salaries instead of the FY2018 2/15/17 Budget (Brian approved changes could be made to the 9/30/16 Budget). This became the FY18 Final 2/21/18 Budget. Brian said the amounts could be changed to the FY2018 Final 2/21/17 numbers in MUNIS as long as the total equals the FinCom approved \$241,687. The above budget reflects this.							
(3) The FY2018 Final 2/21/17 Budget was forecasted using 2/12/17 year-to-date actuals annualized with a 3% increase where applicable, contract changes and the \$4,000 addition to salaries from Brian Kevery.							
(4) The FY2017 Final/Adj's 9/7/2016 Markup & Other account was changed many times during the budgeting period. As a result, sludge was listed as a separate line item and the S's for sludge not removed.							
(5) For FY2018 Proposed 9/30/2016 sludge was given its own account number and this was corrected.							
(6) 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						
	Apport'd/Billed	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)				
Comparison of Finances Schedule to our Forecasted Budget - FY2017							
FY2017 WW's Projected Final Expenses			\$265,940.00				
FY2017 Finance Statement of Change Spreadsheet			\$211,868.75				
Variance			\$54,071.25				
Variance Explanation	WW Budget		Limit of Change				
Indir/Admin (Unbudgeted)	\$ 24,669.00		\$ -				
Accr Spac. Salary (Change)	\$ 33,552.00		\$ 23,493.12				
Sludge #52151	\$ 19,343.40		\$ -				
Variance Explanation							

**Wastewater Treatment Plant & Pump Station
Inspection & Maintenance Contracts**

Updated 5/19/17
F/U = Follow Up

Vendor Name	Contact	Service Type	Frequency & Date	Cost	Jane To do and Comments
WhiteWater, as Operation & Maintenance Contractor, should identify any leaks or other issues so vendors can be contacted for repair.					
B-P Trucking, Inc. PO Box 386, Ashland, MA 01721	508-231-1000	Trash Collection at Tmt Plant	Pickup Monthly	\$86.60 Monthly	Call in June to renew annual July Contract.
Keane Fire & Safety Equipment Co. Inc., 1500 Main St, Waltham, MA 02451	Stacey Riordan 781-899-6565 sriordan@keanefire.com	Fire Extinguisher Testing & Maintenance	Annual: Keane will call in February. F/U February.	2/27/17 paid \$346.51	No contract, but we have a list of charges. WhiteWater checks extinguishers monthly and signs the tag.
Keyes North Atlantic, Inc. 459 Watertown Street, Newton, MA 02460	Jimmy Yee 617- 964-6180 x119 jimmy@keyesweb.com	Fire Alarm Testing & Maintenance - (Electronic mechanical fire alarm system)	2 times/year. Co. will send a letter to schedule testing. F/U August and February.	\$465/year effective when signed.	100% of systems tested February, 2017. Normally, testing occurs 2x per year and 1x per year for Dry Drip Testing. Within 14 days of inspection WW will receive a report for authorization to make repairs.
Keyes North Atlantic, Inc. 459 Watertown Street, Newton, MA 02460	Jimmy Yee 617- 964-6180 x119	Fire Alarm Testing for Annual Dry Trip Test	1 time/year. Co. will send a letter to schedule testing. F/U May.	\$450/year	This is not done in the winter due to possible freezing. Dry Drip Test being done 5/22/17.
South Shore Generator, PO Box 567, E. Wareham, MA 02538	Kathleen Roderiques, Service Coord. 508-295- 7336 kroderiques@ssgen.com.	185 Elissa Ave - Emergency Generator Service for Backup Generator	Annual: April & October. So. Shore will call us to make app'ts. F/U April & October.	\$525/year. Call June, 2020 for new contract.	Ben Keefe: Call South Shore Generator if repairs are needed. Contract has a fixed price from Aug, 2017 - Jul 2020. Contract includes replacing fluids, filters, spark plugs etc.
South Shore Generator, PO Box 567, E. Wareham, MA 02538	Sherrie Dinwoodie, A/R & Contract Coord. 508-295-7336	2 Elissa Ave (Pump Station) - Emergency Generator Service for Backup Generator	Annual: April & October. So. Shore will call us to make app'ts. F/U April & October.	\$495/year. Call June, 2020 for new contract.	
Your Electrical Solutions, Inc, 345 Washington Street, Pembroke, MA 02359	Pat 617-590-5887 or main # 781-331- 3500	Electrical Repairs and Testing (includes replacing lights and batteries)	1 time/year. Jane, call January every year to schedule.	\$4,343 for February, 2017. No repairs done in the past.	No contract. WW needs to call annually to book testing and repair.
Robert F. Callahan Co., Inc. 5 Flagg Street, Woburn, MA 017801	Bob Callahan 781- 933-5467	Plumbing	As needed		No Contract

