

**Sewer Commissioners Meeting  
Minutes of Tuesday, September 19, 2017  
Bourne Community Building  
Bourne, MA 02532**

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TA Guerino

**Sewer Commissioners**

Peter Meier, Chairman

George Slade, Vice-Chairman

Don Pickard, Clerk

Judy Froman

Michael Blanton

RECEIVED  
2017 NOV 30 AM 10:55  
TOWN CLERK BOURNE

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time – Michael Rausch Bourne Enterprise

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Sewer Commissioners.

**Meeting Called to Order**

Chm. Meier called the meeting to order at 6:30 pm.

**2) Approval of Minutes June 13, 2017**

**Voted** Michael Blanton moved and seconded by Judy Froman to approve the minutes of June 13, 2017. Vote 5-0.

**3) Appointment of Mr. Mealy to fill at-large position (full member) on the Waste Water Advisory Committee to expire on June 30, 2018.**

**Voted** Don Pickard moved and seconded by Judy Froman to move his nomination forward for an at-large member of the Waste Water Advisory Committee for a term to expire June 30, 2018. Vote 5-0.

**4) Request from 25 Perry Ave Development for wastewater allocation adjustment**

Ryan Correia is asking for the remainder of the allocation plus an additional 892 for the development of a 120 unit 55 and older complex.

Don Pickard questioned what is the existing allocations you were granted? Mr. Correia said 27,108. The hotel is 11,200. Mr. Pickard said according to your engineer, based on DEP you need 892. Mr. Pickard questioned Mr. Guerino where will we get this? Mr. Guerino said we have existing flow, it will not put a damper of what we doing. We are not taking from any other allocation.

**Voted** Michael Blanton moved and seconded by Don Pickard to approve 892 gallonage per day overage for Mr. Correia's project for 25 Perry Ave.

Elmer Clegg recommends to just approve the 892, unless they have anticipation in increasing the number of units. What Mr. Correia does on his land after this phase he will have to come back to this committee again?

Don Pickard said this will lock in Mr. Correia's developer and he will be able to go forward with the 120 unit building.

Mr. Blanton questioned the groundbreaking date. Mr. Correria said the ground breaking will be mid-October. **Vote:** 5-0.

#### **5) Wastewater Advisory Committee - Comments from first reading and moving the second reading**

Sally Riggs, Chair Wastewater Advisory Committee, spoke about the comments from the first reading. Making recommendation to change the policy. There are four changes.

##### **1<sup>st</sup> Change**

Section I, second paragraph: Now reads: In order to remove subjective factors from the process of awarding... Suggested change: In order to follow an objective process of awarding...

##### **2<sup>nd</sup> Change**

Section 1, third paragraph: now reads: ...in effect primarily for commercial development single-family residence are exempt. Suggested change: ... in effect primarily for commercial development; single-family residents and residential buildings with up to four units are exempt.

##### **3<sup>rd</sup> Change**

Section III, B: Now reads: ... the application will be considered incomplete. Suggested change: ... the application will be considered invalid.

##### **4<sup>th</sup> Change**

Section VII, B: Now reads: ...fees as designated by Town regulations. Suggested change... fees as designated by the Board of Sewer Commissioners.



*Town of Bourne*

## Wastewater Advisory Committee



### Recommendations to the Board of Sewer Commissioners

September 14, 2017

- A. **Changes in text:** The members of the Wastewater Advisory Committee have reviewed the comments collected during the first hearing (August 22, 2017) and make the following suggestions for changes to the recommended policy. These changes are incorporated in the attached version of the recommended policy – deletions are noted as strikeouts, additions/changes are noted with underlines and yellow highlights.
1. Section I, second paragraph: Originally read: In order to remove subjective factors from the process of awarding . . . Suggested change: In order to follow an objective process for awarding . . .
  2. Section I, third paragraph: Originally read: . . . in effect primarily for commercial development; single-family residences are exempt. Suggested change: . . . in effect primarily for commercial development; single-family residences and residential buildings with up to four units are exempt.
  3. Section III, B: Originally read: . . . the application will be considered incomplete. Suggested change: . . . the application will be rejected.
  4. Section VII, B: Originally read: . . . fees as designated by Town regulations. Suggested change: . . . fees as designated by the Board of Sewer Commissioners.
- B. **Separation of policy and fee recommendations:** Committee members have also reviewed comments provided by Weston & Sampson and make suggestions for changes as shown in the attached. They also recommend that the policy be considered and voted separately from the fee recommendations.



