

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

REGULAR MEETING MINUTES

Monday, July 26, 2010

The Town of Old Saybrook Water Pollution Control Authority met on Monday July 26, 2010, in the Old Saybrook Town Hall, First Floor Conference Room, 302 Main Street, Old Saybrook, Connecticut to conduct it's regularly scheduled fourth 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, Nelson Engborg, Robert Powitz, John Claffey, Jr., Elsa Payne, Doris Zumbroski, and George Gwizd were present. Charles Wehrly and Ed Gyllenhammer were absent. John Claffey, Jr. was seated for Charles Wehrly.

Also in attendance were; Kurt Mailman, Fuss & O'Neill, Robbie Marshall, WPCA Coordinator, Gratia Lewis, Financial Manager and Joanne Rynecki, WPCA Clerk.

III. Acceptance of Agenda – July 26, 2010

A motion was made by John Claffey, Jr. to accept the Regular Meeting Agenda of July 26, 2010. This motion was seconded by Doris Zumbroski. No Discussion. The motion was carried unanimously.

IV. Approval of Minutes: Meeting July 12, 2010; July 14, 2010

A motion was made by Robert Powitz to accept the minutes of July 12, 2010. This motion was seconded by Doris Zumbroski. No Discussion. The motion was accepted 6-0-1. Elsa Payne abstained.

A motion was made by Robert Powitz to accept the minutes of July 14, 2010. This motion was seconded by John Claffey, Jr. No Discussion. The motion was accepted 6-0-1. Elsa Payne abstained.

V. Comments from Members and Chairman – George Gwizd reported that he will be on WLIS radio this Wednesday along with Gratia Lewis and Robbie Marshall from 12-1PM to discuss the WPCA and the WWMD.

Dr. Robert Powitz will be in Ann Arbor for the NSF Conference. He will bring material back to share with the Commission.

Chairman Evangelisti said testing in SA1 is complete and they were able to test 4 properties a day. F & O and CRAHD were at each site and have gathered the data they need as well. There was a good article in the last issue of The Harbor News about the WWMD testing in Saybrook Acres. This article is another opportunity to get the word out to the public that the program is up and running.

VI. Questions from Public – none

VII. Financial Reports –

- a. Invoices – none**
- b. Budget –** Gratia Lewis reported that the new budget format will begin in August. The balance of the Sewer Avoidance Fund as of June 30th was \$1,011,129.14.
- c. Clean Water Fund –** The first disbursement under the CWF is expected to be \$110,000-\$121,000 depending on what expenses are reimbursable. Gratia Lewis is working with Robert Fish to provide cash flow projections for Phase 1 of the WWMD. Gratia Lewis will share the projections with the Commission when they are complete.
- d. Small Cities Grant –** The Small Cities Grant has been extremely helpful for those who qualify.

VIII. Staff Reports

- a. Correspondence – none**
- b. Saybrook Acres Update –** Robbie Marshall reported that SA1 test holes are complete. SA2 "NOEL" letters were mailed last week. There were 2 more emergencies reported by CRAHD with systems backing up, one in Fenwood and one in Cornfield Park. They will be part of SA1. The next areas in Saybrook Acres are SA3, with 32 lots, and SA4 with 25 lots. Their "NOEL" letters will be going out shortly. Saybrook Acres will go out to bid as 4 separate contracts. The bidding process will be done in September. SA1 target completion date is before winter which will allow for the growing season of lawns in September and October. Chairman Evangelisti will begin scheduling individual meetings with each homeowner in SA2 once the Notice of Entry Letters are returned. Chairman Evangelisti feels the one-on-one attention the homeowners have received in SA1 has given the homeowners a comfort level and has made the program well received by all the residents. Chairman Evangelisti noted that all the homeowners in SA1 have joined the program.