<p>Mechanical Air Controls, Inc. 541 Plain St, Marshfield, MA 02050</p>	<p>Frank White, President 781- 837-8522 fwhite@mechanic alaircontrols. com</p>	<p>HVAC Repairs</p>	<p>As needed</p>	<p>No Contract</p>
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Capasso, Jane

From: fred knight <fred.knightway@gmail.com>
Sent: Wednesday, May 10, 2017 7:51 PM
To: Capasso, Jane
Subject: Re: WW Retained Earnings
Attachments: WWMDCBettermentsCashflowModel.xls

Follow Up Flag: Follow up
Flag Status: Flagged

Jane,

On the betterment balance over time, I think that all we need to keep up to date is the one spreadsheet that Cindy and Rick put together. It is attached. There is one free parameter on that sheet: the effective interest rate of the retained earnings from betterment payments. Setting it to 1%, there is a shortfall in 2027 that grows and then decreases until close to the end of the bond payments in 2033. The shortfall is smaller if the effective interest rate is higher or if operations funds (the part of the retained earnings that I associate with operations) are used, as Mark did.

Now, we employed Mark Abrahams to bless this spreadsheet, i.e., to divide our retained earnings into two pots, one earmarked for betterment payment and the second for operations. If we can maintain the balances of these, we will know how much can be spent on operations versus the amount needed to fund the betterment over time. To me, this is all we need. We get the betterment funds from the spreadsheet that is attached, and the amount that can be used for operations is the difference of the total balance and the betterment amount.

This situation described above is to be contrasted with Mark's assessment that you attached. In his case, he allowed all retained earnings to be used for debt payments. My feeling is that we need to allocate funding of the betterment only from pre-paid betterments, apportioned betterments, and the PILOB. According to the attached sheet, the betterment fund goes below zero earlier (2027) than Mark estimated when he used all our retained earnings to pay betterments. Instead we go farther below zero.

I agree with you that this needs to be addressed. Maybe we should add this to the May 2017 agenda.

fred

--
Fred Knight, fred@knightway.org, 508 358 0834

On Wed, May 10, 2017 at 5:17 PM, Capasso, Jane <jcapasso@wayland.ma.us> wrote:

Hi Fred

I just wanted to clarify our discussion on Retained Earnings from today's meeting.

I have attached the Abrahams schedules which are based on June 30, 2016 numbers.

Tab number one shows WW's balance sheet and the Undesignated Retained Earnings number is what is used to pay off and project WW's cash flow after paying off our debt expense (the difference between what is billed and we receive) from the Betterments. Please look at the corrected Tab number seven. Mark pasted all his numbers into this spreadsheet and as a result the columns do not add. I found this last year when he presented his findings. I corrected this on the second #7 tab.

Any money we pull out of retained earnings now will affect what we can pay in the future. Of course this number will rise and fall over the years based on what we have at year-end. I would like to create a new FY18 budget showing the expenses we have taken on from Facilities and any projected costs for hiring companies to do mark-outs, create new as built plans and an emergency coordinator and compare this to what was approved at Town Meeting. How should I prioritize this? Most of the latter information is unknown right now.

All of Mark's schedules need updating and formula's and link's added to the other spreadsheets. I also need to get the updated betterment schedules from Treasury.

I have lot of items on my to do list right now. In particular, I have to prioritize reconciling WW's Revenue and Expense accounts with what Treasury and Finance have recorded in MUNIS and Vadar before year-end, which is only a month and a half away. The Abrahams schedules need serious updating so WW knows where we stand before year-end.

I will send you my updated to do list tomorrow and we can prioritize. Tomorrow I have to do the Agenda, finish dealing with maintenance contracts, which I want to forward to you and Rick for review (I am going to check with Ben to see if any of these need 3 quotes first). I also plan to download and enter all the bills and enter the cash flow and expenses into our monthly reports. The latter takes a few hours.