**Town of Bourne**  
**Board of Sewer Commissioners**  
**Commercial Wastewater Management Allocation Policy**

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Adopted by vote of the Bourne Board of Sewer Commissioners \_\_\_\_\_

Date \_\_\_\_\_

**I. Purpose of these Policies and Procedures**

The Town of Bourne (referred to herein as the Town), through an Inter-Municipal Agreement, may send up to 200,000 gallons per day (gpd) of wastewater for treatment and disposal to a plant owned by the Town of Wareham. Further, it is anticipated that another 100,000 gpd will be available for allocation when a new package treatment plant on the Town's Queen Sewell Park site becomes operational. The Board of Sewer Commissioners (referred to herein as the Board) controls the allocation of wastewater treatment capacity among parcels in the sewered areas of the Village of Buzzards Bay and assigns allocations on a parcel-by-parcel basis.

In order to follow an objective process for ~~remove subjective factors from the process of~~ awarding wastewater allocations, the Board shall henceforth apply the following procedures for granting allocations from the Town's Uncommitted Reserve Capacity for the purpose of development and re-development in Bourne's Downtown.

These policies and procedures are in effect primarily for commercial development; single-family residences and residential buildings with up to four units are exempt. The guideline for which properties/projects are required to follow these procedures is: if a development or a change of use requires review by the Bourne Planning Board, then it requires review by the Board of Sewer Commissioners using the policies and procedures described herein.

Further, in order to ensure that unused allocations will not prevent property owners and/or developers from coming forward with projects that may be in the long term best interests of the Town, the Board hereby establishes a system of periodic reviews of allocations.

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Commercial Wastewater Management Allocation Policy

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**II. Uncommitted Reserve Capacity**

Annually, during the month of September, the Board shall determine the Uncommitted Reserve Capacity, as defined in Section VIII.

The Board shall grant allocations from the Uncommitted Reserve Capacity in a two-step process detailed below: Applicants shall obtain a Preliminary Allocation and, after meeting established Milestones, can request an Operational Allocation.

**III. Obtaining a Preliminary Allocation**

A. The Applicant shall apply to the Board for a Preliminary Allocation on a form prescribed by the Board. A sample is appended to this policy statement. An Application Fee is due at the time ~~of the application~~ is deemed complete and accepted (see Section VII).

B. If the application requests a flow amount that exceeds the Uncommitted Reserve Capacity (see draft application), the application will be ~~rejected~~ considered incomplete.

C. The Board shall review applications on a first come, first served basis within sixty days after the Application is deemed complete. If the requested allocation is available within the Uncommitted Reserve Capacity, the Board shall grant Preliminary Allocations to projects which:

- 1) Demonstrate evidence of adequate financing;
- 2) Demonstrate control of the project's parcels (*i.e.* Purchase and Sale agreement, evidence of ownership);
- 3) Have been presented to the Planning Board for preliminary project review;
- 4) Have Milestones established with the mutual agreement of the Board and the Applicant; and
- 5) Demonstrate that the requested allocation is based on state and local regulations.

D. If the Board grants a Preliminary Allocation, the Applicant shall have up to two years to initiate construction. A Preliminary Allocation Fee is due at the time the Board grants the Preliminary Allocation (see Section VII).

- 1) During the two years, the Applicant shall show substantial progress in regular six-month reports to the Board. The Board retains the right to revoke the Preliminary Allocation if the Applicant cannot demonstrate progress, although the Board may allow for the continuation or extension of a Preliminary Allocation in the case of delays not under the control of the Applicant. If the Preliminary Allocation is revoked, the allocation shall revert to the Town.

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**Commercial Wastewater Management Allocation Policy**

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- 2) When the Board grants a Preliminary Allocation, the Applicant shall pay a Preliminary Allocation Fee as set forth in the Town's Schedule of Rates and Fees.
- 3) If the Board extends the Preliminary Allocation beyond the designated two-year period, the Applicant shall annually pay a Preliminary Allocation Extension Fee (see Section VII).

E. The Application Fee, the Preliminary Allocation Fee, and any Preliminary Allocation Extension Fees are non-refundable if the Preliminary Allocation is revoked by a majority vote of the Board.

F. After the Board's vote to grant a Preliminary Allocation, the Applicant shall be issued a letter signed by the Town Administrator certifying to the existence of a Preliminary Allocation for that specific project/parcel(s) and including any conditions imposed by the Board.

