

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, 15 June 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. Discussion with Dave Boucher of Whitewater. Annual review of operations. Particular attention on the list of charges outside the base contract.
- 8:05 4. Discussion with Chris Woodcock and Dave Fox on WWMDC activities, in particular the following marked with ****Chris**** for potential input under contract:
- 1) Betterment billing and accounting. Mark Abrahams is working on this, and he is coordinating with Brian, Sam and Jane.
 - 2) ****Chris**** Review of Title V allocations for Town Center and ramifications of the accounting of Title V allocations for all of Town Center.
 - 3) ****Chris**** Process of assigning Title V design flows in the future. Method on issuing future building permits should include wastewater considerations.
 - 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) ****Chris**** 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) ****Chris**** Create a process for current and new users to read the Rules and Regulations of the WWMDC. I am working on this, and WWMDC will review my recommendations at 15 June 2016 mtg.
 - 7) ****Chris**** Update on the article for 2016 Annual Town Meeting to purchase the 820 gpd for the Library allocation. 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 WWMDC, then no charge on FY2017 bills to Library. WWMDC assumes actions will occur at start of the FY2017. Mark is already working on the land transfer. The WWMDC plans to use the money to offset user fees.
- 8:50 5. Update on Mark Abrahams' effort and plans for his visit on 13 July 2016 or at Aug 2016 mtg.
- 9:05 6. Pay Bills, Monthly budget update, year-to-date finances and signing monthly commitments. Update on the Abatement of 1, 3, 5 and 7 Hastings Way.
- 9:15 7. Approve minutes from previous meetings - May 18, 2016.

- 9:20 8. NPDES Permit renewal, OARS monitoring, and other monitoring
- 9:21 9. Further discussion of what to do with 820 gpd of design flow, including potential meetings with Board of Selectmen.
- 9:25 10. Discussion of producing a report as an opening to incorporating WWMDC administration into the DPW.
- 1) CONDITION OF INFRASTRUCTURE – WWTP AND COLLECTION SYSTEM
 - 2) STATUS OF PERMIT, ALLOCATIONS
 - 3) UPDATE OF RULES AND REGULATIONS
 - 4) REVIEW OF WHITEWATER CONTRACT AGAINST BENCHMARKS FOR OPTIMAL MAINTENANCE OF PLANT AND COLLECTION SYSTEM – EMERGENCY RESPONSE, I&I
 - 5) ORGANIZATION – ADMIN / CUSTOMER SERVICE / INSPECTIONS AND OPERATIONS / TRANSITIONAL ORGANIZATION
 - 6) FINANCE – PROCESS FOR SETTING USER FEES, STATUS OF BETTERMENTS
 - 7) SPECIAL ACT – ARE AMENDMENTS REQUIRED?
 - a. SYSTEM EXPANSION
 - b. ORGANIZATION AND MANAGEMENT – WWMDC – BOPW RELATIONSHIP?
- 9:40 11. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- 9:41 12. Web site status: recent postings and organization Chair notes a request to organize the site better.
- 9:42 13. Calendar: upcoming meetings and events, including hearings.
- 9:43 14. Public Comment
- 9:53 15. Adjourn

