



## MEETING AGENDA

### Groton Utilities Watershed - Drinking Water Quality Management Oversight Committee

Wednesday, January 10, 2007  
9:30 am – 1:30 pm

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- |       |  |              |
|-------|--|--------------|
| 9:30  | Welcome and introductions / Misc. Items  | Al Dion      |
| 9:35  | Overall Project Schedule   | Lori Mathieu |
| 9:40  | Review of Subcommittee members list  | Ron Bata     |
| 9:45  | <b>Subcommittee Updates by Co-Chairmen</b> <ul style="list-style-type: none"><li>• <b>GIS</b> – Karl Acimovic/ Bob Congdon</li><li>• <b>Land Information</b> - Marcia Vlaun / Brian Palaia</li><li>• <b>Water</b> - Joyce Brown</li><li>• <b>Communications</b> – Rick Stevens/ Greg Leonard</li><li>• <b>Consultant Procurement</b> – Mike Murphy / Steve Masalin</li></ul>   |              |
| 10:15 | <b>Completion of DWQMP Goals 3 and 5</b> – Chi Ho Sham will facilitate the “ <i>Implementation of an open and efficient drinking water protection process</i> ” by bringing the Oversight Committee to consensus on methods to: <ul style="list-style-type: none"><li>• Keep the planning process transparent and equitable.</li><li>• Implement efficient plan revisions and updates,</li><li>• Remain fiscally accountable</li><li>• Be responsive to emerging issues and established priorities</li></ul> |              |
| 12:00 | <b>Working Lunch</b>   |              |
| 1:15  | <b>Wrap up / Schedule next meeting</b>   |              |

### Meeting Location

Groton Utilities

Julio H. Leandri Administration Building  
Conference Room (Directions Attached)

# **Driving Directions**

**1240 Poquonnock Road**

**Groton, CT 06340**

- ❖ **From Hartford, New Haven, traveling North on 1-95N.**
  - **Take Exit 88.**
  - **At the end of the exit ramp turn right onto Route 117/Newtown Road.**
  - **Follow Route 117 and take a right at the second light onto Route 1/Fort Hill Road.**
  - **Continue on Route 1 and at the second traffic light, turn right onto Filter Plant Drive. (You will see the Groton Utilities sign on the left).**
  - **At the gate, dial in 005 which will ring on Ron's, Water Division Administrative Secretary, desk. He will open the gate for you.**
  - **At the fork, go left and continue past the Filter Plant (the water is to your left). Follow the road around, bearing right.**
  - **At the Electric/Water Operations Building, please park either at the front or on the side of the building.**
  
- ❖ **From Providence, Mystic, Stonington, traveling South on I-95S.**
  - **Take Exit 88.**
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| 9:05  | Overall Project Schedule   | Lori Mathieu |
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**Julio H. Leandri Administration Building**  
**Conference Room (Directions Attached)**

# Drinking Water Quality Management Plan

*For Groton Utilities Sources of Public Drinking Water*

Last Update September 4, 2006

**Suggested CADMUS Work Items** – the following are taken directly from the above referenced revision.

## **Goal 3** *Implement an open and efficient drinking water protection process*

Work with the Oversight Committee on the following tasks:

### **Objective 1: Use a responsible and open practice to keep the planning process transparent and equitable**

- a) Work with Communications Committee to define the process (e.g., involve citizens and stakeholders)
- b) Provide examples and models

### **Objective 2: Implement a high quality standard for efficient plan revisions, implementation and fiscal accountability**

- a) Define quality standards
- b) Evaluate efficiency and costs

### **Objective 3: Be responsive to emerging issues and established priorities**

- a) Develop a chain of command or ladder of responsibility
- b) Work with Communications Committee to develop a model for prompt response

## **Goal 4** *Effectively inform and involve stakeholders and citizens*

Work with the Oversight Committee on the following tasks:

### **Objective 2: Provide analyses and implications of the Drinking Water Quality Management Plan**

- a) Perform analyses on a community basis and watershed basis to determine the effectiveness of the plan.
- b) Provide lessons learned and suggestions for improvements.

### **Objective 4: Specify citizens' role in protecting drinking water quality**

## **Goal 5** *Develop a process for Plan review and updates*

- a) Create Objectives and associated tasks.
- b) Implement tasks or make work assignments as appropriate.

