

TOWN OF PROVINCETOWN - BOARD OF SELECTMEN

SPECIAL MEETING – MONDAY – JULY 10, 2006

JUDGE WELSH HEARING ROOM

Chairman Cheryl Andrews convened this special meeting at 4:39 PM noting the following attendees: Board of Selectmen: Cheryl Andrews, Michele Couture, Richard Olson, David Nicolau, Sarah Peake

Other attendees: Town Manager Keith Bergman, DPW Director David Guertin, DPW Financial/Administrative Coordinator Dana Faris, DPW Wastewater, Ron Adams of Metcalf & Eddy, Facilitator John Goodrich and Water & Sewer Board Member Austin Knight.

Recorders: Cheryl Andrews and Facilitator John Goodrich

The following are minutes, in brief.

1. WASTEWATER FACILITATED MEETING

Led by Facilitator John Goodrich

Chairman Cheryl Andrews turned the agenda over to Facilitator John Goodrich.

The following are notes from Facilitator John Goodrich:

Introduction

The entire July 10th Facilitated Meeting of the Board of Selectmen was devoted to a presentation by Rob Adams of Metcalf & Eddy on the current status of the facilities planning, engineering, and construction for the optimization and expansion of Provincetown's sewer system, followed by questions, comments, and discussion by the Board. The Board has already been provided with a copy of Rob Adams PowerPoint presentation.

The following notes summarize (i) the presentation of any new information not contained in the Packet for the meeting, (ii) the discussion, including comments, questions and policy direction from the Board, and (iii) the action items and other information from the Wastewater Planning Team's follow-up discussions held on July 11th.

Updates provided by M&E for on-going activities

Rob Adams provided the Board with a summary of the status of the following on-going activities:

- (i) Recently completed construction work for the Laundromat Extension,
- (ii) Status of the on-going water meter reading study, and
- (iii) Status of the on-going mass loading sampling program.

In response to comments and questions from the Board, Mr. Adams and other members of the Wastewater Team provided the following clarifications:

- The construction work for the Laundromat pump station was completed prior to the June 30th deadline with the exception of the paving, which was delayed until this week due to the heavy rains. The power has been installed. Mr. Silva expects to receive the washers and dryers in several weeks, although the Town has not yet received confirmation of shipping or delivery dates.
- Although there is no specific penalty in the contract for a delay in the opening of the Laundromat, Mr. Silva is obligated to pay the betterment regardless of when he opens the Laundromat. The Board would like to be kept apprised of the opening date and to be informed of any roadblocks that occur.
- The Town has met with the engineers for the Grand Union and expects to have the Grand Union connected to

the sewer in one to two weeks. The Wastewater Team would like to have the GU connected prior to Carnival Week so that their flow is included in the data base for the peak flow week of the year.

- M&E has taken water meter readings both before and after the July 4th weekend and will carefully compare the water meter readings with the actual wastewater flow readings taken at the WWTP for the same time period so as to obtain the most accurate picture of actual peak flows. The Board suggested that M&E should be conservative in their analysis of peak flow for the July 4th period since visitation for July 4th appeared to be much lower this year than last year.
- Rob Adams explained that so far this peak season, the mass loading readings at the WWTP have been as high or higher than the historical averages. M&E has brought in a wastewater expert to collect samples and to look at both the possible causes for the high readings and the possible options for maximizing capacity at the plant for the least capital costs. Rob Adams has assured the Wastewater Team that the mass loading/BOD problem can be resolved – the goal now is to understand the problem sufficiently so that the most cost-effective solution can be implemented. The Board would like M&E to provide them with a comparison of mass loadings for this peak period versus a year ago.
- Rob Adams explained that in most communities, the greater the flow, the better the mass loading readings, but that has not happened so far in Provincetown, perhaps because the town has a much higher percentage of commercial use flow than do most communities. As more flow is added in Phase 2 from residential users, the overall percentage of commercial flow will start to decrease to a figure more like what is observed in other communities.

