

# SUBJECT TO APPROVAL

Meeting Date: Thursday September 22, 2022

6:00 PM

Meeting Place: Zoom Online Meeting

Special Meeting- Water Pollution Control Authority (WPCA)

## Minutes

Chairperson Tom Hansen called the meeting of September 22 to order at 6:07 pm.

Attendance: Tom Hansen; Graham Curtis; Mark Aron; Peter Pastore; Trent Joseph; Matt Jermaine (Weston & Sampson); John Ruvo (Weston & Sampson)

1. Pledge of Allegiance

2. Approval of prior minutes – Noted that the meeting minutes for June 22, 2022, should be revised to show that Peter Pastore was also in attendance.

3. Public comment

- Carolyn Mazure is a resident on Boston Post Road. She is located just east of the “General’s Residence” on the corner of BPR and East Wharf Road. Her property is on the opposite side of Fence Creek from the project. Ms. Mazure has observed that the project septic systems appear to be closer to the creek than was approved by P&Z. She also reports that flooding of downstream properties has recently occurred. Ms. Mazure is concerned about the pollution and erosion that is occurring in Fence Creek. She has spoken with Chairman Hansen and Erin Mannix, the town planner and acting zoning enforcement officer. The WPCA thanked Ms. Mazure for her input and was encouraged to continue to communicate with the Authority, P&Z and Erin about her concerns. The WPCA will undertake a discussion under “new business” item 9, below.

4. Correspondence

- Chairman Hansen reported on a letter received and telephone conversation he had with a resident of Linden Lane, Mr. Tom Daly. Mr. Daly is concerned about the increase in non-resident, short term occupants along the shoreline. This is commonly the result of property owners creating “B&B” establishments. In particular, Mr. Daly questions if enough is being done to ensure that these homes have adequate septic systems for the increased usage. The WPCA undertook a discussion of this subject under “new business” item 8, below.

## **OLD BUSINESS**

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

Trent Joseph delivered the Health Director's report. Trent is working with applicants on several affordable housing proposals. Active reviews include 110 Bradley Road; 14 Railroad Ave; Cottage Mill conflict with a neighboring well; 42 Mill Road. Projects also coming up include Wellington Way, Barberry Farms. There was recent failure with discharge at the new M&T Bank on Sampson Rock Road.

7. Discussion of Facilities Planning process with Weston & Sampson.
  - Matt Jermine and John Ruvo updated the Authority on the progress of the wastewater facilities plan. There was a kick-off meeting on 9/1/22. They reviewed the preliminary project schedule, existing conditions, and areas of concern with the Health Department, Planning, Engineering and WPCA. A summary memorandum was submitted.
  - The attached project status and schedule update, dated 9/22/22, outlines ongoing project items and next project steps.
  - Chairman Hansen reported that he reached out to Paul Fleming, board chairman for the Lee Manor Homeowners Association. Lee Manor is one of the areas of concern along Neck Road. Hansen advised Weston & Sampson of this contact and encouraged them to reach out for further communication.

## **NEW BUSINESS**

8. Discussion about the role of the Madison health department in approving short term rentals such as B&Bs based on septic system criteria. Refer to Mr. Tom Daly's letter to the WPCA. Trent reported that there has been no formal process to permit the B&Bs. The department might get involved when there is a formal change of use, repair or other trigger such as a failure. But for the most part, septic systems are permitted based on the number of bedrooms. Short term occupancy changes are not tracked. Hansen suggested that there might be a formal permitting process in the works based on what he has heard. The BOS may develop guidelines.
9. Discussion of the "General's Residence" development on East Wharf. Refer to Carolyn Mazure's comments, above. Trent assures that the wastewater systems have been installed in accordance with the approved plans and specifications. With regard to flooding, that is under the purview of public works and the town engineer. As built

record drawings will be filed upon completion. Trent will continue to monitor the project and report any issues. In particular, he will look into Ms. Mazure's observations.

