

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 26 SEPTEMBER 2017**

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

Absent:

Guests: Paul Brinkman, Town Engineer, Chris Hayward, Joe Malloy and Dave Boucher of WhiteWater, Uday Virkud and Annette Lewis

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.

7:35 1. Call to order

7:35 2. Public comment – None

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.

Fred: One of the two documents to close this deal was missing. The Board is re-signing the agreement between the Board of Selectmen and the Wastewater Management District Commission (WWMDC). The lawyers are working on the land transfer, which they have a few more questions to resolve. The WWMDC will get \$52,291 from the town as a paid in lieu of betterment for the design flow for the library. Jane will let Nan know that Sam Potter's name is listed as a signer on the agreement.

7:40 4. Discussion with Whitewater team and Town Engineer on status of the WWTF. This is an annual review of WWTF operation. There is a little under 1 year left on the 3-year operation contract, and the discussion will focus on the past year's performance and expectations for the next year.

Paul: To be in Compliance with the NPDES Permit can the Discharge Monitoring Report come in ahead of the due date of the 15th each month? Dave lab reports come in slow, but he will look into this.

Wet Testing (Toxicity Report) is what is discharged to the Sudbury River. Dave: Technically the test is done in August with the report due in October. WWMD is only required to do this annually. Quarterly, Jane will enter a NODI code indicating this is not due.

Dave: Phosphorous is measured daily, but the equipment is not as accurate as a lab. The alum flow can be adjusted daily to keep phosphorous within limits. They don't know if the results are high until they come in. Fred: We are 3 months in default. Dave: Historically we have been in compliance and the test has a strict result with a really low limits. The phosphorous problem is due to the alum pump not being able to the distribute alum the way it should. Paul: It took 10 weeks to repair this and there should be better communication with the WWMDC and the Town Engineer, who has a wastewater background and can help with the process. Chris: There was an electrical problem where the PLC kept shutting down at night. It would be reset periodically and when they came in and did their testing they would find the problem. Alum is now being dosed 24/7. Rick: What is the long term solution? Chris: We are consulting with Ovivo on the electronic glitch. The Tech will have to come out to fix this.

Rick: There is an ongoing theme of problems reoccurring at the Treatment Plant such as tank level alarms. Dave: We worked with Sam Porter to reduce the number of low level alarms; high level alarms were kept. Chris: The plant is a balancing act. Rick: Phosphorous is a notice of noncompliance with the EPA and the DEP is strict when there is a red flag. Chris: A work around has been done and the alum is fixed. The next step is a permanent solution to have an Ovivo tech find the problem and create a permanent solution.

Paul: Is it possible for the treatment plant to run on one train since the actual flow is half of what is allowed? Dave: Yes, it is possible in Wayland and we can look into this.

Rick: When reading the daily outflow, there are a number of days that the numbers are the same. Chris: There are two flow meters and the sum of the meters is used. The Operator should have been looking at both readings especially on the weekends. Chris will look into this and he can talk to Ovivo at the same time he calls about the alum. This does not cause a problem with the accuracy of the flows.

Paul: You have no remote access into the SCADA system. The Town is in the process of upgrading to a Fios line and then we can implement the remote access. Chris: Once that is established, we can have Ovivo come in to make sure the SCADA System and Fios work together. Paul: The SCADA guy for the Water Department is being asked to review the system.

Paul: I would like to be informed of repairs and the associated costs before they come in on invoices. Paul mentioned that a couple of the monthly costs have come in and he questions whether they are preventative maintenance and part of the contract.

Paul: Doors are all open inside treatment plant and the AC unit is on and blasting all day. He is aware that there is an HVAC issue. Chris: The AC unit is affected by the blowers. Paul: Knows an HVAC guy who can diagnose the problems. The AC unit should be shut off when no one is there. The HVAC issue needs to be addressed so the control panels, files and draws have the right ambient temperature to keep the humidity down and the equipment cool. Paul wants to resolve this.

Paul: The Treatment plant log says they are checking two pump stations. One is located near Stop & Shop and the second one located near the River Rock condominiums may not be the WWMDC's. Dave: We have been checking the second one without charging WWMDC. This was not part of the bid. Paul: We should research the deed and have the owner contract with WhiteWater for maintenance and payment. Dave: Hypothetically, if there is an emergency what do we do? Paul: We will figure this out and in the meantime WhiteWater will continue to manage the pump. Dave: What if sludge needs pumping? Paul: Give us one month to work on this. Rick: We need to put this on our agenda. Annette: Where is the permit for the 2nd tank? Chris: Plans must have been approved by the EPA.

Paul: We have been tracking sludge removal and it is high one month and then none. Jane: We recently received a bill to haul sludge and nothing was hauled. Chris: We pump grease and solids from the tank and the bottom of the pump stations. Pumping is done as needed for instance earlier this year we pumped the EQ tank solids and the grid chamber. Chris: Sometimes they dump 4,000 gallons and have to come back the next day to dump 4,000 again. Paul: There may be away to optimize trucking. Chris: For planned hauling we charge 12 cents per

gallon. Rick: We would like to see the reason for pumping sludge on the reports we receive. Chris: They will add this to the DMR cover page.

Paul: When something breaks down, such as the Wilo EQ Mixer, the WWMDC would like to have better control on the costs. We should improve communications on problems and expenses before the repair is made. Dave: The Wilo EQ pump was done under a quote and you receive a separate invoice. Jane: The bill came in with the quoted amount, but there were no bills attached. Dave: When we do a quote, you are agreeing to the amount listed and we do not send the exact bills. Paul: We want to have the actual bills attached to the quote and we will pay the total of the bills. In the future, Dave will do an estimate and attach all bills. Fred: Anytime Chris foresees WhiteWater spending \$1,000 they should contact Paul to review the issue and Fred for approval of the costs. Jane: Why are there two tech's doing most of the repair. Chris: This is for safety and the daily tech's don't have the skills to do technical work.

Paul: In the future there will be the Fios upgrade for the remote access SCADA System, remote safety camera's inside and out, ports on the outside of the building and maybe locks.

WhiteWater's suggestions for FY18 expenses:

- 1) Chris: HVAC system is on a PM schedule. PM filter probably needs repair and air valves are maxed out. It is warmer in the summer than it should be. Dave: Annual PM's may be \$400. Paul can have a Town person do this. Another thing: One of the blowers failed because the suction manifold for air was undersized. When it rains, it sucked water in and destroyed the blower. Right now, all blowers are disconnected from the outside. Chris: Tighe and Bond could work on this. Rick: Blowers were disconnected due to a high pitch whining noise. Paul: This maybe a manifold or piping issue, which Paul will look into. Chris: This isn't a major problem. Rick: Would like to have this reviewed. Paul: Suggests we monitor the temperature over the winter and then next year assess the problem.
- 2) Chris: We carry chemicals (bleach) by hand once a quarter up and down the stairs. Because of the stairs they purchase bleach at a high rate of \$5 per gallon container. They would like to have an electric hoist added onto the outside of the building. This could also be used for changing out pumps and the UV system. They need 15-20 gallons of bleach per visit. Paul will look into this.

FY19 Budget:

- 1) Chris: We may want to budget for a new odor control meter. This gets changed out every 5–10 years and it can be tested for free. The cost to do the change-out is a couple of thousand dollars. Also, a DS 500 is about \$8,000. Paul will look into this.

Future Expenses and Capital Items:

- 1) Chris: Membranes have a 10 year life. Paul: The life of our membranes may be longer since we are not pushing them with flow. The board should start thinking about this in about 3 years from now.
- 2) The two Submersible pumps near Stop & Shop and the one outside the plant at the drainage basin may need replacement in 3-5 years. Potential cost is 2 at \$5,000 and the drainage one may be less.

- 8:58 5. Status of WHS treatment facility and vote by Board of Health (BOH) to request an Executive Director.

