

# **SUBJECT TO APPROVAL**

Meeting Date: Wednesday March 23, 2022

6:00 PM

Meeting Place: Zoom Online Meeting

Water Pollution Control Authority

Minutes

Chairperson Tom Hansen called the meeting of March 23 to order at 6:00 pm.

Attendance: Tom Hansen; Graham Curtis; Mark Aron; Trent Joseph; Martin Brogie; Matt Jermaine (Weston & Sampson)

1. Pledge of Allegiance
2. Approval of prior minutes – no comments or revisions
3. Public comment – none

## **OLD BUSINESS**

4. Water Pollution Control Plan: No recommended changes or comments
5. Health Director's Report:

Trent Joseph delivered the Health Director's report. Trent described how his office is involved with approvals of septic systems for a housing development on Cottage Road and at 14 Railroad Avenue. Also, the apartment building (30 units) on Bradley Road.

The Health Department is very busy with all aspects of the Covid pandemic as well as septic system repairs and approvals.

## **NEW BUSINESS**

6. Presentation by Weston & Sampson:

Matt Jermaine presented a draft fee proposal for the Facilities Plan. The proposal is in the amount of \$166,000. The WPCA reviewed the fee proposal and discussed several modifications/adjustments to reduce the cost.

Overall, the fee proposal is very informative and complete. It provides a task-by-task breakdown. Matt was asked to explain how the manhours and fee were obtained. Matt was very helpful and informative.

Some suggested areas for cost reduction were discussed including:

- What is the \$13,000 sub-consultant fee under Task B? Task B is 20% of the manhour effort but 25% of the fee because of this expense. A discussion ensued about the manhours required to assimilate all of the health department records. A minority business subconsultant is being considered for this task. Matt will review.
- Task A is 12% of the estimate. While it is a critical task, there may be some redundancy with Task B. For example, contract articles 2.1.6 and 2.2.5 amount to 62 manhours just to develop hydro-geo data related to soils and groundwater. And most of this info will come from existing documents. Please consider how we can reduce this effort and still get the necessary information into the report. Matt will review.
- The project does not call for any site testing. It is not included in the scope. If needed, we can add it later. But we first need to see how the fee stands up against our approved budget.
- A discussion ensued about how the project will be viewed by the public at meetings and workshops. Matt wants to make sure that we all agree that this is a macro-level review of the data and not a detailed, micro-level study.
- Task E. Do you think that 58 hours are needed for article 2.5.5? Knowing that Madison is predominantly residential in nature, and the areas of concern will likely be nearly fully developed now, I would like you to consider adjusting this effort if possible. And we are not going to do an extensive sewer analysis for downtown. This may come later after the interim report.
- Task F. You have included 110 hours for responding to Town and DEEP comments. That's more than half the effort for producing the document. This task is unavoidable and hard to predict. But for budgetary concerns, can we put in a lower effort for now? If we need more later, we'll adjust.

Matt will review, edit and submit a revised fee proposal.

Trent recommended that we convene again on April 8<sup>th</sup> at 11:AM via Zoom to receive and review the revised proposal. This will be a special meeting.

7. Public Comment: None

8. Adjournment: 7:30 PM Moved by Graham Curtis and seconded by Mark Aron to adjourn the meeting at 7:30 PM.