Thank you

Jane Capasso

Account Specialist

Wayland Wastewater Management District Commission

41 Cochituate Road, Wayland, MA 01778

Capasso, Jane

From: Capasso, Jane
Sent: Friday, May 12, 2017 2:02 PM
To: Fred Knight <fred@knightway.org>; Rick Greene; 'Sam Potter'
Cc: Capasso, Jane
Subject: Abatement Request for May 17 2017 Meeting **40 Hastings Way**
Attachments: Scanned from a Xerox Multifunction Device.pdf

Abhilash Barot
40 Hastings Way
#2701017, #1700486

508 358-9911

The WWMDC is being asked by Abhilash Barot for an abatement for his FY17 Q3 wastewater bill. Please see the Details section below and the attached Account History with summary of use for two years.

He also asked the Water Department for an abatement and they said no. In March, 2015 Water and Wastewater issued Abhilash an abatement for this same problem, which he fixed. The Water Dept only allows one abatement.

For WW we have the additional situation that the water being used is not going into the sewer system. As a result, the Board needs to decide whether we do an abatement or not since the water didn't go in the sewer system. If you say yes to the abatement, please consider the following:

Details:

Abhilash's plumber found (two weeks ago) that his humidification system was running nonstop and his Water and Wastewater bills were very high. Water was running through the humidification system and spilling onto the basement floor. The water is not going into the sewer system. It is an unfinished basement and he doesn't go down there.

This is complicated by:

- 1) Abhilash was out of the country due to his mother's illness and death from September through December. His wife was home except for November when she went to India.
- 2) They shut their humidification system off about June 1 – October 1 each year.

In looking at the attached information by quarter, I see two ways to estimate his abatement:

- A) Use the FY16 Q3 water use (same billing period) of 361 gpd and calculate what he owes based on current rates or
- B) Use an average of FY16 Q2, Q3 and Q4 with a little more weight given to FY16 Q3 because it's Winter and the humidification runs more at this time and it is the same time period that the bill is for.

This item is not on the Agenda since I just received the call today. I advised Abhilash to pay his bill due 5/18/17 so he doesn't incur interest charges and it will be cleaner to do the abatement.

Let me know if you have any questions.

Thank you

Jane Capasso

Account Specialist
Wayland WMDC
508-358-6851

Jane Capasso
Account Specialist
Wayland WMDC
508-358-6851

-----Original Message-----

From: SMTP Relay
Sent: Friday, May 12, 2017 1:17 PM
To: Capasso, Jane
Subject: Scanned from a Xerox Multifunction Device

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.

Attachment File Type: pdf, Multi-Page

Multifunction Device Location: DPW
Device Name: XRX9C934E5E987D

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

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

66 River Road
Wayland MA 01778
Phone 508-358-3672
as of May 12, 2017

Balance: \$819.31

Account	Owner	Parcel	Location			
2701017	BAROT ABHILASH	023-145	40 HASTINGS WAY - WW			
Commitments						
Billing Date	Due Date	Charges	Interest	Credit	Balance	Total Due
4/18/2017	5/18/2017	\$819.31	\$0.00	\$0.00	\$819.31	\$819.31
1/11/2017	2/13/2017	\$325.83	\$0.00	\$325.83	\$0.00	\$0.00
10/31/2016	11/30/2016	\$199.75	\$0.00	\$199.75	\$0.00	\$0.00
7/21/2016	8/22/2016	\$233.30	\$0.00	\$233.30	\$0.00	\$0.00
4/20/2016	5/20/2016	\$557.39	\$0.69	\$558.08	\$0.00	\$0.00
2/9/2016	3/10/2016	\$280.04	\$0.64	\$280.68	\$0.00	\$0.00
10/26/2015	11/23/2015	\$310.96	\$0.00	\$310.96	\$0.00	\$0.00
8/5/2015	9/8/2015	\$226.96	\$0.00	\$226.96	\$0.00	\$0.00
4/23/2015	5/26/2015	\$778.75	\$0.00	\$778.75	\$0.00	\$0.00
1/16/2015	2/17/2015	\$420.12	\$0.00	\$420.12	\$0.00	\$0.00
10/23/2014	11/24/2014	\$159.02	\$0.00	\$159.02	\$0.00	\$0.00
7/7/2014	8/7/2014	\$401.30	\$0.00	\$401.30	\$0.00	\$0.00
5/5/2014	6/5/2014	\$812.13	\$0.00	\$812.13	\$0.00	\$0.00
3/4/2014	4/15/2014	\$731.78	\$0.00	\$731.78	\$0.00	\$0.00
3/3/2014	4/1/2014	\$785.84	\$0.00	\$785.84	\$0.00	\$0.00
1/9/2014	2/7/2014	\$302.45	\$0.00	\$302.45	\$0.00	\$0.00
12/9/2013	1/10/2014	\$526.11	\$0.00	\$526.11	\$0.00	\$0.00
Grand Total		\$7,871.04	\$1.33	\$7,053.06	\$819.31	\$819.31