Presentation of Needs Analysis by Rob Adams of Metcalf & Eddy

Rob Adams provided the Board with an excellent summary of the Needs Analysis and other Facilities Planning work undertaken by M&E to date. Given the fact that the interest from property owners in connecting to the sewer adds up to a much greater Title 5 design flow number than the available capacity at the plant, M&E and the Wastewater Team have proposed the following process:

1. Prepare a “Needs Analysis” for the entire town and assign priorities to different areas, based upon key criteria as described in the presentation – a large portion of the town has already been studied by M&E as summarized in the presentation and the analysis for the remaining areas will be completed by M&E shortly.
2. Recommend the first step in the sewer system optimization and expansion process that the Town should take, including identifying which areas should be served with whatever amount of existing treatment plant capacity that the DEP will allow the town to use at this time, seek Fall Town Meeting approval for final engineering and construction for this work, obtain any DEP permits needed for sewer extensions, and construct the new portion of the collection system prior to the 2007 peak season.
3. Evaluate several options for expanding the WWTP to its build-out capacity – taking into account the results of the mass loading and wastewater flow studies. Some of these options may involve new innovative solutions that will require pilot testing to satisfactorily demonstrate to the DEP that the proposed solution is effective. M&E is seeking grant funds for some of the pilot testing.
4. Recommend the next step that the Town should take in the sewer system optimization and expansion process, including identifying which areas should be served by an expanded WWTP and collection system, and consider seeking Town Meeting approval as soon as the April 2007 Town Meeting for final engineering and construction for this additional work, with construction to occur either prior to the 2008 peak season or at a later time depending upon the approval process.

The Board was very pleased with all of the engineering work that has been done and with the way that the results were presented by Mr. Adams. In his presentation, Mr. Adams provided the following additional comments not covered in the PowerPoint presentation handouts and clarified several areas where the Board had comments or questions:

- M&E is proposing gravity sewer mains for as many streets in the potential expansion areas as possible. They have delineated nine areas so far – not counting the possible West End and East End diversions from the existing vacuum system. Each of these nine areas could be served largely by gravity flow to a single pump station located at a

low point in that area – therefore, the contours, slopes and grades define the boundaries of each area. The wastewater would then be pumped from the pump station serving that area through a sewer main either directly to the WWTP or to an intermediate pump station serving an area located closer to the WWTP.

