

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 14 September 2016**

In Attendance: Fred Knight, Rick Greene, Sam Potter and Jane Capasso

Absent: Rick Greene arrived at 7:50 pm

Guests: Linda Segal

Meeting Location: 7:30 Wayland Town Building

MINUTES

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

7:33 1. Call to order

7:31 2. Public comment – None

7:35 3. Discussion of draft revision of WWMDC Rules and Regulations, specifically the modification of section on connections and alterations.

Rick will modify Article 3 (Building Sewer and Connections), Section 1 (Connection Process) to create a formal method to alter design flow using one application process to cover requests for new use, alteration of use and an appeal process. Rick: All capacity is dependent on WW being able to obtain proper discharge permits. Any change in design flow will affect how much flow Wastewater can handle and user fees. A statement will be added that WW will not take back capacity.

Section 7 (Surface Runoff and Groundwater Drains) – Add a statement that sump pumps and groundwater drains will not be allowed.

Section 12 (Building Sewer Maintenance) – Add that the owner is responsible for all grinding and pumping facilities.

Article IV (Conditions to Use Sewers), Section 2 (Restricted Discharges), #10 – Rick will check the Statutes for a statement that garbage disposals are not allowed.

8:10 4. Review of financial reporting for operational budget and update on betterment finances.

Two issues exist:

1) Review with Mark Abrahams, from the last meeting, indicated that there is a \$330k difference in the old and new Betterments numbers between Treasury and Finance/MUNIS. This variance is important as we assess whether payments for betterments will be sufficient over time. Jane will work with Treasury and Finance to reconcile the \$330k.

2) The Board agrees that the treatment plant capital account (approximately \$221k) needs to be reviewed with bond council.

Rick will consult Mark Abrahams on 1) and 2) and create a letter to the Treasurer, Finance, Town Administrator and Finance Liaison to ensure WW receives assistance in reconciling this.

The end of FY2016 WW had \$1.3m in comingled betterment (\$968k, includes the PILOB of \$500k) and cash (\$340k). Discussion for a future meeting on how much cash we should have on hand. The review of the Annual Report shows an excess \$50k collected primarily due to unused \$25k for legal expenses and a \$30k contingency for unbudgeted operating expenses. The Board agrees that this money should be used to pay down operating expenses along with the \$340k. The rates for FY17 will be discussed at future meetings based on the amount of free cash.

- 8:42 5. Further discussion of what to do with 820 gpd of design flow, including potential meetings with Board of Selectmen, including the status of payments and land transfer for the 380 gpd unused by Wayland Commons. Also, now that the new Library will not be at the 5 Concord Road site, what is the WWMDC's position on PILOB timing from the Board of Selectmen?

Sam will have an update on this at the October meeting. Mark Lanza is working with other parties on this. The next step is for WW to go before the Board of Selectmen.

- 8:45 6. Approve minutes from previous meetings–31 Aug 2016.

The August 31, 2016 minutes will be voted on at the October meeting. Sam would like less detail in the minutes. Fred and Rick think details are beneficial. Linda Segal will send Jane the Attorney General's guidelines on requirements for preparing minutes.

- 8:48 7. NPDES Permit renewal, OARS monitoring, and other monitoring
No discussion

- 8:51 8. Pay Bills, Monthly budget update, year-to-date finances and signing monthly commitments. Brendon Homes billing status.

Monthly Bills: Abrahams Group \$2,500, Direct Energy \$11.49, Eversource \$137.20, Eversource \$2,721.15, National Grid \$28.83, National Grid \$9.67, Verizon \$54.84, Verizon \$48.24, WhiteWater August and September Contract Fee \$7,800 and WhiteWater Other Fees \$4,935.98. Total \$18,247.40. Sam motioned to approve bills, seconded by Rick all in favor.

Brendon Homes (BH): Fred emailed his calculation of what was owed in 2014 to Leslie Carey. He is waiting to hear from Leslie to discuss the calculation compared to the MUNIS balance and who is responsible for payment. Linda Segal mentioned that the Planning Board is voting on whether BH's has met all obligations. Jane to check with the Planning Board and Treasurer to make sure BH's is not cleared of their obligations until they settle their balance with Wastewater.

- 9:10 9. Approve annual report

Board approved WW's Annual Report with the final changes Rick will make (3-0 vote).

- 9:10 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
No Discussion

- 9:11 11. Website status: recent postings and organization. Chair notes a request to organize the site better. No Discussion.
- 9:12 12. Calendar: Upcoming meetings and events, including hearings. Next meeting will be Wednesday, October 19, 2016.
- 9:13 13. Public Comment
- 9:15 14. Adjourn