

TOWN OF PUTNAM

MAYOR & SELECTMEN'S MEETING MINUTES

JULY 18, 2016

TOPIC		DISCUSSION	Action/ Resolution
PRESENT:		Mayor Falzarano, Deputy Mayor Morey, Selectmen Cutler, Jr., Lasko, Pempek, Simmons, Tarr	
ABSENT:		Town Administrator Cutler	
1.	CALL TO ORDER	Meeting called to order at 7:00 P.M. by Mayor Falzarano	
2.	PLEDGE OF ALLEGIANCE	Led by Mayor Falzarano	
3.	PUBLIC COMMENT – 3 Minute Limit/PP	<p><b>Ben Healy – CT Green Bank 845 Brook Street Rocky Hill</b> Ben Healy from CT Green Bank is working with CT Green Power on the Cargill Falls Mill Hydro Project and helping them with financing. Previously the town had signed a letter of support for the funding. The project now requires more funding which CT Green Bank is willing to provide, however the town will need to sign the updated documents. Mr. Healy urged the Mayor to sign the documents.</p> <p><b>Don Steinbrick – 423 Providence Pike</b> Suggested the Town look careful into any documents and/or agreements before moving forward with CT Green Power</p>	
4.	APPROVAL OF MINUTES	<p>A. <b><u>June 20, 2016, 2016 Board of Selectman Meeting Minutes:</u></b></p> <p><i>Selectman Cutler, Jr. made a motion to accept the minutes as presented. Deputy Mayor Morey seconded the motion, which passed unanimously, with Selectman Lasko abstaining.</i></p>	
5.	PETITIONS & COMMUNICATIONS	A. None	
6.	REPORTS OF STANDING COMMITTEES	<p>A. <b><u>General Government Committee:</u></b> Deputy Mayor Morey advised the General</p>	

			Government Committee had met prior to the Board of Selectmen meeting to go over the Non-Union Personnel Policies. She will be compiling all input into a document and then meet with Brenda Fox-Howard, the General Government Committee and then back to the Board of Selectmen	
7.	REPORTS OF SPECIAL COMMITTEES		<p><b><u>Charter Revision Commission:</u></b></p> <p>Selectman Tarr (Chair of the Charter Revision Commission) advised that the next meeting is Wednesday, July 27, 2016 at 7:00pm. The Commission has gone through the first four chapters and will continue to discuss the sections that were not approved during the last meeting and move on to Chapter Five</p>	
		B.	<p><b><u>Special Services District Report:</u></b></p> <p>Nothing to report</p>	
		C.	<p><b><u>Putnam Facilities Study Group:</u></b></p> <p><i>Selectman Lasko made a motion to move this item to agenda item 14A. Selectman Pempek seconded the motion, which passed unanimously.</i></p>	
8.	STAFF REPORTS	A.	<p><b><u>Economic and Community Development:</u></b></p> <p>No report submitted</p>	
		B.	<p><b><u>Building Official/ZEO Report:</u></b></p> <p>See attachment "A"</p>	
9.	TOWN ADMINISTRATOR REPORT	A.	<p><b><u>Town Administrator Report:</u></b></p> <p>See attachment "B"</p>	
10.	UNFINISHED BUSINESS	A.	<p><b><u>Quinebaug Regional Technology Park:</u></b></p> <p>Mayor Falzarano advised that he has received the</p>	

			first appraisal and marketing plan from Economic and Community Development Director Very.	
		B.	<b><u>Armory Development and Use:</u></b>  No update	
		C.	<b><u>Cargill Falls Dam – Executive Session – Strategies and Negotiations regarding Pending Claims and Litigation (real estate):</u></b>  Town Attorney St. Onge outlined his concerns with the MOU that was submitted on July 14, 2016 by CT Green Power. Please attachment “C”	
11.	GRANT CONSIDERATIONS AND UPDATES	A.	None	
12.	NEW BUSINESS	A.	<b><u>Request to Use Rotary Park on October 1, 2016 for Acoustic Music Festival:</u></b>  <i>Selectman Pempek made a motion to approve the request. Deputy Mayor Morey seconded the motion, which passed unanimously.</i>	
		B.	<b><u>Waste Delivery Agreement Extension Lisbon Waste-to-Energy Facility:</u></b>  <i>Selectman Pempek made a motion to approve the extension. Selectman Tarr seconded the motion, which passed unanimously.</i>	
		C.	<b><u>Consider the Approval of a Diaper Need Awareness Week Proclamation:</u></b>  <i>Deputy Mayor Morey made a motion to approve the proclamation. Selectman Cutler, Jr. seconded the motion, which passed unanimously.</i>	
		D.	<b><u>Set Date for Town Meeting for the Acceptance of the Chase Road Bridge Easements:</u></b>	EA Roireau to add to the August 15 <sup>th</sup> Board of Selectmen Meeting agenda

