

MEETING MINUTES

Wastewater Community Partnership – Dennis, Harwich, and Yarmouth

Date: August 18, 2017
Time: 9:00 AM
Location: Dennis Town Hall
Attendees: Diane Chamberlain, Paul McCormick, Elizabeth Sullivan, John Terrio – Town of Dennis
Larry Ballantine, Christopher Clark – Town of Harwich
Christopher Dwelley, Mark Forest, Daniel Knapik – Town of Yarmouth
Kara Johnston, David Young – CDM Smith
Ryan Mann – Friends of Bass River

Meeting Notes:

1. Minutes
 - a. Larry Ballantine made a motion to approve the minutes of July 21, 2017, seconded by Mark Forest. Voted 9-0-0.
 - b. CDM Smith will email to Dennis, Harwich, and Yarmouth to post on their websites. Previous DHY meeting minutes will also be sent.
2. Status of Community Compact
 - a. All three communities are now Community Compact members.
 - b. Yarmouth will resubmit a grant application on behalf of the three towns.
 - c. CDM Smith to share previous application files with Yarmouth
3. Town Updates
 - a. Dennis
 - i. Dennis currently has a separate Water District. The Town is considering multiple options for overseeing the Town's Wastewater Program. Options being considered include combining wastewater with the Water District, or creating a separate Wastewater/Water Resources Division under the town, potentially under the DPW Department.
 - ii. The Dennis WIC includes volunteers, Town Engineer, DPW, Conservation, Shellfish, and Natural Resources. Town staff are advisory (not voting members).
 - iii. Under the WIC, a Cost Recovery subcommittee has formed to evaluate financial options.
 - iv. The Town's CWMP incorporates ponds.
 - b. Harwich
 - i. Harwich intends to combine its wastewater program once constructed into the Water Department.
 - ii. The Town is setting aside sewer funds to help subsidize the program during initial start-up years.

- iii. The Town's Wastewater Implementation Committee (5 volunteers, 2 staff) has been involved in CWMP and finance planning efforts. Members of the Chamber of Commerce, Planning Board, and Finance Committee are included on WIC.
 - iv. Charge of the WIC: CWMP, public outreach, evaluating financial structures, working with the Cape Cod Commission, evaluating water monitoring data.
 - v. The Town administration will oversee design, construction, and maintenance; not the WIC.
 - vi. The Town started with water resource projects (i.e., inlet widening, nitrogen attenuation).
 - c. Yarmouth
 - i. Yarmouth is creating a charge for their new WIC, as well as a potential internal water resources group.
 - ii. The current Yarmouth Water Superintendent will be retiring in January. The Town is considering hiring a combined Water/Wastewater superintendent to fill the position.
 - iii. Yarmouth is considering an appointed Board for wastewater.
 - iv. Residents are concerned about growth. David Young explained Land Use Controls (LUCs). Allowances are determined at the start of a program to consider future growth. A flow management spreadsheet is started and the Town can make changes internally through actions defined in the LUCs. The LUCs are required for zero interest SRF Loans.
- 4. Calendar
 - a. The draft calendar was reviewed and discussed. Each Town will further review the table and send comments to CDM Smith.
 - b. Harwich went back to Town Meeting to have IMA with Chatham approved; but this step is not required.
 - c. Will be helpful in design process to set aside funds for aerial survey prior to the start of design since this needs to be performed when there are no leaves on trees.
- 5. Special Legislation Review
 - a. The draft Special Legislation was reviewed and discussed. Each Town will review the language and will share with their legal counsel.
- 6. Meeting Summary
 - a. The working group members from Dennis, Harwich, and Yarmouth (DHY) met on August 18, 2017 to continue discussing options for a community partnership in wastewater.
 - b. The Towns provided general updates of their wastewater programs and discussed the wastewater governance structures currently under consideration in each town.
 - c. A draft calendar and draft special legislation for the DHY working group were reviewed during the meeting. The draft calendar presented community actions leading up to funding requests at their Spring 2019 annual town meetings. The special legislation would allow creation of a DHY partnership; but does not require it. The DHY working group members will be reviewing these documents in more detail

within their town Wastewater Implementation Committees and will share with their legal counsel.

- d. The DHY working group will be applying for a grant through the Community Compact's Efficiency and Regionalization Grant Program and will continue to meet monthly in order to further discuss a community partnership option for the three towns to cost effectively find a wastewater solution to their shared watersheds.

7. Additional Information

- a. Ryan Mann of the Friends of Bass River will be visiting NYC's aquaculture project to learn about opportunities for nutrient removal in the Bass River.
- b. Yarmouth is moving forward with the design of its anaerobic digester.
- c. Yarmouth is applying for a grant for solar energy and energy storage.
- d. Dennis will be holding a Fall Town meeting on October 17, 2017.

8. Next Meeting: September 15, 2017

- a. Calendar and Special Legislation Comments
- b. Town Updates
- c. Invite Commissioner Martin Suuberg and Brian Dudley of MassDEP to next meeting(s)
- d. Discuss Draft Agreement

Adjourn: 11:10 a.m.

Action Items:

Assigned To	Action Item
Chris Clark Chris Dwelley Liz Sullivan	Post July 2017 Meeting Minutes to Town Websites
Dan Knapik	Follow-up on Community Compact Grant and Prepare Application
Chris Clark	Share Water/Wastewater Superintendent Job Description with Dennis and Yarmouth
Liz Sullivan David Young	Share Dennis and Harwich WIC Charters with Yarmouth
David Young	Invite Martin Suuberg and Brian Dudley to next meeting(s)
Kara Johnston	Send recurring meeting invitation Share Excel version of draft calendar Share application files associated with previous Community Compact Grant Send July 2017 meeting minutes to be posted to Town websites Send August 2017 draft meeting minutes