



BARNSTABLE
Water Resources



**Town of Barnstable
Comprehensive Wastewater Management Plan
Ad Hoc Committee**

Meeting Minutes

Date: October 22, 2024

Location: James H. Crocker Jr. Hearing Room, Town Hall, Second Floor

The meeting will be televised live via Xfinity Channel 8 or high definition Channel 1072. It may also be accessed via the Government Access Channel live stream on the Town of Barnstable's website:

<http://streaming85.townofbarnstable.us/CablecastPublicSite/watch/1?channel=1>

Committee Members Present:

Louise O'Neil; Glenn Snell; Butch Roberts; Rob O'Leary; Zee Crocker; Brian Hughes; Scott Horsley; Paul Neary, Town Council; Kris Clark, Town Council

Committee Members Absent:

Tom Cambareri; Gordon Starr, Town Council

Others in Attendance:

Dan Santos, Director, Department of Public Works; Rob Steen, Assistant Director, Department of Public Works; Griffin Beaudoin, Town Engineer, Department of Public Works; Amber Unruh, Special Projects Manager, Department of Public Works; Michelle Trask, Director's Executive Administrative Assistant, Department of Public Works; Chris Gadd, Communications Assistant, Department of Public Works.

Agenda:

Call to Order

Rob Steen, Assistant Director of the Department of Public Works (DPW), called the October 22, 2024, meeting of the Comprehensive Wastewater Management Plan (CWMP) Ad Hoc Committee meeting to order at 6:04 PM. As the Chair and Vice Chair of the committee has not been elected yet, Rob Steen will facilitate the committee until such a time that the positions are filled. The meeting of the Comprehensive Wastewater Management Plan Ad Hoc Committee was held in person in the James H. Crocker Jr. Hearing Room, Town Hall.

Introduction

Rob Steen invites Dan Santos, Director of the Department of Public Works, to officially welcome the committee. Dan informs the committee that the Town Council's charge for them is to facilitate and coordinate an ad hoc committee for the purpose of working on a five-year update of the CWMP. Dan provides a historic overview of the initiative, starting back in 2015 as a result of the Cape Cod Commission's 208 Plan. At that time the Water Resources Advisory Committee (WRAC) was formed with the intent to create and submit a Comprehensive Wastewater Management Plan in alignment with regulatory policies and agencies. Over a two-year period the WRAC met, using in-house resources to engineer the CWMP, with staff writing the plan instead of contracting out. This method is less expensive and more flexible than outsourcing. The Town has, in essence, a small engineering firm as a result of the CWMP.

The five-year update is part of the CWMP and necessary to stay in line with changing circumstances and technology. This is the first five-year update since the plan began and is due in December 2025.

There are many policy decisions that remain. The Department of Public Works will be bringing discussions and recommendations to the committee. It will then be the committee's responsibility to discuss the policies. These will then be brought to Town Council by the DPW. The goal is citizen engagement and participation in the process. Dan looks forward to wrestling with issues and making recommendations to move forward with completing the CWMP in the manner it was intended.

Rob Steen invites everyone to introduce themselves, starting with the DPW staff, followed by members of the committee.

Staff Introductions

Griffin Beaudoin: Griffin is the Town Engineer and has been with the DPW since 2017. He started as the Water and Sewer Project Manager. He manages all CWMP sewer projects. Looking forward to working with everyone to develop the plan and seek policy decisions.

Amber Unruh: Amber is the Senior Projects Manager for Special Projects. Special Projects pertain to water quality monitoring programs, including estuaries, lakes/ponds, and Cyanobacteria monitoring. Conducts studies for specific ponds and develops management plans to improve water quality. She manages CWMP non-traditional solution projects. Looking forward to working with everyone.

Michelle Trask: Michelle is the Administrative Assistant for the DPW and has been with the DPW for about four years. She works in the front office and tries to help everyone out when they come into the office or call in. She looks forward to working with the committee. Along with Chris Gadd she will be handling the administrative side of the committee, including scheduling and minutes.

Chris Gadd: Chris is the Communications Assistant for the DPW and has been with the DPW for just over a month. He is excited to be working with this committee and hitting the ground running. Looking forward to productive conversations and enacting the CWMP. Chris will be working to get information to the committee in different and successful ways.

Rob Steen: Rob is the Assistant Director of DPW. He previously was a consultant in wastewater, doing similar tasks for other municipalities. He manages CWMP Wastewater Plant and Effluent Disposal Projects.

Committee Introductions

Tom Cambareri (Absent, Introduction sent prior to meeting): Tom designed and conducted a hydrogeologic investigation in 1983 while working for the Barnstable DPW. As a member of the Cape Cod Commission he worked to attain MEPA and Cape Cod Commission approvals for its 1993 and 2007 CWMPs. He provided technical review for approval of CWMPs in multiple towns on the Cape and served as the Staff Technical lead for the 2015 208 Plan update. He coordinated multiple regional USGS modeling projects for Cape Cod. For many years he chaired the Town of Barnstable's Water Quality Committee. With the Commission he spearheaded the County's initial response to PFAS contamination at the Fire Training Academy. He recently worked with the DPW and WPCF staff to establish a real-time water level monitoring program. He looks forward to working with the committee on this town-defining project.