The BOH felt the Wayland High School treatment facility is in need of oversight and a director should be hired to oversee the High School treatment facility and the WWMD. This is under discussion within the Town. Paul: the High School and the WWMD treatment facilities have a lot in common, Paul has toured both facilities and the High School needs more oversight.

- 9:05 6. Paul Brinkman Activities:

- A. Status of the Treatment Plant capital account and punch list.

Paul: The account has about \$200k that he is planning to use for upgrading the SCADA system and Fios line and security camera's. At this point, WhiteWater's ideas listed in number 4 above would be hard to implement with such short notice. The Town will pay the remaining portion of the debt service for the WWMD resulting in lower payments. The Order of Conditions is at a point where most of the items can be released. The outfall looks overgrown, but no landscaping is required. Drainage basins need mowing and maintaining. Paul will check with WhiteWater on who is does the mowing at the Town Center. Annette feels the contract says WhiteWater should be doing the mowing and maintaining the drainage basin.

- B. Tata & Howard is doing the design and engineering for a new water main on Boston Post Road. Wastewater sewer line mark-outs will be done by Paul using current as built plans.

Paul will be creating tie cards as he does the mark-outs.

- C. NPDES Permit – Status of EPA approval.

Paul: It is best to wait for the ruling from the EPA. The state won't renew this until it has decided WWMD's needs will not challenge the river. There are a lot of staffing changes at the EPA. Paul spoke to someone who is looking into this. What does WW have to prove if they want to add more flow to this discharge point? Paul: There are no standards for this. The increase from 52,000 to 78,000 gpd into the Sudbury river is controlled by NWRA. The river is not a natural flow.

- D. Toxicity Report – Status on change from quarterly to annually.

WWMD is only required to do this annually. Quarterly, Jane will enter a NODI code indicating this is not due.

- E. Who is responsible for the second pump station WhiteWater is managing?

Paul is working on this.

- F. Status of hiring DigSafe, a company to do mark-outs and system maintenance and a contractor for emergencies.

Paul: WhiteWater does mark-outs and digging. He is researching this. After Special Town Meeting funds will be set aside for this.

- 9:16 7. Wastewater Rules and Regulations – Rick and Paul Brinkman will discuss possible changes.

Rick and Paul will talk after the meeting.

- 9:16 8. Discussion and vote on increasing allotment for Account Specialist from 19 to 25 hrs/wk and upgrading of job classification from N-3 to N-4. The increased cost is about \$10,000/year. This would take effect in FY2019. After a successful vote tonight, chair will be arguing for an increase of hours up to 25 hrs/wk and an upgrade from N-3 to N-4 classification to the Personnel Board on 16 October 2017. If this is successful, action will be taken for the FY2019 budget. Before this occurs, the WWMDC should approve the two requests for increased hours and new classification. Arguments in favor of this action are at the end of the agenda.

Fred: Will argue in front of the Personnel Board on Oct 16, 2017 that Jane is spending up to 3 extra hours per week on her regular duties and there are new things occurring all the time. Jane has no one to report to and takes on added responsibility. Fred feels this is a reasonable request. Rick: Appreciates Jane is taking on a lot more, but we are now receiving more support from the Town Engineering, which should relieve some of Jane's responsibilities. Paul: Is not sure how his interaction with Jane will change things and he is not opposed to this in principal. Jane: Paul is doing the engineering piece and she is doing her job as well as requests from Paul, which adds to her workload. Fred: A year ago he presented this to the Personnel Board and at that time they wanted more demonstration that there was an ongoing need, which we have demonstrated over the last two years. Rick would like to attend the Personnel board meeting. Fred: We should go in with a unified approach. Jane: Does the billing, budgeting, finance, handles emergencies and interacts with all levels of management/departments. Fred: Each position has a write-up, and we should look at this. Rick: Is there a degree specific to the grade level? Rick: Does not oppose the increase in hours. Fred: John Senchyshyn suggests we approve this two fold increase. Fred will talk to John to see if both board members can attend the Personnel Board meeting. Rick: We should have a write-up showing the change in classification. Jane will prepare a list of her duties.

- 9:51 9. Approve minutes from previous meetings--16 Aug 2017.

Fred made a motion to approve the August 16, 2017 minutes, Rick second the motion. Passed 2-0.

- 9:55 10. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

Commitments signed. Monthly Operating budget reviewed and a motion was made by Rick to approve the monthly bills, Fred second the motion. Passed 2-0.

- 10:07 11. Other administrative items, if any:

A. Verizon Upgrade to Fios for Treatment Plant and Pump Station.

The IT Department is overseeing this project. There is no date for when the upgrade will begin.

B. Demand Bill, including a \$15 fee, for users with account balances over \$100. First letter was sent September 18, 2017. Should I call?

Board reviewed the list and said it is not necessary for Jane to make calls.

- C. 21 Cochituate Road (Olde Collins Market) connected to the wastewater system on August 23, 2017. Paul oversaw this.

Paul: Inspected the connection and noticed the installer forgot a check valve, which was then installed.

- D. Update on the Health Department's Topics: 356 BPR, Wayland Foreign Motors; Update on who is responsible for filling out the SSO report (Sanitary Sewer Overflow) and control over condominiums that are zoned as 2 bedrooms being sold as 3 bedrooms.

- 356 BPR has not pulled a permit or a connection application as of today's meeting.
- SSO report – Julia Junghanns, Health Department, feels someone from the WWMDC should be the one who fills out the report since there is a conflict of interest for the Health Department if they have to take legal action against any party. The Board assigned Jane the task of filling out the report. The user must also fill out the SSO report if the spill is found to be the user's responsibility. Julia suggested the WWMDC should inform all users via a formal communication of their responsibilities. Paul suggested that the WWMDC create a fact sheet for all users. The board will consider this.

- E. 11:05 PM: Two bedroom vs three bedroom Condominiums. Real Estate agents, on behalf of homeowners, are advertising three bedroom condominiums which are assessed and zoned as two bedroom units. Julia Junghanns has reached out to the Real Estate agents in the past and said it is up to the WWMDC to create a process to handle this. The board will discuss this in the future.

- 9:50 12. FY2019 draft budget to be approved by the Board tonight. FY19 Budget and Explanatory Statement of Change to be submitted by email to Beth Doucette on September 26, 2017.

Fred: WhiteWater's suggestions, above, will be considered for the FY19 Budget. The Board reviewed the FY19 Budget and decided that \$40,000 of expenses related to overages and emergencies will be paid from undesignated fund balance. This amount will carryover each year. Jane distributed an Estimated Betterment Payoff using Undesignated Retained Earnings (URE) Due to Betterment Shortfall (Operations Excluded) schedule showing in the future that the WWMDC will need to find a way to pay off the loans. Another factor affecting the payoff is prepayment of betterments results in a loss of interest. Jane will make changes to the draft budget and submit to Finance and Beth Doucette.

- 10:45 13. Status of the approved draft annual report for submission. Board to approve and the final is due to MaryAnn DiNapoli on September 29, 2017. Pictures?

After rereading the FY17 Annual Report, the Board made a few changes and Jane will send Rick two new numbers not in the original draft. Rick added a picture that Paul had forwarded to the Board.

- 10:55 14. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

3 Lillian Way – The Health Department received an Application to renovate the

basement at 3 Lillian Way. Jane discussed with Darren, Health Department, whether this could be used as a bedroom and if the addition of a bathroom would affect design flow. Darren said the design does not show a bedroom and the bathroom is more of a convenience and does not change design flow. The Health Department would like to know if the WWMDC wants to see applications from users that have a change, but no effect on design flow. Also, will a connection application be needed? Rick made a motion to approve the Health Department application for 3 Lillian Way. Fred signed the application and added a note indicating this is not to be used as a bedroom. Rick second the motion. Approved 2-0. Annette: Feels the WWMDC should see all applications. Fred: The WWMDC wants to see all applications from WWMD users and will sign off on the bottom of the Health Department's Application.

11:04 15. Website status: recent postings and organization.

11:04 16. Calendar: upcoming meetings and events, including hearings.