Transactions Type	Effective Date	PostDate	Batch	Total Comments
Payment	2/14/2017	2/14/2017	Daily	\$325.83 Abhilash B Barot ck 0060544378
Payment	11/22/2016	11/22/2016	Daily	\$201.08 Abhilash B Barot ck 0036176522
Payment	8/19/2016	8/19/2016	Daily	\$233.30 Abhilash B Barot ck 0097668539
Payment	5/23/2016	5/23/2016	Daily 1	\$557.39 Abhilash Barot ck0070235115

Payment	3/16/2016	3/16/2016	Daily	\$280.04	Abhilash B Barot ck 0050270568
Payment	11/10/2015	11/10/2015	daily 2	\$310.96	Abhilash B Barot check 0000776046
Payment	9/9/2015	9/9/2015	daily	\$226.96	abhilash barot ck 0080860626
Payment	5/22/2015	5/22/2015	daily	\$160.60	abhilash barot ck 3926
Abatement	5/14/2015	5/14/2015	WWMDC 40 Hastings	\$618.15	WWMDC granted abatement 5/13/15
Payment	2/11/2015	2/11/2015	daily	\$420.12	abhilash barot ck 3893
Payment	11/24/2014	11/24/2014	Daily	\$159.02	Pd A. Barot CH0076092479
Payment	8/8/2014	8/8/2014	daily	\$401.30	abhilash barot ck 0043872828
Payment	6/4/2014	6/4/2014	Daily	\$812.13	Pd A. Barot CH3887
Payment	4/16/2014	4/16/2014	Daily	\$1,517.62	Pd 2 Invoices A. Barot CH3871 - No int. applied
Payment	2/7/2014	2/7/2014	Daily	\$302.45	Barot 3877
Payment	1/9/2014	1/9/2014	Daily	\$422.12	Abhilash ck3882
Transfer In	12/19/2013	12/19/2013	40 HASTINGS WAY	\$103.99	TRANSFER WW CREDIT FROM WATER ACCT TO WW ACCT
Grand Total				\$7,053.06	

Account History Form

Account: 1700486

Parcel: 023-145

District: Not Defined

Owner: BAROT ABHILASH

Location: 40 HASTINGS WAY

Route: 6

Select meter to view history

Meter #	Serial #	Status
65689577	70783028	ACTIVE

Head Number:

Meter Type: Wand

Head Type:

Meter Size: 0.75

Walk Sequence: 2769998

Dials: 6

Meter Exchange: B-Wand

Meter Location: RT SIDE

Test Circle:

Brand: SENSUS

Install Date: 9/1/2009

Replace Date:

