

# MEETING MINUTES

## Wastewater Community Partnership – Dennis, Harwich, and Yarmouth

Date: October 20, 2017

Time: 9:00 AM

Location: Dennis Town Hall

Attendees: Diane Chamberlain, John Terrio– Town of Dennis  
Larry Ballantine, Christopher Clark – Town of Harwich  
Jeff Colby, Christopher Dwelley, Mark Forest, Daniel Knapik, Shawn MacInnes– Town of Yarmouth  
Ryan Mann – Friends of Bass River  
Kara Johnston, David Young – CDM Smith

### Meeting Notes:

1. Previous Meeting Minutes
  - a. Chris Clark made motion to approve, Diane Chamberlain Seconded, Vote: Unanimously approved.
2. Status of Community Compact Grant Application
  - a. Yarmouth drafted application and CDM Smith sent comments and updates.
  - b. Dan Knapik has conference call next week and will email the DHY group prior to submitting.
3. Status of MassDEP Discussions
  - a. Dan Knapik has two calls into Commissioner Suuberg's office; potential meeting in first couple weeks of November. Also working with Representative Whalen's office to help schedule the meeting.
  - b. Chris Clark sent letter to Commissioner Suuberg requesting meeting on behalf of DHY.
4. Town Updates:
  - a. Internal Governance Structure
    - i. Harwich has finalized organization of wastewater governance and is preparing for a public outreach campaign leading to their spring 2018 annual town request for East Harwich sewer construction funds.
  - b. Internal Financial Structure
    - i. No updates.
  - c. General Wastewater

- i. No updates.

## 5. Special Legislation Update

- a. Review Example Town Meeting Articles
  - i. Distributed copies of the town meeting articles approved in Mansfield, Foxboro and Norton.
  - ii. CDM Smith will draft a Special Legislation Town Meeting Article using MFN as template.
- b. Discussion of Language Required/ Town Counsel Review
  - i. Yarmouth Town Counsel approved Special Legislation language.
  - ii. Harwich meeting with legal counsel next week and will discuss then.

## 6. Review DHY 10 Key Concepts

- a. Can variable costs be considered on a rolling average basis? Perhaps 3 year rolling average.
- b. Harwich could potentially host effluent recharge sooner than they connect to DHY plant if it is closer to the WWTF and makes sense for the DHY District.
- c. MFN uses the Town of Mansfield for accounting services who then charges MFN.
- d. Dennis will need to consider billing options outside the Water Department.
- e. Harwich discussing using the same maintenance contract services firm that Chatham does for the East Harwich sewers.
- f. Discussion of ownership and maintenance options of laterals and grinder pumps.
- g. If sanitary sewer overflow inside home – provide service and then enter claims process. Need to document any illicit connections.
- h. Discussion of potentially joint bidding for maintenance of collection systems. Will need to review with counsel/procurement.
- i. MFN requires supermajority vote on major funding issues to counteract a majority percentage by one Town.

## 7. Review of Planning Level DHY Cost Estimates

- a. Towns would need to consider state project paving schedules.
- b. Sewer service areas reflect a reduction in Parkers River watershed from inlet widening.
- c. PRB Discussion: Sites, maintenance, monitoring, and permitting.

- d. Effluent Recharge Discussion: Potential to build open space (ballfield, tennis courts, park, etc.) on top of infiltration basin Site 2 in Dennis.
- e. Technology Limit at WWTFs is 3 ppm for nitrogen.
- f. Potential Water Reuse (ie. truck washing) of effluent.
- g. Discussion of Emerging Contaminants (CECs): Effluent recharge outside of zones of contribution to municipal wells, etc. Important to show the public that CECs are being considered. Also important to note benefit of centralized treatment facility should CECs require treatment in future.
- h. Consider cost review by phase.

#### 8. Meeting Summary

- a. The working group members from Dennis, Harwich, and Yarmouth (DHY) met on October 20, 2017.
- b. The Towns provided general updates to their wastewater programs and discussed Key Concepts for partnership including capacity, effluent recharge, billing, operations and maintenance, and advisory board.
- c. The DHY working group will be applying for a grant this month through the Efficiency and Regionalization Grant Fund Program to help fund continued pursuit of a wastewater partnership.
- d. At the next meeting, the three towns will review draft article language for Special Legislation that would allow the communities to draft an agreement and continue discussions as a Wastewater District. Articles may be presented at spring 2018 Annual Town Meetings.
- e. The main cost savings for each community is at the treatment facility and effluent recharge sites. Each community needs to construct their collection system.

#### 9. Discussion of topics not reasonably anticipated 48 hours before the meeting.

- a. None

#### 10. Next Meeting: November 17, 2017 at 9:00 AM

- a. Draft Town Meeting Articles for Special Legislation.
- b. Maybe coordinate MFN Site Visit with MassDEP Meeting.

Adjourn: 10:30 AM

#### Action Items:

Assigned To	Action Item
<b>CDM Smith</b>	Draft Special Legislation Article
<b>CDM Smith</b>	Email Key Concepts Memo to DHY working group members

<b>CDM Smith</b>	Send details of sewerage reduction from Parkers River inlet widening
<b>CDM Smith</b>	Evaluate costs and flow percentages for first three phases
<b>CDM Smith</b>	Send meeting PowerPoint to DHY working group members