

**Town of Old Lyme
Wastewater Management Task Force
Old Lyme Town Hall Meeting Hall
Tuesday January 22, 2013 - 7:30 PM**

Minutes

Present: Facilitator Kurt Zemba, WPCA Chair Dimitri Tolchinski, Douglas Wilkinson, Richard Prendergast, Donna Bednar, Frank Chan, Robert McCarthy, Tom Risom
Also present: First Selectwoman Bonnie Reemsnyder, Selectwoman Mary Jo Nosal, and Steve Dix. Selectman Skip Sibley arrived at 7:50pm.
Absent: Ernest Lorda

1. Call to Order/Welcome New Members

Facilitator Kurt Zemba called the meeting to order at 7:30pm.

2. Approval of the Minutes 01/08/12

A motion was made by Doug Wilkinson, seconded by Richard Prendergast, to approve the minutes of the 01/08/2013 meeting. Motion passed.

3. Correspondence

None

4. Chair / Board of Selectmen Comments or Summary

Kurt Zemba summarized the development of the RFQ draft under consideration and introduced First Selectwoman Bonnie Reemsnyder to update the Task Force on her meeting with DEEP Commissioner Dan Esty.

Bonnie and Kurt met in the afternoon of the 22nd with Commissioner Esty and DEEP Directors Robert LaFrance and Denise Ruzicka. Bonnie wants the DEEP to recognize that how Old Lyme is addressing wastewater issues is important to the State and is looking for project support "from the top down." She provided an overview of the Task Force and a copy of the Lombardo analysis. The DEEP representatives came to the meeting prepared with both historical and current information about Old Lyme.

Denise Ruzicka is the Director of the Bureau of Water Protection and Land Reuse for the DEEP. She is a former chair of the East Haddam WPCA and has also worked for the State Department of Public Health. Bonnie believes she understands the challenges facing Old Lyme.

Both Bonnie and Kurt believe the meeting was a positive one. Commissioner Esty offered to help expedite the process and Bonnie stressed that Old Lyme would like to be a model for other small communities.

Old Lyme can apply for grant funding to cover 55% of the project cost. We will submit our draft RFQ for review to Carlos Esquerra at the DEEP so that we do not miss any critical components.

In response to questions from Task Force members, Bonnie stated that differences between the DEEP and the DPH were acknowledged but not discussed at the meeting. The Town will not require DPH approval of a community based system because the volume will exceed 5,000 gallons daily.

Commissioner Esty made it clear that he is open-minded about the Old Lyme project but not convinced of the viability of community systems. He also emphasized the key to qualifying the success of the project will be in its cost-effectiveness, sustainability, and environmental impact.

5. Old Business:

Definition of Affected Areas

The Task Force agreed that the RFQ identifies the geographical area to be considered in enough detail. Additional clarification can be provided during the interview process and at the time of selection.

RFQ Draft for Review & Approval

Members agreed on clarifications and changes to the RFQ, which Kurt will incorporate into a revised draft for Bonnie to submit to Carlos Esquerra.

Timelines/RFQ Return Date Review & Approval

DEEP Commission Esty indicated that 12 to 21 days would be a sufficient turn around time.

A motion was made by Donna Bednar, seconded by Frank Chan, to allow 21 days for response to the Legal Notice. Any questions pertaining to the RFQ must be asked by day 7 and answered by day 14. All questions and answers will be posted on the Town website. Motion passed.

6. New Business:

Release & Publication of RFQ

A motion was made by Richard Prendergast, seconded by Doug Wilkinson, to submit the amended draft RFQ to Carlos Esquerra at the DEEP to make certain that all necessary DEEP criteria has been included. Motion passed.

Selection Process/Approach/Matrix

Tom Risom agreed to develop a matrix that Task Force members can use as a tool to evaluate firms who respond to the RFQ. The matrix will include both minimal requirements (must-haves) as well as subjective qualities which members will score using 1 through 5.

Budget Considerations - Task Force Expenses

Tom & Rob McCarthy were unable to find a digital map with a clear depiction of lots that the selected firm can use for the project. Applied Geographics, the Town's GIS contractor, can provide the necessary map at a cost of \$200. A motion was made by Dimitri Tolchinski, seconded by Donna Bednar, to approve the \$200 expenditure. Motion passed.

Other Business

Kurt distributed a draft Legal Notice which will be revised based upon DEEP feedback. The RFQ can be simultaneously sent to identified firms when the Legal ad appears. Kurt has agreed to send the RFQ to Lombardo & Associates. Task Force members should email Kurt with the names of other engineering firms who should receive the RFQ directly. A motion was made by Tom Risom, seconded by Doug Wilkinson, to run the Legal Notice in both the Hartford Courant and The Day. Motion passed. Members agreed there was not enough time to run a Legal Notice in professional print journals. Rob McCarthy will investigate online engineering sources for Legal Notices and will email Kurt with suggestions.

7. Adjournment

A motion was made by Tom Risom, seconded by Richard Prendergast, to adjourn at 9:45pm. Meeting adjourned.

Submitted by Catherine Frank
23 January 2013