

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 16 AUGUST 2017**

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

Absent:

Guests: Paul Brinkman, Wayland Town Engineer, Linda Segal, Gary Bruell

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.

7:47 1. Call to order

7:40 2. Public comment

Linda Segal: A condominium at the Town Center is being advertised for sale with 3 bedrooms. Town Center condominiums are assessed at 2 bedrooms. Rick: This is the third or fourth time this has come up. Linda asked how this should be addressed. Rick: Has talked to realtors about this twice and informed them about the deed restriction. Fred: Was a building permit pulled for the change in bedrooms? Decision was made to run this by the Health Department and the Assessor's Office.

7:58 3. Review status 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.

Fred: The final action on Article 19 from the FY2016 ATM is still pending, due to title issues on the property and the method of abatement of the remaining betterment so it is not owed by Wayland Meadows AFTER the transfer of land and design flow. The lawyers are still considering what is necessary.

8:01 4. Update on Town Center (TC) plans for future businesses. Analysis by Town Engineer, Paul Brinkman, in response to National Development desire to add a 150-seat restaurant.

1. In order to find enough design flow for a 150-seat restaurant, there will have to be either some significant reallocation of design flow (by Nat'l Dev) or else a new source of design flow. Options are either an increase to the flow to the WWTF or the building of an on-site leaching field that was originally planned. The required design flow is 35 gpd/seat or 5,250 gpd.
2. The WWMDC already reallocated 500 gpd of design flow for the 2 doctors by reducing design flow in other areas, but finding 10x that amount will be a challenge. There will have to be concerted effort to do this within the current ACO-imposed limits.
3. The last letter from NE Region of DEP in early 2016 told the WWMDC to manage their aggregate design flow within the DEP-imposed limit of 41,600 gpd of actual flow in order to avoid triggering the building of a secondary leaching field at the Town Building, which the WWMDC definitely wants to avoid. Currently, our actual flow for the entire system is about 26,000 gpd.
4. This discussion will consider the National Development proposal further.

Fred: Paul Brinkman, our new Town Engineer, reports to Tom Holder, DPW Director, and is available to support any department throughout the Town. He has a grade 7 Wastewater license and he knows the operations side.

Fred: National Dev would like to add a 150 seat restaurant in the vacant space next to Ace Hardware. Paul: We know what our existing users are using for flow and in most

cases they are not necessarily using their Title V design flow. Typically its 60 gpd on average per person. Now that the treatment plant has been in operation for a few years, Paul sees room to add on more design flow and as a result the plant will run better the closer it is to the actual design flow.

Rick: Capacity is based on an average annual flow. Paul: In reading the ACO and the NPDES permit, the WWMDC has been given a limit of 52,000 gpd. Rick: The WWMDC's statute has a no growth clause and is not allowed to spur growth. Paul: A plant working closer to capacity is more balanced, better for facility and more cost effective. Linda Segal: In the late 90's the process to acquire the plant and getting Town Meeting comfortable to approve this was a problem along with some people were concerned that promoting growth at that time would increase traffic problems. Rick: In the past the TC was given more capacity than their fair share and the betterment was a huge shock to the users both financially and psychologically. Paul: By having more users it spreads the costs now, and in the future, when major capital improvements are required. Rick: If we are going to give capacity we need to make it clear to the users that this will have a solid benefit.

Fred: In favor of approving the TC restaurant along with charging them a privilege fee equal to approximately \$300k. Paul's view is we have the room to add on the capacity. There isn't anything from a regulatory standpoint preventing us from doing this. Paul: To control this you tell the users that we can do a certain amount for now. Rick: Happy with the aforementioned, he would like to have something from the DEP that says that given our flow and our stabilization we may increase the flow. Fred: The DEP letter given to us earlier gives the WWMDC permission to do this. Rick: The letter says to proceed at your own risk. Paul: Regulations have changed and he can talk to the DEP to discuss getting approval for this providing we abide by the permit. Rick: The allowed 52,000 gpd is title V flow. Paul: Has never seen anything that relates Title 5 to the NPDES permit. Fred: The ACO specifies a maximum of 45,000 gpd for the TC. Fred doesn't see how this could be based on a theoretical flow. Back when this originated, a Judge questioned what the 45,000 gpd was. Paul: The DEP said they can't be overseeing the Design Flow, but they will oversee the actual average flow. Fred: Paul's comment about the change in DEP overseeing design flow and the letter received earlier places the WWMDC in charge.

Fred: What should we do about the TC 150 seat restaurant, which would add 5,250 gpd in design flow and actual flow of about half. Rick wants a letter from the DEP saying you have permission to control your own flow. Fred: We will move to approve this new restaurant maybe next month after thinking about this more. We would be moving towards WWMDC being in control of the treatment plant and obtain as much revenue as possible. Paul: You could put together a policy showing how much to allocate for a year. Rick: Wants to be sure no one comes to us asking - how can we exceed the 52,000 gpd?

Fred: National Development wants to add 2 more doctors at 500 gpd of Title V in the medical building. We should have a policy saying we will go up to this amount of design flow and then reconsider after a year.

Annette: At the Planning Board meeting, Sarki announced Fresh Market is not coming to Wayland. They are looking for a different grocery store. Rick feels that the owners may be limited with what they can do with the space.

- 8:38
5. Reviews by town engineer, Paul Brinkman.
 - A. Emergency response contractor
 - B. DigSafe vendor for measuring locations of pipes in preparation for excavation
 - C. WWTF operations review, including sludge and equalization pump
 - D. Preparation for Whitewater review in Sep 2017
 - E. Rules and Regulation comments
 - F. Pumping station
 - G. FY2019 capital budget
 - H. WWTF Capital Account and Punch List

Paul: After emergency issues that occurred in FY2017, WW should find a way to control DigSafe problems and hire someone to do mark-outs. Paul has been reviewing the as built plans and trying to find someone to do this or an alternative method. Rick: As built are 20 years old. Paul: Will be using the plans to find the manholes and draw the lines connecting them. If an emergency occurs he cannot do the mark-out, but during regular hours he can.

Paul and Jane were discussing handing out a Disclaimer to people asking for mark-outs. Paul: This is similar to other town documents. The Water Department has hired a company that is working on plans along the route 20 area. We will have these plans in the future. Board reviewed the standard language used for disclaimers. If WWMDC receives a written request or someone is digging, then handout the form. With the approval of the \$35,000 pipeline account the WWMDC will have the funds to do this.

