

MINUTES OF THE  
CAPE COD WATER PROTECTION COLLABORATIVE  
12-12-07

A meeting of the Cape Cod Water Protection Collaborative was held at the Superior Courthouse in Barnstable on December 12, 2007 commencing at 9:32 a.m.

**Members:**

Barnstable	Mark Ells	Absent
Bourne	Peggy Fantozzi	Present
Brewster	Jillian Douglas	Present
Chatham	Robert Duncanson	Present
Dennis	Sheryl McMahan	Present
Eastham	Jane Crowley	Present
Falmouth	Jack Barnes	Present
Harwich	Larry Ballantine	Present
Mashpee	John Cahalane	Absent
Orleans	Augusta McKusick	Present
Provincetown	Cheryl Andrews	Present
Sandwich	David Mason	Absent
Truro	Pat Pajaron	Present
Wellfleet	Emily E. H. Beebe	Present
Yarmouth	George Allaire	Present

**County Commissioners' Appointees:**

John O'Brien	Present
John Hinckley	Present

**Others Present:**

Andrew Gottlieb	Executive Director
Kara McCormick	Barnstable County
Tom Cambareri	Cape Cod Commission
Susan Rask	Department of Health & Environment
Greg Lindell	Aqua Point
Elizabeth Taylor	Town of Brewster Planning Board
Peter Johnson	Brewster Conservation Trust
Mike Zillach	Town of Sandwich Water Quality Advisory Committee
Dick Andres	Barnstable Resident

1) Chairman McKusick opened the meeting and asked all Members of the Board to provide an update on their towns activities:

Provincetown: Cheryl Andrews reported that the Board of Selectmen bundled the wastewater article override with other issues and 4 out of the 5 override questions failed. The town will be looking for a money shift. She advised other board members from

Provincetown's experience that if their town goes for an override to keep the issue separate.

Yarmouth: George Allaire reported that the EMP report would be ready for May. In early January the town will have a meeting with the Town of Barnstable to discuss the permanent contract along Route 28.

Wellfleet: Emily Beebe reported that the Wastewater Planning Committee was officially formed.

Truro: Pat Pajaron reported that the town is 4 months into well water quality monitoring. The town is using the same model as Eastham. Board of Health is looking at mandatory pumping every 3 years.

Falmouth: Jack Barnes reported that the town is in the 2<sup>nd</sup> phase of its comprehensive plan and kicking off public education.

Chatham: Bob Duncanson reported that the town completed 2 months of public input and will be incorporating comments into its comprehensive wastewater plan.

Commissioners' Appointee: John Hinckley had nothing to report.

Commissioners' Appointee: John O'Brien reported that the Chamber of Commerce has had interesting discussions of economy population projection and strong discussions with municipal leaders. A 4 page report will be issued on statistics.

Harwich: Larry Ballentine reported that the wastewater management plan was moving ahead. One public meeting has been held and went well. The next public meeting will be in January 2008. The Board of Selectmen formed a Citizens Advisory Committee.

Brewster: Jillian Douglas announced that the town wide wastewater bylaw was withdrawn.

Eastham: Jane Crowley reported that the town will continue on an education level working with Governing Board members of the Wastewater Committee. The town will continue with the well testing program. The Board of Selectmen are supporting the article to go forward.

Bourne: Peggy Fantozzi shared that the town is still working on its comprehensive wastewater management plan.

Orleans: Gussie McKusick reported that the town will unroll 3 basic composite plans. The town will hold public hearings and then it will come down to 1 working plan.

2) Chairman McKusick asked to go around the room and have those attending from the public introduce themselves:

Greg Lindell – Aqua Point

Elizabeth Taylor – Town of Brewster Planning Board of Assessors

Peter Johnson – Brewster Conservation Trust

Mike Zillach – Town of Sandwich Water Quality Advisory Committee

Dick Andres – Barnstable Resident

3) Federal/State Funding update, Andrew Gottlieb

The date scheduled to announce the million and a half funding was bumped until the following week.

4) Legislation update, Andrew Gottlieb

A hearing is scheduled next Tuesday, 12/18/07 at 1:00, Room B1, basement of State House for Senator O’Leary’s bill. The challenge is now to put on a reasonable show. Mr. Gottlieb will circulate a template letter and is asking board members to go back to their towns and ask selectmen, town administrators to submit a letter of support. Mr. Gottlieb will bring the letters with him to the hearing. Everyone is encouraged to attend and speak in support of the bill. Goal is to send the bill to Ways & Means by the end of the year.

