



## MEETING MINUTES

### SWPCA Subcommittee on SWPCA Operational Policies and Procedures

Wednesday June 15, 2016

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

Building 11, 111 Harbor View Avenue

Stamford CT 06902

6:00 p.m.

#### Attendees

Daniel Capano	Chairman, Technical & Policy Committee
Ernest Orgera	Director of Operations, Committee Member (Absent)
Edward Kelly	Committee Member
Merritt Nesen	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 6:30 pm, and announced the above list of attendees.

#### 2. Approval of the May 11, 2016 subcommittee meeting minutes

E Kelly made the motion to approve the May 11, 2016 subcommittee meeting minutes, seconded by M Nesen, motion was carried 3-0-0,

#### 3. Discuss SWPCA operational policies and procedures and set timeline for completion.

W Brink opened the discussion stating that the personnel policies for the WPCA employees are the same as for the City of Stamford Employees and some policies are as per the bargaining union agreement. There are some personnel policies that are specific to the needs of the WPCA. W. Brink said that these will be incorporated into a draft SWPCA Personnel Policies. Regarding the draft IT policies presented at the last committee meeting, E Kelly noted that the City IT policies were holistic and may be adequate for WPCA's use. D Capano commented that there should be an Industrial Control System Security policy for the treatment plant operations. He said he will have a draft for review at the next meeting.

There was some discussion on the status of the private lateral repairs. W Brink indicated that the policy recommended for review by the SWPCA Board of Directors was to reimburse the owner for actual expenses for road pavement, sidewalk and curb repairs limited to a maximum of \$5000. He said that the Chairman of the Board Michael Handler had asked the Board members to review and comment on it at the next Board meeting.

#### 4. Old Business

There was no old Business to be discussed

#### 5. New Business

There was no new Business to be discussed

Merit Negin made the motion to adjourn the meeting, seconded by E Kelly motion was carried 3-0-0. The meeting was adjourned at 7:45 pm.