
November 13, 2017

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

REGULAR MEETING MINUTES

Monday, November 13, 2017

The Town of Old Saybrook Water Pollution Control Authority met on Monday, November 13, 2017 in the Old Saybrook Town Hall, 1st 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 Chairman Elsa Payne at 7:00PM.

II. Roll Call of Members

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

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

III. Pledge of Allegiance

IV. Approval of Minutes: Special Meeting September 19, 2017 & Regular Meeting October 11, 2017

A **motion** was made by Chuck Wehrly to approve the September 19, 2017 Special Meeting Minutes. The motion was seconded by Joseph Kulowiec. No discussion. The motion was carried 2-0-2.

A **motion** was made by Joseph Kulowiec to approve the October 11, 2017 Regular Meeting Minutes. The motion was seconded by Chuck Wehrly. Mr. Wehrly noted that the location of the meeting should have been the Lower Level-Cafeteria not the 1st Floor Conference Room.

The motion was amended by Joseph Kulowiec to approve the October 11, 2017 Regular Meeting Minutes inclusive of the correction that the meeting was held in the Lower Level-Cafeteria not the 1st Floor Conference Room. The motion was seconded by Chuck Wehrly. No further 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 October 2017 dated November 1, 2017. Ms. Lewis noted that a zero dollar figure was missing from the October 2017 Technical Services line item.

A motion was made by Chuck Wehrly to the accept the Operating Budget for October 2017 dated November 1, 2017 as amended by Gratia Lewis. The motion was seconded by Robert Senger. No discussion. The motion was carried unanimously.

Ms. Lewis noted that the first draft of the 2018-2019 Operating Budget will be distributed at the December Regular Meeting.

Ms. Lewis distributed the CWF Requisition Summary Report through Requisition #31 for the WPCA Board's information.

Non-Construction Invoices: Wright-Pierce for professional engineering services for September 2017 in the amount of \$23,753.10 and October 2017 in the amount of \$11,989.74; Fuss & O'Neill for professional engineering services for September 2017 in the amount of \$9,312.43 and October 2017 in the amount of \$5,171.62; and Shipman & Goodwin for professional legal services for September 2017 enforcement in the amount of \$1,400.00 and September 2017 CWF financing in the amount of \$6,128.15. Total non-construction invoices is \$57,755.04.

A motion was made by Robert Senger to pay the non-construction invoices totaling \$57,755.04. The motion was seconded by Jason Becker. Mr. Senger inquired as to where Wright-Pierce was with their invoices. Ms. Lewis responded that with the invoices approved at this meeting, the first contract, Amendment #1 and Amendment #2 are completed; Wright-Pierce has invoiced \$1,000.00 from Amendment #3. No further discussion. The motion was carried unanimously.

Ms. Lewis briefly reviewed the pre-paid invoices for the WPCA Board's information.

Peter Stump arrived at 7:20PM and was seated.

b. Coordinator's Update

Robbie Marshall commented on Connecticut General Statutes regarding CWF monies and coastal resiliency; CAWPCA meeting; Connecticut State Water Plan; CAC meeting regarding technical standards; CPT-6 bid release; microgrids; Program Manager's report.

c. Program Manager's Report

Stephen Mongillo was not present.

VII. Old Business – none.

VIII. New Business

a. Award Bid Contract CPT-5: Act

A motion was made by Jason Becker to award the CPT-5 Contract to Engineered Septic and Sewer, LLC in the bid amount of \$370,991.00, as the lowest responsive/responsible

bidder. The motion was seconded by Robert Senger. No discussion. The motion was carried unanimously.

b. Approve CPT-5 Caveat Filing: Act

A **motion** was made by Robert Senger to authorize the Chairman of the WPCA Board to sign the CPT-5 Caveat dated 10/25/17, document #1980857v2CPT5. The motion was seconded by Peter Stump. No discussion. The motion was carried unanimously.

c. 2018 Meeting Schedule: Act

A **motion** was made by Jason Becker to approve the 2018 WPCA Board Meeting Schedule with the amendment that the dates be changed to 2018 from 2017. The motion was seconded by Peter Stump. Chairman Payne inquired as to whether the once a month on the second Monday continued to work for the staff. No further discussion. The motion was carried unanimously.

IX. Public Comment – none.

X. Adjournment

A **motion** to adjourn was made at 7:43PM by Jason Becker. The motion was seconded by Joseph Kulowiec and carried unanimously.

The next regularly scheduled meeting will be held on Monday, December 11, 2017 at the Old Saybrook Town Hall, 1st Floor Conference Room, 302 Main Street, Old Saybrook, Connecticut.

Submitted By,

Melissa S Lewis

Melissa S Lewis
WPCA Administrative Assistant