**IV. Obtaining an Operational Allocation**

The Preliminary Allocation shall be converted to an Operational Allocation by vote of the Board when the project has been issued a Building Permit.

A. The Board may attach conditions and may reduce or increase the Allocation based on Massachusetts DEP regulations and final approved project design. Where capacity is reduced by Board action, the unused capacity shall revert to the Town.

B. After the Board's vote to convert the Preliminary Allocation to an Operational Allocation, the Applicant shall be issued a letter signed by the Town Administrator certifying to the existence of an Operational Allocation for that specific project/parcel(s) and including any conditions imposed by the Board.

**V. Managing Unused/Underused Allocations**

A. Within six months of the adoption of this policy, the Board shall conduct a public hearing in order to review the Allocations made to parcels on which betterments have been paid but no development has occurred. At that hearing, parcel owners shall be invited to provide the Board with a report of their plans for development within the next two years.

- 1) If the parcel owner does not provide such a report, or if the parcel owner reports but has no acceptable plans for development in the next two years, the parcel will be considered as having no allocation.
- 2) If, at a future time, the parcel owner presents a development project, the owner shall go through the full application process as defined herein.

B. If a project with an Operational Allocation has no flow two (2) years after the date that the allocation was granted by the Board, it shall expire and revert to the Town's Uncommitted Reserve Capacity. There shall be no refund of any fees paid on the reverted Allocation. The Board may grant extensions if it finds that the holder of the

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**Commercial Wastewater Management Allocation Policy**

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Allocation has been working diligently to implement the project and no relevant local or state approvals have expired.

C. When a project that has been granted its Operational Allocation is complete and has been online for three years, the Board shall compare actual flows against the amount granted in the Operational Allocation.

- 1) If the actual average daily flow exceeds the Allocation, the applicant shall apply for an Allocation equal to the difference, and shall pay the user fee assessed per gpd by the Town at that time.
- 2) If the actual average daily flow is less than the Allocation, the difference in gpd shall revert to the Town's Uncommitted Reserve Capacity unless the Applicant can demonstrate a continuing need. There shall be no refund of previously paid fees.

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**VI. Conversion of Existing Allocations**

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- A. At the time of the adoption of this policy, existing Allocations in functional facilities shall be considered Operational Allocations.
- B. Allocations that have been granted by vote of the Board to projects not complete at the time of the adoption of this policy shall be considered Preliminary Allocations. The developer or owner of such projects shall have six months to meet the requirements for a Preliminary Allocation as stated in Section III herein and to pay the Preliminary Allocation Fee described herein minus the amount of fees paid previously.

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**VII. Fees**

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A. During the process of obtaining a Preliminary Allocation, the applicant shall be assessed fees as periodically established by the Board, which is hereby authorized to establish or amend wastewater allocation fees from time to time as follows:

- 1) Application Fee: due upon application for a Preliminary Allocation.
- 2) Preliminary Allocation Fee: due within 30 days of the Board's approval of the Preliminary Allocation. The fee shall be based upon the projected wastewater flow.
- 3) Preliminary Allocation Extension Fee: due within 30 days of the Board's vote to extend the Preliminary Allocation beyond the original two years and shall be paid annually for as long as the extension is continued.

B. When the allocation is converted to an Operational Allocation by vote of the Board, the applicant shall pay user fees as designated by the Board of Sewer Commissioners Town regulations.

C. In cases where a Preliminary Allocation expires and a new person applies for capacity for the same project on the same site, the Board may consider previous fees paid by the original person when establishing fees for the new project.

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**Commercial Wastewater Management Allocation Policy**

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**VIII. Definitions**

The following words and phrases have the meanings below:

Actual Flow: the volume of wastewater from any individual unit (residential, commercial or institutional) connected to the sewers as measured by a certified water meter.

Allocation: a specified amount of wastewater treatment capacity measured in gallons per day (gpd) assigned to a specific project on a specific parcel or parcels upon a majority vote of the Board. All allocations to projects shall be based on state and local regulations. The transfer of all or part of an allocation is prohibited unless approved in writing by the Board.

Allocation Fee: a non-refundable fee established by the Board to be paid by the Applicant within 30 days of the time the Allocation, Preliminary or Operational, is voted.

Application: a form which shall be completed by the Applicant to request an allocation of wastewater management capacity from the Uncommitted Reserve Capacity. A sample form is attached to this policy statement. The Board may from time to time vote adjustments in the information requested on the form.

