

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

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Regular Meeting  
South Conference Room  
Wednesday, June 22, 2016  
Minutes

1. Call to Order

The regular meeting of the Westbrook Water Pollution Control Commission was called to order on Wednesday, June 22, 2016, at 7:00 PM in the South Conference Room of the Mulvey Municipal Center.

Members Present: Lee McNamar (Chairman); Mary Bon; Lee Archer; Nathaniel Wentworth and Sidney Holbrook.

Members Absent: Tom Maynard

Also Present: Carol Lord, Technical Consultant; Shirley Mickens, Environmental Health Technician; and Sonia Marino, Director of Health.

2. Environmental Health Technician Report

Ms. Mickens noted the town received a proposal from Veoci and is in the process of being reviewed with.

Ms. Mickens explained she is interested in attending Phase I and II subsurface sewage disposal class offered by the Department of Public Health. The class is being held once/week from September through November at no cost to the town and explained this will assist the health department and land use office with reviewing applications and answering questions. There were a number of changes made to the code in 2015.

Daily work included assisting the health director and land use staff, and working toward sending an update from the assessor's file to Carmody. Ms. Mickens reviewed the service records in Carmody for the commission to provide a reference point as to the number of service events and properties needing service. There are 3,749 total systems in Carmody, with 1,562 due to be serviced; 616 service events for the year from 6/20/15 to 6/20/16; 914 properties that have no record of service. Other work included compiling documents for the web page and layout of the page. Four members of the WPCC, Ms. Mickens and Ms. Marino will attend the University of Rhode Island class on innovative technologies on June 29th.

Ms. Bon **moved** to authorize Ms. Mickens to attend Phase I and II Subsurface Disposal Certification class. Mr. Archer seconded the motion. All were in favor. The motion **carried**.

Ms. Lord has been working on the ordinance and discussing Carmody with Ms. Mickens.

3. Health Director Comments

Ms. Marino mentioned she strongly supports Ms. Mickens attending Phase I and Phase II classes since there have been many changes in 2015 to the health code.

Ms. Marino discussed that conversions/winterization continue to be a problem without permits or B100a applications. Seasonal homeowners have been hiring private contractors to bury their water lines and have them inspected by The Connecticut Water Company (CWC) without the proper permits from the town. Ms. Marino has contacted CWC about the issue several times. The building official has received clarification that he can issue a plumbing permit for this work and it is Ms. Marino's position that CWC needs to advise the homeowner or contractor to obtain the necessary permits from the town before beginning the work. Conversion/winterization needs health department approval.

4. Ordinance Discussion – items 1-6

Ms. Lord led the commission through a quick review of the changes proposed to the ordinance at the last meeting. These changes included straightening out the initial appointment of members; more concise purpose in Sec. 18-29; and removal of definitions that are already in the CT Public Health Code.

Mr. Holbrook **moved** to adopt adjustments made to the Ordinance as outlined and updated in the handout of June 22, 2016. Ms. Bon seconded the motion. All were in favor. The motion **carried**.

Ms. Marino and Ms. Lord met on Wednesday and went through 3 sections of the ordinance that pertained specifically to the health department and made a few changes to bring it into agreement with the Connecticut Public Health Code (CT PHC).

Starting with Section 18-32. Permit to discharge. Ms. Lord read through the Permit to Discharge section in the CT PHC for the commission. Section 18-32 was deleted and replaced with the Permit to Discharge section in the CT PHC.

Section 18-33 was discussed and Ms. Lord suggested changing the title to "Right of Entry" instead of "Inspection" and delete, malfunctioning or failed system, and add, determining whether or not a public health hazard exists.

Section 18-34. Changes were made to the title from "Approval" to "Permit Applications" and some paragraph rewording was in order for ease of reading.

5. Invoices

Ms. Bon **moved** to pay the invoice submitted by Carol Lord for professional services from April 28, 2016 to June 30, 2016 for 84 hours of work in the amount of \$4200. Mr. Archer seconded the motion. All were in favor. The motion **carried**.

Ms. Bon **moved** to pay the invoice submitted by CSI for the yearly contract for the Carmody data base in the amount of \$3,588 to be paid on July 1 for fiscal year 2016/17. Mr. Archer seconded the motion. All were in favor. The motion **carried**.

Mr. Holbrook **moved** to pay the invoice for mileage from April through June in the amount of \$90.50, submitted by Shirley Mickens. Mr. Archer seconded the motion. All were in favor. The motion **carried**.

Ms. Mickens mentioned several basic office items needed. The commission agreed to authorize spending not to exceed \$100.

Mr. Holbrook **moved** to approve expenditures not to exceed \$100.00 for purposes of stationary and clerical needs. Ms. Bon seconded the motion. All were in favor. The motion **carried**.

6. Budget Review

The commission reviewed the budget for year-end purposes.

7. Minutes – April 27, 2016

Mr. Wentworth **moved** to approve the minutes of the May 25, 2016 meeting. Ms. Bon seconded the motion. All voted in favor. The motion **carried**.

8. Web Page Review

Web Page documents were emailed to members along with an introductory statement. Ms. Mickens reviewed some of the documents that the members had questions about and members agreed upon the documents submitted and the concise introductory statement. All were in favor of uploading the information to the web site.

9. Correspondence

No correspondence received.

10. Adjournment

Ms. Bon **moved** to adjourn the meeting. Mr. Wentworth seconded the motion. All were in favor. The meeting was adjourned at 8:30 PM.

The July 27, 2016 meeting will be canceled. The next regular meeting for the WPCC is scheduled for Wednesday August 24, 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