Items C & D: Fred: At the September board meeting we will talk with WhiteWater. Paul: Suggests we review the WhiteWater contract and set expectations based on what is covered in their billing. Paul has been reviewing the alarm calls and he wants to improve communications with WhiteWater and add an upgraded SCADA system. Currently, WhiteWater can call in when an alarm occurs, but they can't see where and what's going on in the plant. Paul: The expectations should be that if there is an alarm, they should discuss it with him and explain why and how it will be resolved. Sludge is another area that needs to be closely monitored.

Item E: WWMDC Rules and Regulations - Comments will be discussed with Paul. Rick would like to meet with Paul.

Item F: Paul found the second pump station today. He will look into who is responsible for this.

Item G: FY19 Capital Budget - Paul is talking with Chris, WhiteWater operator.

Item H: Capital Acct/Punch list - Paul looked at the conservation piece today and it is in good shape.

- 9:02
6. Approve draft article for fall STM to FY18 Budget to incorporate preventative maintenance, DigSafe contracting, and an emergency fund of ~\$35k.

Text drafted for a current year transfer of \$35,000 to be presented at the special town meeting in November, 2017. The Finance Director asked for a shorter article. Rick moved we approve the general content for the article and leave the final wording to the Director of Finance. Fred second the motion, which passed 2-0.

- 9:30
7. Approve minutes from previous meetings—12 July 2017.

Rick moved to approve July 12, 2017 minutes and Fred second. Approved 2-0.

- 9:34 8. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.
- Jane: No Monthly Operating Reports for July, 2017 due to the timing of year-end and when the bills come in. August bills reviewed and monthly commitments and abatements signed. Fred made a motion to approve bills, Rick second. Approved 2-0.
- 9:44 9. Approve FY17 draft Annual Report for submission.
- Rick presented a draft of the Annual Report for Board review. Suggestions made for changes, which Rick will make at the September Board Meeting. Jane will talk with Paul Brinkman about taking pictures for the Board to choose for the report.
- 9:44 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- None.
- 9:45 11. Administrative Items
- A. Abatement – 23 Lillian Way and 7 River Rock Signed.
- B. Abatement Request – 27 Hastings Way – (reviewed out of order at 9:05)
Homeowner, Gary Bruell, explained he was gone for the month of February. He met with the BOPW and they gave him an abatement of approximately \$340. He can't explain why the Quarter 3 bill (Jan, Feb and March) was so high. The BOPW asked that he wait for next bill and see if the reading is still high. In the meantime, a new meter was added on April 11, 2017 and the Quarter 4 reading was normal. Fred: We don't see any reason for this to occur, it is a mystery. Historically his readings are lower than the Quarter 3 reading. Rick: While he was gone could the toilet have been running? Gary said a faucet was not running when he returned. A plumber and the Water Department tested for leaking faucets. Rick would like to approve the abatement as calculated by Jane. Fred second 2-0. Board signed the abatement letter and application.
- C. Connection Applications for 356 Boston Post Road and 21 Cochituate Road – Jane informed the owners they can go to the Health Department to fill out the application.
- D. Review Connection application: 9:52 start. One change for signing and changing the word applicant to property owner. A discussion on the Health Department's suggestions.
- E. 21 Cochituate Road – The engineer for the owner of the Olde Collins Market may change the use of the building from all office to an apartment on the second floor. Jane advised them that they should fill out the connection application based on what they will be selling the building as and if there is a change in use after the sale, the new owners would fill out a new connection application.
- 10:06 11. Website status: recent postings and organization.
- None.
- 10:07 12. Calendar: upcoming meetings and events, including hearings.
- The next board meeting will be September 13 2016. Jane will send an invitation for Dave and Chris from WhiteWater asking them to bring projections for operations and potential capital.
- 10:07 13. Public Comment - None

10:08 14. Adjourn

Attachments:

25 Lillian Way real estate add
Disclaimer for As Built Plans
Draft Article for Special Town Meeting
July 12, 2017 Minutes
Draft Annual Report
Monthly Operating Reports
Commitment Letter – 23 Lillian Final Sale and FY17 Q4 Billing
Commitment Letter – 11 and 39 Lillian Betterments paid in full or advance.
Abatement Letter for 23 Lillian Way and 7 River Rock
Abatement Letter for 27 Hastings Way
Connection Application
Proposed Agenda

[http://www.realtor.com/realestateandhomes-detail/25-Lillian-Way Wayland MA 01778 M40146-37558](http://www.realtor.com/realestateandhomes-detail/25-Lillian-Way_Wayland_MA_01778_M40146-37558)

- **25 Lillian Way, Wayland, MA 01778**
- \$959,900
- **3 beds** 3 full, 1 half baths 3,363 sq ft

For Sale [1/28 Photos](#) \$959,900

25 Lillian Way, Wayland, MA 01778

Open Houses

Saturday August 19, 1:30 pm - 3:30 pm

Sunday August 20, 1:30 pm - 3:30 pm

Property Details for 25 Lillian Way

Designed and built in 2015 by national award-winning Brendon Homes. Amazing private location within River Trail Place. Craftsmanship and attention to detail has raised the bar in condo/townhome living. You're welcomed by a gracious foyer and immediately impressed by the beautiful hardwood floors that cover the 1st and 2nd floors. Open floor design welcomes you to a beautiful living room and dining room. Chef's kitchen with custom cabinets and Thermador professional grade appliances is an entertainer's dream. **Upstairs has two master suites** and an office. **Upstairs laundry** makes life easier. Custom marble bathrooms pamper you in pure elegance. **Finished walkout basement with bedroom**, full bath and media room. Don't worry about those New England winters, your car will stay clean and warm in the 2-car garage and the snow removal service will have you dug out before you wake. In the summer enjoy the blue stone patio and large private back yard. The largest and most private in the development!

