



**Route 20 Sewer Steering Committee**  
**Town of Sudbury**  
**(Voted to establish July 5, 2011 by the Sudbury Board of Selectmen)**

**Mission:** The Steering Committee is an ad hoc entity established by and reporting to the Board of Selectmen in order to provide guidance and coordination to all committees and groups working on the Route 20 sewer issue, including the Technical Advisory Committee, Citizens' Advisory Committee, Route 20 Zoning Committee, and any sub-committees of those groups. It shall confine its efforts to the mission and responsibilities described herein, unless the Board of Selectmen subsequently increases the mission or responsibilities.

**Membership:** The Steering Committee shall be appointed by the Board of Selectmen and shall be comprised of one member of the Board of Selectmen, or their designee; one member of the Planning Board, or their designee; one member of the Board of Health, or their designee; one member of the Sudbury Water District; one member of the Sudbury Public School Committee and one member of the Finance Committee. Other organizations and residents who possess the skills described below will also be considered for appointment to the Steering Committee.

Member skills – The Board of Selectmen shall seek members who possess skills necessary to understand and analyze the Sudbury business climate, who have demonstrated knowledge of Federal and State grant funding, who have demonstrated knowledge of wastewater treatment facilities, who own property within the proposed sewer district, or who possess knowledge of municipal affairs.

**Term of Appointment:** Each voting member shall serve for a two-year term, expiring on June 30<sup>th</sup> of the second year.

The Steering Committee shall disband upon the appropriation of construction funds for the project, or June 30, 2014, whichever occurs first.

**Responsibilities:** The Steering Committee shall compile a working library of all materials produced by the various Route 20 sewer committees.

The Steering Committee shall recommend candidates for Citizens' Advisory Committee membership to the Board of Selectmen.

The Steering Committee shall investigate the experiences of other Massachusetts communities with regard to wastewater management planning and implementation.

The Steering Committee shall increase public awareness of the wastewater planning process by regularly presenting material and findings to various boards, committees and citizen groups.

The Steering Committee shall work with the Board of Selectmen on determining timing for any Town Meeting or ballot initiatives regarding the Route 20 sewer project.

The Steering Committee shall investigate any opportunities for grant or outside funding for the project.

The Steering Committee shall initiate and consistently meet with land owners in the proposed sewer district to better understand, weigh and make recommendations for resolution of the issues and concerns of the property owners.

The Steering Committee will report progress to the Board of Selectmen at least once per month.

**Staffing:**

All staff time will be allocated by and through the Town Manager, who will endeavor to provide five hours per week for this effort, (excluding evening meeting time). For initial meetings of the Steering Committee, the Director of Planning and Community Development will attend and provide start up staffing assistance for the committee.

**Compliance with State and Local Laws:**

The Steering 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.