The next WWMDC Board meeting will be October 18, 2017.

11:06 17. Public Comment

Annette: 356 BPR – In order for someone to connect to the system the WWMDC statute says they need to prove they could put in their own system or they cannot connect. This was added to the statute by Mark Lanza to limit growth on Route 20. This can only be changed by legislature. Fred will talk with Paul.

Annette: WhiteWater Conversations – The DMR report for the months that Phosphorous was high should have had a note on the report and on cover letter. Jane: Asked WhiteWater to add a note, which they did and commented on the cover letter.

Annette: WhiteWater Work arounds on problems: These should be approved by the DEP. Fred will ask Paul if this should be done. WWMDC should be mindful of these changes. Anything that changes the original plans then the WWMDC should get approval.

Annette: WhiteWater Request for a Lift: The Planning Board would need to approve this.

11:15 18. Adjourn

Attachments:

WWMDC and BoS Wayland Meadows Agreement

August 16 2017 minutes

Monthly Operating Reports

Commitment Letter – 39 Lillian Unapportioned Interest

FY19 Draft Budget

Betterment Payoff Schedule

List of users who received a demand bill. (private information not included)

Annual Report

3 Lillian Board of Health Approval

Agenda

Agenda item 8. Discussion

After another year of continued need for more hours by the WWMDc Account Specialist and, in addition, increasing autonomy of the job, the chair is renewing a campaign to get the job up to 25 hrs/wk and upgraded from N-3 to N-4. For the calendar year to date, Jane has averaged 3.29 hrs/wk over her allotment of 19 hrs/wk. In addition, she continues to take on more responsibility for quarterly billing, monitoring condo sales, interacting with other Town departments on finances and budgeting, tracking expenses, interacting with the new Town Engineer on emergency response and system maintenance, and bringing other administrative needs to the attention of the WWMDc. These increases are additions to her already long list of tasks. Still, some tasks continue to be put off, e.g., reorganizing the web site and updating the betterment balance sheet.

The WWMDc chair would like to make two modifications to the position of Account Specialist for the WWMDc.

First, the job warrants an upgraded classification from N-3 to N-4 due to the large amount of autonomy now inherent in the job. The current positions in these categories are:

- N-3 Computer Technician
- N-3 Conservation Land Mgr-PT
- N-3 Human Resources Assistant
- N-3 Outreach Coordinator
- N-3 Recreation Program Asst – PT
- N-3 WWMDc Account Specialist
- N-4 Administrative Asst – Police
- N-4 Benefits Manager

I think N-4 is reasonable. According to the Assistant Town Administrator, the hourly rate would go from \$25.89 to \$27.34, with a possible additional 2% increase due to negotiations, effective 1 July 2017. An argument in its favor is Jane has no Town employee as a supervisor. Another argument is that the original legislation envisioned a Director, which we never instituted. What seems important to me is the autonomy of the position. Even though the Account Specialist consults with the volunteer WWMDc chair, the incumbent acts without immediate supervision. The [job description](http://www.wayland.ma.us/Pages/WaylandMA_HR/Desc/WWMDcCas.pdf) (http://www.wayland.ma.us/Pages/WaylandMA_HR/Desc/WWMDcCas.pdf) encompasses this independence, so the category of N-4 seems more appropriate.

Second, the job is not doable in under 19 hours/week, at its current level. When we hired Jane Capasso in June 2015, we were unsure how much time would be needed due to Jane being new to the Vadar and MUNIS town systems and requiring a learning curve on the WWMDc operations. I had thought that initially would be more than the amount being spent by Cindy Cincotta (11-18 hrs/week) who was familiar with all Town fiscal operations, but that the required time would subside as Jane got familiar with the job. It is evident now that there is more to the job on an on-going basis. Since Jane took on the job, there have been a number of additional time-consuming tasks. Some of these are the continued increase in the number of wastewater users as the Lillian Way condos have been built, the incorporation of the quarterly water billing system into the wastewater billing, a significant survey of the Town Center for Title V allocations that has turned up important information, a move of the wastewater operation from the Town Building to the DPW Building, the improved budgeting fidelity and better merging with other MUNIS account structures, understanding of the final disposition of the capital project of building the new Wastewater Treatment Facility, and a general increase in the number of tasks that will remain on an on-going basis.

As a result, I am proposing to increase the FY2019 budget by \$10,000. There needs to be approval by the Personnel Board, which will not occur until 16 Oct 2017 (earliest possible according to the Assistant Town Administrator).

AGREEMENT

This Agreement is dated as of _____, _____, 2017 and is entered into by and between the Town of Wayland, a Massachusetts municipal corporation, acting by and through the Wayland Wastewater Management District Commission (the "WWMDC") and the Board of Selectmen (the "Town"), both having an address of 41 Cochituate Road, Wayland, Massachusetts 01778 with respect to reserved sewer capacity for 5 Concord Road, Wayland, Massachusetts.

Whereas, in a separate agreement, Wayland Meadows, LLC agrees to transfer the parcel 023-052T (also referred to as Lot 8 as shown on the plan entitled "Plan of Land in Wayland, MA" dated April 15, 2010, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Environmental Consultants and recorded with the Middlesex South Registry of Deeds as Plan No. 252 of 2010) to the Wayland Conservation Commission and the 380-gpd design flow (per Title V, hereafter, "design flow") to the Wayland Wastewater Management District Commission (WWMDC), and

Whereas, the Wayland Meadows, LLC, has paid 1) all taxes for parcel 023-052T, 2) all WWMDC operations fees for the associated 380-gallons-per-day (gpd) design flow including all principal and interest for late payments, 3) FY2017 interest from 1 Oct 2016 to 1 Apr 2017, and 4) \$3,709 in partial payment of betterments for FY2015-FY2017, and

Whereas, 2016 annual Town Meeting passed Article 19 to allocate to the building at 5 Concord Road, Wayland, MA (currently the Wayland Free Public Library) a total of 820-gpd design flow, consisting of the 380 gpd from above and 440 gpd previously relinquished by another WWMD user and returned to the WWMDC, and

Whereas, Article 19 included a payment to the WWMDC from town funds of a total of \$56,000, which consists of a payment in lieu of betterment (PILOB) of \$53,356, an initial operations payment of \$2,207 for FY2017, and an administrative fee of \$438. Wayland Meadows has already paid \$3,709 of the betterment reducing the PILOB to \$49,647 for a new total of \$52,291, and

Whereas, it is anticipated that the building at 5 Concord Road will eventually be connected to the WWMD system using separate funds, and

Whereas, the Town agrees to pay operation fees to the WWMDC starting in FY2017,

Therefore, the Wayland Board of Selectmen agrees to pay \$52,291 to the Wayland Wastewater Management District Commission, and the Wayland Wastewater Management District Commission agrees to transfer 820-gpd design flow to the property at 5 Concord Road.

Assignment. Neither the WWMDC nor the Town may assign their rights and obligations hereunder, in whole or in part, without the prior written consent of the other party. Any assignment without such prior written consent shall be deemed null and void. Subject to and without limiting the preceding two sentences, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns.


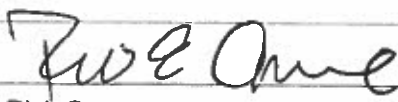
Governing Law. This Agreement, executed as of the date first above written, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, and may be cancelled, modified or amended only by a written instrument executed by the parties.

Additional Documents. The parties agree to execute any and all additional instruments and documents as may be reasonably required in order fully to effectuate the terms of this Agreement, provided none of the same shall increase any party's liability hereunder.

Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the Surplus Capacity and payment and no verbal statements made by anyone with regard to the transaction which is the subject of this Agreement shall be construed as a part hereof unless the same is incorporated herein by writing.

Partial Invalidity. In the event that any one or more provisions of this Agreement shall be held to be invalid, illegal or unenforceable in any respect, the remainder of this Agreement shall not be affected.

In Witness Whereof, the parties have executed this Agreement as of the date first set above.

