

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 04 Dec 2013**

In attendance: Fred Knight, Sam Potter, Ira Montague  
Guests: Woody Baston, Molly Upton, Cherry Karlson, Anette  
Lewis, Linda Segal, Frank Normandin,  
Location of meeting: School Committee' Room, Wayland Town Building

Fred Knight called the meeting to order at 7:33 PM.

- 7:33 1. FY2015 annual budget discussion. General discussion about budget format, line items needed, roll over of amounts from last year figures with checking against actuals, getting real cost amounts from finance. Discussion continued about figures generated by finance, stating WWMCD has \$47,000 in the bank. Sam will work on preparing draft budget for next meeting.
- 8:05 2. Billing status and next steps. Discussion of billing format, formula for calculating the amounts and the impact, if any, of the lawsuit on the calculations. It was decided to send out the invoices generated by Fred due to the extended time and effort necessary to generate invoices from Vadar, the town's finance software. Vadar will be used on the next billing cycle.
- Reviewed statement which will be included on the current billing explaining the current charges and billing cycles.
- 8:48 3. DEP permit will be issued by end of week. 17,000 gallons approved for proposed town building leaching field. After the permit is issued there is a 30-day waiting period before the actual issuance.
- 9:00 4. Update on construction status for new facility. Punch list items still not addressed, actions planned after beginning of the year.
- 9:15 5. Discussion on responding to information requests. John Senchyshyn will be taking the lead on this with Mark Lanza.
- 9:50 6. Approval of minutes for 11/20/13.
- 9:55 7. Reviewed and approved current billing warrant.
- 10:00 8. Next meeting scheduled for January 8, 2014. Adjourn.