

**STATUS OF WWMD PROGRAM**  
**OSWPCA**  
**September 21, 2009**

- A. Referendum passed on August 11, 2009 – Effective as of September 2, 2009.
- B. Discussions began immediately on implementation steps necessary to carry out program.
- C. Several distinct work tasks were identified and working groups established.
  - a. Implementation Work Group
  - b. Clean Water Fund Work Group
  - c. AT System Selection Work Group
- D. Implementation Work Group met on 9/16 and will meet every other Wednesday between now and Mid-November (total – 5 meetings). Included in work group: DEP, DPH, CRAHD, WPCA, F&O, S&G).
  - Scope of meeting:
    - a. Determination of size of applications to DEP for funding
    - b. Assuring compliance with provisions of WWMD Ordinance (map index, i.e.)
    - c. Flow chart for legal notices, orders to abandon, bid and contract documents.
    - d. Considerations for policy positions for WPCA
    - e. Discussion on contractor qualifications and training
    - f. Policy for interim repairs
- E. Clean Water Fund (Financing) Work Group met on 9/17 and will meet every other Thursday up to Mid-November (total – 5 meetings). Included in work group: DEP, CRAHD, WPCA, F&O, S&G).
  - Scope of meeting:
    - a. Suggestions for policies on benefit assessment
    - b. Potential for ARRA partial funding of work effort
    - c. Stipulations on prior approval for DEP reimbursement
    - d. Payment scheduling from Town
    - e. Considerations for interim repairs
- F. Advanced Technology (AT) Selection Work Group – will hold first meeting on Wednesday, September 23<sup>rd</sup> to discuss parameters for system selection, inspection procedures, and permitting issues. Total of 5 meetings between now and mid-November. Included in Work Group: DEP, DPH, CRAHD, WPCA, F&O.

G. WPCA finalized job descriptions for a total of four positions: WWMD Project Engineer; WWMD Financial Manager; WPCA Administrative Assistant; and WPCA Clerk.

a. WWMD Project Engineer – manage research, construction, and permitting of installations in WWMD; develop specifications for individual onsite wastewater system upgrades; monitor effectiveness of WWMD project; prepare reports to DEP

b. WWMD Financial Manager – facilitate payment for and recoupment of expenses associated with upgrades; manage the CWF funding effort; assist residents with financing and grant applications; invoice and receive funds from residents for upgrades completed; report status of program.

c. WPCA Admin Assistant – support WPCA efforts; monitor and update website status; submit CWF invoices to DEP; issue and track construction and discharge permits for AT systems; assist Engineer and Financial Manager.

d. WPCA Clerk – recording clerk for WPCA meetings; prepare agendas, minutes, distribute same.

H. WPCA is in process of generating “boiler plate” documents for use during the life of the project. These include:

- a. Qualification packages from installers and vendors
- b. Standard bid packages (workers’ comp; bonding; insurances; etc.)
- c. Evaluation programs
- d. Installation Contracts
- e. Benefit Assessment
- f. Payroll/invoice forms

I. Tentative Schedule: (NOTE: schedule prepared by D. Lucas – not reviewed by WPCA board members at this time)

- a. Complete Work Group tasks by mid-November
- b. Submit 1<sup>st</sup> application to DEP by November 1
- c. Develop standard installer qualifications by mid-November
- d. Establish installer roundtable by late October
- e. Begin site by site detailed evaluations and sketches by January 1
- f. Issue first request for bids by March 1
- g. Begin first upgrades by April 1

J. Establish WPCA stand alone office within Town Hall.