



## MEETING MINUTES

### SWPCA Subcommittee on SWPCA Operational Policies and Procedures

Wednesday Dec 14, 2016

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

Building 11, 111 Harbor View Avenue

Stamford CT 06902

6:00 p.m.

#### Attendees

Daniel Capano

Edward Kelly

Merritt Nesin

William Brink

Rhudean Bull

Prakash Chakravarti

Chairman, Technical & Policy Committee

Committee Member

Committee Member

Executive Director, WPCA

Administration Manager, WPCA

Supervising Engineer, WPCA

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

D Capano called the meeting to order at 6:00 pm, and announced the above list of attendees.

#### 2. Approval of the June 15, 2016 subcommittee meeting minutes

E Kelly made the motion to approve the June 15, 2016 subcommittee meeting minutes, seconded by M Nesin, motion was carried 3-0-0,

#### 3. Presentation & Discussion: SWPCA operational policies and procedures handbook—D. Capano.

R Bull presented the Policy Committee with a SWPCA Policy handbook. She mentioned that most of the administration policies are in the form of memos, which have been accepted by the Labor Union. Re-formatting these will constitute a change and could be re-negotiated with the union. She briefly narrated a few of the policies in the handbook. She indicated that this handbook is given to the new employees. D Capano said that he would like to see a cyber security policy for the SCADA system. He is willing to help develop one. W Brink said the handbook should be more cohesive in an article format. The committee members are to review the handbook for discussion at their next meeting.

#### 4. Old Business

There was no old Business to be discussed

#### 5. New Business

There was no new Business to be discussed

Merit Nesin made the motion to adjourn the meeting, seconded by E Kelly motion was carried 3-0-0. The meeting was adjourned at 6:15 pm.