

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

**REGULAR MEETING MINUTES**

Monday, March 8, 2010

The Town of Old Saybrook Water Pollution Control Authority met on Monday March 8, 2010, in the Old Saybrook Town Hall, 302 Main Street, 1<sup>st</sup> Floor, Old Saybrook, Connecticut to conduct it's regularly scheduled first 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, Dr. Robert Powitz, Doris Zumbroski, Elsa Payne, Nelson Engborg and George Gwizd were present. John Claffey, Jr., Charles Wehrly and Gratia Lewis were absent.

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

**III. Acceptance of Agenda – March 8, 2010**

**A motion** was made by Dr. Robert Powitz to accept the Regular Meeting Agenda of March 8, 2010. This motion was seconded by Doris Zumbroski. The agenda was accepted unanimously.

**IV. Approval of Minutes: February 22, 2010**

**A motion** was made by Eugene Evangelisti to accept the minutes of February 22, 2010. This motion was seconded by Doris Zumbroski. Discussion: Doris Zumbroski asked that full names be used in future minutes. The motion was accepted 5-0-1. Nelson Engborg abstained.

- V. Chairman and Members' Comments** – Elsa Payne commented on the content of one of the slides included in the public PowerPoint presentation. She feels it does not accurately reflect costs associated with more sophisticated systems. Mr. Grose said that the slide will not be used in future presentations. Chairman Evangelisti commented on the first bidding process that occurred last week for the emergency repair at 26 Fenwood. There were 12 installers at the initial meeting and 8 bids were submitted for the bidding process. Of the 8 bids only 4 of the bids were complete. Chairman Evangelisti asked Fuss & O'Neill to include a checklist on the next bid package to installers to help installers through the process. Questions arose about what is allowed during the bidding process and if forms are filled out incorrectly can we allow the bids to be resubmitted. Mr. Grose

said no, you would have to rebid the entire project. Dr. Powitz suggested providing more information in the future to educate the installers on the process of filling out complicated bidding packages. Chairman Evangelisti recommended including a sample bid form with instructions.

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

a. **Emergency Repairs** – Mr. Grose handed out a summary of the bids received for 26 Fenwood. Bids ranged from \$2,262.80 to \$12,146.20. Fuss & O'Neill will formally recommend the lowest, complete bid package for approval once the health district has reviewed all the bids. At this time the lowest bidder with a completed bid package is Red Construction at \$5,589.00. Letters will be sent to the bidders who were disqualified due to incomplete bid packages with an explanation why. Other emergency repairs include 15 Cranton Street which will require an engineered system. The plans will be into CRAHD tomorrow for review. Also, 19 George Street will be ready to go to bid on Wednesday. 3 Mohican Drive is proceeding with the small cities program and 15 Ruth Drive could be the first to be completed under Phase 1 Saybrook Acres.

### **b. F & O Update**

- i. **Clean Water Fund Application Update** – Mr. Grose explained the project cost summary for the design and construction phase of the project. He handed out a draft of the estimated cost numbers which will be used to complete the Clean Water Fund Application Form. The original amount requested was \$10 Million under the Clean Water Fund. The draft total he presented tonight comes in just under 10 million. The final pieces of the CWF application should be out for review and discussion shortly.
- ii. **Base Mapping** - Saybrook Acres is complete. The next area will be Saybrook Point, Oyster River East and Thompson.
- iii. **Public Education** – Late March meeting on target.
- iv. **Delegation of Authority** – A draft was received from DEP and was distributed to all members. Comments will be compiled and submitted to DEP by Shipman & Goodwin. Dr. Robert Powitz read an email from John Wertam in response to Dr. Powitz's concerns that the document does not address any of the needs of the town of Old Saybrook. John Wertam explained that the document this is only the first draft. The draft originated from another area of DEP that is not familiar with the process. Dr. Powitz is concerned about the quality of this document and the cost that will now be incurred by the WPCA to make the necessary changes. He would have liked to have seen a better document from DEP from the beginning.

c. **2010-2011 Budget Update** – no discussion

d. **Saybrook Acres PE Session** – no discussion

e. **Delegation of Authority** – discussed in Item VI, b, iv

## VII. Old Business

### a. WPCA Staffing

- i. **Clerk of the Works/Inspector** – The Personnel Project Team (Dr. Robert Powitz and Michael Evangelisti) met to discuss the position and will be meeting this week with the First Selectman to discuss the options available.

Elsa asked how the staffing plan is related to the CWF and why the Clerk wasn't included on the report received last week. Mr. Grose explained that the position wasn't expected to be supporting the implementation of the project and therefore was not included in the force account. If the Clerk is doing work for the implementation then it should be included. Dr. Powitz asked how O & M will be handled. Mr. Grose said that the development of the O & M is paid for under the CWF but maintenance is not.

- b. **Name Plates** – At the last meeting Chairman Evangelisti asked Robbie Marshall to research name plates. Tonight she handed out her recommendation for name plates as requested by Chairman Evangelisti.