Application Fee: a non-refundable one-time fee established by the Board to be paid at the time the Application is deemed complete and accepted. An application shall be deemed complete when it is date stamped and signed by the receiving Town official. Incomplete applications, including applications without the required fee, shall not be processed.

Board: the Bourne Board of Sewer Commissioners.

Development and re-development: the construction of improvements on a parcel or parcels of land for any purpose, including, but not limited to institutional, commercial and/or industrial activity.

Gpd: gallons per day

Milestones: goals set by mutual agreement between the Applicant and the Board to measure progress toward meeting the requirements to convert a Preliminary Allocation to an Operational Allocation. Some examples are: finalizing financing, demonstrating control of the parcel(s), receiving final order of conditions from the Planning Board, obtaining all required state and local permits.

Operational Allocation: an amount of wastewater treatment capacity in gallons per day assigned to a project by vote of the Board after the project has been issued a Building Permit. This may or may not be the same allocation amount as in the Preliminary Allocation depending on the parameters of the project, the availability of a different amount of allocation, and the demonstration by the applicant that the project meets all state and local requirements for wastewater treatment. The Operational Allocation shall be reviewed after three years. Any excess of actual flows over the Operational Allocation shall not be available to the project, to another project, or to project expansion and shall be returned to the Town's Uncommitted Reserve Capacity.



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Commercial Wastewater Management Allocation Policy

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Operational Allocation Fees: annual user fees as designated by Town regulations. The first Operational Allocation Fee shall be due within 30 days of the Board's vote to grant an Operational Allocation.

Preliminary Allocation: an amount of wastewater treatment capacity in gallons per day assigned for a period of two years to a project in its early stages of development. If all appropriate conditions to the project are met, this Preliminary Allocation assures the applicant that the required wastewater treatment capacity will be available when the project is ready for operations. As a condition for retaining the Preliminary Allocation, the Applicant must provide status reports to the Board every six months. The Preliminary Allocation shall be voided if the Applicant does not provide information for these periodic reviews or if the Board determines by majority vote that the mutually agreed upon Milestones are not met. The Board can extend a Preliminary Allocation beyond two years or convert a Preliminary Allocation to an Operational Allocation by majority vote.

Preliminary Allocation Fee: a non-refundable one-time fee based on the project's projected flow. This fee shall be due within 30 days of the Board's vote to grant a Preliminary Allocation.

Preliminary Allocation Extension Fee: a non-refundable fee paid at the time the Board votes to extend a Preliminary Allocation beyond the normal two-year period. This fee shall be due within 30 days of the Board's vote to extend and shall be paid annually for as long as the extension is continued.

Residential Reserve: two percent of the systems' designated treatment capacity held in reserve to allow expansion by existing single-family residences. This reserve is to be calculated annually as part of the determination of the Uncommitted Reserve Capacity.

Sewers: the wastewater treatment system.

Uncommitted Reserve Capacity: that portion of the wastewater systems' treatment capacity remaining after subtracting the Preliminary Allocations, the Operational Allocations, existing residential flow and the Residential Reserve from the systems' designated treatment capacity. This determination shall begin by comparing all allocations, Preliminary and Operational, with actual flows for the previous fiscal year, on a parcel or project basis. Parcel /project owners with significant differences between allocations and flows shall be requested to explain the difference and describe any changes expected in the next 12 months. The Board reserves the right to reduce the allocation for projects more than three years old demonstrating a significant excess of allocation over flow. In that case, the difference between the new and old allocations shall revert to the Town and be counted in the Uncommitted Reserve Capacity. (See page 3 for parcels with paid betterments and unused flow capacity.) The Board shall determine the amount of the Uncommitted Reserve Capacity annually and designate such Uncommitted Reserve Capacity to be available for the next fiscal year.

User fees or sewer use fees: annual fees established by vote of the Board.

Wastewater: used water discharged from buildings to the treatment plant and monitored on a continuing basis. Can be interchanged with "sewage."