<http://images.vgsi.com/cards/WaylandMACards/23/M23-B-L187-U-.pdf>

Property record card shows permit pulled June 2015 to finish basement a month BEFORE the actual purchase date (July 2015)

Disclaimer for As Built Plans for the Route 20 Area

The information provided in response to your request shall be limited as follows:

- All such information is provided for your convenience and general use related to the email request from Lauren Angell 8/11/17 of WSP, for Existing Conditions Survey for Boston Post Road.
- The Requestor is permitted to only use the information in association with the referenced project.
- The record information contained is specific to the utility identified.
- All such information is furnished only for the information and convenience of the Requestor and is not guaranteed.
- All such information, including that relating to subsurface and other conditions, natural phenomena, existing utilities, and other structures is from the best sources at present available to the town of Wayland.
- It is understood that Wayland does not warrant or guarantee that the subsurface or other conditions, natural phenomena, existing utilities, or other structures will be the same as those indicated in the information furnished.
- The Requestor must satisfy himself as to the correctness of such information.

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

In Attendance: Fred Knight, Rick Greene and Jane Capasso.
Absent: None
Guests: David Costello (National Development) Donald Martinage and John Martinage (Martinage Engineering), Annette Lewis, Cherry Karlson and Andy Oppenheim
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.

7:33 1. Call to order

7:34 2. Public comment – None.

7:35 3 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 by boards but not by Wayland Meadows. They are claiming \$1.3M value for land, but assessor says \$492k. Still waiting for signatures.

Rick and Fred signed the agreement to transfer the land from Wayland Meadows to the Conservation Commission and to take back the 380 gpd of sewer capacity.

- 7:37 4. National Development will attend the Board Meeting to discuss the design flow and their plans for future businesses. Analysis from the chair in response to National Development desire to add a 150-seat restaurant.
- A. In order to find enough design flow for a 150-seat restaurant, there will have to be either some significant reallocation of design flow (by Nat'l Dev) or else a new source of design flow, like the building of an on-site leaching field that was originally planned. The required design flow is 35 gpd/seat or 5,250 gpd.
 - B. The WWMDC reallocated 500 gpd of design flow for the 2 doctors by reducing design flow in other areas, but finding 10x that amount will be a challenge. There will have to be concerted effort to do this within the current ACO-imposed limits.
 - C. My opinion is that the last letter from NE Region of DEP in early 2016 told the WWMDC to manage their aggregate design flow within the DEP-imposed limit of 41,600 gpd actual flow in order to avoid triggering the building of a secondary leaching field at the Town Building, which the WWMDC definitely wants to avoid. Currently, our actual flow for the entire system is about 26,000 gpd.
 - D. The WWMDC is eager to work with National Development to determine if sufficient Title V design flow for a 150-seat restaurant can be found. According to our Rules and Regulations, the only circumstance under which this can occur is a change in use, which National Development is contemplating. However, the stipulation under the ACO is a limit of 45,000 gpd design flow as defined by Title V from the entire Town Center (businesses, condos, and Municipal Pad). The WWMDC continues to rely on Title V allocations of design flow using the spreadsheet for the Town Center. Jane Capasso maintains this with up-to-date design flow allocations.
 - E. Your attempt (see attached) at justifying a modification of the ratio of actual flow to design flow from the Title V-imposed factor of 2x to 1.4x is based on actual water use. This is something the WWMDC has not been willing to allow. A priori, the WWMDC is not willing to allow modification of this ratio. The only circumstance under which a Title V allocation is to be considered is when there is a permanent change in use justifying a smaller Title V allocation—not a change in the

ratio. Some users in our system are below 2x and others are above 2x based on water usage. In aggregate, it is true that the ratio is below 2x, but the WWMDC remains convinced that modifying this in one case would allow all users to request it. In this case, the entire system could be in jeopardy of exceeding the limit of 3. above.

- F. This discussion will consider the National Development proposal further.

Fred: The WWMDC is under an Administrative Consent Order (ACO) controlling the treatment plant flow. Don Martinage indicated that possibly the ACO could be modified in the future. Fred: The WWMDC has asked the Town Engineer, Paul Brinkman, to review how much of the ACO conditions have been satisfied with the hopes that the limit of 45,000 gpd of design flow could be changed. As a Commission, we are reluctant to make changes because it opens the gates for users to come to us when their flow is low and expect a modification. Don met with Kevin Brander, North East Region DEP, to discuss the WWMDC ability to change its flow and the DEP guideline of 2X the allocation. Currently the actual flow is only 45% of Title V, which means that there is design flow available for use.

Fred: The WWMDC is rereading the ACO and will be making changes. We are proceeding cautiously based on our history with the users pertaining to equity in the system and the consternation involved with the prior owners of the Town Center. If we come to a new way of establishing capacity, it will need to be equitable and consistent for all users. We are trying to avoid reevaluating all capacity.

Fred: Another aspect speaks to the actual flow and how much the facility can withstand. There is room for a lot more flow without building a leaching field. The flow will be based on Title V and as long as we don't exceed the actual flow that triggers more expenses. Rick: We also need to evaluate what added capacity will do to the costs to operate the plant such as added sludge. Kevin Brander's letter allows us to judge how much design flow we can handle. WWMDC is not ready to say tonight to go ahead and add more design flow.

Jane reviewed the Town Center's Summary Schedule of Design Flow. The Town Center schedule is missing 1,320 gpd for the 2nd floor apartments and the 500 gpd for a two doctor office was not listed as an increase to the current allotted gpd. The Town Center is looking to add a 150 seat restaurant for an additional 5,250 gpd of design flow. This will be located to the left side of the Ace Hardware building.

Dave Costello: They are trying to increase the activity at the TC. They have added outside music, decorative planters and Wailin Wednesdays, which is an outside concert night. The design flow for the Town Center, with the above additions, and the existing Lillian Way and Municipal Pad design flow totals 50,413 gpd, which is over the allocated 44,891 gpd. Fred: There is a Privilege Fee that is charged when design flow is increased to offset betterments currently being paid. Fred: We will reread and ACO and check to see if we have met all requirements. Then we will discuss meeting with the DEP and explaining our plans.

Annette: Does the law suit with Twenty Wayland affect the proposed changes in design flow allocation and charges? Fred will look into this. Cherry: The court decided on the dollar amount based on Title V numbers and the result of the calculation was in the settlement.

Dave: A restaurant and two new doctors are not lined up yet. Fred: The WWMDC will probably approve this sooner rather than later.

