

AGENDA

Wednesday

July 9th 2014

**TOWN OF EASTHAM
AGENDA
BOARD OF SELECTMEN
Wednesday, JULY 9, 2014
2:30 p.m.**

Location: Timothy Smith Room

WORK SESSION:

1. SELECTMEN INFORMATION
2. MUNICIPAL WATER CONSULTANTS REPORT – Environmental Partners
3. OTHER BUSINESS

EXECUTIVE SESSION – Litigation Strategy/Collective Bargaining

Upcoming Meetings

<i>Monday July 21, 2014</i>	<i>5:00 p.m.</i>	<i>Regular Meeting</i>
<i>Monday August 4, 2014</i>	<i>5:00 p.m.</i>	<i>Regular Session</i>
<i>Wednesday August 6, 2014</i>	<i>2:30 p.m.</i>	<i>Work Session</i>
<i>Monday August 18, 2014</i>	<i>5:00 p.m.</i>	<i>Regular Session</i>

This meeting will be video recorded and broadcast over Local Access Channel 18 and through the Town website at www.eastham-ma.gov.

****Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.***

****If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact Laurie Gillespie-Lee, 5900 x207***

INFORMATION



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642
All Departments 508-240-5900
www.eastham-ma.gov

Date: June 25, 2014

Memo To: Board of Selectmen

Memo From: Sheila Vanderhoef, Town Administrator

Re: Progress Reports on Municipal Water

As you know, we have established capital project committees for each of the major capital projects.

All three projects, Library, Rock Harbor Dredging, and Municipal Water, will eventually move into the construction phase and that will require, at a minimum, weekly meetings. Those construction meetings always have job meeting notes.

Selectmen Knight, who will represent you on the CPC for water, has asked to sit in on all meetings that I have with the consultants (Environmental Partners). I am concerned that the full Board will not be privileged to all the information.

To address the need expressed by the Board to know the progress on Municipal Water especially, I have asked the consultants to provide meeting notes on the sessions that I have with them which may or may not include other staff such as Health, DPW, Conservation, etc. They will also do notes for meetings, including other Town Staff, State or Federal Agencies.

Attached please find the first such "notes" for your review. Let me know if these are helpful. If the Board would prefer to sit in on "all" meetings, then we would need to post in accordance with the Open Meeting Law.

Please let me know your preference by July 7, 2014.

Eastham Water System
Project Coordination Meeting
June 9, 2014

The June 9, 2014 coordination meeting was held at Eastham Town Hall and attended by: Sheila Vanderhoef, Town Administrator and Mark White and Paul Gabriel of Environmental Partners Group. Jane Crowley, Board of Health Agent met with us briefly during the meeting. Time of the meeting was 11:00 am to 1:30 pm.

Discussion Items:

Updated Plans of Water System

Large size- copies (6) of the updated water system layout were provided to Sheila. These plans eliminate the distribution mains routed through Wellfleet and Orleans.

Distribution System – Adjusted layouts of water mains on Route 6

Following last week's site walk with Neil Andres and the Environmental Partners design team (Paul Millett, Ryan Trahan, Gregg Sands), some proposed modifications to the distribution system layout along the Route 6 corridor are being proposed. These are shown on the attached figure (four locations). The objective of these modifications is to reduce the amount of construction activities on Route 6, and provides the benefit of bringing service to additional properties while still providing service to all of those under the original plan.

The Board of Selectmen will need to review and approve these modifications. This is targeted for their July 9, 2014 meeting.

Water Mains in Orleans and Interconnection

On the water system base plans the streets and water mains for Orleans are to be added so that the proposed routing of Eastham's water mains and interconnection to their system can be shown.

Discussions with Orleans on placing water mains in their Town and making an interconnection with them are to be held only after the Board of Selectmen authorizes this, slated for their July 9, 2014 meeting.

Water Mains and Service in Wellfleet

Locating water mains and providing service to properties in Wellfleet is to be considered only after the Board of Selectmen authorizes this concept (also slated for the July 9, 2014 meeting).

Nauset Regional High School – Utility Easement and Utilities

At last week's site walks the concept of bringing three phase power and gas into the east side of the site where these utilities exist at the end of Queen Ann Drive was discussed.

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This would require revising the easement Agreement with the Nauset School Board. It was decided to bring all utilities onto the site via Cable Road and using the easement that has already been negotiated and agreed to with the School Board.