**Goal 6** *Develop a model plan for the state*

Work with the Statewide Advisory Committee on the following tasks.

**Objectives:**

1. DPH - establish Committee members.
2. Identify and articulate a process for other parts of the state to develop their Drinking Water Quality Management Plans
3. Create a long-term vision for developing and implementing a holistic approach for the development of Drinking Water Quality Management Plan to protect and preserve drinking water quality (i.e., using science and common sense focusing on minimizing and eliminating risk to public health)
4. Provide an atmosphere or culture of using trust, teamwork, collaboration, and equity to achieve results
5. Encourage innovative and continuous improvement to the implementation of the Drinking Water Quality Management Plan
6. Provide opportunities to ensure the Drinking Water Quality Management Plan is maintained as a living document

**Suggested CADMUS Workshops** – To facilitate implementation of the local *Drinking Water Quality Management Plan (DWQMP) for Groton Utilities Sources of Public Drinking Water (September 4, 2006)* and the CT Drinking Water Collaborative (statewide implementation of drinking water quality management planning).

### **Workshop 1 (3 hours)**

Facilitate the completion of DWQMP Goals 3 and 5: “*Implement an open and efficient drinking water protection process*” by bringing the Oversight Committee to consensus on methods to:

- Keep their planning process transparent and equitable.
- Implement efficient plan revisions and updates,
- Remain fiscally accountable
- Be responsive to emerging issues and established priorities

### **Workshop 2 (3 hours)**

Facilitate the completion of DWQMP Goal 4 “*Effectively inform and involve stakeholders and citizens*” by bringing the Oversight Committee to consensus on methods to:

- Provide analyses and implications of the Drinking Water Quality Management Plan
- Involve citizens in protecting drinking water quality

### **Workshop 3 (3 hours)**

Facilitate the completion of DWQMP Goal 6 “*Develop a model plan for the state*” by working with the CT Drinking Water Collaborative (DPH is currently working to assemble members) to:

- Identify and articulate a process for other parts of the state to develop their Drinking Water Quality Management Plans
- Create a long-term vision for developing and implementing a holistic approach for the development of Drinking Water Quality Management Plan to protect and preserve drinking water quality (i.e., using science and common sense focusing on minimizing and eliminating risk to public health)
- Provide an atmosphere or culture of using trust, teamwork, collaboration, and equity to achieve results

# Drinking Water Quality Management Plan

*For Groton Utilities Sources of Public Drinking Water*

Last Update September 4, 2006

**Suggested Consultant Work Items** – the following are taken directly from the above referenced revision of our Drinking Water Quality Management Plan (DWQMP). All work items must be presented to the Oversight Committee who will have an opportunity to comment before products are finalized. Consultant is also required to work with Communications Committee to assess the potential outreach/education uses for all work items delivered.

**Notes:**

- 1) Goals and objectives not shown in this document will be completed by CADMUS or within the Communications, Oversight and CT Drinking Water Protection Task Force (formerly Advisory Committee).
- 2) The Land, Water and Communications Committees have some tasks shown in this document as gray because they will be providing information for the consultant to help them complete a task.
- 3) The consultant will act as the “facilitator” (per our job descriptions) for all of our subcommittees.
- 4) We need to discuss whether the GIS committee will provide all the necessary maps and analysis for the committees or simply guide the consultant.
- 5) We need to discuss the need for a webmaster.

**Consultant Qualifications necessary to complete the listed work items:**

- Project management and reporting
- Group facilitation
- Conflict negotiation and resolution
- Public relations, marketing and outreach education experience
- Watershed management planning
- GIS capabilities (or GIS committee)
- Research and analysis of municipal and state regulations
- Research and analysis of low impact development techniques
- Land use planning
- Drinking water quality monitoring and public health protection measures
- Webmaster (or Groton Utilities)

**Goal 1**      *Preserve Drinking Water Quality and Protect Public Health*

**Objective 1: Develop and maintain baseline water quality data**

**Tasks:**

- a) Water Information Committee - Define Water Quality Parameters – Develop a list of what we are going to monitor and why. Discuss list with Oversight committee and give final list to consultant.
- b) Gather raw water quality & present – (tracking rural water, queries) – Develop a list of existing information sources (also note format, for example, digital or reports) and types of information (parameters and sample types). Work with Water Information Committee to finalize this list and present it to the Oversight Committee.

