**Meeting Minutes**

**For**

**Town of Harwich**

**Wastewater Implementation Committee (WIC)**

**Wednesday, October 5, 2016 at 10:00 a.m.**

**Attendees:**

WIC Members: Chris Harlow (vice chair), Bob Cafarelli, Sharon Pfleger, Heinz Proft, Jeremy Gingras and Allin Thompson

Others: Chris Clark and Charleen Greenhalgh

CDM Smith: David Young

**Introduction:**

The Harwich WIC held a meeting on Wednesday, October 5, 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 formulate the future mission of the WIC.**

The Board of Selectmen requested that the WIC review the preview WIC mission and revise it appropriately to make sure it reflects future implementation issues. David Young reviewed the previous WIC mission statement and CWMP write-up on the proposed Technical Review Committee (TRC). The WIC mission statement had been drafted around the TRC proposed in the Draft CWMP. The Development of Regional Impact (DRI) record of decision suggested some advisory members be added to the make-up of the WIC in the future. After several minutes of discussion the following were made:

 Committee members felt that the Wastewater Implementation Committee was a more appropriate title than the TRC and decided to just stay with WIC.

 Motion: Made by Jeremy Gingras and 2nd by Allin Thompson. To make minor word edits to the existing WIC mission statement, utilize the scope stated in the existing WIC mission and to add on an as needed basis some ad-hoc members to include but not be limited to a representative from the Town of Chatham, a representative from MassDEP, a representative from the Cape Cod Commission (CCC) and others as needed (including potential representatives from Dennis and Yarmouth, and watershed associations, etc.). Passed 6-0.

 Motion: Made by Jeremy Gingras and 2nd by Allin Thompson. To add to the WIC mission scope of work an Item 10 – To coordinate and assist as needed with public outreach coordination and information publication and dissemination as it relates to activities and education regarding implementation of CWMP activities. Passed 6-0.

David Young indicated he would distribute a revised WIC mission statement with these revisions.

1. **Review MEPA and DRI certificates and create a list of town deliverables and milestones.**

Sharon Pfleger had distributed a brief summary of her findings from reading these two documents. Some members suggested a spreadsheet and/or Gantt chart be created to itemize all the actions and milestones. Chris Clark indicated that town staff could help maintain the spreadsheet of actions once it was done and he could use that to get town staff or committees involved for input as needed.

Committee discussed some of the actions listed in the certificates. David Young suggested that Section 13.7 of the Final CWMP be used as an outline for developing the list or spreadsheet.

Sharon Pfleger and Allin Thompson agreed to meet and develop a list of actions and deliverables and Jeremy Gingras agreed to help them put that into a spreadsheet format. Next WIC meeting will focus on reviewing this draft document.

1. **Future Meeting:**

Tentative for November 9, 2016 at 9:30 a.m. instead of November 16th. This will be a meeting to address the draft list of actions and deliverables.

**Adjourn 11:30 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