



BARNSTABLE
Water Resources



**Town of Barnstable
Comprehensive Wastewater Management Plan
Ad Hoc Committee**

Meeting Minutes

Date: February 2, 2026

Location: Selectman's Conference Room, Town Hall

*This meeting is being recorded and will be posted for future viewing on the Town of Barnstable's
Government Access Channel:*

<https://barnstable.cablecast.tv/internetchannel>

Committee Members Present:

Scott Horsley, Chair; Brian Hughes, Vice Chair; Zee Crocker; Louise O'Neil; Butch Roberts; Kris Clark, Town Council

Committee Members Absent:

Tom Cambareri; Paul Neary; Rob O'Leary; Glenn Snell; Gordon Starr, Town Council

Others in Attendance (in Person):

Dan Santos, Director, Department of Public Works; Griffin Beaudoin, Town Engineer, Department of Public Works; Chris Gadd, Communications Assistant, Department of Public Works; Barry Sheingold, Town Council; Tom Lee, Chair, Board of Health

Others in Attendance (via Zoom):

Rob Steen, Assistant Director, Department of Public Works

Agenda:

Call to Order

Scott Horsley, Chair, calls the February 2, 2026 meeting of the Comprehensive Wastewater Management Plan (CWMP) Ad Hoc Committee to order at 5:02 PM. The meeting of the committee was held in-person with committee members attending in the Selectman's Conference Room, Town Hall. A member of the Department of Public Works Staff, Rob Steen, Assistant Director, attended via Zoom.

Administrative Items

a) Recording Notice

Chris Gadd, Communications Assistant, Department of Public Works, read the notice of meeting recording

Councilor Clark joined the meeting in-person.

b) Roll Call

Chris Gadd, Communications Assistant, Department of Public Works, conducted a roll call from the committee. The attendance of members is reflected above.

c) Approval of January 12, 2026 Minutes

- a) Scott Horsley, Chair, entertains a motion to approve the January 12, 2026 meeting minutes. Butch Roberts moves to approve the minutes. Brian Hughes seconds. The committee votes unanimously to approve the January 12, 2026 minutes.

Discussion on Content and Timeline of Presentations on Proposed Recommendations

Scott Horsley, Chair, notes there are two main items to discuss, those being the presentations to the Board of Health and Town Council. He also distributed a draft of the report to Town Council, hard copies of which were distributed at the beginning of the meeting. He notes that Tom Lee, Chair, Board of Health, is present and invites Tom to announce the Board of Health Workshop on the Proposed Recommendations.

- Tom announces that on Monday, March 16th at 3:00 PM, the Board of Health will be hosting a special workshop to discuss the proposed recommendations from the CWMP Ad Hoc Committee on implementing nitrogen-reducing (NR) septic systems. This workshop will be in the Town Hall Hearing Room, and a notice is being distributed on February 3 through Town Channels. A vote is not planned for the date of the workshop and instead the vote will be held during a regularly scheduled meeting.
- Scott asks if Tom would like the committee to make a presentation at the workshop.
 - Tom indicates it is a good idea. He notes the announcement will welcome the public to comment on the recommendation.

- Scott welcomes all members of the committee to join him at the presentation. In addition, he requests Amber Unruh, Special Project Manager, Department of Public Works, to be available to provide information as needed.
 - Griffin Beaudoin, Town Engineer, Department of Public Works, responds that Amber will be unable to attend due to personal reasons. He will attend instead.
- Scott requests that Griffin bring the slides with the various maps that had been presented by Amber.
 - Griffin confirms this can be done and will coordinate in advance.
- Scott notes he may create a few slides with basic information. He asks if the Board of Health would benefit from an overview of nitrogen-reducing septic systems and their current statuses.
 - Tom suggests it would be a good idea to provide a summary. Not every member of the Board is overly familiar. Additionally, residents will be watching, and it will give them additional information.
- Scott requests Zee Crocker to join him during the presentation to discuss the efforts around Shubael's Pond.
 - Zee agrees to this.
- Scott asks how much time is allotted for the presentation.
 - Chris Gadd, Communications Assistant, Department of Public Works, notes that the event is blocked off for two hours on the Town Calendar.
- Scott asks if Tom expects many people to attend
 - Tom responds that "you never know"
 - Councilor Clark notes there are many who watch the meeting online.