- 8:06 5. Reviews by town engineer, Paul Brinkman.
- A. Emergency response contractor
 - B. Digsafe vendor for measuring locations of pipes in preparation for excavation
 - C. WWTF operations review, including sludge and equalization pump
 - D. Preparation for Whitewater review in Sep 2017.
 - E. Rules and Regulation comments
 - F. Pumping station
 - G. FY2019 capital budget
 - H. Treatment Plant capital account, punch list and keys to the plant.

Paul, Fred and Jane met to discuss the above issues. Fred: For A and B we have identified a need for this based on the emergency excavation of a nicked line and the emergency to repair the ant siphon valve that ruptured. The WWMDC needs to have someone on call, with a retainer. Paul is looking at possible vendors and what we would be charged on an annual basis for emergencies. He is also calling DigSafe to find out what they charge and a contractor will be hired to do the mark-outs and to locate curb boxes and manholes. The As Built Plans for the route 20 area are fair and the Town Center As Built plans need to be located and scaled for use. The WWMDC will have an article at special town meeting to add on two reserve accounts to handle the costs incurred from the above changes to the FY18 Budget. The plan is for the accounts to be funded from retained earnings resulting in no change to the FY18 Budget and billing rates.

Operations review. Paul has reviewed WhiteWater's recent bills. In September, Paul plans to meet with the WhiteWater and the WWMDC. Paul talked to Chris, the treatment plant manager from WhiteWater. He plans to meet with him again to discuss billing charges and how to be more efficient.

Rules and regulations: Paul has comments and questions on the WWMDC Rules and Regulations. Rick will call Paul to discuss his comments.

Pumping Station: Paul found out there is a second pump station while he was talking to Chris. Fred is not aware of a second pump. Paul will look into this. It may be for the Lillian Way condominiums.

FY19 Budget: The process is starting with a meeting of Department Heads on Aug 2, 2017. Forecasting for potential capital items will also be discussed. Paul will discuss this with WhiteWater. Rick will talk with Paul about potential capital items.

Ben Keefe had keys made for the treatment plant. The keys will be distributed to Ben, Paul and one set will be in the key case at the DPW. Paul, Ben and Chris will meet and discuss the remaining punch list items as well as adding on other items that should have been done at the time of construction. For example: The Scada System was not fully installed, security cameras and fencing. Paul is researching the connection of the fans and vents.

- 8:34 6. May need a modification to FY18 Budget for approval at the STM to incorporate an emergency fund of ~\$30k. Town administrator suggests that WWMDC should have an article at fall STM. The document should be approved at our August Board meeting for submittal between 23-31 Aug 2017 to Nan. Suggested action to approve this FY2018 modification.

Two new accounts are proposed: 1) Pipeline Maintenance – DigSafe services and hiring a contractor to do mark-outs and maintenance work and 2) Emergency Maintenance – Hiring a contractor to handle emergency calls that the WWMDC is

responsible for. Fred will prepare the warrant article for approval at the WWMD August Board Meeting.

- 8:39 7. Approve minutes from previous meetings—13 June 2017 and 14 June 2017.

Fred: Motion to approve the June 13, 2017 meetings and the June 14, 2017 with the removal of item one. Rick second the motion. Approved 2-0.

- 8:30 8. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

Review of the Preliminary June 30, 2017 fiscal year-end Monthly Operating Budget. Final adjusting entries will be made by Finance shortly. Betterments: Are billed based on the apportioned amount and the FY18 Budget is the bonded debt paid to the bank. Rick feels we should be able to predict what we receive and this should be reviewed for the FY19 budget.

Monthly bills reviewed Commitment reports signed.

- 9:00 9. Other administrative Items:

1. 19 Pelham Island Road - Moodz had a sewage spill on June 29, 2017. The Health Department and Town Engineer visited the sight. Owners may need to start digging to fix the partially failed check valve. Ben Keefe will fill out the SSO Report. Jane: Recent discussions with Ben and Julia Junghanns, Health Department, on who should fill out the report. Annette: Says the vendor is responsible for filling out the report. Jane will ask Julia for her recommendation. Rick: Would like the Health Department or the Town Engineer to do an inspection of Moodz to see what they are putting down their drains and are they following the Wastewater Rules and Regulations.

2. Update Jane's voice mail to include Ben Keefe and or Paul Brinkman - Jane will ask Paul if it is ok to use his name.

3. 356 Boston Post Road (Wayland Foreign Motors) – Julia Junghanns, Health Department, informed Jane that 356 BPR had failed their inspection and their best option was to connect to the WW System. There are 2 bays and no gas tanks. Title V is 150 gpd per service bay or 300 gpd of design flow. A privilege fee of approximately \$18,000 will need to be paid. Annette: For a failing system, a new user would have to show that they had the ability to have their own sewerage system before they could be accepted on the system. Fred will look into this.

Rick is working on an Application for Change in Discharge Capacity and a Connection Permit for new connections. Fred: Should a summary of Title V designations be included with the application? Fred feels the Health Department assigns Title V allocation. Rick will make changes to the application.

Annette: Look at the MWRA application as an example. Rick will do this and add a comment about what is allowed to go into sewerage system from our Rules and Regulations. A new form will be created within a week for Jane to give to the owner or 356 Boston Post Road. A privilege fee will be assessed and the calculation will be given with the form.

- 9:43 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

27 Hastings Way – The Owner has asked if he should apply for an abatement for high water use for the third quarter. The Board discussed this last month and agreed they would make a decision based on the Water Department's decision. Jane presented

the Water Department's decision and the reasons the owner would like an abatement. Rick: Jane should have him fill out the abatement form as soon as the call is received. Jane will contact the owner and advise him to fill out the abatement application.

9:54 11. Website status: recent postings and organization.

Upgrade of the Town Website – Each department has been asked to identify which content on their site they would like converted over to the new Town Website. Fred emailed the IT Department asking questions. No response from IT. Fred will investigate.

9:55 12. Calendar: Upcoming meetings and events, including hearings.

The next WWMDRC meeting will be August 16, 2017. Review of the WWMDRC draft of the FY17 Annual Report will be added to the agenda.

9:58 13. Public Comment:

Annette: What type of account will the Emergency Fund be? She suggests it should be classified as a reserve fund?

Annette: Jane should add the date and who prepared each document presented at the Board Meetings.

