**TOWN OF SOUTH HERO**

**WASTEWATER COMMITTEE**

MINUTES OF A MEETING ON 11/15/2021

Present: Committee members-Ross Brown; George Harwood; Peter Zamore; Bob Buermann. Also present:- Greta Brunswick , NRPC and Martha Taylor Varney, Administrator. In addition, see the sign-up sheet for others present.

* The meeting was brought to order at 4:35 pm by Peter Zamore, Chair.
* Greta Brunswick recommended that we apply for a grant under the Clean Water Revolving Loan Fund for a planning grant and then led us through the necessary steps for the application.
* Greta recommended the following:

Submit the application by the end of this year and advise the selectboard of the necessary actions.

Begin the RFQ process to determine an engineer/planner immediately and that we can begin the process prior to receiving approval for the grant.

Submit the priority list prior to 12/31/2021and also complete one in time for the next fiscal year which begins in February.

Prepare the RFQ and advertise it in the media within the next 3-4 weeks

* In order to begin to publicize the planning process, construct a separate web page, request time at a Planning Commission meeting to review the process with the public, advertise the process on Front Porch Forum and prepare an article for the town report. We also asked Ross Brown to advise the selectboard of our application process and request for their assistance and buy-in.
* Ross Brown made a motion that we pursue the three requirements of the CWSRF, that the scope of the project would be the two village areas of Keeler Bay and South Hero and that we engage the Northwest Regional Planning Commission to assist us. Bob Buermann seconded the motion.
* We proposed adding additional members to the committee and Bob Buermann suggested that we seek a member who lived in the village area and a member with appropriate technical knowledge.
* George Harwood made a motion to adjourn which was seconded by Ross Brown.

Respectfully submitted

George Harwood, Secretary