			<b>Selectman Cutler, Jr. made a motion to table this item. Selectman Lasko seconded the motion, which passed unanimously.</b>	
		E.	<b><u>Approval of Bills:</u></b>  <b>Selectman Tarr made a motion to pay all approved bills. Selectman Simmons seconded the motion, which passed unanimously.</b>	All approved bills to be paid
		F.	<b><u>All Other Business to Lawfully Come Before Such Meeting:</u></b>  1. Announcements: a. 7/1 First Friday b. 7/2 Fireworks c. 7/6 Ribbon Cutting for the River Trail Extension and Boar Launch d. 7/7 Barbeque for the Vets at Murphy Park e. 7/13 PBA Meeting & Business After Hours f. 7/15 Went to TEEG to say goodbye to the outgoing director and to welcome the incoming director g. 7/16 The King al fresco h. 7/17 Senior Picnic	
13.	<b>PUBLIC COMMENT – 3 MINUTES PER PERSON</b>		<b>Don Steinbrick – 423 Providence Pike</b> Expressed his concern over the town having dealings with FERC	
14.	<b>EXECUTIVE SESSION - PERSONNEL</b>		<b>Selectman Simmons made a motion to recess the Board of Selectmen meeting at 8:08 p.m. Deputy Mayor Morey seconded the motion, which passed unanimously.</b>  <b>Selectman Cutler, Jr. made a motion to go into Executive Session regarding a Personnel Matter and to include a Staff Member at 8:09pm. Selectman Pempek seconded the motion, which passed unanimously.</b>	

***Selectman Cutler, Jr. made a motion to come out of Executive Session at 8:58pm. Selectman Simmons seconded the motion, which passed unanimously.***

***Deputy Mayor Morey made a motion to reconvene the Board of Selectmen meeting at 9:04pm. Selectman Simmons seconded the motion, which passed unanimously.***

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| <b>15. ADJOURNMENT</b> | <b><i>Selectman Pempek made a motion to adjourn the Board of Selectmen meeting at 9:04 p.m. Selectman Simmons seconded the motion, which passed unanimously.</i></b> |
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Respectfully submitted,

\_\_\_\_\_  
Denise S. Roireau  
Secretary to the Board

\_\_\_\_\_  
Anthony P. Falzarano, Mayor

July 13, 2016

Mayor Falzarano  
Board of Selectmen  
126 Church Street  
Putnam, CT 06260

Re: Building Official/Z.E.O. Report – June 2016

Office Hours: 8:00-9:00  
Inspection Hours: 9:00-11:00

Attached please find the permit log for the issuance of 48 Building Permits for the month of June 2016. 39 inspections were completed.

Updates:

Inspections are still ongoing at the PHS and WPCA pump stations.

137-139 Woodstock Avenue - Fence erected, window installed no permit. Letter sent via Certified and regular mail to owner regarding the lack of a permit

Eversource has applied for multiple permits for gas pressure tests for the houses in the areas where the new gas lines are being installed.

Permit	Location	Owner/Contractor	Type of Permit	Value	Date
10406	125 Kennedy Dr	Pall Corporation	fire alarm system	5800	6-1
10407	427 Woodstock Ave	Hulten	mudroom & landing	8800	6-1
10408	16-263 Woodstock Ave	Eversource	pressure test	96464	6-1
10409	213-308 Providence St	Eversource	pressure test	54840	6-1
10410	4-38 Marshal ST	Eversource`	pressure test	33650	6-1
10411	48-66 Green St	Eversource	pressure test	8973	6-1
10412	31-51 Roosevelt St	Eversource	pressure test	6730	6-1
10413	12-21 Maynard St	Eversource	pressure test	11217	6-1
10414	36 Perry Street	Parker	heat conversion	MIN	6-1
10415	65 Ballou St	Ella Grasso	solar	201234	6-1
10416	69 Hawkins Rd	Neal	solar	24882	6-1
10417	262 Providence St	Shead	garage removal	MIN	6-1
10418	35 Gilman St	Powers	electrical upgrade	3500	6-1
10419	104 Underwood Rd	Daddario	interior renovations	33000	6-1
10420	17 Decubellis Court	Copeland	single family	69860	6-1
10421	146 Park Rd	Gates	fire system	3000	6-3
10422	262 Providence St	Shead	garage removal	MIN	6-3
10423	218 Providence St	St. Mary's	electrical upgrade	MIN	6-3
10424	PENDING				
10425	24 Woodside St	Fontaine	solar panels	21600	6-6
10426	118 Sayles Ave	Willians	garage/workshop	101192	6-8
10427	39B Kennedy Dr	Riverwalk Partners	duct work	29000	6-8
10428	43 S. Prospect St	Morrison	replace decking	MIN	6-10
10429	Woodstock Ace	Putnam Housing	replacement doors	156075	6-10
10430	46 Center St	Dunton	solar panels	11077	6-14
10431	61 Bibeault St	Auger	solar panels	22707	6-14
10432	87 Farrows St	Foronda	solar system	10523	6-14
10433	206 Walnut St	Foley	solar system	9969	6-14
10434	128 Sayles Ave	Nachajko	remove & replace pool	4100	6-14
10435	4 Five Mile River	Perlwitz	408 sq. ft. siding/1 door	MIN	6-14
10436	110 Walnut St	Pelczarski	vinyl siding	12000	6-15
10437	125 Kennedy Dr	Pall Corp.	fire sprinkler	18000	6-15
10438	399 East Putnam Rd	Carringtoo	re-roof	9200	6-16
10439	28 David Circle	Gisleson	solar system	18830	6-17
10440	332 S Main St	Deary	solar system	9969	6-17
10441	30 Grove St	Johnson/Watt	remove/replace pool	2885	6-20
10442	625 School St	Walmart	tent	MIN	6-20
10443	28-30 Park St	100 Park St LLC	deck & stairs	4000	6-21
10444	349 Kennedy Dr	Goodwin	gas piping	MIN	6-21
10445	647 School St	J & H Auto	tent	MIN	6-21
10446	39 Heritage Rd	THD	2 replacement windows	MIN	6-21
10447	45 Pomfret St	Town	meter socket & mast	MIN	6-21
10448	9 Genevieve St	Gilbert	roof repairs	MIN	6-22
10449	2 Hurry Hill Rd	WBA	addition/renovations	128000	6-22
10450	182 Fox Rd	Gatheru	basement renovation	MIN	6-24
10451	25 Walnut St	Field	replacement shed	2500	6-28