10. Public Comment: None

11. Adjournment: 7:16 PM.

Respectfully Submitted,

Tom Hansen

Attachments: Project Status & Schedule Update from Weston & Sampson  
Letter from Tom Daly re; B&Bs.

# MEMORANDUM

**TO:** Madison, CT WPCA

**FROM:** Matthew Jermine, P.E.  
John Ruvo, Engineer II

**DATE:** 09/22/2022

**SUBJECT:** Wastewater Facilities Plan  
Project Status & Schedule Update

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The Town of Madison, CT has engaged Weston & Sampson to update their Wastewater Facilities Plan (WWFP). A kickoff meeting was held on September 1<sup>st</sup>, 2022, to review initial project steps. Below is a snapshot of the current project status, open items being addressed, and next steps for the project.

## Project Meetings:

Kickoff Meeting – Town Campus – 09.01.22

- Reviewed preliminary project schedule, existing conditions, areas of concern within the town, and discussed next steps for data gathering/town record access with department heads.

Data Request/Access Meeting – Zoom Video Conference – 09.15.22

- Reviewed data access requirements and options with the IT Department for both Weston & Sampson the partnering sub-contracted firm.
- Available property records before 2019 will be provided via hard drive. Temporary access to Viewpoint Cloud and GIS information will be created for available records thereafter.
- Additional and specific data requests will be made through the relevant town departments (Town Assessor, Planning & Zoning, etc.)

## Open/Ongoing Project Items:

- The IT Department will begin establishing access to relevant property records and GIS mapping.
- The preliminary schedule has been revised to incorporate items discussed at the kickoff meeting and will be presented to all parties for review and acceptance.
- A meeting between representatives from Weston & Sampson and the Town will be setup to discuss the WWFP as it relates to the Town's economic development plan.

## Next Project Steps:

- Weston & Sampson will proceed with Items 2.1 through 2.3 of the project's scope of work including review of existing conditions, performance of existing onsite subsurface disposal systems, and future conditions.
- Project updates and presentations of this information will be made at upcoming Board of Selectmen, Public Participation, and WPCA meetings in November and December respectively.

