



MEETING MINUTES

SWPCA Subcommittee on SWPCA Operational Policies and Procedures

Wednesday Aug 9, 2017

2nd Floor Conference Room

Building 11, 111 Harbor View Avenue

Stamford CT 06902

5:00 p.m.

Attendees

Daniel Capano	Chairman, Technical & Policy Committee
Edward Kelly	Committee Member
Merritt Nesin	Committee Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA (Absent)
William Degnan	Plant Supervisor, WPCA
Robert Pudelka	Assist. Plant Supervisor, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA

1. Call to Order and Roll Call:

D Capano called the meeting to order at 5:48 pm, and announced the above list of attendees.

2. Presentation & Discussion: SWPCA operational policies and procedures handbook.

W Brink asked if the Committee had reviewed the SWPCA Policy handbook. He would like to submit it to the SWPCA Board of Directors for review and acceptance. M Nesin said that memos are not indexed and pages should be numbered. There are some duplicated memos for the same topic in different locations. The manual should be reviewed and edited.

W Brink suggested that the Operational Policies be submitted to the Board for approval, and that Staff continue to make the edits as recommended by M Nessin for review by the Committee.

D Capano said he will submit it to the SWPCA Board of Directors for someone to review it.

3. Old Business

There was no old Business to be discussed

4. 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 5:57 pm.