- c) Sharing data across communities and conduct data survey.

**Objective 2: Establish current status and baseline conditions for drinking water quality.**

Work with the Water Information Committee on the following items.

- d) Baseline graphic for baseline - Obtain the relevant information from **b** above and use the information to report on the ‘current’ conditions for the parameters established in **a** above. Create a “State of the Watershed” report and work with the Communications Committee to finalize and post on website.
- e) Determine gaps – Conduct an assessment of gaps in information both geographic (are we missing headwater streams?) and parameters. Suggest new monitoring program based on this information.

**Objective 3: Identify areas that contribute to the degradation of drinking water quality**

- f) Point sources- work with GIS Committee to create a map of known sources. Work with the Water Information Committee to develop the first draft. Discuss additions with Land Information Committee and other appropriate work groups to complete map. Finalize with Oversight Committee.
- g) Non-Point sources - create a list of potential sources; have discussions with Land Information Committee, local health, state health, etc. Work with GIS Committee to create base map and identify potentials on the base map.

**Objective 4: Assess impacts from permitted facilities and activities on drinking water quality.** Work with the Land Information Committee on the following items.

- h) Review existing water protection regulations, determine gaps and prepare a list.
- i) Prepare a strategy for addressing gaps in local water protection regulations.
- j) Source Water Protection - prepare a summary or list from the Source Water Protection reports.
- k) Source Water Protection Plus – prepare a list of suggested additions to the summary or list.

**Goal 2** *Proactively Protect Critical Watershed Areas through Land Management*

**Objective 1: Identify areas that are critical to the preservation of drinking water quality**

- a) Land Information Committee – Define critical areas by creating a list of characteristics and criteria that make an area important for drinking water protection. This may require research with other work groups and outside experts.
- b) Critical lands analysis - Work with Land Information and GIS Committees to prepare a map displaying these critical areas.

**Objective 2: Evaluate and recommend effectively methods for protecting these critical areas**

Work with Land Information Committee on the following Tasks:

- c) Define BMP’s – Using the results from Goal 1, objectives 3 & 4 to create a list of resources where BMPs for those threats of concern can be obtained. Make sure to find out if you can get digital information or link to a website.
- d) Identify & select appropriate (ID & analyst, local & state, COG) – prepare a preferred “list” of BMPs selected in c above.
- e) Review existing land protection regulations and determine gaps and prepare a list. (be sure to avoid overlap with Goal 1, h and i)



- f) Prepare a strategy for addressing gaps in local land protection regulations.

**Objective 3: Develop useable tools for land use decision makers to evaluate protective approaches**

Work with Land Information Committee on the following tasks. For the following, based upon threats of concern, research existing approaches that might be useful for our watershed, work with other work groups to select the most appropriate:

- g) Memoranda of Understanding (MOUs)
- h) Towns ordinance
- i) Identify/recommend toolbox select – Put together a publication appropriate for our website that contains the most appropriate tools.
- j) If necessary, formulate and propose new regulations.

**Objective 4: Identify areas for higher density development and establish agreements to facilitate effective protection of drinking water quality (e.g., transfer of development right and development of cost-effective and protective infrastructure for water and sewer)**

Work with Land Information Committee on the following tasks.

- a) Prepare a list of characteristics that make an area suitable for higher density development.
- b) Define appropriate development within these critical areas established (for preservation versus development)
- c) Work with GIS Committee to prepare a map of these areas.
- d) Define BMPs (could be different for each town)- Research and develop a list of options including sewer avoidance provisions.

**Goal 2** *Proactively Protect Critical Watershed Areas through Land Management (Continued)*

**Objective 5: Promote the use of low impact development techniques for new development (e.g., through the development of agreements and local ordinance)**

Work with Land Information Committee on the following tasks.

- a) Create for the watershed towns a definition for low impact development (LID) recognizing the unique aspects of drinking water supplies and using CT's Stormwater Quality Manual and other existing publications.
- b) Create a Drinking Water Quality Protection (DWQP) toolbox using existing LID toolboxes prepared by others and making them most useful to the watershed towns. Post the DWQP toolbox on the website.
- c) Identify various models for developers and solicit pilot projects.