- The advantages of gravity flow and a limited number of lift stations include: (i) lower construction and operating costs than for the vacuum system and (ii) greater flexibility to add future connections and flows.
- All designations as to areas, phases, cost estimates, criteria for ranking, and ranking of areas are conceptual or preliminary at this point. M&E will be refining all of the information prior to the next meeting with the Board, which has been scheduled for August 14th. The Board cautioned against the use of the language “Phases 2, 3, and 4” since some voters may think of each phase as another large expense step similar to the \$20 million cost for Phase 1.
- In terms of the preliminary ranking criteria that M&E has used, the Board suggested that the most important criteria are (i) identifying who is interested in connecting in a particular area, (ii) the costs to serve that area, and (iii) environmental considerations. Some Board members felt that the expression of interest might well be the best indicator of need, since those who most need the system are very likely to say that they want to connect. The Wastewater Team explained that the 10 foot elevation was a good indicator of environmental considerations since the ground water elevation is approximately 3 to 4 feet, current septic system criteria call for a separation of 5 feet, and a system is about 2 feet deep – therefore, any property located below a 10 foot elevation is likely to have difficulty complying with the new code Title 5 requirements.
- Rob Adams explained that they were able to redefine the boundary of several areas to include some properties that are currently connected to the downtown vacuum collection system. If these properties were served in the future by new gravity sewer mains, this could free up some valuable capacity on the vacuum system.
- M&E is also looking at a number of other ways to optimize the existing collection system including: (i) diverting the flow from the grinder pump installations in either the West End or the East End (or both) to new gravity sewer mains, so as to free up more capacity on the vacuum system, and (ii) installing a new lift station near the intersection of Standish and Bradford Streets to serve sewer expansion areas in the East End – if the discharge from this pump station was sequenced with the discharges from other pump stations, then it may be possible to use the existing Alden Street force main rather than constructing a new force main from the East End to the WWTP.
- In terms of the interest that has been expressed in connecting to the sewer, the Board wanted to be sure that the outreach program would be comparable for all areas, and not skewed towards areas where the Pilot Survey Program was conducted. The Wastewater Team clarified that (i) most of the interest is based upon the town-wide mailing conducted in the Fall of 2005 which produced a total of 425 interested properties, (ii) the Pilot Program only added 15 additional interested properties, and (iii) another mailing will be done this month to determine if any other property owners are now interested in a connection.
- In summary, the Board understands that the area labeled “W-1” – the Shank Painter Basin – comes out as having the highest priority for the available capacity according to the key criteria of need, interest, and cost. The Board would like to see the list of areas narrowed down to the two to three most important areas to serve in addition to W-1, and to increase the outreach effort to the other areas.
- Following discussion, it was agreed that the Wastewater Team would do another town-wide mailing with a clear explanation that although not all areas can be served at this time with the limited available capacity at the WWTP, the Town is interested in any expressions of interest from property owners for future expansion of the sewer system. A second town-wide mailing letter has been drafted to go out on July 14th with a three-week response date of August 4th. The Board has been provided with a draft of this letter for comment and review. Any additional expressions of interest received as a result of this mailing will be provided to the Board at the next meeting.
- Before the Board can determine how much of the capacity should be allocated to important town priorities such as affordable housing or year-round economic development, they would like to know how much capacity is needed to provide for those properties in the areas to be served that can’t comply with new code Title 5 on site. M&E will prepare a more detailed analysis of the “W-1” area to address this question prior to the next meeting with the Board – based upon the information that is available from the Town’s data base.

- In response to other questions from the Board, the Wastewater Team clarified that (i) dilution of the waste stream would not be a viable solution to the mass loading problem, since any dilution amounts would be counted in the flow to be treated at the plant and would, therefore, reduce the available capacity at the WWTP, and that (ii) septage cannot be accepted at the plant as a way of utilizing excess capacity in the short term, due to the nature of the septage material.

The Wastewater Team will address the questions raised by the Board in preparation for the next meeting and will plan to present recommendations as to which areas should receive priority for the next step in the sewer system optimization and expansion process. As requested by the Board, preference will be given to those areas with a high degree of interest on the part of property owners in connecting to the sewer.

In addition, because the sewer system is user-funded, any area proposed for a sewer extension should meet the following financial feasibility criteria:

- (i) The proposed Betterment should be affordable,
- (ii) The Betterment must cover all of the cost of the collection system for that area and,
- (iii) The Betterment should also cover a proportionate share of the engineering and associated WWTP and other sewer system infrastructure costs – otherwise, these costs would need to either be borne by the General Fund or covered in some other way.

This is similar to the financial feasibility analysis that was performed for the recently completed Laundromat Sewer Extension. The Wastewater Team will be prepared to discuss the recommended criteria to be used in any financial feasibility analysis at the next meeting with the Board.

Future Facilitated Meetings.

The Board agreed to the following meeting schedule for the sewer system optimization and expansion planning prior to a Fall Town Meeting – all meetings will be on Mondays from 4:30 to 6:00 PM, immediately preceding the Board's regular scheduled meetings:

- August 14th – M&E and Wastewater Team presentation of recommendations and Board decisions on priorities and areas to be served.
- September 11th – M&E and Wastewater Team presentation of recommendations and Board decisions on priorities and areas to be served.
- September 25th – Public Hearing, followed by Board discussion of the sewer system Warrant Article for the Fall Town Meeting.

Motion to adjourn by Michele Couture at 5:55 pm.

Minutes transcribed by: Vernon G. Porter and John Goodrich

July 12, 2006