

Harvard Sewer Commission minutes

October 3, 2011 9:00 AM

Commissioners: Cindy Russo; Kyle Hedrick; Rick Maiore

Others: Sue Fitterman Asst. Assessor

Minutes of 9/26 were accepted with no changes. 3-0

A pre-construction meeting is scheduled for Wed. Oct. 5, 2011 at 10 AM. Prior to the pre-construction meeting the HSC will, at 9:30 AM, hold a posted meeting for the purpose of discussing the introductory letter Weston & Sampson is planning to send to district property owners. Issues which the commission felt should be addressed:

Date of mailing

Tone of mailing

Verification of properties & addresses

By a 3-0 vote the commission agreed to send an introductory letter/questionnaire to all sewer district property owners of record. The letter would gather information from sewer district owners which would establish a data base for future communication between the HSC and district property owners.

Re; the pre-construction meeting itself, it was the consensus of the commission that one commissioner would attend the weekly pre-construction meeting.

Sue Fitterman agreed to set up a file for the official repository of HSC communications and records.

The commission also agreed that records would be indexed by district property addresses and the owner of record would that which is on the assessors cards.

Action items:	Mission statement draft	Rick Maiore
	Into letter draft	Cindy Russo
	Website note	Kyle Hedrick
	Review draft regs	Kyle Hedrick

A general discussion on safe guarding future capacity. Issues:

How does the commission fulfill the commitment for future capacity availability without incurring future liability.

What potential effect would a change in DEP standards or measured discharge levels have on future connections. It was felt that variables beyond the control of the HSC should be identified and communicated to district property owners.

The commission will consider a 3 year buffer period before entertaining new or expanded connections so an operational capacity could be developed.

A codified permitting process/procedure would need to be developed with regard to future expansions and/or connections.

Other issues:           Agreed to develop a flyer type informational communication which could be distributed

To new district owners through the Assessing office.

                                  Agreed in principle to hold a district owner inaugural meeting in the spring of 2012

Just prior to the district becoming operational.

Next meeting: Tuesday Oct. 11 2011 at 10 AM

Meeting adjourned at 10:15 AM

Rick Maiore

Clerk