

**ONANCOCK SEWER TRANSMISSION LINE STEERING COMMITTEE
MEETING MINUTES
OCTOBER 3, 2019**

Chairman Bloxom called the meeting to order at 10:00am. Members present were Messrs. Bloxom, Byrd, Colonna, and Dodge and Mdme. Tunstall. Absent was Messr. Shannahan, Silverman and Spuck. Also present was Town Manager Kerbin.

Chairman Bloxom handed out instructions on how each member can set up their own Gmail email account for committee communications as discussed at the September 26 meeting. He also asked each sub-committee to compile a single list of questions to be submitted to Town staff once a week, in order to be respectful of staff's time. Mr. Dodge asked that we request that HRSD provide us with Appendix 2 from the copies of the Agreements executed with Surry and King William County. Mr. Bloxom agreed to reach out to HRSD for that document.

Mr. Bloxom gave the group an update on the work underway by the Legal/Procedural sub-committee.

The Operations sub-committee gave an update of their work underway. The group toured the plant on 10/1. They have drafted a Scope of Work for engineering services that their sub-committee feels are necessary. Mr. Bloxom noted that the feasibility study produced before the plant was expanded noted smoke tests having been conducted in the past and asked that the evaluation of those tests be included in the engineering SOW. A discussion followed.

The group agreed that Mr. Kerbin would reach out to our existing engineering firm and share a draft of the SOW to gauge their interest in the project and also an estimate of cost. Based on that discussion, Mr. Kerbin will advise the committee as to whether multiple competitive bids might be required under the Town's Procurement Policy. Mr. Bloxom added that based upon that estimated cost, Council would have to be asked to approve that expenditure of funds at the October Council meeting.

Mr. Colonna gave the group an update on the work that will be done by the Finance sub-committee and noted that the engineering work must be completed before Mr. Spuck and he can produce the financial modeling. He indicated that his sub-committee will need no funds appropriated for external consulting and that they feel that they can complete their assignment only needed access to our accounting firm's working papers.

There being no further business, the meeting adjourned at 11:42am.