

**TOWN OF OLD SAYBROOK
WATER POLLUTION CONTROL AUTHORITY
302 MAIN STREET
OLD SAYBROOK, CT 06475-2369**

REGULAR MEETING MINUTES

Monday, December 12, 2011

The Town of Old Saybrook Water Pollution Control Authority met on Monday, December 12, 2011, in the Pasbeshauke Pavilion, Saybrook Point Park, Old Saybrook, Connecticut, to conduct its first regularly scheduled meeting of the month.

I. Call to Order

The Meeting was called to order by Chairman Chuck Wehrly at 7:31PM.

II. Roll Call of Members and Seating of Alternates

Chairman Chuck Wehrly, Vice Chairman Elsa Payne, Secretary George Gwizd, John Claffey, Jr., Doris Zumbroski, Nelson Engborg, and Ian Featherstone were present. Ed Gyllenhammer, Alternate, was present.

III. Approval of Minutes: Regular Meeting November 29, 2011

A motion was made by George Gwizd to approve the Regular Meeting Minutes of November 29, 2011. The motion was seconded by Ian Featherstone. Chairman Chuck Wehrly stated that under Comments from Members and Chairman it was reported that Chairman Wehrly had stated that Mr. Anderson was wrong regarding the legality of the NOEL letters and the WPCA's enforcement of septic system upgrades.

A motion was made by George Gwizd to approve the amended Regular Meeting Minutes of November 29, 2011. The motion was seconded by Ian Featherstone. No further discussion. The motion was carried 6-0-1.

IV. Comments from Members and Chairman

Chairman Wehrly reported on a meeting held Thursday, December 8, 2011, with the new First Selectman Carl Fortuna regarding the WWMD program, notably where the program has been and where the program is going, and potentially what may be the future needs of the program. Chairman Wehrly reviewed with First Selectman Fortuna Scott Brainard's renewal Personal Services Contract. Dennis Greci of DEEP and Eugene Evangelisti were scheduled to attend the meeting but due to unexpected health issues were unable to attend. Chairman Wehrly foresees a meeting to be scheduled in the near future. Chairman Wehrly left the meeting feeling that First Selectman Fortuna was pleased with the program and the people involved with the program.

V. **Comments from Public** – none.

VI. **Staff Reports**

a. **Financial Reports**

Gratia Lewis presented the budget report for November 2011 with status of the Operating Budget as of November 30, 2011.

A motion was made by John Claffey, Jr. to accept the budget report for the month of November 2011. The motion was seconded by Nelson Engborg. No discussion. The motion was carried unanimously.

Ms. Lewis presented an invoice for Robbie Marshall for mileage in the amount of \$69.37; an invoice for Lombardi Gravel & Excavation LLC for a change order for 41 Ingham Hill Road in the amount of \$1,204.28; and two invoices for CRAHD for October 2011 in the amount of \$7,425.00 and for November 2011 in the amount of \$150.00.

A motion was made by John Claffey, Jr. to approve the invoice for Robbie Marshall for \$69.37 for payment. The motion was seconded by Nelson Engborg. No discussion. The motion was carried unanimously.

A motion was made by George Gwizd to approve the invoice for Lombardi Gravel & Excavation LLC for \$1,204.28 for payment. The motion was seconded by Ian Featherstone. No discussion. The motion was carried unanimously.

A motion was made by Elsa Payne to approve the invoices for CRAHD in the amounts of \$7,425.00 and \$150.00 for payment. The motion was seconded by George Gwizd. Ian Featherstone inquired what was involved with the NOEL letters. Robbie Marshall reported that the NOELs were reviewed by Mary Jane Engle, Health Director of CRAHD, with the data sheets in CRAHD's files. Ms. Lewis responded that the \$50.00 charged for the NOEL letters was an agreed upon flat fee. Mr. Featherstone asked if CRAHD's charges were tracked against properties in the program. Ms. Lewis responded that a spreadsheet is maintained that shows CRAHD's charges against specific properties. The motion was carried unanimously.

Ms. Lewis presented an invoice for Fuss & O'Neill for professional engineering services for October 2011 in the amount of \$19,794.89. Ms. Lewis reported that on the October 2011 invoice, the WPCA was charged for a Fuss & O'Neill employee to sort through a former Fuss & O'Neill employee's desk to find field information on 16 Crowley, 45 and 50 Farview Avenue. In addition, were charges for an October 6, 2011 meeting requested by Fuss & O'Neill with Eugene Evangelisti and Paul Stone of Lombardi Gravel & Excavation LLC regarding plan errors that were corrected by Mr. Stone, approved by CRAHD and installed by the contractor; Fuss & O'Neill prepared and charged for new plans for properties whose systems had already been installed by Lombardi Gravel & Excavation

LLC. The total of the three line items in question is \$465.00 and it was recommended that the cost of the items be deducted from the October 2011 Fuss & O'Neill invoice, making the adjusted invoice total \$19,329.89.

A **motion** was made by John Claffey, Jr. to approve the adjusted invoice for Fuss & O'Neill for \$19,329.89 for payment. The motion was seconded by George Gwizd. No further discussion. The motion was carried unanimously.

b. Coordinator's Update

Robbie Marshall reported on attending the nitrogen class at URI. Ms. Marshall reported that at the meeting held December 8, 2011 in Westbrook regarding the aerial flyover, the software company Applied Geographics presented the MapGeo program which, while similar to the Fuss & O'Neill program currently employed by the Town of Old Saybrook, was a definite improvement in use and cost to Fuss & O'Neill's program. The MapGeo program initial cost would \$1,500.00 with a \$3,000.00 per year maintenance contract; purchase of the program falls under the Town of Old Saybrook's Land Use department. Ms. Marshall also reported that the aerial flyover would cost \$10,000.00 but that the final product would not provide the needed information.

