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**March 13, 2017**

**TOWN OF OLD SAYBROOK  
WATER POLLUTION CONTROL AUTHORITY  
302 Main Street  
Old Saybrook, CT 06475**

**REGULAR MEETING MINUTES**

**Monday, March 13, 2017**

The Town of Old Saybrook Water Pollution Control Authority met on Monday, March 13, 2017 in the Old Saybrook Town Hall, 1<sup>st</sup> Floor Conference Room, 302 Main Street, Old Saybrook, Connecticut, to conduct its regular meeting.

**I. Call to Order**

The meeting was called to order by Vice Chairman Ian Featherstone at 7:01PM.

**II. Roll Call of Members**

Vice Chairman Ian Featherstone, Secretary Jason Becker, Chuck Wehrly, Peter Stump, and Robert Senger were present. Chairman Elsa Payne and George Gwizd were absent. Joseph Kulowiec, Alternate, was present and seated.

In Attendance: Stephen Mongillo, Program Manager; Gratia Lewis, WPCA Financial Manager; Robbie Marshall, WPCA Coordinator.

**III. Pledge of Allegiance**

**IV. Approval of Minutes: Regular Meeting February 13, 2017**

A **motion** was made by Peter Stump to approve the February 13, 2017 Regular Meeting Minutes. The motion was seconded by Robert Senger. No discussion. The motion was carried unanimously.

**V. Comments from Chairman and Members – none.**

**VI. Staff Reports**

**a. Financial Reports**

Gratia Lewis presented for acceptance by the WPCA Board the WPCA Operating Budget for February 2017 dated March 3, 2017.

A **motion** was made by Jason Becker to the accept the WPCA Operating Budget Report dated March 3, 2017. The motion was seconded by Robert Senger. No discussion. The motion was carried unanimously.

Ms. Lewis distributed the CWF Requisition Summary Report through Requisition #23 for the WPCA Board's information.

Non-Construction Invoices: Fuss & O'Neill for professional engineering services for January 2017 in the amount of \$5,473.74, Eden Harbour Evaluation in the amount of \$1,341.79, and February 2017 in the amount of \$6,835.45; CRAHD for January 2017 services in the amount of \$4,189.63 and February 2017 in the amount of \$1,915.95; Quality Data Service Inc. for annual software support in the amount of \$2,000.00; and the Hartford Courant for advertising in the amount of \$536.46. Total non-construction invoices is \$22,293.02.

**A motion** was made by Peter Stump to pay the non-construction invoices totaling \$22,293.02. The motion was seconded by Jason Becker. No discussion. The motion was carried unanimously.

Construction Invoices: JTR, LLC for MAN-5 for 381 Main Street in the amount of \$380.00, 30 Maple Avenue in the amount of \$9,500.00 and partial retainage in the amount of \$14,941.60; CPT-1 for 2 Clearwater Road in the amount of \$11,400.00, 6 Clearwater Road in the amount of \$10,450.00, 9 Clearwater Road in the amount of \$9,500.00, 13 Uncas Road in the amount of \$12,350.00, and 1 Billow Road in the amount of \$20,900.00. Total construction invoices is \$89,421.60.

**A motion** was made by Robert Senger to pay construction invoices totaling \$89,421.60. The motion was seconded by Joseph Kulowiec. The remainder of the retainage for MAN-5 is being held for restoration in the Spring. No further discussion. The motion was carried unanimously.

**b. Coordinator's Update**

Robbie Marshall commented on CAC meeting; Coastal Resiliency meeting; CPT-2 bid opening was March 9<sup>th</sup>; CAWPCA meeting on March 16<sup>th</sup> for the Spring Workshop; pump out mailing; CWF legislation.

**c. Program Manager's Report**

Stephen Mongillo commented on meeting with Brian Smith regarding vacuum system; Maple Avenue North outstanding opt-out and non-responder upgrades; meeting with Wright-Pierce and DEEP.

**VII. Old Business**

Robert Taylor, President of the Eden Harbour Condominium Board, was present and commented on sending the Fuss & O'Neill reports to their engineer, the completion of some of the items listed; and planning on reviewing the costs with the treasurer.

**VIII. New Business** – none.

**IX. Public Comment** – none.

**X. Adjournment**

A **motion** to adjourn was made at 7:38PM by Jason Becker. The motion was seconded by Peter Stump and carried unanimously.

The next regularly scheduled meeting will be held on Monday, April 10, 2017 at the Old Saybrook Town Hall, 1<sup>st</sup> Floor Conference Room, 302 Main Street, Old Saybrook, Connecticut.

Submitted By,

*Melissa S Lewis*

Melissa S Lewis  
WPCA Administrative Assistant