

**Town of Old Lyme**  
**Wastewater Management Task Force**  
**Thursday, February 21, 2013**  
**Minutes**

Present: Kurt Zemba, Dimitri Tolchinski, Richard Prendergast, Donna Bednar, Frank Chan, Rob McCarthy, Tom Risom, Ernest Lorda

Also present: First Selectwoman Bonnie Reemsnyder, Selectwoman Mary Jo Nosal

Guest: Carlos Esquerra, Sanitary Engineer, Municipal Wastewater Section, Bureau of Water Protection and Land Reuse, Connecticut DEEP

Facilitator Kurt Zemba called the meeting to order at 7:31 pm.

Minutes of 01/22/2013

A motion was made by Tom Risom, seconded by Dimitri Tolchinski to approve the Minutes of 01/22/2013. Motion passed

Correspondence

None

Kurt introduced Carlos Esquerra from the DEEP.

Additional Task Force meetings have been scheduled to review qualification statements and conduct interviews.

- Thursday, February 28 7:30pm: determine if minimum qualifications have been met and make interview decisions. Meeting will take place in the 2<sup>nd</sup> floor conference room
- Wednesday, March 6 and Thursday, March 7 5 to 9pm: conduct interviews. Interviews will be conducted in the Meeting Hall.

A formal vote to recommend firms to the Board of Selectmen will take place on March 12.

Based on feedback from a number of sources, including Task Force members and the DEEP, Kurt believes the cost of the study will be in the \$150,000 to \$200,000 range.

First Selectwoman Bonnie Reemsnyder reported that she has had preliminary discussions with the owners of the Cherrystones land and they are open to a discussion of options regarding use of the land.

Bonnie has also made contact with a Yale Student group researching the topic of zero-waste communities. The students will conduct research in Old Lyme and make recommendations.

Our State Senator, Andrea Stillman, and State Representative, Marilyn Giuliano have introduced joint legislation that would allow wastewater utility companies

easements to access system components that are located on private property. Private property access by other public utilities is already permitted by State Statute.

Hearings on the new legislation will be scheduled within the next week or so and Bonnie expects to testify in support.

### **Old Business:**

Kurt read the names of firms who had responded to the RFQ for the Wastewater project (list attached).

DEEP Guest Carlos Esquerra distributed an outline of the engineering consultant selection process (attached) and answered questions from Task Force members.

He confirmed that 55% grant funding through the Clean Water Fund will be available for this project. 100% of the project cost must be approved at Town Meeting. The actual cost of the work will be negotiated with the selected engineering firm.

The selected firm, Task Force, Board of Selectmen and the DEEP's Subsurface Group will work together to develop and finalize a Scope of Work for the project, which must be approved by the DEEP. Spring testing will be required as part of the SOW.

Because the formal approval process by the DEEP can take several months, it is likely that the Town will front the entire project cost and receive reimbursement from the State.

Carlos will act as liaison between the engineering firm and the Subsurface Group.

### **New Business:**

#### Selection Process / Approach/ Matrix

Kurt reviewed the matrix format. The first section covers the minimum qualifications as stated in the RFQ. All questions are answerable with a yes or no. Subsequent sections cover key considerations either included in the RFQ or discussed by Task Force members as desirable characteristics. Those items can be weighted 4 (highest) to 1 (lowest). Enough time has been allocated to interview all 6 firms but the Task Force will determine who to interview on February 28. Although the matrix scoring will be a tool Task Force members can use, final recommendations will be made by vote of the Task Force.

#### Uniform Questions

Task Force members may want to add additional considerations and can do so at the February 28 meeting. It will be important to ask the same questions of every interview candidate.

Special Meeting Schedule and Interview Schedule

previously discussed

RFQ Project Cost Considerations Discussion

previously discussed

Board of Finance, Community Forums and Outreach Discussion

Bonnie will discuss cost estimates at the next Board of Selectmen and Board of Finance meetings.

There was much discussion about the timing of Community Forum(s) and Town meeting and how/what information should be presented.

Carlos Esquerro confirmed that the Subsurface Group will require spring testing, so the timeline will be very tight.

Negotiations with the selected firm will have to be concluded in March.

There may be enough time for only one Community Forum with a Town Meeting scheduled for end-March or early April at the latest.

For meeting format, Kurt suggested that all questions be asked and recorded, then read back and answered.

Bonnie envisions a Power Point presentation at the Town Meeting that clearly states all cost considerations, including the cost of an expansion of the New London plant which would be shared by all participating towns.

Other Business

Copies of the matrix and Statements of Qualification were distributed to each member. A package will be mailed to Doug Wilkinson. The Statements should be reviewed and members should be ready to discuss on February 28.

Bonnie noted that she believes the Town's relationship with the private beaches has improved since Task Force work began.

Kurt informed the Task Force that he has suggested to Bonnie that the Board of Selectmen appoint the Task Force members to the WPCA. This would lend more authority to the Task Force as the project proceeds but would not necessarily lengthen the time commitment already made by Task Force members.

Bonnie said she favored the suggestion and asked the Task Force members to give it some consideration.

A motion was made by Tom Risom, seconded by Donna Bednar to adjourn the meeting at 9:26pm. So moved.

Submitted by Catherine Frank

22 February 2013