IX. Fuss & O'Neill Reports -

- a. Emergency Repairs –** are ongoing
- b. Clean Water Fund -** All WPCA paperwork has been accepted by the CWF and there should be a quick turn around on each request for funds. F & O is working to obtain subcontractors that will meet the Minority and Woman in Business requirements for septic installers as required under the CWF. The MBE/WBE participation is based on a percentage of the entire program. Robert Powitz expressed his concern to Kurt Mailman that we have not found any MBE/WBE subcontractors to date and the problems if we cannot find any. Kurt Mailman said that the WPCA will need to prove that a good faith effort was made. Robert Powitz suggested we start documenting all

efforts to locate MBE and WBE now if we think there is a lack of WBE and MBE contractors out there. F & O has been in contact with local engineers and surveyors for possible subcontracting work.

- c. **Oyster River East Surveys** – Field research will be complete this week. Connecticut Water Company is out marking their water lines.
- d. **Bidding Template** - F & O would like to finalize the bid documents to be included as the template for SA1 bids. Kurt Mailman shared a copy with the Members of what they are working on now. He also gave a disk to Chairman Evangelist and Robbie Marshall to review. The bid packages are very large and will include a specification book and property information for each property in the sub group. The contractors will be responsible for checking the website for any updates or addendum to the bid package. F & O is capable of sending future bid packages electronically or on disk. All bid package addenda will go out electronically.
- e. **Ongoing Support** – F & O gave a set of forms to Chairman Evangelist to review for use in the field to record information. As information is gathered it is entered into Google Docs and shared by the WPCA and CRAHD. F & O is working on a form to track the individual construction costs for each property. CRAHD will give criteria for engineered systems to F & O to design the system. F & O will be meeting with the DEP and WPCA to plan a series of workshops in September with experts on AT systems, both regional and national, from the planning and administration side and also, the operations and construction side. Robert Powitz commented that there are so many AT systems out there and so much information for all of us to learn, including our regulators. Kurt Mailman also reported that they are still working with Shipman and Goodwin to obtain the DOL wage rates. They have not been able to find a mechanism for reporting wage rates. They are looking to find a classification of compensation for Middlesex Counties. Chairman Evangelisti recommended that they call the "Wage Ready" office in Middletown for their wage rates.

X. **Old Business**

a. **Ordinance 75 Revision** – Robert Powitz Spoke with Attorney John Wertam regarding the proposed Town of Old Saybrook Regulation of On-Site Sewage Disposal Systems. Attorney Wertam found nothing contained in the document to be inconsistent with what has been done since the document was drafted in October 2009. Robert Powitz will send the document to Robbie Marshall for any updates that are necessary. Once the document is complete it will be sent to CRAHD and the DEP for review.

XI. **New Business** - Chairman Evangelisti is obtaining estimates for a job site trailer. A portion of the monthly rental expense is reimbursable under the CWF. However, it may be more cost effective to purchase an 8' x 28' trailer at six to seven thousand dollars.

XII. **Executive Session: Discussion of Personnel and Legal Issues**

A Motion to enter into Executive Session for the purpose of discussing personnel and legal issues made at 8:44PM by Robert Powitz. This motion was seconded by Doris Zumbroski and carried unanimously.

In Attendance: Eugene Evangelisti, Nelson Engborg, Robert Powitz, Doris Zumbroski, John Claffey, Jr., Elsa Payne and George Gwizd. Also in attendance were Kurt Mailman, Robbie Marshall and Gratia Lewis.

In Executive session there were no motions made and no votes taken.

Motion to re-enter the regular meeting and continue the regular agenda was made at 9:32PM by George Gwizd. The motion was seconded by Doris Zumbroski and carried unanimously.

XIII. Adjournment

A motion to adjourn was made at 9:34PM by Nelson Engborg. The motion was seconded by Robert Powitz and carried unanimously.

The next regularly scheduled meeting will be at 7:30PM on Monday August 9, 2010 at the Old Saybrook Town Hall, First Floor Conference Room, 302 Main Street, Old Saybrook, Connecticut.

Respectfully Submitted,

Old Saybrook Water Pollution Control Authority
Joanne Rynecki
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WPCA Clerk