

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF 11 JANUARY 2017**

In Attendance: Fred Knight, Rick Greene and Jane Capasso

Absent: Sam Potter

Guests: Anette Lewis, Linda Segal and Richard Turner

Meeting Location: 8:00 pm Wayland Town Building, Selectmen's Office

MINUTES

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

8:00 1. Call to order (delayed start due to Public Records Presentation from 7-8 pm)

8:01 2. Public comment - None

8:05 3. Following 12 Dec 2016 joint meeting with Board of Selectmen (BoS), continued discussion of agreement between Wayland Meadows, LLC and the Town on transfer of excess land and associated 380 gpd design flow leftover from 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 WWMDC approval of the agreement. 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 WWMDC from the BoS. Chair's suggested next steps are:

1. Declare the operations/betterment payment from the parcel and excess 380 gpd from the Wayland Commons development as not collectible. Jane is asking how to do this.

Jane spoke with Zoe Pierce, Treasurer: A unanimous vote and signature by all three board members is needed to do an abatement of the approximately \$18,000. Zoe and Brian Keveny, Finance Director, agree there is no upper limit on abatements. Rick would like to know what part of this amount are fees incurred due to non-payment of the operations billing. Jane will supply this information.

2. Get Conservation Commission approval to accept parcel. No discussion.
3. Complete and sign the agreement between WWMDC, Wayland Meadows, LLC, and the BoS. All parties need to sign.

Fred: We do not know where the agreement stands. Sam is working on this. Based on the December 12, 2016 meeting between the BoS and WW, the Selectmen are ready to transfer payment as long as all parties agree: The Conservation Commission receives the transfer of land and WW receives the design flow.

4. Transfer \$56,000 from some fund in the Town (free cash?) to WWMDC retained earnings acct. This effectively pays the Library's betterment with the PILOB part of \$53,600.

Fred: Of the \$56,000 PILOB the Town pays WW, the library receives \$2,400 to pay for the design flow capacity for this year. On the Quarter 3 billing, Jane will setup the account, (no bill for FY17 since we are receiving the \$2,400) to bill for

the library's capacity. Jane will write a letter to Christin Pier, Administrative Assistant of the Library informing them that they should include \$2,400 in their FY18 Budget.

5. Update the worksheet for betterments by adding \$53,600 - Fred and Jane will work on this.
6. Keep \$2,400 as designated for Library payment for FY2017 for the 820 gpd (380+440 gpd) design flow, which the Library now owns - See #4 above.
7. Make sure that the FY2018 Library budget includes operations payment for the 820 gpd - See #4 above.
8. Update the billing spreadsheet for operations by adding a line for the Library starting in FY2017 with 0 gpd flow until they are connected. Until then, they pay only for 820 gpd of design flow as an operational charge - See #4 above.

- 8:22 4. Update on the Capital Project list for the Treatment Plant: Jane spoke to Ben Keefe, and he will start investigating what items are open and have the appropriate person start working on them. Jane asked for a monthly update for our Board Meeting.

Fred: The Capital Project Account has approximately \$240,000 with about \$60,000 in items to be completed from the punch list. Once the items are completed, the Town will take over the remaining debt less about \$50,000 which WW is allowed to keep.

Fred will talk with the Town and Board of Public Works about switching Ben Keefe's responsibilities to the new DPW Director during the month of February.

- 8:27 5. Review of the updated list of Average Gallons Pumped from the WhiteWater DMR.

Discussion on the highs and lows of the flow and its relation to rain fall. Fred has 6-7 years of historical data which he will give to Jane. Jane will update this report quarterly.

- 8:33 6. Continued discussion of draft revision of WWMDC Rules and Regulations, specifically the modification of section on connections and alterations.

Rick organized the format of the document. Added water conservation information.

Anette: Suggested under water conservation to add the date of incorporation. Rick will revise Article 3, Section 1 on requesting a change in design flow and if design flow is denied that there is no recourse. Changes will be made by Rick before the next meeting.

- 8:45 7. Approve minutes from previous meetings—7 Dec 2016 and 12 Dec 2016.

December 7, 2016 (regular board meeting) and December 12, 2016 (meeting with Board of Selectmen) both were approved with suggested changes. Carried with a vote of 2-0.

- 8:52 8. Administrative items

- 1) Review of the updated list of the WhiteWater Alarm Calls for the treatment plant. Jane will update this quarterly.

Reviewed the alarm calls WhiteWater billed Wastewater from FY15 to the present. The number of calls is down.

- 2) Renewal of the OARS Water Quality Monitoring of the Sudbury River – Board

review and signature.

Annual OARS budget increased \$263 over last year primarily due to increased costs in analysis and personnel. Fred signed the letter. Rick motioned for approval and Fred second – vote carried 2-0.

8:55 9. Pay Bills, monthly budget update, year-to-date finances and monthly commitments.

Monthly bills totaled \$22,053.22. OARS budget increased the monthly billing by \$6,803. Board reviewed the monthly budget. No commitments were signed. Rick motioned approval of bills, Fred second – vote carried 2-0.

9:00 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.

1) National Development inquiry into design flow for an Art Studio that will hold painting classes and serve beer, wine and reheated appetizers.

Rick: A change of use and design flow in an already built out space, which has design flow assigned to it, is allowed. Jane is checking with the Board of Health on the regulations for this. Fred and Rick: In their opinion, this will be classified as a fast food restaurant for Title V with the number of seats to be determined. Linda Segal: According to the Master Special Permit or Special Permit rules a fast food restaurant is not allowed. Jane will research this. Fred: Jane to email the Board's opinion to Dave Costello, National Development and let them know they need to go through the BoH and Building Department for approvals. Fred would also like to know if they have plans to change the use of other buildings.

2) Disposal Fee – Ben Keefe's office has asked WW to begin paying for trash disposal at the treatment plant. Fred made the motion, Rick second – vote carried 2-0. Jane will get the contract from B-P Trucking and change the billing address to WW.

3) Journal Entry Correction – Treasury created a journal entry to correctly record the old betterment bonded debt interest for FY17. The interest was incorrectly recorded in the principal account. Fred signed the entry as WW's Department Head.

9:20 11. Website status: recent postings and organization.

Fred: Nan Balmer said the Town is looking into a new website for the future. Based on the Public Records Law seminar. Jane will start posting all attachments from each Board Meeting on WW's Website.

9:27 12. Calendar: upcoming meetings and events, including hearings.

February 8, 2017 is the next WW Board Meeting.

9:29 13. Public Comment

Linda Segal: Has WW thought about putting solar panels on the roof of the Treatment Plant. Jane will discuss this with Ben Keefe. The Energy Initiatives Advisory Committee (Tom Sciaca and Anne Harris) is in charge of this project.

9:31 14. Adjourn