

**Old Saybrook Decentralized Wastewater Management Program  
Policies and Procedures for  
Interim Emergency Repairs/Improvements  
January 11, 2010**

**Policies**

1. **Applicability** – These policies and procedures apply only to emergency repairs/improvements within the designated Decentralized Wastewater Management District (WWMD) in Old Saybrook that are conducted during the Interim Period
2. **Interim Period** – Time period after the August 11, 2009 referendum approving the WWMD Ordinance but prior to development and adoption of policies and procedures to implement an orderly process of investigation and upgrading of septic systems within the WWMD.
3. **Emergency Repairs/Improvements**
  - a. An emergency repair/improvement is defined as a repair to a failing septic system within the WWMD in the interim period which includes modifications to the septic system, if necessary, to meet requirements of the WWMD Ordinance and the Upgrade Program Standards.
  - b. These policies and procedures apply to repairs/improvements to conventional septic systems
  - c. Repairs/improvements to septic systems that require installation of advanced treatment (AT) systems are covered in Section 9.
4. **Procurement and Funding**
  - a. The WPCA has developed a procurement process that is intended to obtain competitive proposals for emergency repairs/improvements and to provide an opportunity for property owners to obtain funding assistance for installation of these repairs/improvements.
  - b. Benefit Assessments will be levied as a means for the WPCA to recover payment for the property owner's share of the costs for emergency repairs/improvements.
  - c. The WPCA's program is mutually exclusive from the Small Cities septic system repair assistance program which is being administered by the Selectmen and CRAHD. Therefore only one of these programs may be used for funding a given repair/improvement.

**Procedures**

5. **Determination of Emergency Repair** - The determination of whether septic system modifications qualify as emergency repairs/improvements shall be made by the Director of Health, in consultation with the WPCA.

## **6. Conventional System Repair Process – Clean Water Fund Financed**

The WPCA has developed a competitive bidding process for emergency repairs/improvements, which must be followed in order for these repairs/improvements to be eligible for funding assistance. This procedure includes the following steps:

- a. Order to Repair - CRAHD issues an order to property owner to repair the failed septic system
- b. Site Investigation – A site investigation is conducted by CRAHD in conjunction with the WPCA. A backhoe and operator will be contracted through the WPCA. CRAHD and WPCA representatives witness the soil testing and CRAHD logs site testing data.
- c. Design Criteria for Repair/Improvement – The WPCA or their agent reviews the site investigation results and evaluates the extent of repairs and improvements needed to address the septic failure and bring the system into compliance with the WWMD Ordinance and Upgrade Program Standards. This typically will consist of general requirements including, but not limited to, replacement of the septic tank and expansion or replacement of the leaching system. The WPCA provides the design criteria to CRAHD for review and concurrence.
- d. Bid Solicitation – The WPCA prepares a set of bidding documents for the repair/improvement, including general conditions, technical specifications, available site and septic system data, design criteria for the repair/improvement and a bid form. A request for bids is advertised in a local newspaper and posted on the WPCA website ([www.oswpca.org](http://www.oswpca.org)). A pre-bid meeting may be held at the site.
- e. Bid Submittal - Licensed installers will prepare bids and submit to the WPCA prior to the bidding deadline (typically 14 days), at which time the bids will be publicly opened and reviewed. The contract will be awarded to the installer with the lowest responsive bid.
- f. Design of Repair/Upgrade – The selected installer submits his/her proposed design for the repair/improvement to CRAHD for review and approval.
- g. Review of Repair/Upgrade – CRAHD reviews and, if appropriate, approves the repair/improvement design and issues a Permit to Construct the repair/improvement.
- h. Installation – The installer makes the repair/improvement in conformance with the Bidding Documents and applicable regulations (WWMD Ordinance, Upgrade Program Standards and Public Health Code).

- i. Construction Observation – The WPCA or its designated representatives may periodically visit the site to observe the installation and assess general conformance with stated requirements; however it is the installer’s responsibility to comply with all applicable requirements. CRAHD representative(s) will visit the site as appropriate to review and sign off (if appropriate) regarding general conformance of the repair/improvement.
- j. Record Drawings – The installer prepares record drawings and submits to CRAHD in a format acceptable to CRAHD, with a copy to the WPCA.
- k. Permit to Discharge – Upon successful completion of the repair/improvement and receipt of record drawings and applicable fee payments, CRAHD issues a Permit to Discharge to the property owner, with a copy to the WPCA.
- l. Financial Records – The installer submits payment requests to the WPCA.
- m. Benefit Assessments – The WPCA implements a benefit assessment policy and the property owner reimburses the WPCA for his/her share of the cost of the repair/improvement.

## **7. Conventional System Repair Process – Property Owner Financed**

In the event that the property owner elects not to use the WPCA’s process as outlined in Section 6 above, the owner will contract directly with an installer to make the required repairs/improvements. The owner forfeits the opportunity to receive technical and funding assistance from the Town and the DEP by selecting this approach. This procedure includes the following steps:

- a. Order to Repair - CRAHD issues an order to property owner to repair the failed septic system
- b. Site Investigation - A site investigation is conducted by an installer who coordinates this task with the owner and CRAHD. The backhoe and operator are provided by the installer at the owner’s expense. CRAHD witnesses the soil testing and logs site testing data
- c. Design of Repair/Upgrade - The owner’s installer or engineer uses the site investigation results and designs the repair/improvement needed to address the septic failure and bring the system into compliance with the WWMD Ordinance and Upgrade Program Standards.
- d. Review of Repair/Upgrade – The designer submits the proposed design to CRAHD for review and approval. CRAHD reviews and, if appropriate, approves the repair/improvement design and (after applicable fee payments are made) issues a Permit to Construct the repair/improvement.

- e. Installation - The installer makes the repair/improvement in conformance with applicable regulations (WWMD Ordinance, Upgrade Program Standards and Public Health Code).
- f. Construction Observation – CRAHD representative(s) will visit the site as appropriate to review and sign off (if appropriate) regarding general conformance of the repair/improvement.
- g. Record Drawings – The installer prepares record drawings and submits to CRAHD in a format acceptable to CRAHD, with a copy to the WPCA.
- h. Permit to Discharge - Upon successful completion of the repair/improvement and receipt of record drawings, CRAHD issues a Permit to Discharge to the property owner, with a copy to the WPCA.
- i. Payment – The owner arranges payment for the repair/improvement with the installer.

## **8. Financial Assistance**

- a. Applicability – Emergency repairs/improvements which are procured and installed in accordance with the method described in Section 6 above will be eligible for funding assistance.
  - b. Cost of the Emergency Repair/Improvement – For purposes of the WPCA’s funding program, the cost of the emergency repair/improvement is defined as the installation cost plus 15 percent of such cost (to cover investigation, design, legal, administrative and financing costs).
  - c. Funding Sources - Costs for emergency repairs/improvements will be paid from three sources: DEP Clean Water Fund grants, Town contributions and the property owner.
  - d. Benefit Assessment – The property owner’s portion of the emergency repair/improvement cost will be collected by the WPCA through a benefit assessment process. Refer to the WPCA’s Benefit Assessment Policy for Emergency Repairs (adopted October 26, 2009).
9. **AT System Procedure** – Properties that would be required to install AT systems, which experience failures and need repairs/improvements during the interim period shall be handled on a case-by-case basis by the Water Pollution Control Authority (WPCA). The owner of said property shall enter into an agreement with the WPCA to install and maintain an interim sewerage system at its own expense, and to upgrade to an AT system in the future as directed by the WPCA.