**Attachments:**

Proposed Preliminary Commercial Allocation Application Form  
Flow chart

**To be considered as a separate vote:**

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**Proposed Allocation Process Fees**

**Application Fee (one-time): ~~\$5,000~~ \$1,500**

*Justification: covers staff expenses to review the application and to prepare a recommendation to the Board. See III.C. in policy statement*

**Preliminary Allocation Fee (one-time): ~~\$1,500 plus \$0.50~~ \$5,000 plus \$1 per projected gallons per day flow**  
*Justification: covers staff expenses to prepare and brief Board on progress meetings at the required six-month intervals; incentive to the developer to complete milestones and obtain Building Permit.*

**Preliminary Allocation Extension Fee (annual): \$2,500 plus \$1 per projected gallons per day flow**

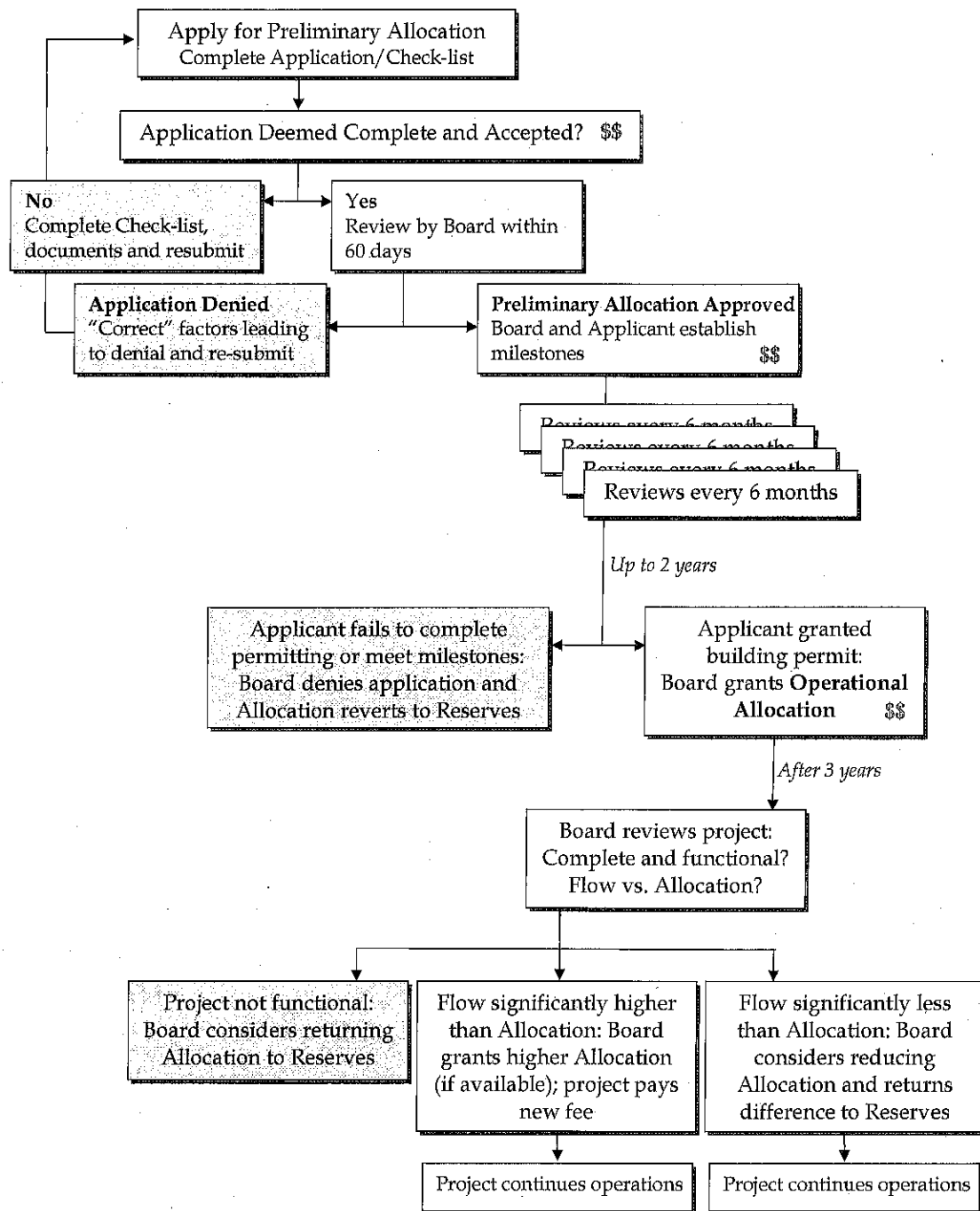
*Justification: covers staff expenses to brief Board on progress at additional six-month meetings; also to serve as an incentive to the developer to complete milestones*

