

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING OF 8 Jan 2014

DRAFT MINUTES

In attendance: Fred Knight, Sam Potter, Ira Montague, Jan Hawley

Absent:

Guests: Linda Segal, Woody Baston, Jonathan Buchman,
Anette Lewis, Cherry Karlson

Location of meeting: Selectmen's Room, Wayland Town Building

Fred Knight called the meeting to order at 7:35 PM.

7:35 1. Public comment

- Woody Baston asked questions regarding billing issues and how the billing cycle works.
- Also discussion around the abatement requests and their review by the board.

7:40 2. Final FY2015 Annual Budget: Annual budget, Financial report, expect to vote to approve budget. Also, need to plan a rate hearing

- Jan Hawley was introduced as the new finance & business assistant. Duties were described to the attendees, including drafting of budget with members of the WWMDC, tracking expenses and income, taking minutes, taking over billing from Trisha Lemon in the DPW, updating the web site, filing agendas and arranging for meeting room, handling correspondence, and interfacing with Ira Montague to understand other possible duties.
- Draft budget, as prepared by Sam and Jan, was discussed. The draft is based on year-to-date information and expectations for the remainder of FY2014. Proposed changes were to add old debt payment (~\$28,200) to both income and expenses, increase contingency to be ~5% of budget (up to \$30,000), and to increase clerical and administrative expenses to allow for Jan Hawley to increase hours.
- Motion to approve the draft budget subject to further discussion about administrative expenses: Sam move, Fred second, vote 2-0

9:15 3. FY2013 billing: status and next steps. Plan is to bill monthly to

- catch up on quarterly billing. Necessary also for collecting sufficient fees to balance budget.
- No surcharge on the next bill
 - Looking into abatement requests
- 9:15 4. DEP interactions and NPDES operating permit application, including finding additions to the amount already approved by DEP based on existing flows at the Town Center.
- No action; still awaiting EPA approval
- 9:20 5. Update on construction and betterment process
- No action except to mention that if betterments are to be implemented in FY2015, we need to determine the sequence of events.
- 9:30 6. Approval of minutes and billing warrant
- Minutes for 9 Dec 2013 approved: Sam move, Fred Second, vote 2-0
 - Billing warrant approved: Sam move, Fred Second, vote 2-0
- 9:40 7. Topics not reasonably anticipated by the chair 48 hours in advance of the meeting, if any.
- None
- 9:40 8. Discuss whether to propose an article for Town Meeting to place WWMD under the DPW. Need a draft article similar to the one we proposed 3 years ago. See Article 18 of the [2011 ATM](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/FinalWarrant2011.pdf) (http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/FinalWarrant2011.pdf). Climate might be better to have this pass. Arguments for it include need for timely billing, inability to get a third WWMDC member, and importance of smooth operations, which would be better with day-to-day cognizance.
- Linda noted that DPW had no knowledge of this
 - Not a good idea at this late date
 - Needs further discussion
 - Possible presentation at Fall TM
 - No action
- 9:50 9. WWMDC composition: new member needed
- Anette Lewis will consider joining the WWMDC
- 9:55 10. Calendar: upcoming meetings and events, including hearings.
- Next regular meeting on 12 Feb 2014
 - Rate hearing on 5 Mar 2014; need public notice 30 days in advance
- 10:00 11. Public comment

- Woody requested that an updated flow record be produced and posted to see any results from the town safety building leak fix. Sam noted that water levels are down but more time was needed for a final determination.
- 10:05 12. Executive session on litigation; see motion below. This deals with litigation by 20Wayland.
- None
- 10:05 13. Open session and any action resulting from executive session
- None
- 10:05 14. Adjourn, Sam move, Fred second, vote 2-0

Respectfully submitted,
Jan Hawley

Distribution:

Fred Knight,
Sam Potter,
Board of Selectmen,
Web site,
File