

WLSD Planning Committee July 26, 2010 Minutes

1. Attending: Ray Turri, Jim Mersfelder, Chip Roraback, Paul Dombrowski, Ken Green
2. The Committee reviewed its terms of reference as approved by the WLSD Board.
3. The Committee reviewed the notes of the July 16 meeting with Ann Straut-Esden at CT DEP and agreed the following:
 - a. DEP is expecting a final action plan for our proposed updated Facilities Plan by Jan/Feb 2011 with some expected leeway with good progress on our part
 - b. DEP is satisfied with our proposed scope of work but we should consider this our last best chance with DEP. The DEP was clearly dissatisfied with how WLSD has dealt with them in the past.
 - c. In order to qualify for funding of a portion of our costs by the state, we need to conduct a Qualifications Based Selection (QBS) process for our choice of consultants. We need to follow-up with DEP on this item ASAP as any work done by Woodard & Curran (W&C) will not otherwise be covered.
 - d. DEP would like to review our scope of services contract with W&C.
 - e. DEP considers previous research done by Brian Curtis to be good quality and should be built on and not repeated. New technologies and new conclusions should be our emphasis.
 - f. A reclassification of our existing A/AA classification will be difficult. DEP is now in public hearings on new water quality criteria. Our best approach is to look at improving water quality from our plant and/or changing or reducing the 21 day travel time requirement.
 - g. The next meeting with DEP will be in the second half of August to review alternatives and get their tolerances on our preferred ways to proceed.
 - h. Our bottom line approach is to find a way for the DEP to approve an economically viable approach to dealing with our sewer and waste water requirements.
4. The Committee reviewed and prioritized a list of possible alternative solutions (considering plant upgrades required, capital costs, operating costs, new technologies, etc) with the objective of pursuing the highest priority alternatives in the coming weeks.
 - A. Highest priority:
 1. Change AA/A Classification to BA/B and improve water quality
 2. Upgrade plant to improve water quality and shorten 21 day travel time
 3. Upgrade plant and modify disposal field to provide 21 day travel time
 4. Pipeline to Torrington of unprocessed waste water
 - B. Lower Priority
 1. Pipeline to Torrington C.C. of processed waste water for reuse purposes
 2. Investigate other local disposal sites that will more readily allow a 21 day travel time or point source discharge
 3. Pipeline to Litchfield of unprocessed waste
5. We reviewed our information requirements and agreed that W&C would take responsibility for insuring we have all our information/data needs met including:
 - a. New DEP water quality definitions and criteria in public hearing stage
 - b. Existing DEP water quality definitions and criteria
 - c. Master list/map of existing watershed classifications in CT
 - d. Procedure for appealing watershed classification
 - e. Names of Towns who have (successfully) appealed classifications
 - f. Procedure/criteria/example for Qualifications Based Selection (QBS) process
 - g. Copy of hydrologic map of CT

- h. List of funding sources including grants, loans, bonds, guaranties, etc including criteria and procedures for application
- i. Other pertinent information determined by the W&C team

6. The Committee reviewed the proposed work to be done by Woodard & Curran:

- a. We reviewed the new Scope of Services agreement prepared by W&C. The scope is configured in a series of phases of work that allows stopping/decision points to be reviewed and revised on a periodic basis. This allows for project re-scoping and greater financial control by WLSO.
- b. The 9 tasks outlined in the Scope were reviewed and agreed as necessary for the work needed to be done for the DEP. Task #4 - Disposal Evaluation was agreed to be the linch-pin task of the work to be performed in preparation for the August meeting with the DEP. Tasks 5 & 6 will be pursued in parallel as part of the initial 6 weeks of effort.
- c. Paul Dombrowski reviewed with the Committee the resumes of the various W&C team members who would likely work on the project.
- d. It was agreed that Ken Green and Ray Turri would be the client contacts for W&C on the project. Ken would be the primary contact and Ray would be involved on any decision needed to be made. All work or information requests, etc should be passed through Ken to keep the work and costs within bounds. All Committee members will be copied on all correspondence, emails, etc. Good notes of all relevant meetings would be made and circulated to all Committee members.
- e. The Committee discussed the process and timetable for approving a contract with W&C including DEP's involvement in the contract approval. Due to the QBS issue, W&C will prepare a scope of work to be worked on over the next few days to support WLSO through the late August meeting with the DEP at WLSO's potential (unreimbursed) expense while we pursue with the DEP the matter of getting W&C pre-qualified through the QBS process or some other solution to get state funding for a portion of the consulting fees for work performed over the next few weeks.
- f. The Committee discussed the work previously done by Brian Curtis and that it was important that W&C had copies of all previous work done by him. We agreed that we also needed to be on top of any existing work or future work that was being discussed by WLSO with Brian. It was agreed that since any current work was being pursued under projects governed by the new Operations Committee, that Chairman Jim Mersfelder would handle this matter and communicate to the Planning Committee.

7. Next Steps

- a. The August meeting with DEP to review alternatives/technical issues is the key future date that we are all working to.
- b. The Committee will hold weekly meetings on Mondays at 3:00 p.m. at Ray Turri's offices until further notice. Paul should check whether he needs to attend in person or can call-in.
- c. Other sewer districts to contact (Harwinton, New Hartford, Litchfield, etc) will be pursued by Ray and Ken
- d. Paul will also prepare a scope of work to be started on ASAP limited to that required to support the DEP August meeting.
- e. Chip will examine F.O.I. information requirements for the Committee including minutes and postings in advance of the Committee meetings

Respectfully submitted
Ken Green, Chairman
July 26, 2010.