5) Public Outreach update, Andrew Gottlieb

The Bring Back the Blue publication is complete and ready to go to the printer. In order to bid the job properly the Board needs to settle on quantities. There is a 6-page version and a 2 double-sided single sheet version. Both will be posted to the web.

Mr. Gottlieb recommends that the 6-sided piece be primarily distributed as an insert in the Cape Cod Times and the weekly local papers. The Cape Cod Times requires 75,000 copies for the 4<sup>th</sup> of July weekend. He is estimating another 25,000 for the weeklies. Estimating running 100,000 to 125,000 at a cost of around \$14,000.

Also, recommending an initial printing of 10,000 for distribution to town halls, businesses, and third party organizations. Estimate cost under \$1,400.

Additionally, the Board agreed at the last meeting to place a sticker on the Cape Cod Times advertising the web. Mr. Gottlieb expects this to happen around the first of the year.

*John O'Brien moved that the Board authorize Andrew Gottlieb to accept the lowest responsive bid for printing and to purchase the Cape Cod Times sticker. 2<sup>nd</sup> by Peggy Fantozzi. Approved by all.*

6) Structural Recommendations, Andrew Gottlieb

Based on the discussion at the last Governing Board meeting and the follow up discussion with the Steering Committee, Mr. Gottlieb offered the following modified proposal based on the premise that form follows function.

I. Function:

The Collaborative is a body that sets policy, establishes priorities, directs strategy, builds public support for action, fosters regionalism and seeks funding support for its member communities.

II. Form:

- ~ 17 member Governing Board that approves all expenditures, policies and strategies. Meets monthly.
- ~ 5 member Steering Committee that reviews and develops proposed strategies, policies and budget proposals for consideration by Governing Board.
- ~ TAC, per the ordinance, will continue to exist and will meet as needed. Legislative, education and resource committees will be replaced with Ad hoc committees convened on an as needed basis to support deliberations of the Governing Board. It will become the role of the Executive Director to coordinate committee work as required by the circumstance as a means of lowering the burden of regular meetings on the membership.
- ~ Part time Executive Director to manage day-to-day affairs of the Collaborative.
- ~ Staff functions to be provided on a contract basis by other County operating departments on an as needed basis.

*John Hinckley moved to accept Andrew Gottlieb's structural recommendations. 2<sup>nd</sup> by John O'Brien*

General discussion among Board Members to discuss Mr. Gottlieb's structural recommendations.

*Chairman McKusick amended motion to include Board changes under function to building support as last goal and to add "most importantly". All approved.*

7) Contract Services, Andrew Gottlieb

Mr. Gottlieb recommended that the Collaborative engage the Cape Cod Commission as a contractor to the Collaborative to complete staffing functions under the direction of the

Collaborative. There are 4 functions that the CCC ought to perform in support of the Collaborative as listed below.

- A. Develop and maintain the regional wastewater management plan contemplated in the ordinance.
- B. Collaborative administrative functions such as grants administration and contract oversight.
- C. Maintain detailed database outlining status of water and wastewater management effort in each one of the 15 Cape Communities.
- D. Work with member communities to encourage regional water management.

Mr. Gottlieb stated that authorization for the Executive Director to enter into a contract with the Cape Cod Commission will be contingent on development of a detailed work plan and approval of it by the Governing Board. The contract will be presented for approval at the January meeting and will run through the completion of FY'09 (subject to availability of funds in FY'09).

General discussion among Board members to discuss the 4 functions. Decision was made to withdraw motion authorizing the Executive Director to enter into a contract with Cape Cod Commission. Board requested Mr. Gottlieb go back and work on further with board members comments and changes, bring to Steering Committee and then back to Board.

Mr. Gottlieb prepared a new contract (contract #2) for his services as Executive Director based on the vote at the last Governing Board Meeting.

*Mr. Gottlieb asked for a vote to approve contract #2. Moved by Peggy Fantozzi, 2<sup>nd</sup> by Bob Duncanson, Approved by all.*

#### 8) FY'08 Budget Modifications and FY'09 Budget Preparation, Mr. Gottlieb

FY'08 budget Modifications:

These changes are required by 2 things; extension of Mr. Gottlieb's contract beyond March 13, 2008 to June 30, 2008 and immediate initiation of contract with Cape Cod Commission. Mr. Gottlieb recommends the following changes:

- a. Move \$21,875 from Salary Reserve to Executive Director Salary line item (funds contract).
- b. Move \$18,125 remaining from Salary Reserve to Contract Services.
- c. Move \$11,000 remaining from Grants line item to Contract Services.
- d. Move \$10,000 from Public Outreach line item to Contract Services.