Glenn Snell: Glenn is the Assistant Water Superintendent at COMM water. He has been in water for about 30 years, 15 of those at COMM.

Louise O'Neil: Louise sits on the Hyannis Water Board and is retired from COMM fire.

Brian Hughes: Brian lives in Hyannis and has been an engineer all his life. He worked to restore estuaries in 2013, with detours to fight against QMC. He suggested a group tour of the Water Pollution Control facility as past tours have been informative. He recently toured Joint Base Cape Cod and saw their wastewater treatment plant, and the Air Force's treatment plant, which addresses PFAS.

Rob O'Leary: Rob is a history professor at Massachusetts Maritime Academy and was a state senator for the Cape & Islands. He has been involved in the town "forever". He has also served as County Commissioner.

Paul Neary-Paul has been on the Town Council for seven years. Water is a primary focus of his, he owns a small water filtration company. He grew up on the Cape drinking the pond water in Centerville and has seen the changes in local ponds over the years. The committee has been a long-awaited hope and sees many moving parts in the DPW to get ahead in protection of waters.

Kris Clark: Kris is in her second term on the Town Council. As a child her mother took her to the opening of one of the first sewage treatment plants and grew up knowing how water resources had been fouled. After college she came to the Cape for the summer and was astounded at how little regard the Cape Codders had for the pristine waters. Worked as a water tester for the Town of Barnstable in the 1990s.

Scott Horsley-Scott is a water resources consultant, working for several towns on the Cape. Had a similar job to Amber Unruh, Special Projects Manager, serving as consultant for non-traditional technologies on the 208 Plan. He is an adjunct faculty member at Tufts University and Harvard University, teaching graduate courses in water management.

Zee Crocker: Zee is the Executive Director of the Barnstable Clean Water Coalition. He attended Barnstable High School and recalls being able to see 15 feet into the water, which now is not possible. This drove him to be involved with Barnstable Clean Water, a nonprofit that focuses on nontraditional approaches such as alternative septic systems and restoring cranberry bogs. Overall, the view is a collective need to do many things. Wants to ensure the next generations have clean waters on Cape Cod.

Butch Roberts: Butch has been recreating at Middle Pond in Marstons Mills since 1975. One of the prime motivators for him and his family is bringing the grandkids to the Cape. During the last six years he has been active with the Indian Ponds Association which made him aware of the nutrient problem that exists.

Rob Steen thanks everyone for being here and shared that the next 6-8 months will be a steep learning curve in getting everyone up to speed and able to have a conversation about the topic matter. The expectation is that this will not be easy, but it will be rewarding.

Election of Officers

a) Vice Chair

Rob opens the floor for nominations to the position of Vice Chair of the Comprehensive Wastewater Management Plan Ad Hoc Committee. Councilor Clark nominates Brian Hughes for the position. Brian Accepts. There were no other nominations. The committee voted unanimously to appoint Brian Hughes as Vice Chair of the Comprehensive Wastewater Management Plan Ad Hoc Committee.

b) Chair

Rob opens the floor for nominations to the position of Chair of the Comprehensive Wastewater Management Plan Ad Hoc Committee. Councilor Clark nominates Scott Horsley for the position. Scott accepts. There were no other nominations. The committee voted unanimously to appoint Scott Horsley as Chair of the Comprehensive Wastewater Management Plan Ad Hoc Committee.

At the request of the Chair, Rob will continue to facilitate the meeting. The frequency of meetings and length of meetings will be determined by the Chair and Vice Chair.

Review Town Council Wishes for the Committee

- a) Rob inquires about the councilor’s knowledge of specific instructions or vision for the committee, which neither councilor had.

DPW Wishes for the Committee

- a) Rob notes that when the WRAC was formed, the DPW noticed a benefit in the approach, allowing a space to talk through items. It also provided a sense of legitimacy during the approval process. Major topics are to look at what has changed in the time since the WRAC was formed; alternative measures; additional policies. Rob notes that the process overall features five-year “bites”, allowing changes and eliminating the need to forecast 25 years in the future.

Scott Horsley inquires about the difference between the CWMP and state-level Watershed Regulations. Rob requests this question be posed at the next meeting as he does not want to get in too deep at the initial meeting, and people need time to get up to speed. Scott indicates his understanding.

Brian Hughes inquires if minutes are being taken for this meeting. Rob responds that Chris Gadd is taking minutes.

Zee Crocker inquires if elements such as technology, time, and money are all going to be relevant aspects of the conversation. Rob responds that it is the intent of this committee to have a conversation on all those items and their impact on each item brought forth.