Reading Dat	Reading Type	Reading	Usage	Billing Date	Comments
3/30/2017	ACTUAL	66900	7000	3/30/2017	Read Import on 3/30/2017
12/20/2016	ACTUAL	59900	1600	12/27/2016	Read Import on 12/20/2016
10/18/2016	ACTUAL	58300	1400	10/24/2016	Read Import on 10/20/2016
6/28/2016	ACTUAL	56900	1800	7/18/2016	Read Import on 7/7/2016
3/25/2016	ACTUAL	55100	4100	4/18/2016	Read Import on 3/28/2016
12/30/2015	ACTUAL	51000	1800	1/5/2016	Read Import on 12/30/2015
9/30/2015	ACTUAL	49200	1200	10/7/2015	Read Import on 10/5/2015
7/1/2015	ACTUAL	48000	2000	7/13/2015	Read Import on 7/9/2015
3/31/2015	ACTUAL	46000	9400 ①	4/13/2015	Read Import on 4/2/2015
11/24/2014	ACTUAL	36600	4600	1/7/2015	Read Import on 12/26/2014
4/30/2014	ACTUAL	32000	6900	6/16/2014	Read Import on 5/20/2014
12/20/2013	ACTUAL	25100	4400	2/6/2014	Read Import on 1/27/2014
4/30/2013	ACTUAL	20700	3800	6/7/2013	Read Import on 5/15/2013
12/3/2012	ACTUAL	16900	4200	1/14/2013	Read Import on 12/21/2012
6/4/2012	ACTUAL	12700	4800	6/25/2012	Read Import on 6/25/2012
11/28/2011	ACTUAL	7900	2200	1/30/2012	Read Import on 1/27/2012
5/23/2011	ACTUAL	5700	1100	6/20/2011	Read Import on 6/16/2011

Report

Close

		\$	GPD Used	Excess		Home (220gpd)
Q3-3/30/17	Jan - March	819.31	524	414	①	* ~ 5/18/17 found Leak Des. Flow
Q2-12/20/16	Oct - Dec	325.83	190	80	①	* Abhilash away Oct-Dec Wife away Nov
Q1-10/18/16	Jul - Sep	199.75	94	∅		* Abhilash away Sept Wife home
Q4-6/28/16	Apr - Jun	233.30	142	32	①	
Q3-3/25/16	Jan - Mar	557.39	361	251	①	DFY16
Q2-12/30/15	Oct - Dec	280.04	148	38	①	
Q1-9/30/15	Jul - Sep	310.96	166	56		

* Abhilash - out of the country to care for his Mom who passed away.

3/31/15 - Humidification system broke. Water Dept gave him an abatement. Only allowed one abatement.

① Humidification System (shut off June - Oct 1 yearly)
On Oct - Jun 1

Account History Form

Account: 1700486

Parcel: 023-145

District: Not Defined

Owner: BAROT ABHILASH

Location: 40 HASTINGS WAY

Route: 6

Select meter to view history

Meter #	Serial #	Status
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3/25/2016	ACTUAL	55100	4100	4/18/2016	Read Import on 3/28/2016
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9/30/2015	ACTUAL	49200	1200	10/7/2015	Read Import on 10/5/2015
7/1/2015	ACTUAL	48000	2000	7/13/2015	Read Import on 7/9/2015
3/31/2015	ACTUAL	46000	9400	4/13/2015	Read Import on 4/2/2015
11/24/2014	ACTUAL	36600	4600	1/7/2015	Read Import on 12/26/2014
4/30/2014	ACTUAL	32000	6900	6/16/2014	Read Import on 5/20/2014
12/20/2013	ACTUAL	25100	4400	2/6/2014	Read Import on 1/27/2014
4/30/2013	ACTUAL	20700	3800	6/7/2013	Read Import on 5/15/2013
12/3/2012	ACTUAL	16900	4200	1/14/2013	Read Import on 12/21/2012
6/4/2012	ACTUAL	12700	4800	6/25/2012	Read Import on 6/25/2012
11/28/2011	ACTUAL	7900	2200	1/30/2012	Read Import on 1/27/2012
5/23/2011	ACTUAL	5700	1100	6/20/2011	Read Import on 6/16/2011

