

**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, 7 Dec 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 of agreement between Wayland Commons and the Town on transfer of excess land and associated 380 gpd of design flow leftover from the Wayland Commons project in return for forgiveness of previous charges for the design flow. Agreement has to be signed by all parties. Motion needed for WWMDDC approval of the agreement. Then the WWMDDC will take the agreement for approval to the BoS. The proposed joint meeting between WWMDDC and BoS is next Monday, 12 Dec 2016. The agreement with the BoS includes assignment of 380 gpd plus another 440 gpd already available to 5 Concord Road (current Library) and, in return, payment of a PILOB of \$56,000 to the WWMDDC from the BoS.

8:00 4. Continued discussion of the implications of the failure of the anti-siphon valve on 19 Oct 2016 and the need to have an emergency contractor on call for any situation, other than the contracted WWTF operations, that compromises the system. Initially, Ben Keefe will be on call to handle emergencies. Proposal for a longer-term solution is to have a maintenance contract with a contractor and to have the DPW Director provide oversight for this service. After negotiation with the Board of Public Works, another proposal is to have the DPW Director provide administrative oversight for WWMDDC operation as well. Right now, getting a maintenance contract in place seems important. In the longer term, it is important to address how to deal with emergencies as well as address on-going fiscal and management issues.

8:25 5. Update on the status of Whole Foods supermarket move to Sudbury. The plaza owners are proposing to have a Fresh Market move into an enlarged space, previously occupied by Whole Foods and CVS. John Tardif, Winslow Property Management has been invited to attend the Board meeting.

Emergency call at the B-Happy store in the same Plaza as Whole Foods on November 30, 2016.

8:45 6. Discussion of draft revision of WWMDDC Rules and Regulations, specifically the modification of the section on connections and alterations.

9:00 7. Approve minutes from previous meetings—19 Oct 2016 and 9 Nov 2016.

- 9:05 8. Administrative items:
- 1) Board to approve properties to be put on hold or Liened by the Assessors.
  - 2) Board to approve the billing of the Apportionment of the Betterment.
  - 3) Status of the two accounts for Wayland Commons: #1700510 \$16,793.49 and #2701033 \$1,109.54 (amounts as of 11/23/16).
  - 4) Brendon Homes Account #2701100 – Final decision on how to proceed.
  - 5) Board signature on Commitment Letter from July, 2016.
  - 6) Discuss with the Board:
    - A) How much of the Retained Earnings Account should be reserved for operations and what this will be used for.
    - B) How should the remaining amount be invested? and C) What financial reports would the Board like to see and how often? (Balance Sheet in Abrahams Format and update of the Betterment Cash Flows (forecast of Retained Earnings to pay bonded debt)?
- 9:21 9. Pay Bills, monthly budget update, year-to-date finances and monthly commitments.
- 9:30 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- 9:31 11. Website status: Recent postings and organization.
- 9:32 12. Calendar: upcoming meetings and events, including hearings.
- 9:33 13. Public Comment
- 9:38 14. Adjourn