Town of Wayland Board of Selectmen	Wayland Wastewater Management District Commission
	
Cherry Karlson, chair	Fred Knight, chair
Lea Anderson	Sam Potter
	
Mary Antes	Rick Greene
Louis Jurist	
Douglas A. Levine	

**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

WWMDC FY2017 BUDGET
September, 2017

August 12-September 25, 2017

SUMMARY	ACTUAL YTD		BUDGET YTD		YTD VARIANCE		ANNUAL BUDGET		NOTES
	\$		\$		\$		\$		
User Charges	64,941.08		60,421.63	4,519.46	241,687	32,285.73	817.11	32,285.73	FY17 Qtr 4 will be received in July & Aug.
Total Operating Expenses	28,134.61			826.47	38,442				Pen & Int. Liens, Misc Rev & Int Earned on Sav's
Net Operating Income:	36,806.47				7,350				Note 1 - Pmts received Feb and May.
INCOME DETAILS									
User Charges	64,941.08		60,421.63	4,519.46	241,687	32,285.73	817.11	32,285.73	FY17 Qtr 4 will be received in July & Aug.
Other	826.47			826.47	38,442				Pen & Int. Liens, Misc Rev & Int Earned on Sav's
Old Betterment - Principal	-		-	-	7,350				Note 1 - Pmts received Feb and May.
Old Betterment - Interest	-		-	-	245,000				Note 1 - Pmts received Feb and May.
New Betterment - Principal	715.78			715.78	180,265				Note 1 - Pmts received Feb and May.
New Betterment - Interest	644.20			644.20					Note 1 - Pmts received Feb and May.
Unapp WW Better TC Rev	24,336.52			24,336.52					Unbudgeted Betterments Paid in Advance
Unapp WW Better TC Int	1,065.63			1,065.63					Unbudgeted Betterments Paid in Advance
Total Income/MUNIS:	92,529.68		60,421.63	32,108.06	712,744		36,541.66	\$	36,541.66
EXPENSE DETAILS									
PERSONAL SERVICES									
Salaries (Account Specialist)	7,232.40		7,388.75	156.35	29,555	3,624.29	2,462.92	(1,161.37)	
Indirect/Adm'n (Town Services)	-		-	-	28,831				
Legal Services	-		1,250.00	1,250.00	5,000		416.67	416.67	
PROFESSIONAL SERVICES									
Facility Operating Contract	11,700.00		11,925.00	225.00	47,700	3,900.00	3,975.00	75.00	
Fac. Labor & Other Prof. Serv.	1,848.64		4,106.75	2,258.11	16,427	1,050.00	1,368.92	318.92	
Engineering Fees	-		-	-	-				
NPDES Permit	-		-	-	-				
Total Pers. & Prof. Expenses	20,781.04		24,670.50	3,889.46	127,513	8,574.28	6,223.50	\$	(350.79)
Percent of Total	32%				0				
REPAIRS & MAINT EXP.									
Building Repair & Improvement	-		500.00	500.00	2,000		166.67	166.67	
Equipment Repairs & Maint.	130.86		1,671.75	1,540.89	6,687	130.86	2,180.67	(130.86)	
Sludge Disposal	1,355.00		6,542.00	5,187.00	26,168	275.00	2,180.67	1,905.67	
Chemicals	-		696.75	696.75	2,787		232.25	232.25	
Markup & Other	19.63		1,336.50	1,316.87	7,066	19.63	445.50	425.87	
Surface Water Testing (Oars)	-		-	-	-				
Total Repairs & Maint Exp.	1,505.48		10,747.00	9,241.51	50,054	425.49	3,025.08	\$	2,599.59
Percent of Total	2%				0				
OPERATING EXPENSES									
Disposal (Trash Removal)	179.70		267.25	87.55	1,069	93.10	89.08	(4.02)	
Natural Gas-W/Trk & Dir. En.	118.26		837.75	719.49	3,351	55.81	279.25	223.44	
Electricity - Eversource	5,313.83		8,053.00	2,739.17	32,212	2,705.89	2,684.33	(21.56)	
Telephone - Verizon	183.04		329.00	145.96	1,316	67.55	109.67	42.12	
Water -TOW	53.25		243.00	189.75	972	53.25	81.00	27.75	
Admin Serv's (Other/Vadar Trng)	-		50.00	50.00	200		16.67	16.67	
Contingency	-		6,250.00	6,250.00	25,000		2,083.33	2,083.33	
Total Operating Expenses	5,848.08		16,030.00	10,161.92	64,120	2,975.60	5,343.33	\$	2,367.73
Percent of Total	9%				0				
TOTAL EXPENSES	\$ 28,134.61		\$ 51,447.50	\$ 23,312.89	241,687	\$ 11,975.38	\$ 16,591.92	\$	4,616.54
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 capital expense are the debt expense number so revenues = expenses.

August 12-September 25, 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
6302 WW User Charges 63105000/42105	7/1-7/31/17 \$ 1,048.35	7/1-8/11/17 \$ 31,607.00	8/12-9/23/17 \$ 32,285.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6308 Penalties & Interest *	\$ 0.17	\$ 9.19	\$ 72.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63103 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	\$ -	\$ -	\$ 744.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 744.25
6309 Wastewater Liens * 63105000/42111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6311 WW Better TC Rev 63105000/47503	\$ 357.89	\$ -	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 715.78
6312 WW Better TC Int 63105000/47504	\$ 322.10	\$ -	\$ 322.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 644.20
6313 UNAPP WW Better TC Rev 63105000/47505	\$ 21,693.20	\$ -	\$ 2,643.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,336.52
6314 UNAPP WW Better TC Int 63105000/47506	\$ 950.12	\$ -	\$ 115.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,065.63
49761 Trans from wtr fund 63105000/49761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 24,371.83	\$ 31,616.19	\$ 36,541.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,529.68

Notes:
 Unapportioned WW Better TC Rev & Int - Betterments paid: 11 Lillian in full and 39 Lillian in partial payment.
 * Other for Budget Reporting

Total Revenue (Munis Balance)	\$ 92,529.68
Less: UNAPP New Better TC Rev	\$ 24,336.52
Less: UNAPP New Better TC Int	\$ 1,065.63
Less: New WW Better TC Principal	\$ (715.78)
Less: New WW Better TC Int	\$ (644.20)
Less: Old Betterment Principal	\$ -
Less: Old Betterment Int	\$ -
Revenue net of Capital Accts (Net of Betterment)	\$ 65,767.55

**WhiteWater Invoices
Fiscal Year 2017**

August 12-September 25, 2017

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor #52101	Equip Repairs					Total
						& Maint 52116	Sludge 52122	Chemicals 52125	Mark Up #52151		
70028264	7/24/2017	\$ 95.31	June (3)	\$ -	\$ -	\$ 82.88	\$ -	\$ -	\$ 12.43	\$ 95.31	
70028766	8/14/2017	\$ 1,325.00	June (3)	\$ -	\$ 1,050.00	\$ -	\$ 275.00	\$ -	\$ -	\$ 1,325.00	
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	
70029205	9/1/2017	\$ 3,900.00	Sep	\$ 3,900.00						\$ 3,900.00	
70029589	9/13/2017	\$ 55.18	Sep	\$ -	\$ -	\$ 47.98	\$ -	\$ -	\$ 7.20	\$ 55.18	
Totals		\$ 13,507.68		\$ 11,700.00	\$ 672.50	\$ 47.98	\$ 1,080.00	\$ -	\$ 7.20	\$ 13,507.68	

Current month total without Contract Fee \$ 55.18

Notes:

Invoice #70027882 for July Contract Fee. Monthly Operating Reports not done for July.
 Invoice #70028766 received with June and July expenses. June was reported on a purchase order for FY17 carryover, booked by Finance in FY18.
 Invoice #70028264 purchase order for FY17 carryover was booked by Finance in FY18.