Report

Close

WASTEWATER - ACCOUNT SPECIALIST - DUTIES AND RESPONSIBILITIES

May, 2017 Updated by Jane Capasso

Daily/Monthly Responsibilities	Annual Procedures/ Responsibilities	Responsibilities on Behalf of the Board
Customer Service - Complaints/Billing Questions and Emergencies.	Issue Demand Letters	Attend Monthly Meetings-Take Notes and prepare Minutes
Final Sale Billing	Calls to Outstanding Demand Accounts	Post Minutes and Agenda on Website
Address Changes in Vadar and Billing Spreadsheet	Issue Intent to Lien Letters	Report Revenue/Expense Numbers and Variance to Budgets
Vadar and Property File notes for sales, complaints and emergencies	Lien WW over to Tax Bill	Updating Website
Journal Entries for betterment and accounting adjustments	Issue Commitment Letter to Assessing	Research and Special Projects
Creating and maintaining a WW Calendar	FY Budget Forecasting	Liaison with Board Members and Town Employees
Discharge Monitoring Report - Review, sign distribute.	FY Budget Statement of Changes and MUNIS Input. Maintain as Budgets are approved.	Update of all customer problems, emergencies and assignments from the board at the monthly meeting.
Issue Signed Commitment/Abatement letters for Quarterly Billings, Final Sales and Betterments to Treasury and Finance.	Bi-Annually - Betterment Payout Schedule	
Order Supplies for office and billing.	Prepare the Accounting Section of the Annual Report and update narrative changes.	
Treatment Plant and Pump Station maintenance and contracts.	Capital Projects/Plans-Discuss with Chairman and update	
Oversight of Treatment Plant Contractor for billing relating to Repairs & Maintenance	Rate Hearing: Forecast the Budget and Update the Advertisement. Submit Ad for Posting.	
As Built Plans - Obtained current plans. Working on getting accurate, detailed plans	WhiteWater Contract Review - Initiate RFP Process before contract ends.	
Mark-Outs-Working on a procedure. Currently handing out old As Built plans.		
Capacity Project: Maintain Town Center account details, capacity and a summary sheet.		
MONTHLY OPERATING REPORTS:		
Run Monthly Reports in MUNIS for YTD Revenue and Expense		
Prepare Monthly Operating Budget with notes		
Prepare Schedule of Monthly Bills		
Prepare Schedule of WhiteWater Bills YTD		
Accounts Payable-Enter in Munis for Utility billing, Treatment Plant Maintenance and Emergencies.		
EMERGENCIES:		
Point Person for all WW Emergencies. Call Department Heads and WW Chairman.		
Emergencies: Maintain a list of WW Board, Town Employees and Contractors. Distribute to Police and Department Heads involved.		
Emergencies: Liaison between departments and customer.		
MONTHLY RECONCILIATION:		
Review All Accounts in Accounting Inquiry Module related to WW		
Reviewing Account Postings		
Review Balance Sheet		

Reconcile Receivable Accounts between Munis and Vadar		
Reconcile Un-apportioned Betterment with Treasury		
Current year list of all Reconciling items for Accounting.		
Meet with Accounting and Treasury to reconcile differences. (Included in the list, but new for this position.)		
QUARTERLY:		
Quarterly Billing - Includes folding, stuffing envelopes and postage for 145 accounts.		Key to Font Colors: Black - Original list from Cindy Cincotta Blue - Not originally listed, but part of duties Red - New for this position
Online Bill Pay		
Average Discharge Flow		
WhiteWater Alarm Call List		
Update Betterment Apportionment Schedule		
SOFTWARE USED:		
MUNIS		
Vadar		
On-Line Bill Pay		
NetDMR - EPA Discharge Monitoring		
First Class		

DUTIES AND RESPONSIBILITIES-WASTEWATER PERSONNEL

December, 2016 Prepared by Cindy Cincotta

Daily/Monthly Responsibilities	Annual Procedures/ Responsibilities	Responsibilities on Behalf of the Board
Customer Service	Issue Demand Letters	Attend Monthly Meetings-Take Notes at Meeting
Billing	Issue Intent to Lien Letters	Post Minutes and Agenda on Website
Accountns Payable	Lien WW over to Tax Bill	Report Revenue/Expense Numbers
Issue Signed Commitment/Abatement letters for	Issue Commitment Letter to Assessing	Updating Website
Billings to Accounting	Reconcile Unapportioned Betterment	
Reviewing Account Postings	Account (new)	
Run Monthly Reports		
YTD Expense		
YTD Revenue		
Review Balance Sheet		
Review All Accounts in Accounting Inquiry Module related to WW		
Meet with Accounting and Treasury to reconcile differences.		



Water Mist

An Amerex Exclusive!