**Operational Allocation Fees or sewer use fees** annual user fees defined by vote of the Board

**Town of Bourne**  
**Application for Preliminary Commercial Wastewater Management Allocation**

Date submitted _____ Applicant name _____ Applicant contact address _____ Applicant e-mail and phone number _____ Is applicant the property owner? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, who is owner? _____ If no, is applicant: leasing <input type="checkbox"/> buying <input type="checkbox"/> the property If buying, attach copy of P&S _____ If leasing, attach copy of lease agreement _____ Location of proposed project: Street address _____ Map and parcel number(s) _____ Description of proposed project _____ _____ _____ _____	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><b>Recommendation</b></div>
Financing: Financing is in place - documentation to that effect is attached <input type="checkbox"/> Documentation attached OR Applicant has letter of intent to finance - copy is attached <input type="checkbox"/> Letter of Intent attached	
Date of Planning Board preliminary review _____	
Allocation requested _____ gallons per day Basis of request: _____ _____	
Any unusual characteristics of projected flow? _____ Requested amount exceeds available allocation Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, application is rejected _____	
Application is Accepted <input type="checkbox"/> Rejected <input type="checkbox"/>	
Application Fee attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reviewed for completeness - Signed _____	
Date Stamp when determined to be complete _____	

## Flow Chart of Application Process for Wastewater Allocations



We would like it deemed complete and accepted before it gets forwarded to the Board of Sewer Commissioners. We also are asking that the policy, which is 6 pages along with the proposed application be a separate action from the fee recommendations.

Mrs. Riggs went over the fees.

Mr. Pickard questioned if they considered a sliding scale on the fees based on the size of the project. Mrs. Riggs said it is a sliding scale based on the projected gallon daily flow. We are trying to make it more equitable for a small business; it is based on the gallonages used. We want to make it so business owners don't have gallonage allocated to them that they aren't using.

Michael Blanton questioned the fee structure, is it stringent enough to discourage sitting on allocations for a lengthy period of time. Mrs. Riggs said we reviewed the fees that many other towns have and we listened to a recommendation Mr. Tribou. The committee members are happy with recommending these fee structure amounts. Tom Guerino said there is a balancing act; it should make people sitting on allocation use them, and not to high to bring in new business to town.

Don Pickard said if we don't get the 100,000 gallon a day plant at Town Meeting we are not going to have a commodity. Should the Board of Sewer Commissioners have a section under fees where it states waiver of fees and indicate we will not waive any fees because we don't know if MMA will buy up more land and put up a dormitory. So we should state there will be no waiver of fees.

Bill Grant, Wastewater Committee. This is a very good policy but it is only as good as its implementation. Make sure they have milestones and those milestones are enforceable. You want an objective policy in place. You need something that everyone can look to when the warrant article is presented at Town Meeting for a new wastewater plant. They need to know if they pay for a \$100,000 additional wastewater treatment plant, their tax money is going to be fairly spent and it is going to be administered in an aggressive and objective fashion. If people think there is any deception with the allocations they will be less likely to vote for a new wastewater plant; so it is important to get something done and passed.

Mrs. Riggs said we are recommending the 6 pages make up the policy. You vote to accept that as a policy that you will use going forward. A separate consideration is the fees, because fees are set by the Board of Sewer Commissioners. We are recommending separating these is because once voted the policy can stay in place, and the fees can change.

Judy Froman questioned do we have any in progress at this point that will be affected by the change? Tom Guerino said there in one allocation that has been approved that was under the original flow structure, and one waiting. The request by Mr. Gendron, he is first in the queue once there is allocation available.

Mrs. Riggs went over section 6 Conversion of Existing Allocations.

Michael Blanton questioned existing allocation that will convert to operational allocations; they would still need to comport with whatever the current regulation are; they will not be grandfathered. Mrs. Riggs said the policy states you go through the process of getting a preliminary allocation; then if you meet all the guidelines and standards you are given an operational allocation.

Mrs. Riggs said part of what the policy tries to do is to make sure there isn't unused allocations. If there are projects that aren't using their full allocations after a reasonable period of time of operation, we can take it back into our uncommitted reserves.

Judy Froman questioned how does the pricing structure compare to towns around us. Mrs. Riggs said the policies we looked at were all over the place. Tom Guerino spoke about communities that have flow capacity and different fees. Looking at our current fees they are normal. Mrs. Froman wanted to make sure it would be reasonable for businesses to come to Bourne as opposed to towns around us. George Slade said having a working policy would be an incentive.