WhiteWater FY17 Purchase Orders booked in FY18, September, 2017 by Finance

Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor #52101	Equip Repairs					Total
						& Maint 52116	Sludge 52122	Chemicals 52125	Mark Up #52151		
70028264	7/24/2017	\$ 95.31	June (3)	\$ -	\$ -	\$ 82.88	\$ -	\$ -	\$ 12.43	\$ 95.31	
70028766	8/14/2017	\$ 1,325.00	June (3)	\$ -	\$ 1,050.00	\$ -	\$ 275.00	\$ -	\$ -	\$ 1,325.00	
Total		\$ 1,420.31		\$ -	\$ 1,050.00	\$ 82.88	\$ 275.00	\$ -	\$ 12.43	\$ 1,420.31	
Purchase Order		\$ 8,000.00		\$ -	\$ 2,500.00	\$ 200.00	\$ 4,000.00	\$ 800.00	\$ 500.00	\$ 8,000.00	
Amount to Close Purchase		\$ (6,579.69)		\$ -	\$ (1,450.00)	\$ (117.12)	\$ (3,725.00)	\$ (800.00)	\$ (487.57)	\$ (6,579.69)	



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
AUGUST, 2018 listed below (2 of 2 for July, 2017):

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

AMOUNT OF COMMITMENTS

Unapportioned WW Better TC Interest 63-14210 \$115.51

(39 Lillian WW Betterment partial payment.)

Fred Knight 26 Sep 2017

Fred Knight Date
WWMDC Chair

Rick Greene 9/26/17

Rick Greene Date
Commissioner

Jane Capasso 9/26/17

Jane Capasso Date
Account Specialist

9/27/17 scanned + sent to hna + Zoe

Wastewater Management District Commission				FY2019	FY2018	FY2017	FY2019	FY2018	FY2017	FY2019	FY2018	FY2017	FY2019	FY2018	FY2017	Notes
FY19 Draft Budget				Actual	Before STM (1)	Draft	Change	Revised	Revised	Revised	Revised	Revised	Revised	Revised	Revised	Revised
INCOME																
Receipts (User Charges)	295,690	191,120	269,451	78,331												
Old Betterment-Principal	25,991	38,442	43,247	4,805												
Old Betterment-Interest	4,767	7,350	5,256	-2,094												
New Betterment-Principal	197,696	245,000	255,000	10,000												
New Betterment-Interest	175,414	180,265	170,765	-9,500												
Current Year Transfer	-	-	-	0												
Undesignated Fund Bal/Operations	50,567	50,567	40,000	-10,567												
Net Operating Income:	699,558	712,744	783,719	70,975												
EXPENSES																
Personal Services																
Salaries (Account Specialist)	51001	25,994	29,555	37,000												
Indirect/Admin & Fringe Ben's	59710	24,669	28,831	29,700												
Legal Services	52108	1,013	5,000	5,000												
Professional Services		0														
Facility Operating Contract	52100	46,800	47,700	54,000												
Facility Labor & Other Prof. Serv.	52101	34,840	16,427	23,000	6,573											
Engineering Fees	52152	-	0	-	0											
NPDES Permit	52153	-	0	-	0											
Total Pers. & Prof. Expenses		133,316	127,513	148,700	21,187											
Repairs & Maint. Expenses																
Building Repair & Improvements	52115	6,590	2,000	5,700	3,700											
Equipment Repairs & Maint.	52116	20,252	6,687	7,300	613											
Pipeline Maintenance/Emergency	? ###	0	35,000	35,000												
Sludge Disposal	52122	30,331	26,168	25,000	-1,168											
Chemicals	52125	6,644	2,787	7,500	4,713											
Markup & Other	52151	6,596	5,346	6,500	1,154											
Surface Water Testing (Oars)	52103	6,803	7,066	7,500	434											
Total Repairs & Maint. Exp.		77,216	50,054	94,500	44,446											
Operating Expenses																
Disposal (Trash Removal)	52121	606	1,069	1,101	32											
Natural Gas-NY Grid & Dir. En.	53102	3,844	3,351	4,100	749											
Electricity -Eversource	53103	31,119	32,212	33,100	888											
Telephone -Verizon	53104	1,320	1,316	1,800	484											
Water -Town of Wayland	53105	892	972	950	-22											
Admin Serv's & Other	52107	125	200	200	0											

Revised 10/4/17

Debt expense used for budgeting. Note 4.

Debt expense used for budgeting. Note 4.

Debt expense used for budgeting. Note 4.

Debt expense used for budgeting. Note 4.

Debt expense used for budgeting. Note 4.

FY18 fire item: Pipeline Maint/Emergency Note 2.

Paid from Undesignated Fund Balance/Operations. Note 3

Total needed for betterment income & operating expenses.

FY17 Actual plus \$10,000 (increased hours & step change if approved in FY18). No cost of living

adjustment per Finance.

FY18 plus 3% increase = \$29,696

No anticipated litigation.

Contract ends 9/16/18 @ \$3,900/month. Paul Brinkman: FY19 10% increase, fixed rate over 3 years.

Assumes new contractor with higher rates \$4,500 X 12 months.

FY17 Actual \$34,840 less Emerg. \$13,384 (\$7,015 268 BPR, \$6,369 install tmt plant pump) = \$21,456

plus 3%/year increase = \$22,763. Facility is incurring more repairs.

For future use.

For future use. Currently no fee for permit.

FY17 \$5,140 new contracts for fire extinguisher & fire alarm testing and emergency lights and \$1,050

lmt plant heater and supply line repair. FY19 contracts total \$3,661 plus \$2,000 for miscellaneous

charges outside WhiteWater's contract totaling \$5,661.

FY17 \$20,252 less pipeline emergencies \$13,394 = \$6,858 less \$1,020 fixed cost for maintenance for 2

backup generators until 2020 = \$5,838 increased at 3%/year = \$6,194. Add back \$1,020 for contracts =

FY19 \$7,214

If approved at the November, 2017 Special Town Meeting, \$35,000 will be budgeted yearly for DigSafe,

mark-outs and emergency repairs. Note 2 and 3.

FY17 Actual includes pumping for emergency repairs at the plant. Paul Brinkman will be monitoring this

and expects less pumping.

FY17 actual with 3%/year increase = \$7,049.

FY17 actual \$6,596 less \$174 emergency plus 3%/year increase = \$6,813. Paul Brinkman will be

monitoring this.

FY18 \$7,066 contract with 5% increase. (prior increase was 8%)

New FY17, FY18 budgeted at \$86,600/month. FY19 contract renews in FY18, per Maggie Meehan

assume 3% increase of \$86.60 per year, for 2 years \$1,101.

FY17 actual with 3%/year increase = \$4,078.

FY17 actual with 3%/year increase = \$33,014

FY17 actual with 3%/year increase and Paul Brinkman's estimate for addition of a fiber line with internet

and voice to run upgraded SCADA emergency call system.

