**Meeting Minutes**

**For**

**Town of Harwich**

**Wastewater Implementation Committee (WIC)**

**Wednesday, December 14, 2016 at 9:30 a.m.**

**Attendees:**

WIC Members: Peter deBakker (Chair), Chris Harlow, Jeremy Gingras (9:40 am), Sharon Pfleger, Allin Thompson, Bob Cafarelli , and Heinz Proft,

Others: Peter Hughes

CDM Smith: David Young

**Introduction:**

The Harwich WIC held a meeting on Wednesday, December 14, 2016 at the Harwich town offices to review and discuss issues related to the Comprehensive Wastewater Management Plan (CWMP). Meeting was taped to be played on Harwich cable access.

A summary of items discussed is provided below in order of the agenda.

**Summary of Discussion Items:**

1. **Discuss and approve WIC minutes**

Minutes from September 21, 2016, October 5, 2016 and November 9, 2016 were reviewed and discussed. Allin Thompson made a motion to approve all three sets and second by Chris Harlow. Approved unanimously (6-0). Chair indicated he would get the approved minutes posted on the town website.

1. **Review CDM Smith invoices.**

Heinz Proft noted he had reviewed and approved a CDM Smith invoice for a small amount a couple weeks ago. Little has been done to date on the public outreach scope but meetings are coming up to discuss.

1. **Discuss feedback from BOS on WIC revised mission statement.**

Peter de Bakker presented to the BOS on December 5, 2016 the revised WIC Mission Statement. It was generally well received. WIC liaison, Peter Hughes, however developed a revised scope for consideration. The revised scope which had been emailed to WIC members for consideration requests the WIC to be the keeper of all wastewater documents and to update them accordingly on an annual basis and to be the lead in terms of helping to promote the wastewater program to town meeting voters. He is recommending to his fellow BOS members that the Albro House be used as the wastewater document center. He also requests the WIC help develop a “Wastewater Handbook” to help educate residents to the wastewater “What, When, Why, How” etc. instead of relying on the CWMP executive summary. After some discussion, the WIC members endorsed the revised WIC Mission scope of services presented by Mr. Hughes, as long as they received assistance from a consultant and department heads.

1. **Discuss an outreach program for town meeting and instruct CDM Smith how to proceed.**

Peter Hughes further described his thoughts for what the WIC might help develop for a public outreach campaign. Besides the handbook, he thought a shorter brochure targeted to the town meeting article wastewater issues and finances would be needed. It was noted that town administrator, Chris Clark, would be working with staff to develop a website calculator linked to the assessor’s data so that voters would know how much the wastewater article would cost each individual resident. Jeremy Gingras offered to work with Caleb on this aspect as well.

Others felt short cable programs would be appropriate. Short 10 minute programs would cover specific topics. Some suggested topics included: 1. Overview of overall wastewater program; 2. Financing of the program; 3. Discussion of the water quality issues; 4. Proposed wastewater program phasing; and 5. What happens if the program money isn't voted by town meeting. Heinz Proft and Allin Thompson both volunteered to be part of these cable presentations. WIC members were requested to develop what they believe are the top 5 to 7 questions on voters minds and bring them to the next WIC meeting.

Peter Hughes also recommended that WIC coordinate these efforts with the Voter Information Committee. Mr. de Bakker indicated he would contact that committee.

Peter Hughes and Sharon Pfleger volunteered to develop a first pass at what the wastewater handbook and the town meeting brochure might look like and then meet with David Young to review prior to CDM Smith developing.

1. **Discuss draft of CWMP monitoring template**

Sharon Pfleger has been working with Charleen Greenhalgh and Chris Clark to put the draft template she developed into a spreadsheet tracking format. This spreadsheet will identify what department needs to be involved to accomplish and track the specific task. She hopes to have an updated draft to share with WIC members at the next meeting.

1. **Discuss meeting with Capital Outlay Committee (COC) on November 15th**

Peter de Bakker met with the COC back in November and answered their questions about phasing and the overall program. Chris Clark also presented the overall impact of the program on the tax rate. Based on that discussion the COC has since voted to endorse the wastewater article at town meeting asking for around $32 Million.

1. **Update on IMA with Chatham**

Chatham and Harwich are meeting tonight to continue discussions. Peter Hughes indicated he thinks it’s just about the cost component now as 90% plus of the wording has been agreed to. He remains hopeful the IMA can be agreed to in the next couple of weeks in time for Harwich to bring the article to the May 1st town meeting.

1. **Discuss results of WIC Annual Presentation to BOS**

Peter de Bakker presented an overview of the WIC accomplishments to the BOS when he presented the revised WIC mission statement back on Dec 5th. Thus, that served as the annual update

1. **Discuss WIC’s role/approach in the formulation of Wastewater Articles for Spring Town Meeting**

May 1st town meeting will be coming quickly. One wastewater article will bundle several components (IMA, IMA tie-in cost, design and construction costs for Phase 2 Pleasant Bay sewers, implementation services costs, etc.) and adds to over $32 Million. WIC members are in support of that concept.

1. **Other/ New Business**

Peter de Bakker met with Health Director Paula Champagne to discuss next steps for implementing the CWMP. They agreed a joint meeting between the Board of Health and some WIC members might be appropriate in early 2017.

Bob Cafarelli indicated that he along with Chris Clark and Dan Pelletier have been reviewing a scope of services and proposed budget for CDM Smith to continue with the wastewater project and implement the Pleasant Bay sewer program should the money be approved at town meeting and the ballot. Chris Clark intends to make that recommendation to the BOS. Bob indicated he would likely be the day to day contact for the town at that point. He indicated he and Chris have been very pleased with CDM Smith efforts to date and that it made sense to stay with them. Several WIC members agreed.

1. **Future Meeting – January 18, 2017 at 9:30 am**

WIC members decided they needed to meet earlier to provide input on public outreach documents and CWMP monitoring template so next meeting is January 4, 2017 at 9:30 am.

**Adjourn 11:15 a.m.**

The above minutes have been completed from notes taken by CDM Smith.

**Distribution:** Attendees, WIC Members and Chris Clark

**Approved:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Peter de Bakker, Chair