**A motion** was made by Dr. Robert Powitz to approve the purchase of the name plates for members and staff as recommended by Robbie Marshall. This motion was seconded by George Gwitz. Discussion: Doris Zumbroski was concerned if the 1/2 inch width is thick enough to stand up. Robbie Marshall said anything thicker would cost more. The motion was carried unanimously.

**A motion** was made by Dr. Robert Powitz to amend the agenda to move Item XI, Questions from the Public to Item VIII. This motion was seconded by Nelson Engborg. No discussion. The motion was carried unanimously.

- VIII. **Questions from the Public** – A gentleman from the public asked if the clean water funds are guaranteed to be received by the Town of Old Saybrook. Mr. Grose responded that \$10 million has been allocated to Old Saybrook. However, it must go to a public hearing. It is believed that we are the only town at this time asking for the funds. The gentleman also asked what time period the funds cover. Mr. Grose said that the first phase will be for the first 2 ½ years. And lastly, he asked if the seasonal restriction will be waived for this project? Mr. Grose responded yes they will be waiving the seasonal restriction. A woman in the audience asked about the bid process and if non emergency bids will be lumped together into groups. And Mr. Grose answered yes. She commented that it is expensive for her to have all her workers OSHA certified. Mr. Grose said it is a Department of Labor requirement and must be done. She feels there are big discrepancies in the bids from the last bid process because everyone is bidding different products. She is from out of town and is curious how the other installers bid. Mr. Grose said the information on bids received

will be available for public viewing. She feels the bid process is difficult but has learned a lot from the process.

## **IX. New Business**

- a. **Waive fees for Permits: Act** – Robbie Marshall would like a decision to waive fees for applications and permits to discharge for the project. Dr. Powitz said we can waive fees as long as we are being reimbursed under the Clean Water Fund. AT systems and post-construction phase work will not be reimbursed so we will need to charge fees.

**A motion** was made by Dr. Robert Powitz to not charge a fee for a discharge permit when the discharge permit fee is reimbursable by the Clean Water Fund. But we may begin charging when it is no longer reimbursed. This motion was seconded by Nelson Engborg. Discussion: Once the Clean Water Fund ends we may need to start looking at charging fees. Homeowners that opt out of using the Clean Water Fund money will be charged a fee. The motion was carried unanimously.

- b. **Approval of Clean Water Fund Application for Phase I** – Discussed in Item VI, b, i
- c. **Set Special Meeting** - meeting cancelled
- d. **Excavator Lease or Purchase** - Robbie Marshall reviewed the Test Pit Proposal # 1 and #2 she previously emailed to each member. The proposal outlines the costs associated with bidding each test pit job and the cost to lease or purchase an excavator by the town. In addition, the proposals compare hiring a full time operator or paying an hourly wage for each test pit. The most cost effective proposal is Proposal #2 where the town leases or purchases an excavator and hires an hourly operator to dig each test pit. Dr. Powitz said that many states are going away from test pits and are using geo probes. Chairman Evangelisti said that The Dept of Health does not want to use geo probes so we will still need to dig test pits. This is just one of the ways the town can save money on this project. Robbie Marshall is looking into an additional savings of 25% under the CWF.

**A motion** was made by Nelson Engborg to approve Test Pit Proposal #2. This motion was seconded by Dr. Robert Powitz. No discussion. The motion was carried unanimously.

e. **WPCA Treasurer** – Robbie Marshall asked the members to consider appointing a Treasurer with authority to sign off on each bid contract rather than having each contract put before this board for a vote. Dr. Powitz would rather have each member see each bid and vote on each bid. Peter Grose reminded the members that there are time requirements for payments and that special meetings may be necessary to meet deadlines.

X. **Correspondence and Bills** – Letters received by Chairman Evangelisti from Joel Anderson and Enviro-site, LLC.

Invoices received from the following:  
\$21,765.11 Fuss & O'Neill (thru Feb 28, 2010)  
\$6,799.50 CRAHD (Oct 1, 2009 - Jan 31, 2010)  
\$522.10 New London Day 26 Fenwood  
\$150.00 URI Education Gratia Lewis  
\$150.00 URI Education Robbie Marshall  
\$79.92 postage for bid package 26 Fenwood  
\$33.88 office supplies

**Motion** to pay bills as presented was made by Eugene Evangelisti. This motion was seconded by Dr. Robert Powitz. No discussion. The motion was carried unanimously.

## XI. **Adjournment**

**A motion to adjourn** was made at 10:10PM by Nelson Engborg. This motion was seconded George Gwizd. The motion was carried unanimously.

The next regularly scheduled meeting will be on Monday March 22, 2009 at 7:30PM at the Pasbeshauke Pavilion at Saybrook Point Park, College Street Extension, Old Saybrook, Connecticut.

Respectfully Submitted,

Old Saybrook Water Pollution Control Authority

*Joanne Rynecki*  
Joanne Rynecki  
WPCA Clerk