FY17 actual with 3%/year increase. Back flow testing and admin fees = \$946

Contingency	54599	3,000	25,000	25,000	0
Total Operating Expenses		40,906	64,120	66,251	2,132
Total Expenses		251,438	241,687	309,451	67,765
FY 18 does not include Pipeline Maintenance until voted in \$35,000.					
CAPITAL EXPENSES					
Old Debt-Principal	59100	27,651	38,442	43,247	4,805
Old Debt-Interest	59150	2,136	7,350	5,256	-2,094
New Debt -Principal	59100	240,000	245,000	255,000	10,000
New Debt -Interest	59150	189,565	180,265	170,765	-9,500
Total Capital Expenses:		459,351	471,057	474,267	3,211
Total:		710,789	712,744	783,719	70,975
Rates					
Total Expenses		251,438	241,687	309,451	67,764
Use of Enterprise Funds			50,567	40,000	0
Adjusted User Charges			191,120	269,451	67,764
Total Current Allocated Capacity		76,245	77,088	77,516	428
Total Current Connected		76,396	68,483	68,783	300
Total Assumed Flow		23,000	30,728	25,050	-5,678
Capacity Rate (\$/gpd-year)		2.79	1.98	2.78	0.80
Flow Rate (\$/gpd/year)		1.97	1.24	2.15	0.91
Penalty Rate (\$/gpd/year)		5.91	3.73	6.45	2.72
Notes:					
(1) The FY2018 2/21/17 Before STM column (Special Town Meeting) does not include the new Pipeline Maint/Emergency account. See Note 2. Rates shown are used for the budget, but billing rates and final sales are based on the Rate Hearing FY18 Tab, Column FY18 Rate Hearing 2/15/17 (Capacity \$1.94, Flow \$1.21 and Penalty \$3.64).					
(2) - The FY2018 2/21/17 Revised STM column (hidden) has the addition of a Pipeline Maintenance expense account to be approved at the November Special Town Meeting. This will be funded through a Current Year Transfer from retained earnings in FY18 only, at year-end, and will have no effect on revenue or the rates approved at the rate hearing.					
- The Pipeline Maintenance expense account in FY18 for \$35,000 will be used for DigSafe, hiring a contractor to do mark-outs, maintenance and emergency calls involving the sewer line.					
(3) Starting with FY2019 \$40,000 will be paid from undesignated fund balance (operations only). The cost for this is not included in user rates.					
(4) The Debt Expense number is used as the betterment income number so revenues = expenses. Betterment income is the apportioned income users pay, which is lower than the actual debt expense paid to the bank.					
(5) FY18: The overage from the actual FY18 Revenue and Expenses of \$50,567 was used to reduce the FY18 rates charged to users. FY19 this will not occur.					
(6) FY2017 Emergency & Other Column - Unbudgeted emergency repairs to the sewer system and the treatment plant. Amount is included in the Actual FY2017 column. See Summary of Unbudgeted Utility Bills - FY2017 updated 9/8/17					
(7) Total Current Allocated (Design Flow) 76,396 + 440 5 Concord Road + 380 Wayland Meadows + 300 356 Boston Post Road = 77,516. (127 Whole Foods, + 70 Salon included in 76,396)					

Wastewater Management District Commission																		
Estimated Betterment Undesignated Retained Earnings (URE) Due to Betterment Shortfall (Operations Excluded)																		
As of June 30, 2017																		
Breakdown of URE																		
- Operations	\$ 159,389	Estimate																
- Better PILOB & PIA	\$ 1,179,802	FY17 Actual (Tab: 6-30-17 Undes Ret Earn Breakout)																
Total URE	\$ 1,339,191	Munis Balance																
Description	FY17 Actual	FY18 Frst	FY19 Frst	FY20 Frst	FY21 Frst	FY22 Frst	FY23 Frst	FY24 Frst	FY25 Frst	FY26 Frst	FY27 Frst	FY28 Frst	FY29 Frst	FY30 Frst	FY31 Frst	FY32 Frst	FY33 Frst	FY34 Frst
Better PILOB & PIA	\$ 1,179,802	\$ 1,118,601	\$ 1,030,422	\$ 928,123	\$ 814,848	\$ 677,773	\$ 578,427	\$ 470,328	\$ 358,950	\$ 236,891	\$ 107,184	\$ (29,771)	\$ (172,837)	\$ (321,503)	\$ (480,487)	\$ (648,099)	\$ (443,664)	\$ (248,204)
Receipts (Appor's):																		
- Old Betterment	\$ 28,393.32	\$ 26,317.23	\$ 25,173.01	\$ 24,028.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- New Betterment	\$ 369,758	\$ 356,558	\$ 346,795	\$ 332,826	\$ 323,272	\$ 313,719	\$ 304,166	\$ 294,612	\$ 282,456	\$ 273,033	\$ 263,610	\$ 254,187	\$ 244,764	\$ 234,386	\$ 225,011	\$ 215,635	\$ 206,260	\$ 196,884
Total Receipts	\$ 398,151	\$ 382,876	\$ 371,968	\$ 356,854	\$ 323,272	\$ 313,719	\$ 304,166	\$ 294,612	\$ 282,456	\$ 273,033	\$ 263,610	\$ 254,187	\$ 244,764	\$ 234,386	\$ 225,011	\$ 215,635	\$ 206,260	\$ 196,884
Less Debt Service:																		
- Old Betterment	\$ 29,786	\$ 45,790	\$ 48,502	\$ 46,515	\$ 44,382	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- New Betterment	\$ 429,565	\$ 425,265	\$ 425,765	\$ 423,615	\$ 415,965	\$ 413,065	\$ 412,265	\$ 405,990	\$ 404,515	\$ 402,740	\$ 400,565	\$ 397,253	\$ 393,430	\$ 393,370	\$ 392,623	\$ 11,200	\$ 10,800	\$ 10,400
Total Debt Service	\$ 459,351	\$ 471,055	\$ 474,267	\$ 470,130	\$ 460,347	\$ 413,065	\$ 412,265	\$ 405,990	\$ 404,515	\$ 402,740	\$ 400,565	\$ 397,253	\$ 393,430	\$ 393,370	\$ 392,623	\$ 11,200	\$ 10,800	\$ 10,400
Better Shortfall	\$ (61,200)	\$ (88,179)	\$ (102,300)	\$ (113,275)	\$ (137,075)	\$ (99,346)	\$ (108,099)	\$ (111,378)	\$ (122,059)	\$ (129,707)	\$ (136,955)	\$ (143,066)	\$ (148,666)	\$ (158,984)	\$ (167,612)	\$ 204,435	\$ 195,460	\$ 186,484
Est. Better URE Bal.	\$ 1,118,601	\$ 1,030,422	\$ 928,123	\$ 814,848	\$ 677,773	\$ 578,427	\$ 470,328	\$ 358,950	\$ 236,891	\$ 107,184	\$ (29,771)	\$ (172,837)	\$ (321,503)	\$ (480,487)	\$ (648,099)	\$ (443,664)	\$ (248,204)	\$ (61,720)
Notes:	- FY17 retained earnings is the undesignated retained earnings balance at June 30, 2017 per the MUNIS balance sheet. - Betterment PILOB & Paid in Advance (PIA) are the known pieces of the Undes Ret. Earnings account. Only Betterment money can be used to pay off betterments. - Receipts (Appor's) are the projected betterments to be apportioned and committed interest for the old and new Betterments - Debt service for the current year is the actual from the 13 month trial balance. Old Better is subsidized. Future years are the projected principal and interest payments on the old and new betterments. - Totals are not included because the numbers contain interest, which is not included in the original loan balance.																	
Preliminary Conclusion:	There is sufficient total unapportioned betterment principal and committed interest to meet the debt service payments from FY17 through FY26. But, FY27 - FY34 have negative cash flows which will require short term financing or another financing source																	
Total Negative Cash Flows	Requiring Financing \$ (2,406,282.96)																	

Wayland Wastewater Management District Commission

FY 2017 Annual Report –Draft 1, 8/16/2017

The Wayland Wastewater Management District Commission (WWMDC) operates a sewer system that serves business and residential properties along Route 20 from Route 27 to the Town Center development. Wastewater discharged into the system flows to a treatment plant located on Town-owned property within the Town Center development. The treated wastewater is discharged to the Sudbury River.

Managerial Oversight of the Wastewater Treatment Facility: In Fiscal Year 2017, the WWTF continued to run with no major operational issues—including no detected infiltration of groundwater into the WWMDC system. The WWMDC did incur higher than expected expenses related to routine equipment replacement in the plant, routine alarm calls, and two valve failures in the street portion of the system. Owing to the WWMDC's inability to respond in a timely manner to a mark out request, the Commission had to bear the costs for damage caused by a third-party contractor dig-in. The budget for repairs and the contingency reserve were sufficient to cover the expenses.

The high number of routine alarms to the plant operator and the WWMDC's emergency response capability continued to be an issue. In an annual review meeting with Whitewater, the plant operator, the WWMDC reiterated the need to take remedial action to address repeat problems quickly so as to reduce the number and cost of emergency calls. To provide stronger professional oversight over system operations, the Commission been working with the Town Administrator, the Director of the Department of Public Works and the Director of the Water Department to contract for support by individuals with wastewater expertise and licensing. Further, the WWMDC has been working with Town officials to professionalize our capability to respond to emergency situations.