Annette: The WWMDRC has given capacity to people at other meetings. Is this allowed?
Fred: Our design flow is governed by the ACO. Annette: Didn't the court decision with Twenty Wayland deal with this? Fred: There were stipulations, but they were mainly monetary. Fred will look at this. Rick: The court decision said design flow was the deciding factor.

10:02 14. Adjourn

WWMDC FY2017 BUDGET
August, 2017

July 1 - August 11, 2017

SUMMARY	ACTUAL YTD		BUDGET YTD		YTD VARIANCE		ANNUAL BUDGET		ANNUAL BUDGET		NOTES	
	\$		\$		\$		\$		\$			
INCOME DETAILS												
User Charges	32,655.35		60,421.63		(27,766.28)		241,687		31,607.00	60,421.63	(28,814.63)	FY17 Otr 4 will be received in July & Aug.
Other	9.36				9.36				9.19		9.19	Pen & Int. Liens, Misc Rev & Int Eamd on Sav's
Old Betterment - Principal	-				-		38,442		-		-	Note 1 - Pmts received Feb and May.
Old Betterment - Interest	-				-		7,350		-		-	Note 1 - Pmts received Feb and May.
New Betterment - Principal	357.89				357.89		245,000		-		-	Note 1 - Pmts received Feb and May.
New Betterment - Interest	322.10				322.10		180,265		-		-	Note 1 - Pmts received Feb and May.
Unapp WW Better TC Rev	21,693.20				21,693.20		-		-		-	Unbudgeted Betterments Paid in Advance
Unapp WW Better TC Int	950.12				950.12		-		-		-	Unbudgeted Betterments Paid in Advance
Total Income/MUNIS:	\$ 55,988.02	\$	60,421.63	\$	(4,433.61)		712,744		\$ 31,616.19	\$ 60,421.63	\$ (28,805.44)	
EXPENSE DETAILS												
PERSONAL SERVICES												
Salaries (Account Specialist)	3,608.11		4,925.83		1,317.72		29,555		3,608.11	2,462.92	(1,145.19)	
Indirect/Admin (Town Services)	-				-		28,831		-		-	
Legal Services	-		833.33		833.33		5,000		-	416.67	416.67	
PROFESSIONAL SERVICES												
Facility Operating Contract	7,800.00		7,950.00		150.00		47,700		7,800.00	3,975.00	(3,825.00)	
Fac. Labor & Other Prof. Serv.	798.64		2,737.93		1,939.19		16,427		798.64	1,368.92	570.28	
Engineering Fees	-				-		-		-		-	
NPDES Permit	-				-		-		-		-	
Total Pers. & Prof. Expenses	\$ 12,206.75	\$	16,447.00	\$	4,240.25		127,513		\$ 12,206.75	\$ 8,223.50	\$ (3,983.25)	
Percent of Total	37%						0					
REPAIRS & MAINT EXP.												
Building Repair & Improvement	-		333.33		333.33		2,000		-	166.67	166.67	
Equipment Repairs & Maint.	-		1,114.50		1,114.50		6,687		-	557.25	557.25	
Sludge Disposal	1,080.00		4,361.33		3,281.33		26,168		1,080.00	2,180.67	1,100.67	
Chemicals	-		464.50		464.50		2,787		-	232.25	232.25	
Markup & Other	-		891.00		891.00		5,346		-	445.50	445.50	
Surface Water Testing (Ours)	-				-		7,066		-		-	
Total Repairs & Maint Exp.	\$ 1,080.00	\$	7,164.67	\$	6,084.67		50,054		\$ 1,080.00	\$ 3,582.33	\$ 2,502.33	
Percent of Total	3%						0					
OPERATING EXPENSES												
Disposal (Trash Removal)	86.60		178.17		91.57		1,069		86.60	89.08	2.48	
Natural Gas-NY Grid & Dir. En.	62.45		558.50		496.05		3,351		62.45	279.25	216.80	
Electricity -Eversource	2,607.94		5,388.67		2,780.73		32,212		2,607.94	2,684.33	76.39	
Telephone -Verizon	115.49		219.33		103.84		1,316		115.49	109.67	(5.82)	
Water -TOW	-		162.00		162.00		972		-	81.00	81.00	
Admin Serv's (Other/Vadar Trng)	-		33.33		33.33		200		-	16.67	16.67	
Contingency	-		4,166.67		4,166.67		25,000		-	2,083.33	2,083.33	
Total Operating Expenses	\$ 2,872.48	\$	10,686.67	\$	7,814.19		64,120		\$ 2,872.48	\$ 5,343.33	\$ 2,470.85	
Percent of Total	9%						0					
TOTAL EXPENSES	\$ 16,159.23	\$	34,288.33	\$	18,139.10		241,687		\$ 16,159.23	\$ 17,149.17	\$ 989.94	
TOTAL OPER & CAP EXP'S							712,744					
CAPITAL EXPENSES												
Old Debt-Principal	27,446.99						38,442					
Old Debt-Interest	-						7,350					
New Debt -Principal	-						245,000					
New Debt -Interest	90,132.50						180,265					
Total Capital Expenses:	\$ 117,579.49						471,057					

Paid in August and February
Subsidy pays interest in Aug. Payment due Feb.
Paid in August and February
Paid in August and February

Notes:
1. Budgeted betterment income and expense are the debt expense number 50 revenues = expenses.

July 1 - August 11, 2017

FY18 Cash Receipts YTD

Revenue Codes	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018
	7/1-7/12/17	7/1-8/11/17										
6302 WW User Charges	\$ 1,048.35	\$ 31,607.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42105												\$ 32,655.35
6308 Penalties & Interest *	\$ 0.17	\$ 9.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/41750												\$ 9.36
6303 Miscellaneous Rev *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/43299												\$ -
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47501												\$ -
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47502												\$ -
6306 Betterments Pd in Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												\$ -
6307 Int. Earned on Savings *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48210												\$ -
6309 Wastewater Liens *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42111												\$ -
6311 WW Better TC Rev	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47503												\$ 357.89
6312 WW Better TC Int	\$ 322.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47504												\$ 322.10
6313 UNAPP WW Better TC Rev	\$ 21,693.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47505												\$ 21,693.20
6314 UNAPP WW Better TC Int	\$ 950.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47506												\$ 950.12
49761 Trans from wtr fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49761												\$ -
Total Revenue	\$ 24,371.83	\$ 31,616.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,988.02

NOTES:

Unapportioned WW Better TC Rev & Int - Betterments paid: 11 Lillian in full and 39 Lillian partial payment.

