

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

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Regular Meeting  
South Conference Room  
Wednesday, December 14, 2016  
Minutes

1. Call to Order

The regular meeting of the Westbrook Water Pollution Control Commission was called to order by Chairman McNamar on Wednesday, December 14, 2016, at 7:20 PM in the South Conference Room of the Mulvey Municipal Center.

Members Present: Lee McNamar (Chairman), Lee Archer, Tom Maynard, Mary Bon, Nathaniel Wentworth and Sidney Holbrook

Also Present: Carol Lord, Technical Consultant; Sonia Marino R.S., MPH, DOH; Meg Parulis, Town Planner; and Shirley Mickens, Environmental Health Technician.

Chairman McNamar thanked Carol Lord for her assistance with the ordinance and work on WPCC matters, a small party was held in her honor, as this would be the last meeting Ms. Lord would be attending although, Mr. McNamar mentioned she would be working from home to finish up the ordinance.

2. Correspondence

The office received several flyers from engineering firms regarding MS4 storm water permitting in Connecticut. The WPCC discussed and agreed DPW would be managing the project.

Mr. Holbrook expressed his concern over hearing that a company has been soliciting the use of additives for septic systems claiming they reduce the need to pump-out septic tanks. It was discussed that the public should be aware of false information or claims. The addition of additives is not recommended for septic systems in place of or to reduce the frequency of pump-outs. The DEEP and DPH recommends pump-outs every three to five years as the best maintenance practices for your septic system.

3. Update on Town Center Plan – Meg Parulis

Ms. Parulis gave a brief informal overview of the town center plan and recent progress. She discussed the market analysis study done for the town center, possible areas for subsurface infiltration, treated vs untreated effluent and the gallons per day that could be supported based on very preliminary projections. The town center is in the WPCC study area and Ms. Parulis explained that the town would like to see some economic development and more density in the town center, but the businesses are limited in the type of use that can be permitted due to wastewater constraints. Ms. Parulis would like to engage the WPCC in the process and solve multiple problems at once. The hope is

that the DEEP would allow clean water funds to be used to solve a pollution problem in the town center and allow for some growth. In order to proceed and get better numbers of the gallons/day on proposed sites, groundwater monitoring will be needed.

- Water level meter – Ms. Parulis discussed the purchase of a water level meter to check depth to groundwater in monitoring wells. To keep costs to a minimum she discussed the option of having staff monitor the wells and would like to share the cost of the purchase with the WPCC on the meter as part of their efforts to identify possible sites for subsurface discharge in the study areas.

Mr. Maynard **moved** to share the cost to purchase a water level meter with the Planning and Health department in the amount of \$100.00. Mr. Archer seconded the motion. All were in favor. The motion passed.

#### 4. Ordinance Discussion

- Overall review of ordinance.  
Ms. Lord emailed the group the updated ordinance and a cover letter outlining the proposed revisions. Ms. Lord reviewed the proposed revisions to the ordinance with the group.  
Mr. Wentworth questioned the wording of a sentence under permit application and suggested it read “as required by the Director of Health in accordance with this ordinance and the Connecticut Public Health Code.”  
Sec. 18-35 Design and Construction of Septic Systems was broken down into 8 different categories to make it easier to understand and follow, and contains significant differences.  
Mr. Holbrook requested that the fee for registering service companies be removed from the ordinance.
- Vote on Ordinance; Chapter 18, Articles II and III.

Mr. Maynard **moved** to send this draft of the ordinance, Chapter 18, Article II and III, for review to the Department of Public Health, the Department of Energy and Environmental Protection and to legal counsel. Mr. Archer seconded the motion. All were in favor. The motion passed.

The group discussed the Town of Guilford’s On-site Wastewater Disposal Systems ordinance. Their ordinance considers how to ensure funds are available for maintenance and replacement of the septic system when community or common systems, serving two or more residences with one subsurface septic system, are developed. Ms. Lord provided background information and a set of questions the commission should consider if they wish to create a separate ordinance to this effect. The commission will discuss this further at the next meeting.

#### 5. Invoices/Budget

Chairman McNamar reviewed the 2017/18 proposed budget with the group. Mr. McNamar and Ms. Mickens met earlier in the week to work on the budget. The postage line item was increased to accommodate sending reminder pump-out notices. The IT line item was increased in anticipation of a new software system as was the engineering

line item as a place holder for possible town center plan. Most of the line items would remain the same. The overall proposed budget was decreased by approximately \$2,000.

Mr. Holbrook **moved** to approve the 2017/18 budget as presented. Mr. Archer seconded the motion. All were in favor. The motion passed.

Ms. Bon **moved** to pay the invoice submitted by Ms. Lord in the amount of \$2,550.00 for 51 hours of work performed from October 27, 2016 to December 15, 2016. Mr. Archer seconded the motion. All were in favor. The motion passed.

Mr. Archer **moved** to pay the invoice submitted by Ms. Mickens for mileage to get to and from the Department of Public Health subsurface sewage classes in Berlin from September 21, 2016 to November 14, 2016. Mr. Maynard seconded the motion. All were in favor. The motion passed.

6. 2017 Meeting Schedule

Mr. Archer **moved** to approve the 2017 meeting calendar as presented. Mr. Maynard seconded the motion. All were in favor. The motion passed.

7. Minutes - 9/28/16.

Ms. Bon **moved** to accept and approve the minutes from the September 28, 2016 regular meeting. Mr. Wentworth seconded the motion. All were in favor. The motion passed.

Mr. Archer **moved** to accept and approve the amended minutes from the October 26, 2016 regular meeting. Mr. Holbrook seconded the motion. All were in favor. The motion passed.

8. Environmental Health Technician Report

Will give report at the next meeting.

9. Health Director Comments

Will give report at the next meeting.

10. New Business

Ms. Lord mentioned that the WPCC's current attorney is Mark Branse and the group should think about staying with Branse & Willis LLC or looking into another attorney.

Mr. Holbrook **moved** that the minutes reflect the commission's gratitude toward Carol Lord for her assistance, hard work and many years of service to the Town of Westbrook. Best wishes for the future! Mr. Archer seconded the motion. All were in favor. The motion passed.

Mr. Archer **moved** to adjourn the meeting. Mr. Maynard seconded the motion. All were in favor. The motion passed.

11. Adjournment

The meeting was adjourned at 9:30 PM.

The next regular meeting of the Water Pollution Control Commission will be January 25, 2017.

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

Respectfully Submitted,  
Shirley Mickens