

## 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, 9 March 2016

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. Public hearing to review rates for FY2016-Q3/Q4 and rates for FY2017. Based on a review of the YTD expenses and prospect of no significant legal expenses in FY2016, there appears to be a reason to reduce rates for the remainder of FY2016. The rates for FY2017 are contained in the draft budget for FY2017.

Recommended Motion #1: Reduce collections for the last two quarters of FY2016 by the difference between savings on legal expenses (\$45,000) and increased expenses from administrative charges for all Town departments (\$25,000). The savings would be distributed evenly between Q3 (Jan-Mar 2016) and Q4 (Apr-Jun 2016)

Recommended Motion #2: Set operational rates for FY2017 based on the draft budget for FY2017, namely

- Capacity rate: \$2.79/gpd/year
- Flow rate: \$1.97/gpd/year
- Penalty rate (3x Flow Rate): \$5.91/gpd/year

7:50 4. Discussion with Nan Balmer, Town Administrator

- Betterment billing and accounting
- Review of Title V allocations for Town Center and ramifications of the accounting of Title V allocations for all of Town Center
- Process of assigning Title V design flows in the future
- Close-out status of the WWTF. We have gotten the amount of funds remaining, ~\$239,000. We will keep these funds to pay for capital costs, e.g., replacement of Membrane Bioreactor screens. Update on whether funds can be refunded for WWMDC use, i.e., to reduce fees in upcoming years.
- The administration of the WWMDC. Do we need an executive administrator, say a part-time manager of WWMDC activities, to be responsible for day-to-day activities? Update from WWMDC chair on his interview with Personnel Board concerning Account Specialist duties and hours.

8:30 5. Pay Bills

8:35 6. Monthly budget update and year-to-date finances.

8:40 7. Approve minutes for previous meetings: 10 and 29 Feb 2016.

8:42 8. NPDES Permit renewal, OARS monitoring, and other monitoring

8:43 9. Further discussion of what to do with 820 gpd of design flow. Update on the article for 2016 Annual Town Meeting to purchase the 820 god for the Library allocation.

8:50 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

- 8:51 11. Web site status: recent postings and organization. Chair notes a request to organize the site better.
- 8:52 12. Calendar: upcoming meetings and events, including hearings.
- 8:53 13. Public Comment
- 8:58 14. Adjourn

