

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

SPECIAL MEETING MINUTES

Tuesday, February 2, 2010

The Town of Old Saybrook Water Pollution Control Authority met on Tuesday February 2, 2010, in the Pasbeshauke Pavilion at Saybrook Point Park, College Street Extension, Old Saybrook, Connecticut to conduct a special meeting. The regularly scheduled meeting of January 25, 2010 was cancelled due to inclement weather.

I. Call to Order

The meeting was called to order by Vice Chairman Robert Powitz at 7:30PM.

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

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

John Claffey, Jr. was seated for Elsa Payne.

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

III. Acceptance of Agenda – Special Meeting Agenda was accepted unanimously.

IV. Approval of Minutes: December 14, 2009; January 11, 2010

A motion was made by George Gwizd to accept the minutes of December 14, 2009 and January 11, 2010. A discussion regarding the amendments to the December minutes and that members need more time to review the January minutes. Doris Zumbroski noted typographical errors in Section 5 "Comments from Members and Chairman" in the January 11, 2010 minutes. She would like WSPCA to be corrected to OSWPCA and to delete the "w" in Zumbroski. George Gwizd rescinded his previous motion and the January 11, 2010 minutes will be tabled until the next regularly scheduled meeting on February 8, 2010.

A motion was made by George Gwizd to accept the minutes of December 14, 2009, including the 2 pages of motions prepared by Gerri Lewis and the 4 page addendum prepared by Robbie Marshall. This motion was seconded by Doris Zumbroski. No discussion. The motion was accepted 5-0-1. John Claffey, Jr. abstained.

V. WPCA Clerk: Act on Personnel Committee Recommendation

Charles Wehrly explained the manner in which the candidate for the WPCA Clerk was chosen by the subcommittee members. A written recommendation was given to the Chairman and Members via email. The subcommittee recommends that Joanne Rynecki be hired as the new WPCA Clerk. Originally, the position was expected to involve more hours however, after discussion with the Chairman and First Selection no future increase in hours is expected and the position will only involve recording of the minutes and motions of the WPCA meetings.

A motion was made by Nelson Engborg to hire Joanne Rynecki as WPCA Clerk. This motion was seconded by John Claffey, Jr. No Discussion. The motion was carried unanimously 6-0-0.

Joanne Rynecki gave a brief history of her qualifications and then was formally introduced to the members

VI. Chairman and Members' Comments

Don Lucas is stepping down from his position as Project Engineer for WPCA to focus on his position in the Building Dept.

Vice Chairman Powitz asked Peter Gorse of Fuss & O'Neil about the DEP Delegation Agreement currently being prepared. He is concerned with how the monitoring will be done for the AT systems, who will verify specific numbers given are adequate? Peter Gross explained that the levels of nitrogen reduction need to be finalized as to what is acceptable. Vice Chairman also asked; how do we validate the data as it is reported from the vendors? Peter Grose responded that we can follow neighboring states and if we put in an accepted system it should work fine. However, DEP is requiring that there be quarterly testing in the first three years to ensure the system is working correctly. In other states the acceptable nitrogen limits have been 19 mg per liter of total nitrogen as a limit or target. Wastewater and flow vary we know, but tracking performance over time will give a good picture of how the system is operating. The bottom 10% of ATS systems will be focused on and further testing will be done to bring the systems up to acceptable levels. It is unclear who will provide the testing and who will pay for it. The DEP Delegation document should be out and available for our comment shortly. Chuck Wehrly said that not all systems will need testing, only the ATS. The DEP has jurisdiction on all advanced treatment systems of any size. Normally on conventional systems, the Health Dept has jurisdiction under 5000 gallons. In the DEP Delegation Agreement the OSWPCA is asking to have authority for monitoring advanced treatment systems under 5000 gallons. For large systems, over 5,000 gallons the DEP tests monthly and is willing to allow quarterly testing for the smaller systems. There will be wording in the DEP Delegation Agreement that if a system meets the target levels over 3 years it can back off to annual testing. Seasonal houses will only need to be tested once a year. The annual costs were originally estimated at \$600-\$800 per

year, but will probably be more during the initial 3 years. Chuck Wehrly said a certain amount of testing is reasonable, but too much can be onerous. Vice Chairman urged the member to read the DEP Delegation Agreement very closely when it is presented and to keep in mind these issues.

VII. Staff and Fuss & O'Neill Reports

- a. **F & O Test Hole Bid Proposal** – Peter Grose gave an update that the F & O Test Hole Bid Proposal should be going out shortly after a few more terms and conditions are added.
- b. **Emergency Bid Package** – Our attorney added some language to the forms and Dennis Gracie will be making a few modifications later this week.
- c. **Budget** – As of February 1, 2010 \$20,958.83 (49.37%) has been expended out of the total operating budget of \$41,394.00 with 58% of the year is transpired. \$160,769.04 has been expended for contracted services (F & O, S & G and CRAHD). The Small Cities Grant Fund has expended \$16,962.00 out of about \$250,000.00 for septic repairs. Additionally, \$27,088.00 has been expended for administrative costs (grant writer, newspaper ads, etc.).
- d. **Job Description Package**-Robbie handed out a package to everyone for the job descriptions and salary grade levels for all WPCA proposed positions. She would like to have a plan for staffing in 1-2 weeks. There needs to be a model for staffing and a decision where a position will report if they work for CRAHD and WPCA. Discussions on staffing matters will take place when the Chairman is present.

VIII. Old Business

- a. **Update on 26 Fenwood Drive**- Site testing has been done at the property, site specific pieces being added by Don Lucas to the Generic Bid Package. Upon completion it will be send out for bidding.

- IX. New Business** - Calls are coming in from homeowners in the target areas that have issues with their systems needing emergency repairs. Vice Chairman Powitz feels if the septic systems are failing then the property owner must have the system repaired regardless of whether the WPCA is ready to act in its full capacity.

- X. Correspondence and Bills** – Robbie handed out correspondence and made available a Water Efficiency magazine to the Members. Bills to be paid are as follows: Fuss & O'Neil surveying services for December 2009 \$7,250.00; Fuss & O'Neil engineering services for December 2009 \$14,513.04; S & G legal services for December 2009 \$15,155.20 and \$38.65 for the Saybrook Acres postcard mailing and mileage for the administrative assistant.

Motion to pay these bills made by George Gwizd. The motion was seconded by Doris Zumbroski. Discussion: Is the mileage on the invoice consistent with Robbie's mileage, Robbie stated yes. The motion was carried unanimously 6-0-0.

XI. Questions from the Public

There were none.

XII. Adjournment

A motion to adjourn was made at 8:32 PM by John Claffey. It was seconded by Nelson Engborg and carried unanimously.

The next regularly scheduled meeting will be on Monday February 8, 2009 at the Pasbeshauke Pavilion at Saybrook Point Park, College Street Extension, Old Saybrook, Connecticut.

DRAFT

Respectfully Submitted,

Old Saybrook Water Pollution Control Authority

Joanne Rynecki
Joanne Rynecki
WPCA Clerk