Scott notes that he has been working with Councilor Clark to discuss when the presentation could be made to the Town Council.

- Councilor Clark suggests meeting with Town Council Leadership on Wednesday, February 11. She is uncertain of the time but will coordinate that with Scott directly.
- Scott asks who will be present at the meeting
 - Councilor Clark responds it will be herself, the Town Council President, The Town Manager, and the Assistant Town Manager.
- Scott asks about possible timing for getting in front of the Town Council
 - Councilor Clark suggests having the workshop with Board of Health before presenting to Town Council.

- Scott suggests this puts the presentation to Town Council sometime in April
- Councilor Clark notes that the report identifies the original three Town Council members who were on the committee. This includes Paul Neary, who is no longer a Town Councilor. She suggests reaching out and seeing if he would like to participate as a non-Councilor.
 - Scott asks to confirm that Paul Neary would be able to participate
 - Councilor Clark offers to get clarification, but as he was appointed it seems likely that he would be able to continue participating.
- Brian Hughes, Vice Chair, asks if the Town Council will appoint another Councilor to the CWMP Ad Hoc Committee.
 - Councilor Clark suggests needing to clarify if there is a vacancy, which will be based on Paul's response.
- Scott reviews the timeline as it stands, noting:
 - A meeting with Town Council Leadership on Wednesday 2/11 to discuss getting the report on the agenda
 - A special workshop with the Board of Health on Monday 3/16 to discuss the proposed recommendations
 - A meeting with the Town Council, the date of which has not been determined, but likely in April.
- Brian asks if the purpose of the April meeting with Town Council is to present the conclusions of the committee.
 - Scott responds that is his understanding.
 - Councilor Clark notes there is additional discussion needed with Town Council Leadership as there are required budget items that the Council needs to discuss. There is a "meaty" discussion to be had with Town Council regarding this report, and she does not want it overshadowed or rushed due to unrelated items
- Scott asks to confirm with Tom that if the workshop goes well, it is possible for the recommendations to receive a vote at the next regular meeting of the Board of Health.
 - Tom confirms this is correct. He is unable to recall what date the regularly scheduled Board of Health meeting will be.
 - Zee presumes that the preferred order of meetings is the workshop with the Board of Health, followed by the meeting where the Board of Health votes. Then after both of these go to the Town Council.
 - Chris notes that, according to the Town Calendar, the next regular meeting of the Board of Health after the workshop is Tuesday, March 24 at 3:00 PM.

- Scott notes, based on Zee’s suggestion, that the Committee will go to Town Council after the recommendation has been adopted.
 - Councilor Clark notes it could be a variation of the recommendation that gets adopted.
 - Tom notes that the recommendation “could be” adopted, it is not a guarantee.

- Zee wonders if the Board of Health could approve it, pending Town Council approval.
 - Dan Santos, Director, Department of Public Works, notes that the Board of Health has its own authority to approve the recommendation.
 - Zee responds that, if the Board of Health has their own authority, there is no need to go through Town Council.
 - Scott notes a concern where a Board of Health in another Town acted before going to the Selectboard, and the Selectboard got upset. He notes that the Board of Health had “every right” to take the action they did.

- Zee notes there are other recommendations, separate from the Board of Health one. It may be better to have the Board of Health Workshop, then go to Town Council, then Board of Health votes on the recommendation.
 - Dan notes that Councilors are able to participate in the Board of Health workshop and meeting. This would be as an individual, not as the body of the Town Council.

- Scott wonders if there could be somebody that would express frustration with the Committee not bringing the recommendation through Town Council before adopting it.
 - Dan responds that this committee was appointed by the Town Council. It may be prudent to get their buy in before adoption.
 - Zee suggests speaking with the Town Council President and Town Manager at the meeting next week to clarify the best path forward.