**Objective 6: Develop tools and programs to reduce contamination threats (e.g., using pollutant trading incentive and "outside" funding)**

Work with Land Information Committee on the following tasks.

- a) Evaluate requirements and assess if this type of program make sense in Connecticut
- b) If applicable, prioritize these tools and programs and add them to the DWQP tool box.

**Objective 7: Develop standards of basic LID enforcement ordinances**

Work with Land Information Committee (LIC) on the following tasks.

- a) Review existing ordinances present a list to the LIC.
- b) Build model ordinances if necessary.

- c) LIC - Work with watershed towns to adopt the new ordinances.

**Objective 8: Evaluate stormwater utility management (including feasibility)**

Work with the Oversight Committee on the following tasks.

- a) Recap regulations on how we can implement a stormwater utility in Connecticut.
- b) Provide examples of successes and failures
- c) Prepare a presentation/discussion for the Oversight Committee on a and b above.
- d) Make recommendations on how a SU can be implemented in this watershed.

**Objective 9: Work with developers, when appropriate to develop innovative treatment techniques**

Work with Land Information Committee (LIC) on the following tasks.

- a) LIC will prepare a list of potential partners and provide it to the Consultant.
- b) Categorize treatment techniques referring to our DWQP toolbox.
- c) Prepare a list of potential funding opportunities.
- d) Develop a strategy for the promotion and implementation of pilot project(s).

**Goal 4** *Effectively inform and involve stakeholders and citizens*

**Objective 5: Develop a plan for public education**

Work with the Communications Committee on the following tasks:

- a) Develop needs analysis considering who the target audiences are and what types of education (publications, workshops, mailings) would serve them best and what venues would serve them best (email, mail, website, meetings).
- b) Develop methodology for conducting a trial program
- c) Communications Committee - Conduct trial program; evaluate results and the move to larger scale program

## SOURCE WATER PROTECTION PROGRAM MEETING MINUTES

Re: Drinking Water Quality Management Plan

A Source Water Protection Meeting for the establishment of a Drinking Water Quality Management Plan was held at the Groton Utilities Operations Complex Julio H. Leandri Administration Building Conference Room on January 10, 2006 at 10:00am.

- Present were:
  - Lori Mathieu DPH
  - Chi Ho Sham CADMUS
  - Jeff Butensky US EPA New England
  - Al Dion Groton Utilities
  - Rick Stevens Groton Utilities
  - Karl Acimovic Consultant, Groton Utilities
  - Ron Bata Groton Utilities
  - Greg Leonard SCWA
  - Michael Schaefer City of Norwich
  - Marcia Vlaun Town of Montville
  - Brian Palaia Town of Ledyard
  - Steve Masalin Town of Ledyard
  - Deborah Jones Town of Groton
  - Barbara Goodrich City of Groton
  - Sidney Van Zandt Groton Resident
  - Lisa Bassani Trust for Public Land
  - Margaret Miner Rivers Alliance
  - Zel Steever Environmental Consultant

Items of discussion:

Al Dion Comments:

- Opened the meeting by welcoming and thanking everyone for attending.
- Description of previous Watershed Tours. Tours will be picking up again in Spring.
- Working on guest speaker for next meeting from the Saugatuck River Watershed.
- Hempstead Brook Watershed / Growth Development
  - MOU for permanent monitoring and maintenance of stormwater facilities
  - Performance Bond to ensure long term / permanent compliance
- Status of DEP / EPA 319 Grant
- Working on having someone from OPM attending and sharing information for grants at next meeting.

- Thanked Lori Mathieu and DPH for extending contract for CADMUS assistance.
- Mentioned Eric Thomas of DEP emails concerning:
  - 319 Grant
  - [www.protectdrinkingwater.org](http://www.protectdrinkingwater.org) website
- Spoke of the DWQMP website link from the GU Website and DPH Website:
  - Building a toolbox to aid in guiding through a large amount of information for Source Water Protection

Lori Mathieu Comments:

