

CHARGE TO THE WASTEWATER MANAGEMENT VALIDATION & DESIGN COMMITTEE

The Town is nearing a vote to approve a Comprehensive Wastewater Management Plan (CWMP). In order to prepare for the design and construction phases articulated in the plan, certain activities are needed to ensure a smooth transition.

- conduct an independent technical review of the School of Marine Science and Technology (SMAST) report on Pleasant Bay to validate that the calculated reductions in nitrogen discharged to Pleasant Bay are correct and required to significantly improve water quality and habitat viability;
- validate that economically viable opportunities for reducing nitrogen in ground water to achieve the goal of protecting the estuaries and sub-embayments have been explored fully; and determine that the CWMP will meet water quality requirements;
- guided by the outcome of the first two activities, continue to work towards the final design and construction of necessary treatment facilities in a timely and orderly manner.

To accomplish these activities, the Board of Selectmen will appoint a Wastewater Management Validation and Design Committee (Committee) consisting of seven (7) voting members, which may include one member from the existing Wastewater Management Steering Committee (WMSC). The Director of Planning and Community Development and Town Administrator will serve as an ex-officio, non-voting members of the Committee.

The Committee is charged with the following tasks:

1. Analyze the SMAST Massachusetts Estuaries Program (MEP) Pleasant Bay May 2006 Final Report.
2. Review the array of structural and non-structural options in the Town's Draft Final CWMP, along with all relevant documentation that may be available.
3. Develop a scope of services, timeline and potential funding requirements to retain outside consultant services that may be necessary to assist the Committee in the completion of Tasks 1 and 2 and present a recommendation to the Board of Selectmen for review and approval.
4. Assist the Town Administrator in developing the consultant Request for Proposals (RFP) and following completion of Tasks 1 and 2, submit the findings and

recommendations in a report(s) to the WMSC and Board of Selectmen for review and any follow up that may be necessary.

5. Review the implementation schedule developed by the WMSC and recommend timely activities to ensure continued progress. Identify the need for any additional outside consultant services and present to the Board of Selectmen for further consideration.
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6. Review the various administrative, financial, and legal tasks associated with implementing sewers identified by the WMSC and make recommendations to the Board of Selectmen.
7. Develop the position description and responsibilities for the Town's Project Manager for implementation of the Wastewater Management Plan and submit recommendations to the Board of Selectmen for inclusion in the FY 2010 budget.
8. Work with the Wastewater Management Steering Committee to ensure a smooth transition from comprehensive planning to the final design and construction phases.
9. Make recommendations to the Board of Selectmen and Board of Water and Sewer Commissioners on all future capital planning and operating budget expenditures and timelines necessary to support the design, construction, operation and maintenance of the Town's wastewater facilities.
10. Following voter approval of the final design funding, assist the Town Administrator in the selection of a qualified engineering firm to complete the construction plans and specifications for the first phase and all subsequent phases of project implementation.
11. Act as the Town's formal Building Committee to work with the selected engineering firm and the Town's Project Manager to ensure that each phase of the wastewater project implementation is properly designed and constructed.
12. Annually, in June, the Committee shall meet with the Board of Selectmen and present a proposed work plan for the following fiscal year, review the charge and any potential revisions that may be warranted.

The Committee shall work cooperatively with other Town boards, committees and departments in carrying out the completion of their tasks.

The Committee will conduct their meetings in accordance with the Open Meeting Law and submit minutes to the Town Clerk's Office within 30 days of each meeting.

Date Prepared: July 23, 2008
Date Revised: July 28, 2008; August 11, 2008
Date Approved: August 13, 2008