

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 18 May 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
- 7:41 3. Increase in Whitewater rates for out-of-contract work and annual visit for June meeting.
- 7:45 4. Review of previous discussions on topics
- 1) Betterment billing and accounting
 - 2) Review of Title V allocations for Town Center and ramifications of the accounting of Title V allocations for all of Town Center
 - 3) Process of assigning Title V design flows in the future
 - 4) 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.
 - 5) 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.
 - 6) Rationale for Title V design flows at Town Building and Public Safety Building
 - 7) Status of aggregate Title V design flow for Town Center
 - 8) Comparison of 2004 and 2016 Proposals to connect the Library to the WWMD
 - 9) Method on issuing future building permits should include wastewater considerations
 - 10) What if...? Robustness of WWMD against hypothetical changes in Title V design flows for WWMD users.
 - 11) Create a process for current and new users to read the Rules and Regulations of the WWMDC.
- 8:35 5. Pay Bills
- 8:40 6. Monthly budget update and year-to-date finances.
- 8:45 7. Approve minutes for previous meetings: March 9th and 30th, 2016.
- 8:47 8. Update from Jane on:
1. Signing Commitment Reports.
 2. Wayland Meadows and Brendon Homes Accounts.
 3. Outsourcing the Quarterly Billing (starting with the FY2017, Q1 billing).
 4. FY2016 Q3 billing completed on April 20, 2016 for \$62,995.29.
 5. On-line bill pay was added for the FY2016 Q3 billing.
 6. In June WW will receive an email to prepare a Capital Improvement Plan due in September.

- 8:57 9. NPDES Permit renewal, OARS monitoring, and other monitoring
- 8:57 10. 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. List of actions:
- 1) Scenario is the transfer occurs on 1 July 2016, but Library is not connected until a decision about whether Library stays is made. Then maybe connection is part of enlargement construction. Cost for connecting is not included in article, but FY2017 cost is included. My idea is FY2017 costs are handled by transfer of entire amount for article to WWMD, then no charge on FY2017 bills to Library.
 - 2) Somehow we have to transfer the 380 gpd left over from Wayland Commons development, 380 gpd that is generating no income and will freely be relinquished by Brendon Homes or Wayland Commons, LLC or whatever name is attached to the residual Title V allocation. No betterment was paid for this design flow. My feeling is that Mark is the best person to speak here.
 - 3) We also have to add to the WWMD aggregate Title V design flow the 440 gpd, relinquished by Bastons, that is also not generating any income right now. As Nan noted at our meeting, it has to be returned to our aggregate Title V design flow---meaning that our total will go from 76,245 gpd to 76,685 gpd. (The 380 gpd was already included in the total, but no betterment was paid for it.)
 - 4) Jane has to start charging the Library in FY2017/Q1 (Jul-Sep 2016) for 820 gpd and no flow. Whether the FY2017 bills are paid up front needs to be determined.
 - 5) Cost for wastewater has to be added to Library FY2018 budget. TBD, but probably about \$2,600/year.
 - 6) No change needed for Library in FY2017, but WWMD has to figure out whether the money from the PILOB gets used for reducing operational charges.
- 9:10 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- 9:11 12. Website status: Recent postings and organization. Chair notes a request to organize the site better.
- 9:13 13. Calendar: Upcoming meetings and events, including hearings.
- 9:14 14. Public Comment
- 9:15 15. Adjourn