

**Town of Old Lyme
Wastewater Management Task Force
Old Lyme Town Hall American Legion Room
Tuesday January 8, 2013 - 7:30 PM**

Minutes

Present: First Selectwoman Bonnie Reemsnyder, Selectwoman Mary Jo Nosal, Facilitator Kurt Zemba, WPCA Chair Dimitri Tolchinski, Douglas Wilkinson, Richard Prendergast, Donna Bednar, Ernest Lorda, Frank Chan, Robert McCarthy, Tom Risom

Absent: None

Present in the audience were Scott Boulanger and Steve Dix

1. Call to Order/Welcome New Members

Facilitator Kurt Zemba called the meeting to order at 7:30pm. He welcomed new Task Force member Tom Risom. Tom is former member/chair of the WPCA and current Zoning Commission member.

2. Approval of the Minutes 12/11/2012

A motion was made by Dimitri Tolchinski, seconded by Ernest Lorda, to approve the minutes of the 12/11/12 meeting. Motion passed.

3. Correspondence

Kurt stated that he contacted the leadership of town beach associations with an invitation to attend the Task Force meeting(s).

4. Chair / Board of Selectmen Comments or Summary

*A. Chair: Additional Meeting Dates; Procedures on Interviews and Voting;
Future Meeting Plans with DEEP and Forum*

Kurt said that he has added additional meeting dates to the schedule: Tuesday, April 2 and Tuesday, April 23. He stated that the primary purpose of the Task Force is to develop a clear and concise RFQ (Request for Qualifications) in order for the Board of Selectmen to select a firm to perform a feasibility study of a Community Septic System Program. The Task Force has not been charged to evaluate other alternatives; nor to interfere with or challenge WPCA responsibilities; nor to discuss or debate land use topics.

The Task Force will develop an interview approach and procedures and should plan to present at least two recommended firms to the Board of Selectmen. Kurt asked that Task Force members identify any potential conflicts as they occur.

First Selectwoman Bonnie Reemsnyder will be communicating with the DEEP. The Task Force will be apprised of all communication, which may take place at a Task Force meeting or through a conference call.

First Selectwoman Bonnie Reemsnyder

Bonnie has not yet received a response to her letter to DEEP Commissioner Esty. She reminded Kurt and Task Force that Carlos Esquerra from the DEEP has been assigned to assist the Town with its Community Septic System study, and is available to assist with the development of the RFQ.

She reiterated that the Town needs to hire a firm familiar with innovative systems that will satisfy Connecticut DEEP standards and receive DEEP approval. It is known that there are many good systems in use in other states that are not allowed in Connecticut.

5. Old Business:

Working Draft Outline Take Aways:

- Estimated Number of Properties Impacted – Geo Area Language
- Minimum Qualification “Must Haves” Section III B of Draft
- Additional Points for Definition of Scope Section II

Questions/Comments Regarding Previously Distributed Information

6. New Business:

- Working Draft Outline Project Considerations Section III A – Firm Experiences
- Other Criteria for RFQ – What other things are we looking for in a Firm?
- Definition Discussion on sites other than what was identified

Task Force members discussed how to best identify the properties to be included in the feasibility study. The consensus was to use geographical limits both to define the area to be considered and to quantify the number of lots/properties included in the study area. Rob McCarthy read a geographical description he had prepared. That description was edited to include an expanded area. Rob will e-mail Kurt with a revised description to be forwarded to the Task Force.

Kurt distributed a document with RFQ suggestions provided by WPCA consulting engineer Brian Curtis (document attached). Tom Risom expressed concern about a potential conflict of interest should Curtis’ firm (Jacobson & Associates) respond to the RFQ. Kurt said the document was provided at the WPCA Chair’s request and should not represent a conflict.

Kurt opened the meeting to members for their suggestions of the criteria and qualifications to be included in the RFQ. Suggestions of “must-haves” included:

- ✓ Demonstrated familiarity with community and alternative system(s)
- ✓ Demonstration of a sound technical approach and record of innovation
- ✓ Proven ability to help educate the community
- ✓ Willingness to include an education component with high school students
- ✓ Evidence of similar coastline community experience
- ✓ LEED certification
- ✓ Definition of the type, size, and capacity of previous system experience

- ✓ Specify names & qualifications of principals who will work on project
- ✓ Task Force wants to interview the personnel who will actually work on the study
- ✓ How will firm address scalability & expansion potential?
- ✓ Consideration of rising water in leaching field
- ✓ Potential for satellite plants
- ✓ Demonstration of adequate financial resources
- ✓ Proof of insurance
- ✓ Detailed cost estimate
- ✓ Significant recent track record in coastline systems
- ✓ Work history for last three years
- ✓ Definition of success in previous projects: "does the plant do what the company designed it to do?"
- ✓ Specific workforce recommendations/considerations
- ✓ List of adverse judgments, any pending litigation
- ✓ Operating/system management considerations
- ✓ Identification of alternative sites if necessary

Each member will e-mail his/her complete list of suggestions to Kurt. Kurt will merge the lists, removing duplication, and e-mail to all before the next meeting on January 22.

- Re- Open Timeline Discussion – RFQ Target Date

Members agreed that they will refine the draft RFQ at the next (January 22) meeting, and will submit that draft to Carlos Esquerra at the DEEP for review and comment. The RFQ can be finalized at the February 12 Task Force meeting; and advertised and distributed end-February, with interviews scheduled in March.

Mary Jo expressed concern at the timeline because she understood that testing should ideally take place in the spring. Tom explained that the Town's traditional spring and fall testing has been for the purpose of collecting pre- and post- seasonal resident data. The testing for the community system does not have an optimal time, and can actually be done at any time.

- Other Business

None.

7. Public Comment

Scott Boulanger from the Federation of Beaches cautioned the Task Force to consult with the DEEP before finalizing an RFQ. Eligibility for Clean Water funding may depend upon the language included in the RFQ.

Steve Dix suggested that working with the State DEEP will present some challenges. The firm selected must be able to defend its positions with the State.

Kurt commented that the biggest challenge may be how much time the firms will need to respond to the RFQ, and emphasized that the Task Force must have feedback from the DEEP before it can proceed. Carlos Esquerra has already provided draft language for the legal ad.

8. Adjournment

A motion was made by Richard Prendergast, seconded by Doug Wilkinson, to adjourn at 9:55pm. Motion passed.

Submitted by Catherine Frank
10 January 2013