



## MEETING MINUTES

### SWPCA Subcommittee on SWPCA Operational Policies and Procedures

Wednesday December 16, 2015`

2<sup>nd</sup> Floor Conference Room

Building 11, 111 Harbor View Avenue

Stamford CT 06902

4:30 p.m.

#### Attendees

Daniel Capano	Chairman, Technical & Policy Committee
Ernest Orgera	Director of Operations, Committee Member
Edward Kelly	Committee Member
Merritt Nesin	Committee Member
William Brink	Executive Director, WPCA
William Degnan	Plant Supervisor, WPCA
Stephen Pietrzyk	Collection System Supervisor, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA

#### 1. Call to Order and Roll Call:

D Capano called the meeting to order at 4:30 pm, and announced the above list of attendees.

#### 2. Approval of November 4, 2015 subcommittee meeting minutes

M Nesin made the motion to approve the Nov 4, 2015 subcommittee meeting minutes, seconded by E Kelly, motion was carried 3-0-1, Mr. E Orgera abstained.

#### 3. Review policy and procedure regarding maintenance and repair of building laterals within the ROW

D Capano opened the discussion stating that based on a recent customer's claim for reimbursement of costs for repair of the sewer lateral within the Public Right Of Way (ROW), the WPCA should review its policy on lateral maintenance and repair.

D Capano and E Orgera expressed their concern about the repair of the sewer lateral within the City ROW being the responsibility of the property owner. P Chakravarti said that the sewer lateral under the ROW is private because the lateral services just that one private property. D Capano expressed his reservations stating that when new sewers are installed, the section of the sewer lateral in the ROW is installed by the WPCA and not the property owner. M Nesin said the reason for installing the section under the ROW is because the City/WPCA would not permit trenching in the newly paved road.

E Orgera stated that the property owners may not be aware of their responsibility for the lateral section under the ROW. E Kelly reiterated the Stamford Code section 200-33 paragraph E that emphasizes the permitting requirements for installing the sewer lateral. There was also some discussion on who owns the lateral in the ROW, which should be reviewed by the City Department of Legal Affairs.

Following some more discussions it was decided that:

- a. Consistent with the current policy of the responsibility for maintenance and repair of the lateral within the ROW by the property owner shall be re-defined for clarification.
- b. WPCA to draft the policy for review by the SWPCA for review by the committee and the Director of Legal Affairs, City of Stamford.
- c. The Board approved version of the policy will be included in the mailings along with the sewer usage bills.
- d. The WPCA should offer some form of financing of the sewer repair cost if the customer requests it. This could be similar to payment of the sewer assessment or connection charges over time.

**4. Review SWPCA operational policies and procedures**

D Capano asked the committee members to continue reviewing all the current policies that are documented for discussion later.

**5. Discuss proposed new policies and procedures.**

There was no discussion on any new policies and procedures.

**6. New Business**

There was no new business to discuss

**7. Old Business**

There was no old business to discuss

E Kelly made the motion to adjourn the meeting, seconded by E Orgera, motion was carried 4-0-0. The meeting was adjourned at 5:59 pm.