* Other for Budget Reporting

Total Revenue (Munis Balance)	\$ 55,988.02
Less: UNAPP New Better TC Rev	47599, 47505 \$ (21,693.20)
Less: UNAPP New Better TC Int	47506 \$ (950.12)
Less: New WW Better TC Principal	47503 \$ (357.89)
Less: New WW Better TC Int	47504 \$ (322.10)
Less: Old Betterment Principal	47501 \$ -
Less: Old Betterment Int	47502 \$ -
Revenue net of Capital Accts (Net of Betterment)	\$ 32,664.71

Acct #	FY 2018 Annual Budget	7/1-7/12/17		7/1-8/11/17		YTD Actual Total
		July Budget	July Actual No Report	August Budget	August Actual	
EXPENSE DETAILS						
Personal Services						
Salaries (Account Specialist)	51001 \$ 29,555	\$ 2,462.92	\$ -	\$ 2,462.92	\$ 3,608.11	\$ 4,926
Indirect/Admin (Town Services) (1)	59710 \$ 28,831	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Services	52108 \$ 5,000	\$ 416.67	\$ -	\$ 416.67	\$ -	\$ 833
Professional Services						
Facility Operating Contract	52100 \$ 47,700	\$ 3,975.00	\$ -	\$ 3,975.00	\$ 7,800.00	\$ 7,950
Fac. Labor & Other Prof. Serv.	52101 \$ 16,427	\$ 1,368.92	\$ -	\$ 1,368.92	\$ 798.64	\$ 2,738
Engineering Fees	52182 \$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NPDES Permit	52153 \$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Pers. & Prof. Exp.		\$ 8,223.50	\$ -	\$ 8,223.50	\$ 12,206.75	\$ 16,447
Repairs & Maintenance Exp						
Building Repair & Improvement	52115 \$ 2,000	\$ 166.67	\$ -	\$ 166.67	\$ -	\$ 333
Equipment Repairs & Maint.	52118 \$ 6,687	\$ 557.25	\$ -	\$ 557.25	\$ -	\$ 1,115
Sludge Disposal	52122 \$ 26,168	\$ 2,180.67	\$ -	\$ 2,180.67	\$ 1,080.00	\$ 4,361
Chemicals	52125 \$ 2,787	\$ 232.25	\$ -	\$ 232.25	\$ -	\$ 465
Maintup & Other (Oper Exp)	52151 \$ 5,346	\$ 445.50	\$ -	\$ 445.50	\$ -	\$ 891
Surface Water Testing (Oais)	52103 \$ 7,066	\$ -	\$ -	\$ -	\$ -	\$ -
Total Repairs & Maint Exp.		\$ 3,582.33	\$ -	\$ 3,582.33	\$ 1,080.00	\$ 7,165
OPERATING EXPENSES						
Disposal (Trash Removal)	52121 \$ 1,069	\$ 89.08	\$ -	\$ 89.08	\$ 86.60	\$ 178
Natural Gas-MT Gnd & Direct En	53102 \$ 3,351	\$ 279.25	\$ -	\$ 279.25	\$ 62.45	\$ 559
Electricity-Eversource	53103 \$ 32,212	\$ 2,684.33	\$ -	\$ 2,684.33	\$ 2,607.94	\$ 5,369
Telephone Verizon	53104 \$ 1,316	\$ 109.67	\$ -	\$ 109.67	\$ 115.49	\$ 219
Water-TDW	53105 \$ 972	\$ 81.00	\$ -	\$ 81.00	\$ -	\$ 162
Admin Serv's (Other/Vador Trng)	52107 \$ 200	\$ 16.67	\$ -	\$ 16.67	\$ -	\$ 33
Contingency (2)	54599 \$ 25,000	\$ 2,083.33	\$ -	\$ 2,083.33	\$ -	\$ 4,167
Total Operating expenses:		\$ 5,343.33	\$ -	\$ 5,343.33	\$ 2,872.48	\$ 10,687
Total Expenses		\$ 17,149.17	\$ -	\$ 17,149.17	\$ 16,159.23	\$ 34,298
CAPITAL EXPENSES						
Old Debt-Principal (3)	47501 \$ 38,442	\$ -	\$ -	\$ 19,221.00	\$ 27,446.99	\$ 19,221
Old Debt-Interest (3)	47502 \$ 7,350	\$ -	\$ -	\$ 3,675.00	\$ -	\$ 3,675
New Debt - Principal (3)	47501 \$ 245,000	\$ -	\$ -	\$ -	\$ -	\$ -
New Debt - Interest (3)	47502 \$ 180,265	\$ -	\$ -	\$ 90,132.50	\$ 90,132.50	\$ 90,133
Principal		\$ -	\$ -	\$ -	\$ -	\$ -
Interest		\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses		\$ 471,057	\$ -	\$ 113,028.50	\$ 117,579.49	\$ 113,029
Total Expenses and Capital		\$ 712,744	\$ -	\$ 130,177.67	\$ 133,738.72	\$ 147,327
INCOME DETAILS						
User Charges (4)	6306630630 \$ 241,687	\$ -	\$ 1,048.35	\$ 60,421.63	\$ 31,607.00	\$ 60,422
Other (5)	6304 \$ 38,442	\$ -	\$ 0.17	\$ -	\$ 9.19	\$ -
Old Belterment - Principal (3,6)	6305 \$ 7,350	\$ -	\$ -	\$ -	\$ -	\$ -
Old Belterment - Interest (3,6)	63066311 \$ 245,000	\$ -	\$ -	\$ -	\$ -	\$ -
New Belterment - Principal (3,6)	6312 \$ 180,265	\$ -	\$ 357.89	\$ -	\$ -	\$ -
New Belterment - Interest (3,6)	6313 \$ 180,265	\$ -	\$ 322.10	\$ -	\$ -	\$ -
Unapp WW Better TC Rev (7)	6314 \$ -	\$ -	\$ 21,693.20	\$ -	\$ -	\$ -
Unapp WW Better TC Int (7)	6314 \$ -	\$ -	\$ 950.12	\$ -	\$ -	\$ -
Total Income/Munis		\$ 712,744	\$ 24,371.83	\$ 60,421.63	\$ 31,616.19	\$ 60,422