Development of Implementation Plan

Scott Horsley, Chair, opens the discussion on the report he has drafted to be presented to the Town Council. He notes that he received input from several committee members which is reflected in the most recent version, both displayed on screen and available as a hard copy in the room. Scott reviews the changes by page.

Page 1

- On page one the existing paragraph was moved later in the document. A list of the recommendations was added based on feedback from previous committee meetings. He notes that wording of the recommendations was chosen carefully, especially with the second item starting with “assist”, pertaining to restoration of cranberry bogs. The goal is to get a collaboration or funding for a project. He notes “Assist” may not be the best word. A similar approach was taken with the third item, regarding phosphorous mitigation strategies. He notes

that there are several approaches that could be taken with phosphorous mediation, not just septic systems.

- Zee Crocker suggests switching the starting words of items two and three, so that item two (cranberry bogs) begins with “Support” and item three (phosphorous mitigation) begins with “Assist”. He notes prior conversations with Rob Steen which clarify what the Town can assist with, and this switch better aligns with that.
- Councilor Clark suggests spelling out “Comprehensive Wastewater Management Plan” for people who may not be familiar with the acronym
 - Chris Gadd, Communications Assistant, Department of Public Works, adds that at least the first instance should be spelled out, then an acronym is fine, according to AP Style.

Page 2

- On page two, the list of recommendations continues with the fourth item, which is to reformulate this committee into a standing committee.
 - Councilor Clark notes there may be an appetite for reviving a water quality committee, and the committee would address both fresh and salt waters.
 - Scott notes the recommendation was broadened to include this approach, not limiting it to the CWMP.
- Scott asks if there are any additional recommendations or changes to the wording for this section
 - No changes were heard

Page 5

- On page five, the presented language under item 13 was suggested by Tom Cambareri. He assumes the “2024 Annual Report” refers to a Town report
 - Griffin Beaudoin, Town Engineer, Department of Public Works, responds it would be the CWMP Annual Report.
 - In response to Scott asking what the correct name is, Chris pulls the report up on the website, which labels it as “Town of Barnstable Comprehensive Wastewater Management Plan Annual Report FY25”.
- Brian Hughes, Vice Chair, notes the start of the paragraph should read “Pond projects that **are** identified...”
- Griffin notes that in a past annual report there is a commitment to move sewerage around Shubael’s Pond up to Phase 2 of the CWMP, which was done in response to the findings of the report.

Councilor Sheingold joined the meeting in person.

- Scott asks if the information presented needs to be changed.

- Griffin responds that the paragraph states Shubael's Pond as being part of the Phase 3 area, which is factually incorrect. Long Pond is still in Phase 3.
- Dan Santos, Director, Department of Public Works, suggests changing the wording to "subsequent sewerage phases"
- Zee asks how the Town is moving the project, as Shubael's Pond seems further away.
 - Griffin responds it is done through adaptive management. The Route 28 West Sewer Expansion Project brings sewer to the area near the Transfer Station, and the sewer would just need to continue north.
- Scott again asks if Shubael's Pond should be removed from the paragraph
 - Butch Roberts disagrees with removing it
 - Griffin notes that the paragraph relates to recommendations for pilot projects. In essence it alludes to a Phase 3 area being an ideal place for a pilot project, which no longer includes Shubael's Pond.
- Zee asks if there is an updated CWMP Phase Map
 - Chris pulls up the most recent CWMP Map from the FY2025 annual report on the screen.
- Scott notes there are other ponds in the Phase 3 area and asks if they are identified for sewerage.
 - Griffin confirms they are
 - Dan notes the Town has not conducted a Ponds and Lakes Management Study for these ponds.
- Zee asks if the green (Phase 2) always extended to Shubael's Pond.
 - Griffin responds that it was moved into Phase 2 as a part of the recommendation from the management plan developed for Shubael's Pond.
- Butch notes that the provided map does not appear to be addressing all houses that were identified as contributing to the water quality issues at Shubael's Pond.
 - Griffin responds there are additional properties which need to be added to the plan. This will require a formal filing which has not been done yet.
- Brian opines that the question becomes whether Shubael's Pond should continue to be included in projects/studies.
 - Zee notes that the process was started at Shubael's Pond on Innovative/Alternative (IA) Septic Systems, and it would be a shame to lose the opportunity for wider scale information. He believes the area should be studied appropriately.
 - Butch notes that continued study/implementation could result in fewer alum treatments.

