
July 10, 2017

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

REGULAR MEETING MINUTES

Monday, July 10, 2017

The Town of Old Saybrook Water Pollution Control Authority met on Monday, July 10, 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, Vice Chairman Ian Featherstone, Secretary Jason Becker, Chuck Wehrly, and Robert Senger were present. Peter Stump and George Gwizd were absent. Joseph Kulowiec and John Giannini, Alternates, were 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 June 12, 2017

A **motion** was made by Robert Senger to approve the June 12, 2017 Regular Meeting Minutes. The motion was seconded by Joseph Kulowiec. No discussion. The motion was carried 5-0-1.

V. Comments from Chairman and Members – none.

VI. Staff Reports

a. Financial Reports

Ms. Lewis distributed the CWF Requisition Summary Report through Requisition #27 for the WPCA Board's information.

Non-Construction Invoices: Wright-Pierce for professional engineering services for May 2017 in the amount of \$23,303.77; Fuss & O'Neill for professional engineering services for June 2017 in the amount of \$12,238.12; Shipman &

Goodwin for professional legal services for May 2017 in the amount of \$1,338.50; Indigo Land Design for professional engineering services for 29 Sherman Street in the amount of \$750.00; and VIP Supply for risers and covers in the amount of \$657.60. Total non-construction invoices is \$38,287.99.

A motion was made by Robert Senger to pay the non-construction invoices totaling \$38,287.99. The motion was seconded by Jason Becker. Chuck Wehrly inquired as to the sub-vendor noted on the Wright-Pierce invoice. Stephen Mongillo responded that the sub-vendor was the company who performed site work on properties that are a part of the desktop study. No further discussion. The motion was carried unanimously.

Construction Invoices: JTR, LLC for CPT-1 for 3 Cottage Road in the amount of \$11,400.00, 42 Mohican Road in the amount of \$12,350.00, 7 Saltaire Drive in the amount of \$6,716.50, 8 Saltaire Drive in the amount of \$9,500.00, 16 Saltaire Drive in the amount of \$7,600.00, 22 Saltaire Drive in the amount of \$11,400.00, 25 Saltaire Drive in the amount of \$11,400.00, 26 Saltaire Drive in the amount of \$10,450.00, 28 Saltaire Drive in the amount of \$10,450.00, 29 Saltaire Drive in the amount of \$10,450.00 and 34 Saltaire Drive in the amount of \$10,450.00. Total construction invoices is \$112,166.50.

A motion was made by Robert Senger to pay construction invoices totaling \$112,166.50. The motion was seconded by Ian Featherstone. No discussion. The motion was carried unanimously.

b. Coordinator's Update

Robbie Marshall commented on the status of CPT-3 through CPT-6.

c. Program Manager's Report

Stephen Mongillo commented on sewer rates; resident issues; new accounting system; attendance at the Fuss & O'Neill MBR seminar; signing of Interim Loan extension; meetings with John Wertam and Matt Ranelli; meeting with Atlantic States; attendance at workgroup that took place at the Pavilion regarding coastal resiliency; DEEP proposed PRB technology; program planning with Wright-Pierce.

VII. Old Business – none.

VIII. New Business

a. UCOA Accounting System Process: Act

Gratia Lewis presented the new accounting process to the WPCA Board.

A **motion** was made by Ian Featherstone that the Board of the WPCA allow the staff of the WPCA to pay invoices for construction, CRAHD, individual engineering, and local small businesses through the Sungard system with the approvals that come with that Sungard system and that all invoices from Wright-Pierce, Fuss & O'Neill, and Shipman & Goodwin and other large legal and engineering vendors would require WPCA Board approval prior to payment. The motion was seconded by Chuck Wehrly. No discussion. The motion was carried unanimously.

IX. Public Comment – none.

X. Adjournment

A **motion** to adjourn was made at 8:04PM by Jason Becker. The motion was seconded by Ian Featherstone and carried unanimously.

The next regularly scheduled meeting will be held on Monday, August 14, 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