

Minutes of Lost Lake Sewer Committee
July 16, 2009

Present: Tom Doyle, Carol Quinn, Angela Garger, Jean Wright, Tom Orcutt, (guest), Michelle Collette, (guest)

Old Business

1. Review and approve June 4 and June 18 meeting minutes.
2. Jean sent thank you letters to the committees that supported the articles at town meeting.
3. Carol contacted Tunde at RCAP Solutions to discuss the income survey. She set up a meeting with him on July 31 at 1:00 pm.
 - a. Discussion items for the meeting were reviewed
 - b. Tom O. will attend the RCAP meeting
4. Jean spoke with Nicki Tsongas. She told her to contact Brian Martin the District Director for Congresswoman Niki Tsongas and said that he would come in and meet with the committee.

New Business

1. Michelle Collette attended the meeting to review the Open Meeting Law with us. The Open Meeting Law is the public's right to participate in the decision making process. She outlined meeting guidelines and what can and cannot be discussed inside and outside official meetings.
 - a. The Public records law was also mentioned. It means every piece of paper generated is subject to disclosure.
 - b. Committee members cannot give comments on what is sent out via email. If meeting minutes are sent out for review the committee cannot give input until the next meeting. If something is missing from the minutes or corrections are needed it can't be discussed until the next meeting.
 - c. Agenda items and other information can be communicated by email but not commented on by committee members. Comments must be reserved for official open public meetings.
 - d. Guidelines for the Open Meeting Law are posted on the District Attorney's website.
2. Questions for the Phase II and Phase III interviews were reviewed. They are listed below:
 - a. What are the company's qualifications? Who will the contact be that we are working with?
 - b. Will all maps generated be part of the deliverables? Will the town have ownership of the records?
 - c. How will they do a practical assessment of existing septic system? How do they determine what is a good septic system and what is a bad system for the purposes of the study?
 - d. How will they determine what the current nutrient load is and will they be able to predict what the decrease in the nutrients will be?

- e. If the town wants to expand the project to other areas how will that impact the price proposal and the schedule?
 - f. Tom O. proposed several questions:
 - i. How much of the project will be subcontracted out?
 - ii. What is the schedule? Are they guaranteed to come in within the time frame?
 - iii. Have you ever had litigation against your company or your Phase 2 & Phase 3 parts of a wastewater management system?
 - iv. What involvement will the consultants have with the committee? Do you plan on attending LLSC meetings regularly to keep the committee up to date?
 - v. How will you remediate a disposal site near the zone 2 water supply?
 - vi. How will they work with their sub contractors to keep them on schedule? What areas would they use subcontractors for?
 - vii. What types of funding sources are available for this project? What are your funding sources and knowledge of funding sources?
3. Tom O. will clarify with Mark about the income survey funding.

Action Items

- 1. Tom will send a copy of the town meeting presentation to the webmaster to post on the Lost Lake Sewer Committee website.
- 2. Angela will contact Dan Wolfe at the Groton Conservation Trust to discuss the committee's progress. Perhaps they would like to meet with the LLSC at this point.
- 3. Community outreach about the project. On going
- 4. Angela will send the minutes to the Town of Groton Webmaster to be posted.
- 5. Jean will send Tom the policies and procedures booklet for committee meetings.

Meeting Adjourned: 8:35pm

Committee Member Signatures
