

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

Regular Meeting
South Conference Room
Wednesday, July 24, 2019
Minutes

1. Call to Order

The Regular Meeting of the Westbrook Water Pollution Control Commission (WPCC) was called to order by Chairman McNamar on Wednesday July 24, 2019 at 7:10 PM in the South Conference Room of the Mulvey Municipal Center.

Members Present: Lee McNamar (Chairman), Raymond Fontana, Tom Maynard and Nathaniel Wentworth.

Members Absent: Sid Holbrook, Scott Brainard and Lee Archer.

Also Present: Shirley Mickens, R.S. Environmental Health Technician and Sonia Marino, R.S., M.P.H., D.O.H.

2. Correspondence

No correspondence received.

3. Minutes Special Meeting 5/15/2019

Mr. Wentworth moved to approve the minutes as presented from the Special Meeting on May 15, 2019. Mr. Fontana seconded the motion. Mr. McNamar, Mr. Wentworth, Mr. and Mr. Fontana were in favor. Mr. Maynard abstained. The motion carried.

4. Ordinance Update

Ms. Mickens and Ms. Marino met with Ms. Clark on May 28th. Ms. Clark checked for consistency throughout the document and suggested some language changes. The main concern she had was to rework the B100a section. Ms. Marino and Ms. Mickens worked on the ordinance this past month and sent the revision to Ms. Clark. Ms. Mickens included the updated ordinance in the committee's packet and highlighted the changes for ease of review. There were no changes from the commission members.

Mr. McNamar would like to have the ordinance voted on by the Commission and sent to the Board of Selectman (BOS) for approval at their next meeting. The ordinance is on the BOS agenda for the August 13th meeting.

Mr. Maynard moved to approve the current draft of the Water Pollution Control Authority Ordinance and Wastewater Management Regulations of Sewage Disposal Systems and send it to the Board of Selectmen for a vote. Mr. Wentworth seconded the motion. All were in favor.

Mr. McNamar would like the Ordinance on the Water Pollution Page of the town website and also sent to the Council of Beaches following approval by the Board of Selectmen.

5. Pilot Study Update

Ms. Mickens and Ms. Marino are in the process of coordinating with Department of Public Works and Mr. Curtis of Nathan L. Jacobson and Assoc. to uncover the septic tank and obtain the elevation for the inlet of the tank at the beach concession stand. Once that is completed Mr. Curtis will update the site plans and send a copy to Ms. Mickens so she can update the NDDB application.

6. Invoices

An invoice was submitted by CSI for the annual service fee for the Carmody Software Program in the amount of \$3,588.00.

Mr. Wentworth moved to approve and pay the invoice submitted by CSI in the amount of \$3,588.00. Mr. Fontana seconded the motion. All were in favor.

An invoice was submitted by Nathan L. Jacobson & Associates for services rendered from April 20, 2019 through May 17, 2019 in the amount of \$7,314.83.

Mr. Wentworth moved to approve and pay the invoice submitted by Nathan L. Jacobson & Associates for services rendered from April 20, 2019 through May 17, 2019 in the amount of \$7,314.83. Mr. Maynard seconded the motion. All were in favor.

Ms. Mickens submitted the following invoices:

- Office supplies from WB Mason in the amount of \$104.23.
- Mileage reimbursement in the amount of \$67.62.

Mr. McNamar signed the invoices.

Ms. Mickens explained that she would need to submit a Budget Transfer request for two line items; one from the mileage reimbursement line item in the amount of \$93.88 and the other from professional development line item in the amount of \$40.00. There are funds remaining in the office supply line item to cover the overages. It is difficult to determine how much will be spent on mileage each year, which is mostly dependent on applications received. Mr. McNamar signed the request to transfer funds and the request will be submitted to the finance office.

7. Director of Health Comments

Ms. Marino explained she spent time last month working on a program for an EPA webinar on Natural Disaster Preparedness and Recovery for Communities served by Decentralized Wastewater Systems. The webinar aired on June 19th and Ms. Marino discussed her role as a Sanitarian on the Connecticut shoreline during Super Storm Sandy and Hurricane Irene. She discussed the aftermath of the storm and lessons learned.

8. Environmental Health Technician Report

Ms. Mickens discussed the meeting she attended on the Hazard Mitigation Plan and that there will be a presentation to the town on July 29, 2019 by Samuel Bell of GZA. It is important that the town has this plan in place to receive any government grants such as

the Clean Water Funds. Ms. Mickens wrote up a short paragraph to submit from the WPCC to be included in the plan regarding updating the wastewater engineering plan and noting the town currently has all on-site septic systems and a few large alternative treatment systems that are not town owned.

Ms. Mickens mentioned she would like to attend a free training session being offered by Carmody on their program. The session will be held in Old Lyme, the date has not been determined. The group thought it would be good to attend.

9. New Business / Old Business

No new business or old business.

10. Adjournment

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

The meeting was adjourned at 7:45 PM. The next meeting of the Water Pollution Control Commission will be held on August 28, 2019.

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

Respectfully Submitted,
Shirley Mickens