

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

**REGULAR MEETING MINUTES**

Monday, February 22, 2010

The Town of Old Saybrook Water Pollution Control Authority met on Monday February 22, 2010, in the Pasbeshauke Pavilion at Saybrook Point Park, College Street Extension, Old Saybrook, Connecticut to conduct it's regularly scheduled second Monday meeting of the month.

**I. Call to Order**

The meeting was called to order by Chairman Eugene Evangelisti at 7:30PM.

**II. Roll Call of Members and Introduction of Staff and Consultants and Seating of Alternates**

Eugene Evangelisti, Charles Wehrly, Dr. Robert Powitz, Doris Zumbroski, John Claffey, Jr., Elsa Payne and George Gwizd were present. Nelson Engborg, Don Lucas and Gratia Lewis were absent.

John Claffey, Jr. was seated for Nelson Engborg.

Also in attendance were; Peter Grose, Fuss & O'Neill, Robbie Marshall, WPCA Administrative Assistant, and Joanne Rynecki, WPCA Clerk.

**III. Acceptance of Agenda** – Regular Meeting Agenda was accepted unanimously.

**IV. Approval of Minutes: February 8, 2010**

**A motion** was made by Robert Powitz to accept the minutes of February 8, 2010. This motion was seconded by Doris Zumbroski. Discussion: Mr. Wehrly noted that the time was missing on page 4 when open session was resumed. Dr. Powitz recalled the time we reentered open session to be 9:04PM. The minutes are amended to include "the board came back into open session at 9:04PM". The motion was accepted 6-0-1. Elsa Payne abstained.

**V. Chairman and Members' Comments** – Dr. Powitz met with colleagues and discussed how chemicals can shorten the life of a septic system. Specifically, hair conditioners can be damaging to the system by clogging it up. All agreed this is good information to pass on to the public. Chairman Evangelisti asked Robbie to order name plates for members to include the member's name and position. For the time being, the new WPCA office will be located on the first floor of the Town Hall across the hall from the tax collector.

**VI. Staff and Fuss & O'Neill Reports**

- a. **Emergency Repairs** - 26 Fenwood property repair process is moving along smoothly. There were 11-12 installers at the pre-bid meeting. The opening of the bids will be March 4, 2010.

19 George Drive in Cornfield Park has had test holes dug, elevations and location of the septic, water line and outlet flow line. Perk test information will be sent to Robbie to track online. Overall, the process went well. It took about two hours for the field inspection, another hour for turn around time on the test pit information for a total of about four hours to complete the process.

Peter Grose spoke about the generic bid package that went to DEP last week for formal approval. He also stated that 15 Cranton Street in Chalker Beach will need an engineered system. This is from information received from CRAHD on the ground water, soil type and lot size. The surveyor will be there this week to verify property lines. Mr. Wehrly and Mr. Powitz discussed possible systems that could be considered for this location. Chairman Evangelisti said we need to go through Dennis at CRAHD as to what is acceptable. All the information gathered will be necessary to compile the bid package for 15 Cranton St.

Peter Grose handed members an outline of what is going on from his end. Specifically, Fuss and O'Neill is working on a project cost summary to include pre-design costs, design and construction costs and estimated hours from WPCA, CRAHD, S & G, F & O for the tasks in the phases. Base mapping is completed for Saybrook Acres. A set of maps will be ready Wednesday. The next part of Phase 1 will be Oyster River East, Saybrook Point and Thompson.

The members discussed the information needed for the bid package. WPCA/CRAHD/F&O will all work together to gather information to put the bid package together. Dr. Powitz would like to have DEP consider authorizing the WPCA to use an AT system if a property does not have enough land for a standard septic system to prevent encroachments into the 10 foot separation to the property line.