* Ms. Marshall reported that the SA-2 bid is with Dennis Greci of DEEP for final sign off. With regards to Mr. Yust concerns voiced at the November 29, 2011 Regular Meeting, Ms. Marshall sent a response to Mr. Yust after having contacted the DEEP. Mr. Yust replied that he would take the matter up with the First Selectman.

c. Site Manager's Update

Eugene Evangelisti reported on reviewing access points for the properties in SA-2 and SA-2 is ready to go as soon as Dennis Greci of DEEP signs off on the bid package. Mr. Evangelisti reported that CRAHD has eight (8) plans left to review for SA-3 and SA-4 is moving forward. Mr. Evangelisti feels all three projects should be ready before March 2012. Mr. Evangelisti and Ms. Lewis are preparing a spreadsheet to track what is going on at each property for SA-2, SA-3, SA-4 and for all future projects.

Mr. Evangelisti reported on looking into the best cost options for the new truck or a good quality used truck. Mr. Evangelisti and Ms. Lewis will be speaking with Bob Fish, Treasurer of the Town of Old Saybrook, regarding what is available in the budget for the new or used truck.

Chairman Chuck Wehrly suggested discussing the hiring of Raymond Lebert, Jr. as a part-time Septic System Inspector. Mr. Lebert began assisting the WPCA this week due to Cam Evangelisti's emergency surgery and Scott Brainard's previous commitment. Mr. Evangelisti recommended Mr. Lebert based upon his number of years of experience in the field and his relevant inspection certifications. Mr. Evangelisti had contacted another individual for the position. Unfortunately, the

individual could not take on a position that was not permanent with benefits. Mr. Lebert's responsibilities would be equal to Scott Brainard's original Septic System Inspector Personal Services Contract. Ms. Lewis noted that Mr. Lebert's position with the Personal Services Contract would be covered under the CWF just as Mr. Brainard's contract.

Vice Chairman Elsa Payne inquired as to whether the position needed to be advertised. Ms. Lewis commented that the position is a personal service and is therefore not a position entitled to union pay rates nor benefit entitlement, so the position did not need to be advertised.

A motion was made by George Gwizd to hire Raymond Lebert Jr. as a Septic System Inspector and to authorize the Chairman Chuck Wehrly of the WPCA and the First Selectman Carl Fortuna to execute the Personal Services Contract. The motion was seconded by Elsa Payne. No further discussion. The motion was carried unanimously.

Gratia Lewis presented the renewal of Scott Brainard's Personal Services Contract. Mr. Brainard's contract has been updated to reflect a pay increase due to additional certifications obtained by Mr. Brainard.

* **A motion** was made by George Gwizd to accept the updated Personal Services Contract for Scott Brainard as a Septic System Inspector and to authorize Chairman Chuck Wehrly of the WPCA and the First Selectman Carl Fortuna to execute the Personal Services Contract. The motion was seconded by Elsa Payne. No further discussion. The motion was carried unanimously.

George Gwizd reported on construction taking place diagonally across from the Henny Penny Shell gas station on the corner of Old Boston Post Road and Boston Post Road and asked if the WPCA staff knew of the specifics. Mr. Evangelisti responded that CRAHD has not informed the WPCA about the project and has been lax in providing information regarding other septic system projects within Old Saybrook as they had agreed to in a previous meeting with the WPCA. Mr. Evangelisti suggested that Chairman Wehrly make contact with Peter Neff, a CRAHD Board Member, regarding this matter.

Chairman Chuck Wehrly inquired of Robbie Marshall the status of Amendment 9. Ms. Marshall reported that Amendment 9 is to be signed by the First Selectman and the Chairman of the WPCA, and that Amendment 9 will be sent to Fuss & O'Neill for review. Mr. Evangelisti suggested that a meeting be scheduled with the First Selectman to ensure that everyone is properly informed of the reasoning behind the amendment drafted by Eli Strassfeld of Shipman & Goodwin.

VII. CRAHD Report – none.

VIII. Old Business

a. Subcommittee Updates

i. ATS

Robbie Marshall reported that an extension letter has been received from Shipman & Goodwin. Ms. Marshall stated that the ATS selection panel with George Loomis and David Kalen of URI will be held Tuesday, December 13, 2011.

ii. Surveyor

Ms. Marshall reported that six (6) selected surveyors are coming in on Wednesday, December 14, 2011 for interviewing.

b. Engineering RFQ –

Ms. Marshall reported that the Engineering RFQ advertisement went out on December 1, 2011, and responses are due in by January 13, 2012.

IX. New Business

a. 2012 Draft Budget Review

Gratia Lewis distributed by e-mail a draft copy of the 2012-2013 Operating Budget for consideration by the Board. Ms. Lewis stated that a motion will need to be made to approve the 2012-2013 Operating Budget at January 9, 2012 WPCA Regular Meeting.

X. Executive Session: For the Purpose of Discussing Personnel Contracts – Not Held.

XI. Adjournment

A motion to adjourn was made at 9:19PM by George Gwizd. The motion was seconded by John Claffey, Jr. and carried unanimously.

The next regularly scheduled meeting will be held on Monday, January 9, 2011 at the Old Saybrook Town Hall, 1st Floor Conference Room, 302 Main Street, Old Saybrook, Connecticut.

Respectfully Submitted,

Melissa S Lewis
WPCA Clerk