*Attachments:*

*Madison, CT WWFP Project Schedule – 09/16/2022*

PROJECT WEEK	Q1													Q2												Q3												Q4														
	SEPTEMBER				OCTOBER					NOVEMBER				DECEMBER				JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE				JULY				AUGUST						
	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
<b>EXISTING CONDITIONS</b>	Data Gathering - Ordinance & Previous Plans/Reports Review - Planning Area Physical & Natural Resource Characteristics Investigation - Town Staff Role Review																																																			
Data Gathering And Review Of Past Studies & Reports																																																				
<b>PERFORMANCE OF ONSITE SUBSURFACE DISPOSAL SYSTEMS</b>	Review Existing Records To Develop System Mapping (Both Public & Private) - Establish Localized Areas Of Concern - Identify Existing Soil & Groundwater Conditions - Perform Nitrogen Loading Analysis (Including Overall Impact & Mitigation Strategies)																																																			
Review Town Records, Establish Areas Of Concern, Establish Soil & Groundwater Conditions, Conduct Nitrogen Loading Analysis																																																				
<b>FUTURE CONDITIONS</b>														Review Existing & Future Land Use, Assess Growth Projections, & Identify/Evaluate Any Relevant Climate Resiliency Concerns																																						
Review Existing & Future Land Use, Review Census Data, Establish Applicable Climate Resiliency Concerns																																																				
<b>INTERIM REPORT</b>																										Compile Interim Report Summarizing Investigations & Analysis, Identification Of Areas Of Concern, & Present Results To WPCA For Review & Guidance																										
Generate Report Summarizing Results Of Existing Conditions, Areas Of Concern, & Future Conditions																																																				
<b>WASTEWATER ALTERNATIVES FOR AREAS OF CONCERN</b>														Evaluate Wastewater Management Alternatives, Establish Management Districts With Recommendations For Alternative Treatment Options, Assessment Of Proposed Alternatives, & Develop Future Wastewater Flow Projections For The Planning Period																																						
Evaluate And Propose Feasible Alternatives Based Upon Long-Term Treatment Goals																																																				
<b>WASTEWATER FACILITY PLANNING REPORT</b>																																						Compile WWFP Report Summarizing All Investigations, Analyses, & Recommendations. Present Draft Report To Town For Review & Incorporation Of Any Comments. Forward Report To CT DEEP For Review Including Response To Any Comments, Followed By Finalizing Of The WWFP.														
Prepare Report For Recommended WWFP, Including Addressing Town & State Comments																																																				
<b>PUBLIC PARTICIPATION &amp; MEETINGS</b>	WPCA #1				BOS #1				PUBLIC #1				WPCA #2				BOS #2				PUBLIC #2				WPCA #3				BOS #3				WPCA #4				PUBLIC #3															
WPCA, Board Of Selectmen, Public Presentations and Q&A Sessions																																																				
<b>WPCA Meeting Schedule</b>	September 22nd, 2022 - Meeting #1 - Data Gathering, Area Of Concern Identification, General Project Status Update													December 21st, 2022 - Meeting #2 - Overview Of Existing Wastewater Treatment Conditions												March 22nd, 2023 - Meeting #3 - Wastewater Management Alternatives For Identified Areas Of Concern												June 13th, 2023 - Meeting #4 - Presentation Of Recommended Wastewater Management Plan														
<b>BOS Meeting Schedule</b>	November 8th, 2022 - Board Of Selectmen Meeting #1 - Existing Septic System Condition Review & Area Of Concern Identification													January 10th, 2023 - Board Of Selectman Meeting #2 - Wastewater Management Alternatives For Identified Areas Of Concern												June 13th, 2023 - Board Of Selectman Meeting #3 - Presentation Of Recommended Wastewater Management Plan																										
<b>Public Meeting Schedule</b>	November 28th, 2022 - Public Participation Meeting #1 - Overview Of Existing Wastewater Treatment Conditions													January 23rd, 2023 - Public Participation Meeting #2 - Identification Of Wastewater Management Alternatives For Areas Of Concern												June 26th, 2023 - Public Participation Meeting #3 - Presentation Of The WWFP Recommendations																										

Thomas Hansen  
120 Princess Dr. Madison, CT 06443

Dear Mr. Hansen,

I believe Madison Water Pollution Control Authority should assist the BoS in evaluating the issues of Short-Term Rentals at its May 10 meeting. The following was part of a letter I sent to the Board of Selectmen. In it I highlight my concern about the status of septic systems (or lack thereof) in housing in residential areas used for short term leasing.

To: Erin Mannix, Town of Madison Board of Selectmen  
Subject: Short-term Rentals

... One of my primary areas of concern is the lack of an adequate septic system. Construction of an addition to a home near me is underway. That home, like many of the homes in this part of town, does not have an up-to-date septic system (no leaching field, just a pit). If, in the future, it changes from use as a summer cottage by two people to a rental I fear unsanitary conditions and pollution of Fence Creek marsh, and perhaps Long Island Sound. When we built our new home in 2011, we were required to install a new and engineered septic system. I believe that any building in a residential zone offered for rental must bring their home up to the current regulations for septic systems.

The primary recommendation is for the BOS to charge the **Planning and Zoning Commission, the Planning and Zoning Department, the Inland Wetlands Agency, Madison Water Pollution Control Authority and The Health Department** with reviewing our regulations concerning the increasing problem of short-term rentals. The Madison Zoning Regulations have been successful in providing for the successful growth and quality of life in our town. Now they face a new challenge, the turning of a residence into a mini motel or half of a Bed and Breakfast. Madison does not allow motels in residence districts. We strictly regulate B&Bs. Now with Airbnb and others like them, our regulations need to be reviewed and strengthened.

Yours,  
Thomas Daly  
Linden Lane