

MEETING NOTES

March 31, 2011

PROJECT NUMBER: 20100034.A10
PROJECT NAME: Ivoryton Village Preliminary Wastewater Management Study

ATTENDEES:

Al Wolfgram	Essex WPCA
Brad Cheney	CME/Town of Essex
John Guskowski	CME/Town of Essex
Philip Miller	Town of Essex
Virgil Lloyd	Fuss & O'Neill
Phil Forzley	Fuss & O'Neill

RE: Project Kickoff Meeting

SUBMITTED BY: Phil Forzley

Fuss & O'Neill presented a suggested agenda for this kickoff meeting, a copy of which is attached.

In advance of the meeting, the WPCA provided Fuss & O'Neill with a list of 6 properties they wish to evaluate as potential sites for community septic systems. This list has not been made public. The properties include:

- Parcel ID 57 017, 114 Main Street, owner Carl Echtman
- Parcel ID 63 020 01, Baldwin Lane, owner Murwin A. Johnson
- Parcel ID 64 001 01, 85 Mares Hill Road, owner Jere J. LaPlatney
- Parcel ID 62 002, Park Road, owner Town of Essex
- Parcel ID 58 033, 13 Cheney Street, owner Robert E. Lee
- Parcel ID 40 10, Main Street, owner Town of Essex

The town has purchased the development rights to the Murwin Johnson property. Some discussion regarding the specifics of these rights took place. In particular, town staff discussed whether these rights are limited to above-ground improvements. The Town will investigate the specifics of the development rights that were purchased.

The WPCA indicated that Comstock Field (the Park Road site) was under water for a period in March.

Fuss & O'Neill will perform field visits of the sites, and requested that the Town of Essex or the WPCA notify property owners in advance so they know when the visits are scheduled. Fuss & O'Neill was directed to provide the list of properties to Brad Cheney and Philip Miller. Philip Miller will call the property owners. The WPCA requested that Fuss & O'Neill contact CME's soil scientist, Rick Canavan, when the site visits are scheduled so that he can attend.



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The Town of Essex may have file information on some of these parcels or parcels that are adjacent. Brad Cheney will send Fuss & O'Neill information he is able to find in the Town's files, in advance of the field visits.

John Guskowski will provide Fuss & O'Neill with GIS mapping assistance.

Al Wolfgram indicated the WPCA's goal for this project is to determine how much wastewater effluent can be disposed of on the properties that will be evaluated. They will use that information to determine how much wastewater from Ivoryton Village can be disposed of in the community septic system.



**Project Kickoff Meeting
Ivoryton Village Preliminary Wastewater Management Study
March 31, 2011**

1. Introductions / Roles and Responsibilities
 - a) Virgil Lloyd, Principal-In-Charge / QC
 - b) Phil Forzley, Project Manager/Engineer

2. Scope of Services Review
 - a) Goals – Screening level study to “shortlist” sites for further investigation
 - b) Deliverables – Letter report with preliminary layout of leaching systems, maps and calculations as attachments

3. Schedule
 - a) Site visits during week of April 4

4. Action Items
 - a) F&O: Site visits – permission to access properties, contact information (?)
 - b) Town: File data requested by F&O – water use data, health department reports, test pits, perc tests/permeability tests, GIS data and mapping, other data available
 - c) Town: Provide contact person for GIS and Town file data

5. Discussion and Questions