Manufactured and Tested to ANSI/UL Standards
ISO-9001:2000/ISO-14001:2004 Certified
UL LISTED

RUGGED

- ★ Painted Stainless Steel Cylinders
- ★ All Metal Valve Construction
- ★ Exclusive crevice free, butt welded cylinder

ENVIRONMENTALLY FRIENDLY

- ★ No O.D.P. (Ozone Depletion Potential)
- ★ No EPA phase out or restrictions
- ★ No global warming concerns
- ★ Non magnetic construction tested by an independent agency for use in MRI facilities

CLEAN

- ★ Non-toxic
- ★ Causes no respiratory problems
- ★ De-ionized water extinguishing agent (sold separately)
- ★ Antiseptic white paint finish (easy to clean)
- ★ No powder residue

USER FRIENDLY

- ★ Wand provides greatest operator safety
- ★ Maximum visibility during discharge
- ★ No electrical conductivity back to the operator
- ★ No thermal or static shock
- ★ Minimal training - simplest to use
- ★ Most economical agent available
- ★ Bar Coded and Bi-lingual Labels

(Temperature Range +40°F to 120°F)

SPECIFICATIONS	WATER MIST	
	Hose and Wand	Hose and Wand
Application	Hose and Wand	
Agent	DE-IONIZED WATER	
Model Number	B270NM	B272NM
UL Rating	2A:C	2A:C
Capacity (gals.)	1.8	2.5
Shipping Wt. (lbs.) (Empty)	7	8
Extinguisher Height (in.)	18½	24½
Height with Hose & Wand (installed in Clips) (in.)	24½	27½
Width with Hose & Wand (installed in Clips) (in.)	11	11
Depth (Diam. - in.)	7	7
Range (ft.)	10-12	10 - 12
Discharge Time (sec.)	72	80
Standard Bracket	NM Wall	NM Wall

Stored Pressure



B270NM

B272NM

NON-MAGNETIC



Tested to ANSI/UL 711
for Class C Listing

WATER MIST is the ultimate extinguisher for Class A fires and where a potential Class C (electrical) hazard exists. The fine spray from the unique misting nozzle provides safety from electrical shock, greatly enhances the cooling and soaking characteristics of the agent and reduces scattering of burning materials. The Amerex Water Mist extinguishers contain de-ionized water making them the best extinguishers for protection of hospital environments, valuable books and documents, telecommunication facilities and "clean room" manufacturing facilities. The Amerex Water Mist extinguishers are easy to use, maintain, and service.

5 YEAR WARRANTY

Capasso, Jane

Subject: FW: Town meeting dates

SELECTMEN SET FALL TOWN MEETING DATES

At its May 15 meeting, the Board of Selectmen voted to set the date for the fall Special Town Meeting for Tuesday, Nov. 14, with a continued session on Nov. 15 if needed. If the selectmen stick with their draft schedule, the warrant may open on Aug. 23 with the deadline for submitting warrant articles on Thursday, Aug. 30. The Finance Committee article hearing could be as early as Tuesday, Sept. 5. All boards and committees would need to meet the same Aug. 30 deadline for submitting article comments. The message: there is no time or room for “placeholder” articles.

Jane Capasso
Account Specialist
Wayland Wastewater Management
District Commission
508-358-6851

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, 17 May 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. Final review of transfer of land and design flow from Wayland Meadows to Conservation Commission (land only) and to BoS (design flow only) to be allocated to 5 Concord Road. Documents have been approved. Final action is whether the WWMDDC shall pay for part of or all legal expenses. Charges were \$1,056 from Mark Lanza for an initial draft of the agreement for land transfer, \$1,295 from KP Law for editing of my draft of the BoS/WWMDDC agreement, and a nebulous estimate of \$2000 for the remainder of FY2017. I cannot see any justification for the \$2,000, as I do not see any issues to justify this estimate. Arguments have been put forward both ways. Chair will review these. Basically, Fred argues that payment of legal fees should be split among Cons Comm, BoS, and WWMDDC, namely the following:

1. One-third of Mark Lanza's charge, namely $\$1,096/3 = \365 , 1/3 to Cons Comm, 1/3 to BoS
2. One-half of KP Law's charge, namely $\$1,295/2 = \648 , 1/2 to BoS
3. Nothing for future expenses.

The WWMDDC total is \$1,013. In contrast, Nan argues that Cons Comm and BoS do not have ability to pay these unless they ask the Finance Committee, so WWMDDC should pay all.

7:45 4. Update of design flow accounting for the Town Center. Review of current allocations including the reallocation of 500 gpd for new doctors' practice approved by WWMDDC on 1 Mar 2017. Discussion of National Development's plans for future businesses.