- b. **Clean Water Fund Application Update** – Peter Grose said that the application is near completion.
- c. **2010-2011 Budget Update** – Robbie distributed a copy of the latest budget draft to the members and pointed out the changes. WWMD Project Fund budget item will be funded by the Clean Water Fund Grant.
- d. **Saybrook Events** – A copy of the article that will be included in the next issue of Saybrook Events was sent to all members. The next article will include Pros and Cons of Clean Water Fund. Doris and Robert will work on gathering information regarding runoff of chemicals and organic lawn fertilizers.

- e. **Saybrook Acres PE Status** – Robbie prepared a power point presentation for the Saybrook Acres information meeting scheduled for the end of March and distributed a copy to the members. Robbie will be sending post cards to Saybrook Acres to invite homeowners to the first information session once application packages are approved. Peter explained the Notice of Entry letter should be sent certified or hand delivered with the application package at the meeting to ensure receipt by the property owner. Property owners will be given 30 days to respond/sign and return it to the Health District. To ensure property owner identification and receipt of the application it is suggested that a list be available at the meeting by name and property address with a space to sign, homeowners can verify identification with a license, once they sign the list, they will be given their application packet. The information session will be held at a local school.

Doris asked if the Clean Water Fund is available to seasonal properties. Peter Grose explained that the Clean Water Fund is only available for primary residences but the DEP is modifying that procedure for this program to include all types of properties in the targeted area.

## **VII. Old Business**

### **a. WPCA Staffing**

- i. **Clerk of the Works/Inspector**- WPCA is looking to hire someone for the position of Inspector and Clerk of the Works. A job description needs to be written for each position. The Inspector position is a part time contractual position. The Clerk of the Works interacts with the public, contractors and Robbie. All members agree we need to approve the job description for the Inspector position and get the ad in the paper as soon as possible.

## **VIII. New Business**

- a. **Education: URI** – There is \$1,400.00 available in the budget for 2009/2010. Robbie handed out the courses available for New England onsite wastewater training program at URI. All members are urged to attend the basic training class.

## **IX. Correspondence and Bills** – Correspondence for a “Green Lifestyle Fair” being held at the Water’s Edge was distributed to members.

An email from David Potts, of GEOMATRIX, LLC, sent to Robbie dated 2/21/2010 with a question regarding how installers will address value engineering in their design and bid submissions. Peter Grose responded to the question saying that installers do not have to be concerned about value engineering in their design and bid submissions.

Robbie submitted three bills for payment, First is F & O for services through 1/30/2010 for base mapping, \$19,450. (grant and loan eligible), second is

Shipman & Goodman for services thru 1/30/2010 for legal fees, \$17,827. (loan eligible), and finally meeting supplies for \$27.36

Dr. Powitz asked what the expected cost is for the new office space. Chairman Evangelisti said it should be under \$1,000.

**Motion** to pay these bills made by Dr. Robert Powitz. The motion was seconded by George Gwizd. Discussion: Doris asked if we will be charged \$20,000.00 by F&O for base mapping on each neighborhood. Peter Grose responded no, the January bill reflects the cost for base mapping of all four neighborhoods. The motion was carried unanimously 7-0-0.

- X. Questions from the Public** - Mary Clark with Orenco Systems, Inc., a potential installer, had a question on the status of information she requested in an email regarding the vendor letter. Robbie will look for the email and send another copy of her response. Mary also had a question on the approval status from DEP for AT systems. Peter Grose, responded that CT DEP must formally delegate authority to the Town. At this time we are still waiting for a response from DEP in order to move on the AT systems.

## **XII. Adjournment**

**A motion to adjourn** was made at 9:10PM by George Gwizd. It was seconded by Dr. Robert Powitz and carried unanimously.

The next regularly scheduled meeting will be on Monday March 8, 2009 at 7:30PM at the Old Saybrook Town Hall 1<sup>st</sup> Floor Conference Room, Old Saybrook, Connecticut.

Respectfully Submitted,

Old Saybrook Water Pollution Control Authority

*Joanne Rynecki*  
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WPCA Clerk