

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION  
MEETING OF 10 June 2015  
MINUTES**

In attendance: Fred Knight, Sam Potter, Rick Greene  
Absent:  
Guests: Linda Segal, John Tardif  
Location of meeting: Selectmen's Meeting Room, Wayland Town Building

- 7:30 1. Call to order
- 7:31 2. Public comment
- None
- 7:32 3. Discussion of hiring of new Executive Administrator
- Jane Capasso, candidate, introduced
  - Jane describes her background and employment history
  - She wants a half-time job.
  - She is familiar with Microsoft products.
  - Sam describes budgeting aspects as a separate. non-MUNIS budget tracking.
  - Rick asks about familiarity with taking minutes.
  - Discussion about the near term. Move to DPW facility on 25 June 2015. Until then, Jane will need a spot as close to Cindy as possible.
  - Motion: Move by Rick that the WWMDC accept Jane Capasso as the Executive Administrator, second by Sam. Discussion about N-3 position and highest step possible with raise in 6 months. vote 3-0. Note added after mtg: Jane's title is WWMDC Account Specialist, per Personnel Board approval.
- 7:55 4. Review of contract renewal for Wastewater Treatment Facility operator
- Ben Keefe and Beth Ducette are working on this. Schedule for RFP? Note that we want to reduce the number of emergency calls, maybe by incorporating more stringent guidelines in the RFP.
  - What is reasonable schedule? Fred is gone from 22 Jul to 6 Aug 2015.
- 8:06 5. Pay Bills
- Eversource: \$3,900.11
  - Nat'l Grid: \$68.82
  - Verizon: \$142.46
  - Whitewater: \$3,981.21
  - Total: \$8,168.67
  - Move by Sam to approve these bills, second, vote 3-0
- 8:14 6. Budget update FY2015 YTD and FY2016. Next quarterly billing.
- Looks like the end of the year will come with a surplus, given the increment of \$52,500 that was approved at Annual Town Meeting. Right now the surplus is about \$40,500.
  - Discussion about reducing rates for FY2016 given a surplus for FY2015.
  - Fred to discuss with Mark Lanza about possibilities.
- 8:18 7. Approve abatement for 40 Hastings Way.
- Fred signs letter. Approved at last meeting.

## Wayland WWMDDC Minutes

- 8:20 8. Approve minutes for 13 May 2015.
- Review of minutes for 13 May 2015. Rick has a few comments. Motion by Sam to approve as amended, vote 3-0
- 8:21 9. NPDES Permit renewal, OARS monitoring, other on-going flow and contaminant monitoring
- OARS wants a confirmation that we budgeted the amount in the FY2016 budget.
  - No news on the NPDES renewal.
- 8:26 10. Discussion of what to do with 820 gpd of design flow following withdrawal of article for ATM on reallocating 820 gpd of capacity to the Town, as may be needed at the Library if their system fails in the future.
- John Tardif from Whole Foods Plaza says they are interested.
  - Land currently owned by the Wayland Commons developers transferred to Conservation Commission.
  - What is the privilege fee? Assume that it is the full betterment.
  - Actions for Sam: visit Conservation Committee, get letters of intent from two parties.
- 8:35 11. Rivers Edge discussion
- None
- 8:35 12. Web site status: recent postings and organization
- Rick will talk with Jane and Cindy
- 8:36 13. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- None
- 8:38 14. Calendar: upcoming meetings and events, including hearings.
- Regular meeting for 15 July 2015. Desire is to have interviews for operator or, at least, schedule them for a date that is consistent with contract renewal.
- 8:39 15. Public Comment
- Linda welcomes Jane
- 8:40 ~~~ Adjourn