- Scott notes that the recommendation is regarding long-term projects, not items to occur over the next few months. He will broaden the language slightly to encourage participation regardless of the CWMP Phase.
- Brian points out that if someone in Phase 2 is included in a pilot project, then sewer is brought to their property, there is a discussion about whether they need to connect.
 - Scott suggests this will be something for the Town Council to discuss at a later date, not this committee. This recommendation simply suggests the Town Council should have a discussion about pilot projects.
 - Zee notes the important work that the United States Environmental Protection Agency (US EPA) and the United States Geological Survey (USGS) have done to install over 40 groundwater monitoring wells. This will help us understand the impact on time-to-travel for groundwater. This is information that is not known but is one of the most critical pieces of information.
- Brian asks when US EPA/USGS expects to have meaningful results.
 - Zee responds “yesterday”. He notes that groundwater is complicated and difficult to get solid information on. There has been a loss in longer-term sampling due to changes in the federal government.

Page 7

- On page seven, the presented language under item 15 was suggested by Tom Cambareri and relates to the work done by USGS at Mill Pond.
- Rob Steen, Assistant Director, Department of Public Works, asks Griffin if the presented number of kilograms of nitrogen (3,700-5,000) is equal to what the Town is discussing with the Woods Hole Group.
 - Griffin responds he does not know off the top of his head and would have to review.
 - Rob expands that there have been numerous conversations between Woods Hole Group and the Town and wants to ensure the numbers presented are accurate.
 - Scott notes that he pulled the data from the report, which Brian points out is included in the footnote.
- Councilor Clark suggests a word be added to the sentence “Mill Pond has almost completely filled with sediment...”, suggesting “...almost **been** completely...”
 - Several suggestions are heard, and it’s determined it should be “...completely filled in...”
- Councilor Clark notes that the general public will likely not know what Mesocosm cells are, referring to the caption of Figure 4.
 - Scott notes he will add a description to explain what they are.

- Scott also notes, in relation to the mesocosm cells, that the systems will be maintained through the next growing season and signage will be created for further education.
- Brian asks if there is a figure missing, noting the grayed-out box next to the picture of mesocosm cells
 - Scott confirms there is, it is a closeup of the plants in the tank. He will fix this in the final report.
- Dan notes that the first sentence is not complete, ending with “...nitrogen capacity removal due.”
 - Scott will remove the word “due”.

Page 9

- On page 9, while there is no listed edit, Councilor Clark notes a possible issue with the map. While she likes the “nostalgic” look of the map, the area labeled “Great Bay” is more commonly known as “North Bay”.
 - Scott indicates he will update the map to a more current one with “North Bay”
 - Councilor Clark notes the map source should also be cited.

Page 11

- On page 11, the presented language under item 17 was suggested by Tom Cambareri and gives a name to the committee.
 - Griffin notes that the first sentence refers to the proposed committee as the “Water Quality Advisory Committee” and later it is referred to as the “Water Resource Advisory Committee”
 - After some discussion, it is decided to match the names, though a decision is not made on which name to use.

Schedule Next Committee Meeting, if Needed

Scott Horsley, Chair, moves the discussion to a possible next meeting. The edits to the report may not require another meeting. He asks, once the committee approves the report, should it be sent to the Town Council sooner than the presentation to them?

- Councilor Clark advises Scott to hold off, waiting until he meets with Town Council leadership.
- Scott asks if the committee needs to vote to approve the report and send it to the Town Council, which he assumes is the case.
 - Councilor Clark notes a final version should be voted on. The final version could be circulated electronically.
 - Chris Gadd, Communications Assistant, Department of Public Works, notes that the document would be unable to be approved electronically, a meeting would be required.