Discharge Permits and System Usage: The WWTF continues to operate under permits issued jointly by the Federal Environmental Protection Agency (EPA) and the State Department of Environmental Protection (DEP). The permits allow discharge of an annualized average limit of 52,000 gallons per day (GPD) into the Sudbury River. An application for renewal submitted on time in June 2013 seeks an increase in discharge capacity to 80,000 GPD. As of June 2017, the application remains pending with the EPA.

In FY2017, the average discharge from the plant was approximately XX,XXX GPD, up (down) about XX% from 25,730 GPD in FY2016. Growth in flow from the Town Center development has stabilized as construction plans near completion and occupancy has growth has leveled off. The average flow is expected to remain well below the current permitted limits.

Rules and Regulations: The WWMDC performed an extensive review of its Rules and Regulations to update, clarify and harmonize standards and procedures. Additionally, water conversation standards approved subsequent to the last revision of the Rules and Regulations were fully incorporated in the current version. The revised Rules and Regulations were tentatively approved by the Commission, subject to a review by the WWMDC's Executive Adminsitrator for consistency with laws and best practices.

Transfer of Capacity to the Town Library: The WWMDC and the Board of Selectmen completed an agreement to transfer 820 GPD of discharge capacity to the Town of Wayland to use for the current Library Building, in exchange for a payment in lieu of Betterment of \$XX,XXX. As part of the transaction, one of the previous owner of the transferred capacity paid off outstanding operational charges and transferred the associated parcel of land to the Wayland Conservation Commission at no cost.

Administration and Finances: Income for FY2017 was \$xxxxxx. Of this amount \$xxxx represented betterment and interest payments, plus a \$xxxx contribution from the Town of Wayland as a "Payment in Lien of Betterment" for the Town Library. Operating income was \$xxxx, and operating expenses were \$xxx,xxx.

The WWMDC developed a budget for FY2018 of \$xxxxx. This includes \$xxxxxx operating income and expenses, and \$xxxxxx capital expenses (bond and interest payments). The rate set for users was \$xxx/per gallon, a(n) x% decrease from FY2017.

The Commission's undesignated fund balance at the end of FY2017 was \$xxx, of which \$xxx represents money collected to pay off the outstanding construction bonds and interest. At the end of FY 2017, the outstanding balance on the WTTF bonds was \$xxxxx.

The WWMDC engaged the Abrahams Group to review its financial management practices and to develop and automate standard monthly reporting. Additionally, the Abrahams Group was asked to evaluate the sufficiency of funds available to pay off bonds, to model a cash flow analysis over the lives of the bonds, as well as to examine the disposition of bond proceeds to quantify any leftover uncommitted funds. The Group's work was reviewed by the WWMDC in three meetings, and changes were implemented to support better management reporting of the WWMDC's finances.

Commission Membership and Staffing: The Wastewater Management District Commission began FY2017 with full membership: Fred Knight, chair; Sam Potter; and Rick Greene. Due to professional responsibilities, Sam Potter was frequently unable to attend meetings, and in June 2017 he asked that his term not be renewed. No replacement has been named. Jane Capasso continued as the WWMDC's part-time Account Specialist, working to resolve administrative issues, build teamwork with other town departments, and bringing greater order to the Board's financial reporting.

In the Spring of 2017, Town Administrator Nan Balmer met with the WWMDC to explore ideas having either the Director of Public Works or the Director of the Water Department to serve a part-time Executive Administrator (estimated at 20% FTE) to manage day to day technical issues related to system operations. Both individuals are professionally licensed and have experience managing wastewater systems. Although no agreement has been formalized, both individuals have offered advice and guidance when asked.

APPLICATION FOR BOARD OF HEALTH APPROVAL TO OBTAIN A BUILDING PERMIT
(Please Print ALL Application Information Unless Directed Otherwise)

Closed

FEE SCHEDULE: (Checks payable to "Town of Wayland")
New Construction, Demolition, Addition, Porch, Garage \$150
Temp Mobile Home/Change of Use \$ 75; Deck \$ 50; Shed \$ 25
Private Pools: Above Ground Pool \$ 25; In Ground Pool \$100
Public/Semi Public Pool - \$ 200

App # 20172101
Permit # 20170086
Check # 1463 Fee Paid \$ 150
Cleudson Ribeiro

Property Location: 3 LILLIAN WAY WAYLAND MA
Property Owner(s): RAHUL SETHI Rahul/Melha Sethi
Proposes to Change / Construct / Demolish (please describe project): FINISHING BASEMENT

This property is served by: Subsurface Sewage Disposal System Town Sewer (WWMDC pre-approval required)

(check) I have, or may have wetlands, a stream, river, or other water body on or near my property and I have contacted the Conservation Commission regarding this project. Cons Com submittal date (_____) **RECEIVED**

Requirements for Items 1-6 are listed on the back of this application

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

13 2017
TOWN OF WAYLAND
BOARD OF HEALTH

Contractor's Name: CJ LANDSCAPE SERVICES INC (If Homeowner write "Owner")

* There is an exemption you may qualify for if the property is single family, owner occupied, and the owners themselves (NO outside contractors) are undertaking ALL renovation activities (see Demo handout).

Applicant Signature: Cleudson Ribeiro (Owner/Agent, Please Circle One)

The applicant warrants the truthfulness of the information in the application and that if any of the information provided is incorrect, the building permit may be revoked. If Agent: (check) "I hereby certify that the proposed work has been authorized by the owner and I have been authorized by the owner as their agent to make this application on their behalf."

Applicant Name CLEudson R RIBEIRO LESQ (Owner/Agent, Please Circle One)

Full Address 55 KENNELL DR FRAMINGHAM MA 01702

Phone/Cell (508) 9820619 Email CJLANDSCAPESERVICESINC@gmail.com

WWMDC Authorization Board of Health Action Approved Restricted to 2 bedrooms for condo Disapproved
Approved Disapproved

BOH Comments / Conditions: _____

Approval Date: _____ Board of Health (or Agent): _____

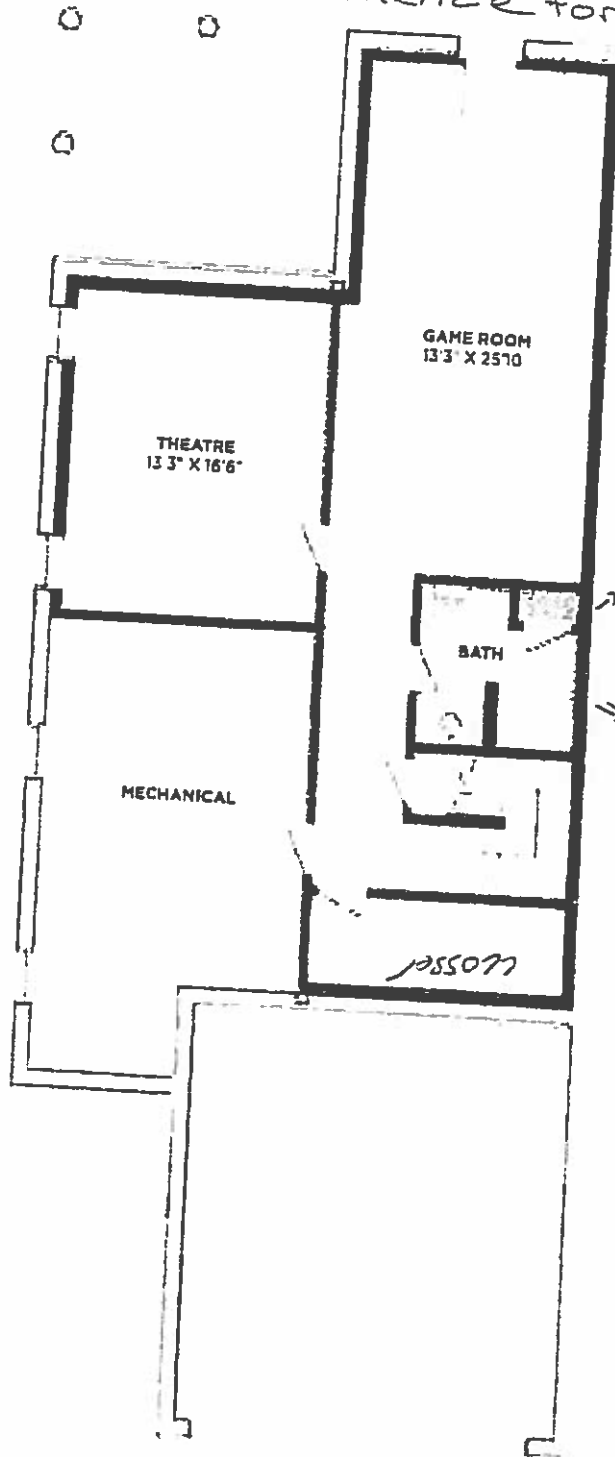
Board of Health approval only means that the proposed project does not violate any BOH minimum setback requirements and/or rules & regulations based on the information provided. It is expected that the applicant will not cause any increase in wastewater flow to the Town's sewer system (other than as authorized by the WWMD) or to the septic system unless a system designed to accommodate that increased flow has been approved by the BOH and said system has been installed

