

**Westbrook Water Pollution Control Commission  
Special Meeting  
Friday, May 28, 2010  
8:00 a.m. - South Conference Room  
Mulvey Municipal Building**

**1. Call to Order**

Chairman Ozols called the Special Meeting of the Westbrook Water Pollution Control Commission to order at 8:13 a.m. Present were Commission members Tony Cozza, Darcey Collins, Tom Nobile and Marilyn Ozols, Chairman. Also present was Carol Lord, WPCC Technical Consultant.

**2. Sanitarian Position – Status Update**

Ms. Lord reported that there was no status update and she wasn't even sure they were actively searching. She expressed that it was a sad situation because they really need a sanitarian in the office.

**3. Administrative Position – Status Update**

Ms. Ozols reported that the Board of Selectmen voted to offer both administrative positions to people, although at less than the top of the range, which, she noted, is a very low range, and so the question will be whether they'll take it for what's being offered. She stated that they did find two qualified people with experience who would be coming from doing the same position in different towns. Ms. Lord stated that she hoped they would take it. She asked whether there was any discussion about when they were hoping to have an answer on this, which Ms. Ozols stated there wasn't, but she offered that the office is hoping to get people in the office in the next few weeks.

**4. Sewer Avoidance Ordinance Enforcement**

Ms. Ozols reported that Ms. Lord had been working hard on this. Ms. Lord stated that it is problematic at the moment because they are dealing with two temporary, fill-in people in the office who are overwhelmed, and so it's a hard time for her to tell them she wants to change everything they do. She reported that she and Dick Leighton had been working very hard together, and together they rewrote all the applications for permits for the Health Department, packets of which she distributed to members. She identified that they were trying to make the forms a little clearer and get a little more information on them. She pointed out that the Application for Site Plan Review was critical because while there was a form kind of like this, it wasn't very clear, and they have never assigned permit numbers, collected money for them or tracked them, so over the last six years they have no idea how many above-ground swimming pools went in, how many winterizations were done or accessory structures constructed, etc. She stated that they know that from the Building Department, but not from how many the Health Department actually reviewed. She stated that they have to review every single one of those in

accordance with the State Health Code and their Ordinance, and so they're trying to get all of those into the loop. She went over the application with members. She stated that they made the form and can now start using it, but they can't start charging fees yet because they have to change the Ordinance in order to do that. She stated that she was in the process of writing a letter to the Board of Selectmen requesting a specific fee schedule, and she would have Jeff Bernstein sign it as well. She explained that the form entitled Permit Application Instructions is stapled to each of the application forms to assist applicants in the process, as well as staff who are assisting the public at the counter in the absence of a sanitarian. She stated that the forms are up and running now.

She then referenced a letter dated May 15<sup>th</sup> signed by the Director of Health and Ms. Ozols, on behalf of this Commission, that explains to all the septic installers and the engineers what the requirements of the Ordinance are and how they differ from B100a in the Public Health Code. She identified that one of the problems with reviewing plans is that the Ordinance is more restrictive than the Health Code and there are places where they can't just go by the Health Code to fill out their plans. She stated that the whole package, including the May 15<sup>th</sup> letter, was going out to the professionals that day. Ms. Ozols recalled that although he initially thought WPCC was redoing his forms, this was essentially what Dr. Bernstein had asked for when he came to the WPCC meeting. Ms. Lord added that he thought they wanted reports on how many of these things had been done and how well they had been done, which they do, but she stated that until they are tracked as permits, they can't get reports, and so they have had no way of finding any of these. She stated that they have also organized the Health Department quite a bit and improved the flow, but they still have work to do. Part of the problem, she identified, is that Dick is not in the office very much because he's out in the field doing stuff he has to do in his 20 hour a week, which continues to be a problem for making any of these permits flow smoothly.

Ms. Ozols pointed out that one thing the forms do is point out the requirements of the Ordinance because while they were not spelled out on attachments to applications, not only were they not able to identify them so they could pull a report, they really had no way of knowing whether the Ordinance was being applied or just the Health Code was being applied. Mr. Cozza asked if all of the packet handouts would now be part of the permitting system. Ms. Lord stated that starting today, they will know how many of specific types of permits are issued, although she was not spending a lot of time on the permitting system at this point because it's going to change, but she stated that this would give them a start. Mr. Cozza asked what Dr. Bernstein has said about this, which Ms. Lord stated he has offered no input; it has been she and Dick. However, she stated that Dick and Noel Bishop reported that Dr. Bernstein had complimented them on their good work and stated that it was okay.