With regard to utility installations at the High School:

- Gas - A decision on whether gas for the generator is to be piped or propane is yet to be made.
- Electric – it appears that 3 phase power exists on Bracket Road and will need to be run in from that point at Cable Road.

Storage Tank

The position of the storage tank at District G will need to be adjusted eastward so as not to interfere with the cell tower at the site. At last week's site walk a proposed location was identified (shown on the attached figure).

The concept of locating the tank, either for this phase or future phases, at the DPW property was discussed. This location has advantages of being more centrally located in the service area. It was decided that District G will be used for this phase, given that this is the location that was decided upon at Town Meeting. The DPW site may be considered in future phases.

Environmental Partners Office Trailer at DPW

The concept of locating an office trailer for Environmental Partners at the DPW property was discussed. This is to be used as a base throughout the design, permitting and construction phases of the project. EPG is to follow up with Neil Andres to discuss further.

Elementary School – 1,4-dioxane testing

Jane Crowley provided results of recent testing of the Elementary School for 1,4-dioxane. Samples were collected on May 6, 2014. The results: 0.015 ppb ("J" flagged – an estimated value). This is a very slight increase from the February 2014 results (0.076 – 0.096 ppb).

Cash Flow Forecast

A cash flow forecast for the duration of the project (through June 2017) was prepared by Environmental Partners and provided to Sheila. The forecast includes items for engineering and each construction contract. This was sufficient for Sheila's needs at this point.

Policy Issues to be discussed with the Board of Selectmen

Items that require discussion and decision-making by the Board were identified:

- Connection policy
 - For properties that are adjacent to, but not immediately abutting mains
 - For properties in the landfill study area, especially those on bottled water
- Easements for properties on private roads – approach
- Water system bylaws
- Rate structure – tiered system, base fees, miscellaneous fees

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- National Park Service – whether/how they are to be charged
- Privatized operations – solicitation and selection process/schedule
- Billing software

These issues are to be discussed with the Board over several meetings. We will work with Sheila on the details of when and how to discuss these items.

Engineering Services Agreement

The initial draft of Environmental Partners' Agreement was reviewed. This Agreement is following the current EJCDC (2014 version) format. A final draft of the Agreement is to be prepared over the next week and forwarded to Sheila

Asset Management

The approach for developing an asset management program for the Town, to be prepared in conjunction with the water system design and construction program, is being developed. Paul Gabriel is in discussions with People GIS on concepts to be considered. This item to be discussed in detail at the next coordination meeting.

Preparation for July 9th BOS meeting

Agenda items for the July 9th meeting were discussed. These include:

- Activities completed since last BOS meeting
 - DEP, CCNS, MEPA meetings
 - Water system design development
- Proposed modifications to distribution system layout
- Connection policies
- Easements for private roads
- Updated schedule

Future Coordination Meetings

A schedule for future coordination meetings between Environmental Partners and Town staff were developed. In general, these meetings are to be held every Tuesday at 8:30 am at Town Hall. Because of travel and vacation schedules over the next few weeks, the following dates were scheduled:

- June 25th (Wednesday) at 2:00 – at Town Hall
- June 30th (Monday) at 1:00 – at Environmental Partners' Quincy office
- July 9th (Wednesday) at 9:00 – at Town Hall (precedes the BOS meeting)
- July 15th (Tuesday) at 8:30 – at Town Hall

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Action Items for Environmental Partners

- Add streets and existing water mains in Orleans to the base plan
- Develop plan that shows locations of properties that BOS needs to make decision on whether they are to be connected or not (these are adjacent properties to water mains)
- Easements – follow-up with Gail McAleer to see how her research into the private property information is coming along
- EPG office trailer at the DPW – EPG to follow up with Neil Andres
- Asset Management – prepare for discussions on this topic for the next coordination meeting (June 25th). Gail McAleer and Neil Andres to be included.
- CCNS – request their direction on what steps are needed for the water main installations on Seashore Roads (Cable Road and Nauset Road).
- MEPA – schedule pre-application meeting with Cape Cod Commission to discuss content of Expanded ENF and DRI
- Preparation for July 9th Board of Selectmen meeting
- Agreement: finalize and forward to Sheila
- Funding: schedule meeting with Ron Koontz, USDA to discuss opportunities
- SRF funding – prepare the SRF application, for submission to DEP by Aug 15th
- Dropbox – set up drop box for Eastham to facilitate sharing of project documents