Zee Crocker inquires if the committee can call people in front of them. Rob responds that the committee does have that ability and can call whoever they want, depending on time.

Proposed Meeting Topics

- a) Rob notes that the list of proposed meeting topics in the agenda is a proposal from the DPW and can be adjusted as the Chair/Vice Chair see fit. The proposed topics are as follows:
 1. First meeting is introductory
 2. Second meeting is a review of the CWMP
 3. Technology Changes since implementation of the CWMP
 4. Water Pollution Control Facility Nitrogen Reduction Upgrade
 5. Discussion of how the committee wants to affect the CWMP going forward
 6. Review Draft Update
 7. Present Draft Update to Town Council
 8. Policy proposals and recommendations

- i. A list of policies for discussions will be maintained by the DPW

Rob reiterates that the list is suggested, and it is the responsibility of the Committee to decide meeting topics. He requests that whatever topics are decided to give the DPW enough time to prepare for the committee.

Rob asks if there are any questions. Brian Hughes asks what the committee's responsibility is in regards to courting financial information and presenting it to Town Council. Rob responds that, traditionally, the DPW creates a capital improvement project and proposes it to the Town Council, which includes how the project will be funded. The purpose of this committee is visioning the projects. While it is necessary to be cognizant of costs, the committee is not responsible for getting quotes or finding ways to make the budget work. That responsibility will remain with the DPW to present to Town Council. The committee is ultimately a recommendation that Town Council then must review.

Schedule Meeting Times and Durations

- a) A discussion is held regarding the scheduling and format of each meeting, with the understanding that additional meetings can be called. Scott Horsley, Chair, indicates he would prefer in-person meetings, at least to begin with. After additional discussion, it was decided to try for the third Monday of each month at 6:00 PM, with the first meeting on November 18, 2024. The meeting should be broadcast, which can be accomplished in both the James H. Crocker Jr. Hearing Room and the Selectman's Conference Room.
- b) Brian Hughes motions for the next meeting of the Comprehensive Wastewater Management Plan Ad Hoc Committee to be held on Monday, November 18, 2024, at 6:00 PM (Amended to 7:00 PM due to scheduling conflicts). Councilor Clark seconds the motion. Prior to a vote, Rob suggests that the DPW staff talk to the Town Communications Team and find the best time using the parameters set. It will then be communicated to the committee. No vote was held.

Assign Homework

- a) Rob Steen informs the committee that there is homework to be completed prior to the next meeting. The homework tasks are:
 - 1. Complete the Open Meeting Law Form provided and return it to the Town Clerk to be sworn in.
 - 2. Review the videos and documents provided on the "Ad Hoc" tab on BarnstableWaterResources.com and in the handout.
 - 3. Review the BarnstableWaterResources.Com website
- b) Chris Gadd shows the committee the Ad Hoc Committee tab on BarnstableWaterResources.com and explained that all resources can be found there. Rob notes that this is the committee's page and will serve as a "warehouse" of stuff related to the committee, including articles that committee members may come across.

Councilor Clark inquired if the email addresses of the Town Staff for the committee can be added to the page. Rob responds that they will be added to the page.

Rob asks the committee members if they would like their contact information listed on the page as well. Councilor Clark suggests creating a CWMP Committee specific email address. Chris Gadd will discuss this with the Town's Information Technology Department.

Zee Crocker requests additional information on Open Meeting Laws. Rob responds that the form to be signed by everyone pertains to the Open Meeting Law. Chris responds that, in addition to the form, one of the links on the "Town Resources" tab of the Ad Hoc Committee page leads to the Open Meeting Law Guide and Educational Materials from the Massachusetts Attorney General's Office. There is not an "Open Meeting Law 101" guide per se. Rob informs the committee that, if so desired, representatives from the Town's Legal Department can be invited in to discuss the Open Meeting Law.

Chris Gadd explains that the Open Meeting Law requires the agenda to be posted 48 hours in advance of a meeting and minutes written, reviewed, and approved by the committee in a timely manner. Those two elements are handled by the DPW staff, with members of the committee having a responsibility to ensure those items are completed.

Adjourn

- a) Rob inquires if any of the Town Staff present had any closing comments. None were heard.
- b) Rob informs the Chair that the agenda of the meeting had been completed and can be voted on to adjourn if the Chair wishes.

Prior to adjournment, Scott Horsley, Chair, asks if the Open Meeting Law form was to be signed by each person and brought to the Town Clerk. Rob responded that Scott is correct and it must be done by the next meeting.

Chris notes that if the committee has any issues or questions to contact the Town Staff, who are happy to assist.

- c) Scott Horsley, Chair, inquires if there are any other questions. Hearing none, Councilor Clark moves to adjourn the meeting. Brian Hughes seconds the motion. The committee voted unanimously. The meeting is adjourned at 7:15 PM.

Respectfully submitted by Christopher Gadd, Communications Assistant, Barnstable Department of Public Works