Wayland Wastewater Management District Commission										Signed:	
Summary of Utility Bills - FY2017										Munis/Batch:	
July 1 - August 11, 2017											
Vendor#	Vendor Name	Notes	Address	Invoice#	Invoice Date	Amount	WWMDC Acct #	Org#	Object Exp Acct	Description	
2494	B-P Trucking Inc.		P.O. Box 386, Ashland, MA 01721	96941	7/31/2017	\$ 86.60	8670	63443002	52121	Disposal/Trash Removal 185 Elissa Ave	
10656	Direct Energy	1	P.O. Box 32179, New York, NY 1008	H57163553	7/19/2017	\$ 16.88	452224/56098	63443002	53102	Gas-185 Elissa Ave	
10656	Direct Energy	1	P.O. Box 32179, New York, NY 1008	H57112345		\$ -	452224/56105	63443002	53102	Gas-2 Elissa Ave	
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, M	28704030031	7/27/2017	\$ 134.21	28704030031	63443002	53103	Electricity-185 Elissa Ave	
3027	EVERSOURCE		1 NSTAR Way, SW300, Westwood, M	28671560010	7/27/2017	\$ 2,473.73	28671560010	63443002	53103	Electricity-185 Elissa Ave	
3805	KP Law	4	Interoffice Billing	-			N/A	63443002	52108	Town Counsel	
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10350	7/18/2017	\$ 34.90	50412-10350	63443002	53102	Gas-185 Elissa Ave	
2759	National Grid		PO Box 11735, Newark, NJ 07101-47	50412-10370	7/18/2017	\$ 10.67	50412-10370	63443002	53102	Gas-2 Elissa Ave	
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083582801	7/18/2017	\$ 66.82	5083582801	63443002	53104	Phone - Pump @ 2 Elissa Ave	
2569	VERIZON		PO Box 15124, Albany, NY 12212-51	5083580192	7/18/2017	\$ 48.67	5083580192	63443002	53104	Phone - 185 Elissa Ave	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70027882	7/7/2017	\$ 3,900.00	WAY002	63443002	52100	Facility Operating Contract	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70028505	8/1/2017	\$ 3,900.00	WAY002	63443002	52100	Facility Operating Contract	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70028766	8/14/2017	\$ 672.50	WAY002	63443002	52101	Facility Labor (Prof. Serv.)	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	-			WAY002	63443002	52116	Equip Repairs & Maint.	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	70028766	8/14/2017	\$ 1,080.00	WAY002	63443002	52122	Sludge Disposal	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	-			WAY002	63443002	52125	Chemicals	
6693	Whitewater		C/O RHW Construc, 41 Central St., Au	-			WAY002	63443002	52151	Mark Up on Repairs & Maint.	
Total						\$ 12,424.98					
Total WhiteWater without Contract Fee						\$ 1,752.50					

Notes:

No Monthly Operating Reports for July, 2017. Reporting is for the prior month and the bills were not in yet.

Note 1: Direct Energy changed account number 678961 to 56098 and 678968 to 56105 starting 6/16/17. The prior number is now the Service Loc ID

WhiteWater Invoices
Fiscal Year 2017

July 1 - August 11, 2017

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor #52101	Equip Repairs					Mark Up #52151	Total
						& Maint 52116	Sludge 52122	Chemicals 52125				
70027882	7/7/2017	\$ 3,900.00	Aug	\$ 3,900.00								\$ 3,900.00
70028505	8/1/2017	\$ 3,900.00	Aug	\$ 3,900.00								\$ 3,900.00
70028766	8/14/2017	\$ 1,752.50	Aug		\$ 672.50		\$ 1,080.00					\$ 1,752.50
Totals		\$ 9,552.50		\$ 7,800.00	\$ 672.50		\$ 1,080.00	\$ -	\$ -	\$ -		\$ 9,552.50

Current month total without Contract Fee \$ 1,752.50

Notes:

Invoice #70027882 for July Contract Fee. Monthly Operating Reports not done for July.

Invoice #70028766 received with June and July expenses. June needs to be reported in FY17. July numbers reported above.



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

**TOWN OF WAYLAND
FISCAL YEAR 2018**


TO: Treasurer/Collector
Town Accountant

You are hereby notified of **Commitments** for the month of **JULY, 2017**
listed below (1 of 2 for July, 2017):

Cycle: Wastewater FY2018/Q1
Finals: 1
Quarterly Billing: 1

AMOUNT OF COMMITMENTS


23 Lillian Way - Final Sale	\$ 200.05
FY17 Quarter 4 Billing	<u>67,228.55</u>
TOTAL WASTEWATER/WASTE(63-13101)	<u>\$ 67,428.60</u>


Fred Knight
WWMDC Chair

16 Aug 2017
Date


Rick Greene
Commissioner

8/16/17
Date


Jane Capasso
Account Specialist

8/16/17
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 2018**

TO: Treasurer/Collector
Town Accountant

You are hereby notified of Betterment Commitments for the month of **JULY, 2018** listed below (2 of 2 for July, 2017):

**Cycle: Wastewater FY2018/Q1
Finals: 0**

AMOUNT OF COMMITMENTS

**Combined Total for 11 and 39 Lillian Way Betterment.
Unapportioned WW Better TC Interest 63-14210 \$ 950.12**

**(11 Lillian WW Betterment Paid in Full and 39 Lillian
WW Betterment partial payment. See attachments)**

Fred Knight 16 Aug 2017

Fred Knight Date
WWMDC Chair

Rick Greene 8/16/17

Rick Greene Date
Commissioner

Jane Capasso 8/16/17

Jane Capasso Date
Account Specialist



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

TOWN OF WAYLAND - FISCAL YEAR 2018

TO: Ana Terrell, Town Accountant
Cynthia Cincotta, Assistant Treasurer

FROM: Jane Capasso
Account Specialist, WWMD

You are hereby notified of ABATEMENTS for the month of **AUGUST, 2017** listed below:

Cycle: Wastewater
Please note:
Finals: No
Service orders: N/A

AMOUNT OF ABATEMENT

Abated Account #2702023 (23 Lillian Way) billed 7/25/17 **\$194.82**
(Victor Piper, sold his property on 7/5/17 in FY18, Qtr 1 and as a result was billed twice for FY17, Qtr 4 on 7/25/17.)

