

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**  
**Posted in accordance with the provisions of the Open Meeting Law**

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission

FILED By: Jane Capasso

DATE OF MEETING: November 6, 2019

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Town Building

**PROPOSED AGENDA**

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

- 7:30 1. Call to order
- 7:31 2. Public comment
- 7:31 3. Future of the WWMDC and Board membership.
- 7:36 4. Monthly Operations Report (MOR) of wastewater activity at the Wastewater Treatment Facility (WTF, Town Center) and the Wastewater Treatment Plant (WTP, High School). - Paul Brinkman, Town Engineer, is attending.
- 8:05 5. Alta at River's Edge wastewater discussion.
- 8:20 6. Administrative Items:
  - A. FY20 Lien Letter for Board Signature.
  - B. WWMDC Website: Section on Bill Information was added. Includes a note on the combined Water and Wastewater bills and how to calculate your bill. Rate Tables for FY20.
  - C. FY20 Q1 Billing
  - D. FY2021 Budget Approval Dates:
    - November – Review Finance and Liaison questions/changes. Board can make changes before 12/17/19.
    - December – Final Board approval of the total dollars for the FY21 Budget. Due to Finance on 12/17/19.
    - January & February – The total dollars cannot be changed, but the amounts may be moved between line items.
    - February 24, 2019 – Finance Committee adopts final FY21 Budget.
- 8:30 7. Approve minutes from previous meetings – October 10, 2019.
- 8:35 8. Review Monthly Financial Report (MFR).
  - A. FY20, September and October MFR
- 9:00 9. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 9:05 10. Calendar: Upcoming meetings, events and hearings – No meeting in December, January 8, 2020.
- 9:10 11. Public Comment.
- 9:15 12. Adjourn