- Laurie Gionnotti is absent due to training on GIS
- Overall DWQMP Schedule Spreadsheet is currently not up to date, but will be at next meeting.
- Still in the process of obtaining funding.
- Discussed Special Act 06-06 (Substitute House Bill 5470) and its requirements.
- Discussed the Process and plan for a Report required to be submitted to State Legislators under the provisions of Special Act 06-06 in 2009.
- Requested by EPA to write a Case Study.
  - More to follow.
- There is an upcoming Source Water Protection Symposium in Atlanta, Georgia. Lori and Al to attend as guest speakers.
- The DPH is proposing a forum during Drinking Water Week
  - Highlighting the DWQMP
  - Speakers
  - Likes vs. Dislikes

Karl Acimovic Comments:

- GIS Committee has had no meeting thus far.
- Have put together a few plans as requested.
  - Development Plan
  - Overall Watershed Plan

Marcia Vlaun / Brian Palaia Comments:

- Land Information Committee
  - Conversed via phone and email.
  - Supplied Watershed Practice Manuals.
  - Will prepare a list of additional GIS needs.

Rick Stevens Comments:

- Communications Committee
- Updates have been given to the Groton Utilities IT Division.

- CGA Cadets searching for projects.
  - Ideas include:
    - Brochure on DWQMP Process
    - Baseline Data Information

Zel Steever Comments:

- Possibility of utilizing Avery Point Marine personnel.
- Connecticut Community College has personnel available as well.

Al Dion Comments:

- Thanked Rick for the Brochure idea and information search.
- Great idea for handout for public information of the DWQMP processes.

Deb Jones Comments:

- Speaking for Mike Murphy.
- Consultant Procurement Committee is waiting on model for document from DPH.
- Described the recent Conservation Commission meeting and guided tours request brought forward from the Commission. Mention Al Dion and Rick Stevens attended the meeting.

Lori Mathieu Comments:

- Jennifer Pagach has draft RFP and selection process.
- It will be emailed to Mike and Al soon.

Al Dion Comments:

- Supervised tours are a good idea and a possibility.
- Cannot open the reservoir for unsupervised public access.
- Presented the Walkway Plan for Bike / Hike Trails
  - Gave description of the GIS printout.

Rick Stevens Comment:

- Possibility of adding an education link consisting of tour links with future / past tour dates on the website.

Chi Ho Sham Comment:

- Introduced Trust for Public Land Representative Lisa Bassani.

Lisa Bissani Comments:

- Brief description of the Trust for Public Land Organization.
- Will be a member of the DWQMP Committee.

Chi Ho Sham Comments:

- Tasked with coming to closure on Goals 3 and 5.
  - Read Goals and their objectives

Brian Palaia Comments:

- Suggested a series of Public Work Sessions.
  - Sessions would allow landowners to understand the DWQMP process path for the future.
  - Opinion that landowners should have input into the process.

Steve Masalin Comments:

- The DWQMP Committee is made of primarily people with water quality concerns.
- There should be some development concerns as well.

Karl Acimovic Comment:

- Referencing the Critical Source Protection Areas Map, the areas marked with a 1 are areas with stream flow into the wetlands and watershed. We must pay close attention to areas that have stream flow.

Marcia Vlaun Comment:

- If we do not bring in Developers, Home Owners Association, CBIA, Home Builders Association, COC or other groups, this plan could be perceived as regulatory versus community-based.

Rick Stevens Comment:

- We must not overlook the fact that committees such as this have worked well and successfully, in the past, with developers, homeowners and other organizations.
  - Success stories include:
    - L & M Health Facility
    - Marriott Hotel and Conference Center
    - Great Brook Subdivision

Steve Masalin Comment:

- There will be a need for regionalization regulations.
  - Currently, at least in Ledyard, developers are negotiated with on a case-by-case basis.
- If the intent is for all communities to have guidelines on source water protection, it seems there should be regionalized regulations.
- The Plan shows Groton and Ledyard as the two current primary parties, however, if there are restrictions going to be placed on one community that affects another community down the line, there are going to be cost sharing issues.
- GIS Plan shows Ledyard primarily affected based upon the 1, 2 & 3 scale, especially noting 1 is covering much of Ledyard.

Barbara Goodrich Comments:

- When referencing the Critical Source Protection Areas Map, attention must be paid to cost, if we are going to code areas as critical areas, we could be hand-typing some developers and landowners.
- In addition, if we show this GIS map in a Public Work Session, we open the door again for us to be viewed as regulators to the Plan.