Finally, she stated that she spent some time with Wendy from CRAHD to review what they've been doing in Old Saybrook, and hopefully in the next couple of weeks things will be clearer as to who's doing what and how they're doing it. She stated that she also spoke with Scott Carmody and told him they were using the pumpout program, but they're not doing a lot of other things other than putting in the information from the Permits to Discharge, including a description of the system that was installed, so that they're gradually building in that data. She acknowledged that there are lots of things that need to be fixed with the program, but she wants to wait until they get the Assessor's file with the new map and lot information before they do a

whole new version of Carmody. Ms. Ozols agreed. Ms. Collins stated that things felt more organized already and members complimented Ms. Lord on a job well done.

Ms. Lord added that she would like to develop something more user friendly and with less text for the counter that says exactly what somebody needs to do for each specific type of project. She stated that once they get somebody trained in the office to know how to pull all the information from the street file, they can push forward with that. Ms. Ozols stated that eventually they would also strive to get all of this same kind of information on the website. Ms. Lord suggested an article for the quarterly newsletter that reinforces the fact that people do have to pump their tanks every five years and all pumpouts need to be recorded, as well as some of the information discussed in the packet in order to people on notice that they might have to go through a process in order to achieve their desired project.

Ms. Collins reported that she received a card from a pumper that stated that it had been five years since her last pumpout and she should contact their office. She stated that she thought it was misleading because it looked official and like it came from this Commission. Ms. Lord requested that she bring the card with her to the next meeting for discussion. She stated that pumpers traditionally have sent reminders if they were the ones who did the previous pumping. She stated that it would be nice to know where they got their information.

## **5. Invoices**

Ms. Lord submitted her invoice. Ms. Ozols reported that they had May and would be getting June bills for Carmody, which she wanted to take care of at this meeting. Mr. Cozza asked whether there was any progress with moving line items to transfer \$5,000, as previously discussed. Ms. Ozols reported that she knew it went through the Board of Selectmen and moved on to the Board of Finance, but she was unable to attend that meeting. She stated that the transfer wouldn't be done until the minutes were completed, but it should be going through. Ms. Lord offered to check with the Treasurer. Ms. Ozols summarized the bills. Then, **upon a motion by Mr. Cozza, seconded by Mr. Nobile, it was unanimously voted that the Westbrook Water Pollution Control Commission approves the invoices as submitted.**

## **6. Minutes – April 28, 2010**

Mr. Cozza stated that it was actually him where it referred to Mr. Wentworth on page 5. Then, he noted that he didn't think he made the comments he was credited for in the second paragraph on page 5. Ms. Ozols suggested leaving the sentence generic so that it doesn't identify who said it. Then, **upon a motion by Ms. Collins, seconded by Mr. Cozza, it was unanimously voted that the Westbrook Water Pollution Control Commission approves the regular meeting minutes of April 28, 2010 as corrected.**

## **7. Correspondence**

Ms. Ozols reported that a copy of the CAWPCA meeting was e-mailed out in case anybody was interested in attending that. Mr. Cozza asked if AECOM got back to them on a work scope. Ms. Ozols reported that they were working on that and it should be available for the next meeting.

Regarding the next meeting, Ms. Ozols stated that she would be away that week in June, and Ms. Lord would be closing on her home that week as well. Ms. Ozols added that Maureen Crowley of AECOM would be on vacation the first week in July, so they're thinking about a meeting Wednesday, July 14<sup>th</sup>. Ms. Lord suggested, as an alternative, the next morning. Ms. Ozols stated that they would shoot around an e-mail to get a consensus of the two options - the evening of July 14<sup>th</sup> or the morning of July 15<sup>th</sup>.

#### **8. Adjournment**

Finally, with no further business before it, **upon a motion by Mr. Nobile, seconded by Ms. Collins, it was unanimously voted to adjourn the special meeting of the Westbrook Water Pollution Control Commission at approximately 8:44 a.m.**

Respectfully submitted,

Samile Keeler  
Commission Clerk