

**TOWN OF WESTBROOK  
866 BOSTON POST ROAD  
WATER POLLUTION CONTROL COMMISSION**

---

Regular Meeting  
South Conference Room  
Wednesday, April 27, 2016  
Minutes

1. Call to Order

The regular meeting of the Westbrook Water Pollution Control Commission was called to order on Wednesday, April 27, 2016, at 7:03 PM in the South Conference Room of the Mulvey Municipal Center.

Members Present: Lee McNamar (Acting Chairman); Lee Archer; Mary Bon; Tom Maynard; Nat Wentworth and Sidney Holbrook.

Also Present: Carol Lord, Technical Consultant; Noel Bishop, First Selectman; Shirley Mickens, Environmental Health Technician.

First Selectman Noel Bishop was present and suggested the commission add an item to the agenda to elect a Chairman.

Mr. Wentworth **moved** to add Election of Chairman as the next order of business to the agenda. Ms. Bon seconded the motion. All were in favor. The motion **carried**.

Election of Chairman

Mr. Bishop explained when the commission last met, an acting Chairman was elected, and now with a full complement of Commission members, with the addition of a new member, Sidney Holbrook, the commission may choose to elect a Chairman.

Ms. Bon **moved** to elect Lee McNamar as Chairman of the Water Pollution Control Commission. Mr. Wentworth seconded the motion. All were in favor. The motion **carried**.

2. Introduction of New Member Sidney Holbrook

Mr. Holbrook was appointed by the board of Selectman to fill a vacant seat on the commission and sworn in by the town clerk on April 16, 2016. Chairman McNamar asked Mr. Holbrook to introduce himself. Mr. Holbrook explained he is the Executive Director of the Greater New Haven Water Pollution Control Authority. He went on to say he was past commissioner of the DEP and is knowledgeable about the wastewater issue. He is pleased to be appointed to the commission and work with such a capable group on this project.

3. Appointment to CAWPCA Board

Chairman McNamar received an email from Robbi Marshall who is on the Board of Directors for CAWPCA. She is reaching out to WPCA's in an effort to find new members who may be interested in serving on the CAWPCA board. Mr. Holbrook mentioned they are especially interested in having a member who represents a small town. Chairman McNamar expressed interest in becoming a member unless others were interested.

Mr. Archer **moved** to recommend Mr. McNamar for appointment to the CAWPCA board. Ms. Bon seconded the motion. All were in favor. The motion **carried**.

4. Environmental Health Technician Report

Ms. Mickens explained she is coming up to speed, reading reports, getting various permissions to systems. Ms. Mickens is compiling information into a spreadsheet of seasonal properties and documenting permits and septic information while also updating Carmody with that information. She noted she is a third of the way through the list.

Ms. Mickens also explained that she attended a presentation for a new software system by Veoci that could be used for numerous departments in the town hall and may possibly be used to replace Carmody. On Friday April 29, Ms. Lord, Ms. Mickens and Mr. McNamar will meet with one of the sales representatives from Veoci to get a better understanding of how their system can meet the needs of the WPCC. Ms. Lord explained in greater detail some of the information she wanted the system to capture. The group discussed this further.

The group discussed visiting the University of Rhode Island to tour different types of septic systems. Ms. Mickens will gather more information regarding available dates and cost.

5. Technical Consultant Report

Ms. Lord explained she has been reviewing neighboring town's ordinances and suggested revising the Westbrook WPCC's ordinance. She explained it has become difficult for the health department to enforce the town ordinance, due to changes in definitions in the public health code. The WPCC ordinance was written in 2006. We would essentially be cleaning up the language and while doing that if the commission would like to add other things, this would be a good time to do so. Copies of the Westbrook, Essex, and Clinton ordinance were handed out to the group to review. Ms. Lord asked members to review the ordinances and send her comments.

The other suggestion that Ms. Lord had was to adopt the Town of Clinton's winterization ordinance, which she thought was nicely done and easier to follow as a separate document. Westbrook's ordinance covers winterization and has the same objectives but is contained in a larger document.

The pump-out boat was discussed and the WPCC should be encouraging the town to have this important service at their marinas, which is partially funded by DEEP. Mr. McNamar agreed to research this further.

6. Health Director Comments

Ms. Marino was unable to attend the meeting.

7. Invoices

Mr. Maynard **moved** to pay the invoice submitted for contractual services by Carol Lord in the amount of \$1350. Mr. Archer seconded the motion. Voting in favor: Mr. Maynard, Mr. Archer, Mr. McNamar, Mr. Wentworth and Ms. Bon. Opposed: none. Abstained: Mr. Holbrook. The motion **carried**: 5-0-1.

An invoice was submitted for three members to attend the CAWPCA meeting in the amount of \$150.

8. Minutes – March 23, 2016

Mr. Archer **moved** to approve the minutes from the March 23, 2016 regular meeting. Ms. Bon seconded the motion. Voting in favor: Mr. Maynard, Mr. Archer, Mr. McNamar, Mr. Wentworth and Ms. Bon. Opposed: none. Abstained: Mr. Holbrook. The motion **carried**: 5-0-1.

9. Correspondence

- CAWPCA Meeting Invite

10. Adjournment

Mr. Wentworth **moved** to adjourn the meeting. Ms. Bon seconded the motion. All were in favor. The meeting was adjourned at 8:00 PM.

The next regular meeting for the WPCCC is scheduled for Wednesday May 25, 2016 in the South Conference Room of the Mulvey Municipal Building.

*\*These minutes are subject to approval at the next Water Pollution Control Commission Meeting.*

Respectfully Submitted,

Shirley Mickens