Mike Schaefer Comment:

- Possibility of postings or stenciling areas.
  - Reminds public of certain areas that are possibly critical to the watershed.

Zel Steever Comments:

- Should try not to base guidelines on property lines or developers / landowners owning a critical piece of property. Base it on the source of land and the environmental issues with that piece of land. [There was a consensus here that property lines could be removed from the current plan; the numbers would then highlight the natural resource areas.]
  - Stream flow mentioned earlier for example.
    - In some instances, developing in stream flow areas presents the possibility of contaminating the entire watershed.
- There should be a water budget on how water is utilized throughout the entire system.
  - For example, the recent downsized water use from Pfizer has presented a large volume of water in the watershed so shellfish progression is high and of economic value. Changing the water volume would economically change the balance.
- There possibly should be a budget item to purchase areas marked as 1 or critical areas as open space. These parcels of land being marked as their

economic value or deemed as high priority growth areas should not be the driving force, the driving force should be the area's quality of life.

Jeff Butensky Comment:

- Bringing in good plans, stormwater plans, etc. is great to provide good practices to protect the environment, however, the ideas must come from the committee and developers / landowners together or the Plan will not work.

Lisa Bassani Comment:

- Prior to starting Public Work Session meetings, Committee must be clear, and on the same page, with regard to information it will be providing to developers / landowners. The wrong information or wrong presentation through an open forum to the public could seem as though we would be reaching for a blanket stamp of approval.

Barbara Goodrich Comments:

- Is the Committee too large?
- What is the end result?
- Currently have no regulatory or regional funding.
- The next step we are thinking is to bring in developers and general public; however, we have no consensus on what we should put out to the public.
- Have had no press issues for public to have information to the process.

Lori Mathieu Comment:

- There has been press involvement on a few different occasions.
- The need for more always exists.

Karl Acimovic Comments:

- Noted the concern during the meeting of several issues:
  - GIS needs
    - Inclusion of property lines may be an issue; property lines can be left out in order to highlight natural resource locations, lessening the emphasis on individual parcel development concerns.
  - Hempstead Brook Study was recently completed and information must be reviewed in light of the potential for development in this watershed.
  - Funding appears to be central to the success of this project.



Al Dion Comments:

- Thank all for their input.
- Best meeting thus far for involvement, sharing ideas and information output.
- We will look at an open forum meeting as a future step, opening up to stakeholders.

**ALL SHARED COMMENTS IN AN OPEN DISCUSSION:**

- ***Hempstead Brook project.***

Zel Steevers Comments:

- Seems as though the Director of Public Works should be involved so that it is understood what happens after basins and piping is laid.
  - Ledyard Public Works – Steve Masalin (In attendance)
  - Groton Public Works – Gary Snyder (No attendance thus far)

Steve Masalin Comment:

- Measures of what protection is needed and expected should be known from the beginning. This would help in all development processes.

**Broke for Working Lunch**

Chi Ho Sham Comments:

- Sounds as though the Committee is leaning toward getting ready for public meetings.
- Must come to an agreement of what information or plans should be shared with the public.
  - Information incoming and outgoing and sources still needing to be resolved:
    - Forum
    - Website information
    - Press
    - CGA project of brochure
  - Toolbox
    - Regulatory (Community Planners)
    - Best Management Practices
    - Open Space / Trust for Public Land
  - Water Quality Trading
    - Statewide events
      - Example: Salt for road clearing / winterizing

- Watershed mapping for public awareness
- Outlining Public Work Session meeting

Zel Steever Comments:

- Items that could be detailed at the Public Work Session:
  - Entire watershed
    - Existing
    - Future
  - Water supplied to (all communities receiving water, including those outside the current watershed)
  - Land details (land around the watershed)
  - Collection (areas where water resides in the watershed)
  - Wetlands
  - Streams (flow into watershed)
  - Why areas with stream flow are so critical
  - Stress plan is for the good of the region, not just community towns
- Assistance from:
  - Stormwater / wetland organizations
    - Connecticut College
    - USCGA
    - UCONN Avery Point

Al Dion Comments:

- Next meeting will be February 21, 2007 here at Groton Utilities from 10:00am – 12:30pm.
- After next meeting lets consider moving meetings to other community sites.

Meeting adjourned.