7:55 5. Continued discussion of draft revision of WWMDDC Rules and Regulations, specifically the modification of the section on connections and alterations. This is an on-going discussion that may continue, but we are nearing agreement. Are we ready to approve the revised Rules and Regulations?

8:05 6. Report from Chair on the efforts to get Tom Holder, the DPW Director, to oversee some WWMDDC operations, specifically starting with oversight of maintenance, emergency response, oversight of Whitewater, and interactions with outside agencies (mostly DEP and EPA). The chair's hope is that the DPW will soon begin to handle emergencies and requests for marking wastewater line locations (just like water line locations), as well as provide supervision for on-going administrative activities.

- First, Fred produced a White Paper that was sent to the BOPW and discussed at their last meeting; see 25 April 2017 BPW meeting at ~14:30 into their meeting and available on waycam.tv government on-demand.
- Second, there was a discussion about the initial tasks that Tom could undertake on 10 May 2017. Attendees were Nan Balmer, Woody Baston, Jane Capasso, John Senchyshyn, Tom Holder, and Fred Knight. Fred had ranked possible initial tasks in a table before the meeting. We discussed each of these with an initial

implementation.

- 1) Maintenance of the wastewater system: Initially, verification of as-built drawings and contracting with an agency to mark pipe locations when needed for excavation. Weston and Sampson, who did the original as-built drawings in 1999, should be contacted first. Then an RFP may be needed to redo the as-built drawings. An interim method of providing the original as-built drawings with a liability limiter on a cover page is needed.
- 2) Emergency response: Initially, contracting with a company. We need an RFP, a list of possible vendors from Tom, solicitation of bids, and review and selection. Funds for this have to be found, possibly from WWMD retained earnings.
- 3) Oversight of Whitewater: Initially, Tom's review of extra charges by Whitewater.
- 4) Interaction with outside agencies: Initially not necessary.

All but 4) are contemplated for the near term.

8:35 7. Approve minutes from previous meetings—12 Apr 2017 and 24 Apr 2017.

8:45 8. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

9:00 9. Administrative Items, if any

- A. Treatment Plant Punchlist
- B. Quarterly Reports
- C. Treatment Plant Repair Bills
- D. 268 Boston Post Road, Shep's – Is reimbursement for this possible?
- E. Sam Potter renewing as Commissioner
- F. Approved Budget vs Rate Hearing numbers and monthly reporting
- G. Maintenance Contract Summary

9:15 10. Revisit the long-term viability of the betterment. Ten years from now there will be a shortfall in the betterment account unless funds are invested to realize growth that has associated risk as well. Here is some background—the way Fred sees it.

- On the betterment balance over time, I think that all we need to keep up-to-date is the one spreadsheet that Cindy and Rick put together. There is one free parameter on that sheet: the effective interest rate of the retained earnings from betterment payments. Setting it to 1%, there is a shortfall in 2027 that grows and then decreases until close to the end of the bond payments in 2033. The shortfall is smaller if the effective interest rate is higher or if operations funds (the part of the retained earnings that I associate with operations) are used, as Mark Abrahams did.
- Now, we employed Mark Abrahams to bless this spreadsheet, i.e., to divide our retained earnings into two pots, one earmarked for betterment payment and the second for operations. If we can maintain the balances of these, we will know how much can be spent on operations versus the amount needed to fund the betterment over time. To me, this is all we need. We get the betterment funds from the spreadsheet Cindy and Rick put together, and the amount that can be used for operations is the difference of the total balance and the betterment amount.
- This situation described above is to be contrasted with Mark's assessment. In his case, he allowed all retained earnings to be used for debt payments. My feeling is that we need to allocate funding of the betterment only from pre-paid betterments, apportioned betterments, and the PILOB. The betterment fund goes below zero earlier (2027) than Mark estimated when he used all our retained earnings to pay betterments. Instead we go farther below zero.
- Attention needs to be paid to this predicament of a shortfall in funding during bond repayment; even the final balance has sufficient funding.

9:25 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

- 9:26 12. Website status: recent postings and organization.
- 9:27 13. Calendar: upcoming meetings and events, including hearings.
- 9:28 14. Public Comment
- 9:33 15. Adjourn

