

NORWICH PLANNING COMMISSION
Wastewater Working Group
Meeting
August 26, 2020
12:00 noon

DRAFT MINUTES

<https://us02web.zoom.us/j/83806008416>

Meeting ID: 838 0600 8416

Wednesday, August 26, 2020 12:00 PM – 1:30 PM

Members Present: Melissa Horwitz, Brian Loeb, Ernie Ciccotelli, Leah Romano
Public Present: Stuart Richards
Staff: Rod Francis

Meeting Opened: 12:01pm

1. Roll call: Horwitz, Ciccotelli, Loeb, Romano
2. Approve Agenda: Loeb moved and Ciccotelli seconded a motion to approve the agenda. Motion carried 3 –0.
3. Public Comment: None
4. Acknowledgement of Open Meeting Law (OML) violation: Francis acknowledged that based on guidance from the Secretary of State's office that the activities of the Waste Water Working Group are subject to Open Meeting Law. This includes noticing meetings, keep minutes of meetings and making them available to the public.
5. Review of discussions held by the Wastewater Working Group: Members summarized the contents of two telephone conversations and a shared google document that are included in this meeting record and to the best of the members recollection represents the total output of the Wastewater Working Group.
6. Response to OML violation:
 - a. Ciccotelli moved and Loeb seconded a motion that the Wastewater Working Group affirms that an 'action' taken in any unnoticed meeting is void. Motion carried 3 – 0.
 - b. Ciccotelli moved and Romano seconded that the Wastewater Working Group recommends that it be dissolved by the Planning Commission at its next regular meeting in August 27, 2020. Motion failed 0 –1–2.

7. Public Comment: Stuart Richards spoke to the importance of adhering to the Open Meeting Law and noted the issue of wastewater is also of great importance to the town.
8. Meeting Adjourned: 12:48pm.

From: Brian Loeb <loebbrian@gmail.com>
Sent: Friday, August 21, 2020 1:32:50 PM
To: Melissa Horwitz <horwitzmelissa@gmail.com>
Subject: Re: WWWG group

Hi Melissa,

We had two phone calls:

- July 22: We discussed our understanding of the task given us by the PC, which was to inform the PC of the status of plans by the school board and selectboard and any communication between those groups. We mostly felt unprepared and unsure of our role, though. We came up with the idea to reconvene to discuss and propose a "menu" of roles to the PC.
- Aug. 4: At the direction of the PC, we discussed a "menu" of tasks that the working group, in its existing or modified form, could take on over the coming months. (I've shared a Google Doc with you that summarizes our discussion.) Our intent was to present this menu for discussion at the next PC meeting.

Hope that helps. Leah and Ernie may have taken additional notes.

Best,

Brian

On Fri, Aug 21, 2020 at 10:10 AM Melissa Horwitz <horwitzmelissa@gmail.com> wrote:
Brian,

Could you provide me with any materials that the wastewater working group created and let me know how many times you met? Appreciate it!

Thanks,

Melissa

Menu of tasks that could be assigned to the working group (in present form or modified):

1. Learning about the state of play
 - a. School Board
 - b. Selectboard (SB)
 - c. Businesses in town
 - d. Homeowners in town
 - e. Technical consultants
2. When and how to solicit public input
 - a. Via survey or email
 - b. Via key informant interviews
 - c. Via live (Zoom or in-person)
3. Business case/plan services for homeowners, businesses
4. Outreach to funders (incl. state and private sector) of infrastructure
5. Advocacy on behalf of SB to neighboring towns
6. Recruitment on behalf of school or town of other payers
7. Review of applicable zoning, etc.
8. Gap analysis of 2005 study (i.e. what has changed since then, what topics were covered or omitted)
9. Presentation at town forums on concepts or proposals
10. Oversee procurement and execution for technical study (RFP under PC review)

Other things to consider (Notes- not part of packet)

1. Working group members
 - a. Currently comprised of members of the Planning Commission (Loeb, Ciccotelli, Romano) to begin gathering information
 - b. Currently not public
2. Charge/Responsibility of the working group
 - a. The Planning Commission determines the charge of the working group
 - b. Have other information of how this group is run - as decided by the Planning Commission (templates, etc.)
 - c. Preliminary- Present information to the Planning Commission
 - i. One suggestion is that the working group may make recommendations (presenting information and key questions). Asks Planning Commission to make decisions
3. Create a Timeline of work / outreach
 - a. Phase 1- Beginning Phase (determining key people, goals, information)
 - b. Phase 2- Working Phase (could be indefinite)
 - i. Draft of tasks
 - ii. RFP
 - iii. Project work (and sub-tasks)
 - iv. Review of work
 - v. Future

- c. Phase 3 (optional) - Determine if/when we create/advance to an official Subcommittee (with the possibility of more members, invitation to participate, selection, governance, and charge).
 - i. Perhaps this is when we investigate official impact of regulations/zoning (Question to ask PC)