



## **Route 20 Sewer Citizens' Advisory Committee Town of Sudbury**

**(Voted to establish July 5, 2011 by the Sudbury Board of Selectmen)**

### **Mission Statement**

The Citizens' Advisory Committee (CAC) is a committee appointed by the Board of Selectmen and reporting to the Steering Committee. Its role is to work with the Technical Advisory Committee (TAC) in the wastewater treatment planning process. The TAC will focus on those issues that are technical in nature such as a needs assessment, feasibility study, wastewater treatment alternatives, and facility siting options. The CAC will deal with issues that are political in nature, including but not limited to defining the structure and regulations of a sewer district, cost allocation between users, financing the project, operation and management of the wastewater treatment facility and community outreach and public education. The CAC may also assist the TAC in addressing questions that arise from the TAC's work that have a political component.

### **Membership and Officers**

The CAC shall be appointed by the Board of Selectmen. Each member shall serve for a two-year term, expiring on June 30<sup>th</sup> of the second year. Membership shall be solicited from the business community, Chamber of Commerce, residents of Boston Post Road within the project area, commercial property owners, residents and members of relevant boards and committees and residents who possess the skills described below. Members will be chosen to represent the five (5) precincts of the Town to the extent feasible and depending on the applicant pool.

The Board of Selectmen shall seek members who possess skills necessary to accomplish the needed tasks, including but not limited to understanding the Sudbury business climate, knowledge of Federal and State grant funding, knowledge of wastewater treatment facilities, knowledge of financing and betterments, knowledge of municipal affairs, residents with strong analytical, presentation and/or graphic design skills, and/or property owners within the proposed sewer district area.

The CAC shall appoint a chair, co-chair and clerk. It is anticipated that sub-committees will be formed, and that CAC members will be expected to join at least one sub-committee so that progress can be made concurrently on several issues.

### **Responsibilities and Functions**

The CAC will work with the Steering Committee to develop a list of political, governance, operational and financing issues that must be addressed, develop a list of options on each issue, set criteria for evaluating those options, and make recommendations to the Steering Committee

regarding formation of a sewer district, cost allocation, project financing and operating a wastewater treatment system in Sudbury's Route 20 business district.

The CAC will provide the Steering Committee with a written report of its work including: all issues studied, all options examined, the process used for evaluation, the discussion on each option, and the committee's findings.

Further, the CAC will work with the Steering Committee to educate the public on the information gathered. Educating the public throughout the process will be critical to the success of the Route 20 sewer project, explaining what we are doing and why we are doing it. This shall be accomplished by posting articles on the Town's website, discussing the issues with the *Sudbury Town Crier* and *Sudbury Patch* journalists, posting minutes of public meetings, etc.

### **Compliance with State and Local Laws**

The Citizens' Advisory Committee is responsible for conducting its activities in a manner which is in compliance with all relevant State and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law. Committee members must limit their activities and scope to that described in this mission statement.

Open Session/Executive Session. Town staff will advise the Committee as to whether any part of their meetings should be held in executive session. Otherwise, all meetings of the Committee will be held in public sessions. One member of the Committee should be designated as Clerk of the Committee, and shall keep minutes of all meetings.