Abated Account #2701004 (7 River Rock) billed 4/18/17 **\$186.45**

Abated Account #2701004 (7 River Rock) interest billed 4/18/17 **\$ 6.29**
(Seller paid for FY17 Qtr 3 and 4 days in Qtr 4. Abatement for new owner, Nasrin Karamouz for second billing for Qtr 3.)

WASTEWATER/WASTE(63-13101) **\$387.56**

Fred Knight 16 Aug 2017
Fred Knight Date
WWMD Chair

Rick Greene 8/16/17
Rick Greene Date
Commissioner

Jane Capasso 8/16/17
Jane Capasso Date
Account Specialist



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

TOWN OF WAYLAND - FISCAL YEAR 2018

TO: Ana Terrell, Town Accountant
Cynthia Cincotta, Assistant Treasurer

FROM: Jane Capasso
Account Specialist, WWMD

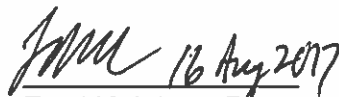
You are hereby notified of an ABATEMENT for the month of **AUGUST, 2017** listed below:

Cycle: Wastewater
Please note:
Finals: No
Service orders: N/A

AMOUNT OF ABATEMENT

Abated Account #2701028 (27 Hastings Way) billed 4/18/17 **\$559.67**
(Reimbursement for excessive usage due to damaged meter.)

WASTEWATER/WASTE(63-13101) **\$559.67**


Fred Knight Date
WWMD Chair


Rick Greene Date
Commissioner


Jane Capasso Date
Account Specialist



Wayland Wastewater Management District (WWMD)
 66 River Road, Wayland, MA 01778-2697
 508-358-6851 wastewater@wayland.ma.us

SEWER CONNECTION APPLICATION
 (For New Connection or Modification to Existing Connection)

Applicant's Name: _____ Date: _____
 Contact Phone #: _____ Contact Email: _____
 Property Address: _____
 Describe Proposed Use or Modification: _____

		Title V Design Flow Calculation: Use MGL, Title V, 310 CMR 15.203 to complete this section. Located on the WWMD website or online.				
Reason for Application	Pipe Connection Required? (Yes or No)	Type of Establishment? If a change in use, indicate below.	Unit Type & # of Units. If a change in use, indicate below.	Gallons Per Day per Unit	Total GPD (# of Units X GPD per Unit)	Privilege Fee (\$65.07 X Total GPD)
New Connection						\$ -
New Connection, Paying Operations fees						\$ -
Connected, Change in Use and/or Connection						\$ -

Property Owner Acknowledgement:

- The applicant's Engineer is responsible for: A) Field verifying the location and/or elevation of the lateral prior to work start, B) Preparing detailed engineering and as built plans for the connection, and C) Obtaining and paying for all necessary permits.
- The undersigned agrees to pay all costs related to the connection of the building to the sewer main.
- The undersigned agrees to conform with the laws, rules, regulations and ordinances relating to the use of the WWMD System.
- The undersigned agrees to notify the WWMD, one day in advance, when the sewer connection is ready for inspection.
- The septic system shall not be abandoned until the sewer connection is completed and approved unless prior written approval is received from the Health Department.
- Approval of this application may be rescinded after 180 days if the project is not complete.

Return the Connection Application to the Health Department. The applicant will be informed when the WWMD will meet to review the application. Attendance at this meeting is optional.

Signature of Applicant: _____ Date: _____

WWMDC USE ONLY	
Privilege Fee for New Connections: \$ _____ (Design Flow _____ gpd X Fee \$ _____)	
Privilege Fee Paid: Yes / No	Check #: _____, Date: _____
WWMD Approval [] or Disapproval []. Signature: _____, Date: _____	
Comments: _____	
Wastewater Account #: _____	
Updated: 8/11/17	

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, 16 Aug 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. Review status 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.
- 7:45 4. Update on Town Center plans for future businesses. Analysis by Town Engineer, Paul Brinkman, in response to National Development desire to add a 150-seat restaurant.
 - 1. In order to find enough design flow for a 150-seat restaurant, there will have to be either some significant reallocation of design flow (by Nat'l Dev) or else a new source of design flow. Options are either an increase to the flow to the WWTF or the building of an on-site leaching field that was originally planned. The required design flow is 35 gpd/seat or 5,250 gpd.
 - 2. The WWMDC already reallocated 500 gpd of design flow for the 2 doctors by reducing design flow in other areas, but finding 10x that amount will be a challenge. There will have to be concerted effort to do this within the current ACO-imposed limits.
 - 3. The last letter from NE Region of DEP in early 2016 told the WWMDC to manage their aggregate design flow within the DEP-imposed limit of 41,600 gpd of actual flow in order to avoid triggering the building of a secondary leaching field at the Town Building, which the WWMDC definitely wants to avoid. Currently, our actual flow for the entire system is about 26,000 gpd.
 - 4. This discussion will consider the National Development proposal further.
- 8:00 5. Reviews by town engineer, Paul Brinkman.
 - A. Emergency response contractor
 - B. DigSafe vendor for measuring locations of pipes in preparation for excavation
 - C. WWTF operations review, including sludge and equalization pump
 - D. Preparation for Whitewater review in Sep 2017.
 - E. Rules and Regulation comments
 - F. Pumping station
 - G. FY2019 capital budget
 - H. WWTF Capital Account and Punch List
- 8:15 6. Approve draft article for fall STM to FY18 Budget to incorporate preventative maintenance, DigSafe contracting, and an emergency fund of ~\$35k.
- 8:30 7. Approve minutes from previous meetings—12 July 2017.
- 8:35 8. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.
- 9:00 9. Approve FY17 draft Annual Report for submission.

- 9:15 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- 9:18 11. Administrative Items
 - A. Abatement – 23 Lillian Way
 - B. Abatement Request – 27 Hastings Way
 - C. Connection Applications for 356 Boston Post Road and 21 Cochituate Road
- 9:16 11. Website status: recent postings and organization.
- 9:17 12. Calendar: upcoming meetings and events, including hearings.
- 9:18 13. Public Comment
- 9:23 14. Adjourn