- Griffin Beaudoin, Town Engineer, Department of Public Works, suggests there could be a vote at this meeting to approve it with proposed amendments as discussed, if the committee is comfortable with it.
- Councilor Clark suggests the committee may want to revisit the report after the Board of Health workshop.
 - Scott agrees, noting uncertainty of how the workshop will go. He suggests a meeting soon after the workshop, and before the regularly scheduled Board of Health Meeting.
- Councilor Clark notes that, while it will be good to support Scott at the Board of Health Workshop, it may create a quorum of the committee, which would need to be posted as a meeting.
 - Chris indicates he will work to formulate a statement for posting on the Town Clerk’s agenda webpage to indicate a quorum may be present.
- Zee Crocker asks if the triggers for septic system upgrades will be included in the recommendations, and whether they will be put before the Board of Health.
 - Scott responds that the specific triggers are not included in the Town Council report but are included with the recommendations being put before the Board of Health.
 - Chris notes that the agenda from Board of Health will include a copy of the draft recommendations, which refer to the triggers.
 - Dan Santos, Director, Department of Public Works, suggests including the draft recommendation as an appendix to the Town Council report.
- Scott asks whether the name of the document with recommendations should be changed, suggesting “Draft Regs”
 - Chris notes he has the original file.
 - Dan advises not to refer to these as ‘Regulations’, suggesting “proposed criteria”
 - Griffin notes that the file is included in past minutes and should be consistently named as it was voted on.
- Scott asks if the document in question has the ranges that were previously discussed, or the approved 1,000-foot setbacks.
 - Chris confirms the document in question has the 1,000-foot setbacks.
- Scott asks if Tom Lee, Chair, Board of Health, is aware of the document in question
 - Chris notes it is the item included in the media release
 - Tom confirms that he is aware of the document.
- Scott turns the conversation to scheduling the next meeting.

- Several dates and times are suggested, with the committee deciding that the next meeting will be on Monday, March 16, 2026 at 5:00 PM, which is immediately after the Board of Health Workshop
- Scott notes he will have the revisions completed and distributed in advance of the next meeting, and the next meeting will involve discussing the Board of Health workshop and approving the report to Town Council.

Public Comment/Questions

Scott Horsley, Chair, opens the floor for any public comments or questions.

- Tom Lee, Chair, Board of Health, asks if there is an estimated date when the edits to the report will be completed.
 - Scott responds that the report will be finalized at the 3/16 committee meeting. It does depend on how the Board of Health reacts during their workshop.
- Tom asks if, once revisions are made, the report could be shared with members of the Board of Health with the understanding it has not been approved.
 - Scott agrees with this
- Councilor Clark asks Tom if the notice about the Board of Health Workshop has been posted
 - Tom responds it will be posted on the next day, February 3.

Matters Not Reasonably Anticipated by the Chair

Scott Horsley, Chair, opens the discussion for any matters not reasonably anticipated by the Chair.

- Lousie O’Neil asks Town Staff about funding that may have been received, noting she read something about nitrogen removal funds from the state.
 - Zee Crocker responds it was a grant for \$165,000
 - Griffin Beaudoin, Town Engineer, Department of Public Works, responds this is correct. Specifically, it is a Nitrogen Sensitive Areas Grant for municipalities with a nitrogen sensitive watershed. The town applied for further evaluation of effluent disposal options and additional modeling.
- Scott notes he has been working with a company (EDR), working on a lifecycle analysis of nitrogen-reducing septic systems. This should be completed in the next two weeks. Some of the work is specific to Wellfleet, but the section on NR septic systems is generic. This is an 80-year lifecycle analysis. Once available he will share with the committee.
 - Brian asks how the lifecycle of new systems can be accurately calculated.

- Scott responds that the company took projections and has been conservative in their estimates. He acknowledges it won't be perfect but is one of the best reports he has seen on the matter.

Adjournment

Scott Horsley, Chair, entertains a motion to adjourn. Brian Hughes, Vice Chair, moves to adjourn the meeting. Councilor Clark seconds. The meeting is adjourned at 5:55 PM.

Respectfully submitted by Christopher Gadd, Communications Assistant, Barnstable Department of Public Works