Elmer Clegg said we looked at different towns and each towns' policy and fee structure is aligned with where they are and what challenges they are facing at the current time. We are unique where only a geographical portion of our town is subject to this policy, currently. Mr. Clegg also spoke about the charges by site, and how much each one of the properties flowed in 2016. Mr. Clegg said he would like to volunteer to work with someone on the Board of Sewer Commissioners to reanalyze Keystone. Mr. Clegg also spoke about Hideaway allocations.

Don Pickard spoke about the two allocations we have, Mr. Gendron and Mr. Michienzi. Under the incoming policy Mr. Michienzi will be considered a preliminary allocation. He will have to go back to Obtaining a Preliminary Allocation and initiate the process. Where would Mr. Gendron be in the process? Mrs. Riggs said he will fill out an application and if he requests an amount that exceeds the available allocations then his application is rejected.

Robert Gendron, 0 Wagner Way, said he was told once Mr. Correria moves forward he is first in line for any available allocations. Mr. Gendron questioned if the new plant is approved and there is available allocation will I be grandfathered in as an existing applicant? Mr. Gendron is asking to be grandfathered in, he has been waiting two years, to the total accumulated allocation available; whether the new plant goes forward or not.

Tom Guerino said he believes Mr. Gendron is next in line, you are granted allocation provided there is allocation to give you. You would be subject to the fee structure as it goes forward.

Michael Blanton said as we look at and grant the smaller allocations they may impact the timing that a developer has been waiting for a long period of time. If they are on the cusp of having available allocation, which is holding up the project, and we are granting smaller allocation, it is potentially putting his project further out.

Mary Jane Mastrangelo spoke about allocations. The allocations have to be in writing. This policy says every year the Board of Sewer Commissioners will review this and determine the allocation.

Mrs. Riggs said there are several places in the policy where the allocation needs to be calculated and looked at, and where there may be projects that are sitting around with an allocation for a couple of years but nothing is happening. The Board of Sewer Commissioners calls those people in and asks about the plans, because there should not be unused allocations around.

Peter Meier said if we vote to move this to third reading, can we meet next week on the 26<sup>th</sup> with two agenda items, third reading of the policy and the fee structure.

Don Pickard suggested the policy be sent to the three project owners so they can review the policy. Mr. Guerino said any comments should be in by noon on Thursday.

**Voted** Michael Blanton moved and seconded by George Slade to move this on to 3<sup>rd</sup> reading. **Vote 5-0.**

Peter Meier said this will go on to third reading. The meeting will be next Tuesday at 6:30. On that agenda will be two items the final adoption of the Wastewater Advisory Committee proposed policy and the fee structure. All comments in to the Town Administrator and the Selectmen's office by noon on Thursday.

#### **6) Update from Wastewater Facility Design and Building Committee**

Mary Jane Mastrangelo, Chair of the Wastewater Facility Design and Building Committee, said the Wastewater Design and Building Committee has met several times. We set up a finance sub committee that has met several times. Forwarded to the Sewer Commissioners the action plan that we are working from. We are moving according to plan.

Michael Blanton spoke about what the committee has discussed at the meetings.

#### **7) Approve of submittal of Federal Department of Commerce Economic Development Administration (EDA) grant and to authorize the Cape Cod Commission staff to act as administrator of the grant**

Tom Guerino said we have the pre application in. It makes sense for them to act as the administrator for that grant. Mr. Guerino recommends we allow that to happen, it takes the admin and compliance responsibility off us.

**Voted** Don Pickard moved and seconded by Michael Blanton to approve the submittal of the Federal Department of Commerce Economic Development Administration (EDA) grant and authorize the Cape Cod Commission staff to act as the administration of that grant.

Paul Gately questioned how long it takes to get a federal grant reviewed.  
Mary Jane Mastrangelo said discussions with Leslie Richardson this is a preliminary application but if we file it before September 30<sup>th</sup> it goes into the Economic Development Funds that are already budgeted and are available. **Vote: 5-0.**

**8) Public Comment**

None requested

**9) Schedule next meeting date**

Peter Meier said the next meeting is next Tuesday at 6:30.

**10) Adjourn**

**Voted** Don Pickard moved and seconded by George Slade to adjourn at 7:44P.M.  
**Vote 5-0.**

Respectfully submitted – Carole Ellis, secretary.