Rahul Sethi 3 Lillian Way, Wayland MA.

9/26/17 Comments from Darren,
Hith Dept;

LOWER LEVEL
With option to finish
831 SQ FT

- This is the whole basement.
- Add'l bathroom does not affect TV. It is a convenience for the owner.



- Darren does not expect a change to flows.
- The application will restrict the basement being used as a bedroom. Darren will add this as a comment.

→ closet
→ shower

RECEIVED

SEP 14 2017

TOWN OF WAYLAND
BOARD OF HEALTH

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: Tuesday, 26 Sep 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.
- 7:40 4. Discussion with Whitewater team and Town Engineer on status of the WWTF. This is an annual review of WWTF operation. There is a little under 1 year left on the 3-year operation contract, and the discussion will focus on the past year's performance and expectations for the next year.
- 8:20 5. Status of WHS treatment facility and vote by Board of Health to request an Executive Director.
- 8:25 6. Paul Brinkman Activities:
 - A. Status of the Treatment Plant capital account and punch list.
 - B. Tata & Howard is doing the design and engineering for a new water main on Boston Post Road. Wastewater sewer line mark-outs will be done by Paul using current as built plans.
 - C. NPDES Permit – Status of EPA approval.
 - D. Toxicity Report – Status on change from quarterly to annually.
 - E. Who is responsible for the second pump station WhiteWater is managing?
 - F. Status of hiring DigSafe, a company to do mark-outs and system maintenance and a contractor for emergencies.
- 8:40 7. Wastewater Rules and Regulations – Rick and Paul Brinkman will discuss possible changes.
- 8:50 8. Discussion and vote on increasing allotment for Account Specialist from 19 to 25 hrs/wk and upgrading of job classification from N-3 to N-4. The increased cost is about \$10,000/year. This would take effect in FY2019. After a successful vote tonight, chair will be arguing for an increase of hours to up to 25 hrs/wk and an upgrade from N-3 to N-4 classification to the Personnel Board on 16 October 2017. If this is successful, action will be taken for the FY2019 budget. Before this occurs, the WWMDC should approve the two requests for increased hours and new classification. Arguments in favor of this action are at the end of the agenda.
- 8:55 9. Approve minutes from previous meetings–16 Aug 2017.
- 9:00 10. Pay Bills, monthly budget update, year-to-date finances, and monthly commitments.

- 9:10 11. Other administrative items, if any:
- A. Verizon Upgrade for Treatment Plant and Pump Station
 - B. Demand Letter and \$15 fee for users with account balances over \$100. First letter was sent September 18, 2017. Should I call?
 - C. 21 Cochituate Road (Olde Collins Market) connected to the wastewater system on August 23, 2017.
 - D. Update on the Health Department's topics: 356 BPR, Wayland Foreign Motors; Update on who is responsible for filling out the SSO report (Sanitary Sewer Overflow) and control over condominiums that are zoned as 2 bedrooms being sold as 3 bedrooms.
- 9:20 12. FY2019 draft budget to be approved by the Board tonight. FY19 Budget and Explanatory Statement of Change to be submitted by email to Beth Doucette on September 26, 2017.
- 9:30 13. Status of the approved annual report for submission. Board to approve and the final is due to MaryAnn DiNapoli on September 29, 2017. Pictures?
- 9:50 14. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- 9:55 15. Website status: recent postings and organization.
- 9:56 16. Calendar: upcoming meetings and events, including hearings.
- 10:00 17. Public Comment
- 10:05 18. Adjourn

Agenda item 8. Discussion

After another year of continued need for more hours by the WWMDC Account Specialist and, in addition, increasing autonomy of the job, the chair is renewing a campaign to get the job up to 25 hrs/wk and upgraded from N-3 to N-4. For the calendar year to date, Jane has averaged 3.29 hrs/wk over her allotment of 19 hrs/wk. In addition, she continues to take on more responsibility for quarterly billing, monitoring condo sales, interacting with other Town departments on finances and budgeting, tracking expenses, interacting with the new Town Engineer on emergency response and system maintenance, and bringing other administrative needs to the attention of the WWMDC. These increases are additions to her already long list of tasks. Still, some tasks continue to be put off, e.g., reorganizing the web site and updating the betterment balance sheet.

The WWMDC chair would like to make two modifications to the position of Account Specialist for the WWMDC.

First, the job warrants an upgraded classification from N-3 to N-4 due to the large amount of autonomy now inherent in the job. The current positions in these categories are:

- N-3 Computer Technician
- N-3 Conservation Land Mgr-PT
- N-3 Human Resources Assistant
- N-3 Outreach Coordinator
- N-3 Recreation Program Asst – PT
- N-3 WWMDC Account Specialist

N-4 Administrative Asst – Police
N-4 Benefits Manager

I think N-4 is reasonable. According to the Assistant Town Administrator, the hourly rate would go from \$25.89 to \$27.34, with an possible additional 2% increase due to negotiations, effective 1 July 2017. An argument in its favor is Jane has no Town employee as a supervisor. Another argument is that the original legislation envisioned a Director, which we never instituted. What seems important to me is the autonomy of the position. Even though the Account Specialist consults with the volunteer WWMDC chair, the incumbent acts without immediate supervision. The [job description \(http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/WWMDCas.pdf\)](http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/WWMDCas.pdf) encompasses this independence, so the category of N-4 seems more appropriate.

Second, the job is not doable in under 19 hours/week, at its current level. When we hired Jane Capasso in June 2015, we were unsure how much time would be needed due to Jane being new to the Vadar and MUNIS town systems and requiring a learning curve on the WWMDC operations. I had thought that initially would be more than the amount being spent by Cindy Cincotta (11-18 hrs/week) who was familiar with all Town fiscal operations, but that the required time would subside as Jane got familiar with the job. It is evident now that there is more to the job on an on-going basis. Since Jane took on the job, there have been a number of additional time-consuming tasks. Some of these are the continued increase in the number of wastewater users as the Lillian Way condos have been built, the incorporation of the quarterly water billing system into the wastewater billing, a significant survey of the Town Center for Title V allocations that has turned up important information, a move of the wastewater operation from the Town Building to the DPW Building, the improved budgeting fidelity and better merging with other MUNIS account structures, understanding of the final disposition of the capital project of building the new Wastewater Treatment Facility, and a general increase in the number of tasks that will remain on an on-going basis.

As a result, I am proposing to increase the FY2019 budget by \$10,000. There needs to be approval by the Personnel Board, which will not occur until 16 Oct 2017 (earliest possible according to the Assistance Town Administrator).