Permit	Location	Owner/Contractor	Type of Permit	Value	Date
10452	77 Park ST	Kolat	woodstove liner	MIN	6-27
10453	465 Liberty Highway	Lucier	solar	30000	6-27
10454	202 Woodstock Ave	Bernier	renovations	11000	6-29

**Town Administrator Report**  
**July 18, 2016**

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1. Projects Update:

Quinebaug Regional Technology Park Bridge, Road and Utilities Construction

- Project complete.
- Trail System- Trail system complete and ribbon cutting ceremony held on July 6, 2016.
- Broadband Connection – Various contractors have approached Town to extend broadband connection off the state network to the Tech Park. Will go out to bid/RFP on this service. Meeting with CEN, the state internet organization, to tie into the state’s fiber trunkline. Will have more information about costs to bring to Tech Park after meeting.
- Town Consortium (Putnam, Brooklyn, Pomfret, and Sterling) – First meeting of Advisory Board was held with Scotland and Brooklyn in attendance. Agenda included update on project. Final agreement was signed by all parties and Scotland presented their share of \$80,000 towards the development of the project. Brooklyn, paying on a schedule, provided their first check of \$8,000. Arrangements are being worked out with Pomfret to sign and pay their share
- Appraisals are being completed and a forester will be contracted to determine how to make lots shovel ready. J&D Engineers are working on a gravel removal plan.

Water Line Replacement/Relining Project

- Contract 1 work is complete.
- Contract 2: B&W Paving and Work is finishing up in Grove and Mechanics Street areas. Work is moving into Milton and Vandale Streets area. Work is about a month behind schedule. The remainder of proposed Contract 2 project areas:
  - Arthur Street, Brown Street, Canal Street, Centennial Street, Church Street (Pomfret to Woodstock), Eden Street, Edmond Street, Fenner Street, Florence Street, Frank Street, Furnace Street, George Street, Interval Street, Letters Street, May Street, Memorial Terrace, Olney Street, Pomfret Street, Sewer Plant Road, Tatem Street, Vine Street, Walnut Street, Wood Avenue (Church to Marshall)

Sewer Lift Stations

- Project complete and paid for.

Manganese/Iron Treatment Building

- WPCA has approved a new approach to restart the consideration of the Manganese/Iron Treatment building project at the Park Street wellfields. WPCA has selected the project team of Tighe&Bond/R.H. White Construction to proceed with project. Due to their bid price being \$2.4 million over the original appropriation, an additional \$2.9 million appropriation will be sought through town meeting/referendum process. This additional appropriation will not warrant an increase in the water rates.

## Putnam High School Project

- Work is progressing in accordance with construction schedule. No change.
2. Conversion of Owen Tarr Park and Sabin Street/Woodstock Avenue properties. An appraisal firm, Fishman Associates, has been selected and they have begun work on the property appraisals of the town's existing parcels and potential parcels needed to substitute for Sabin Street/Woodstock Avenue/Tarr Park. Based on town meeting approval of an appropriation for engineering and design work on the Sabin Street property, low bidder, Messier Associates, began work to determine the field needs on Sabin Street and construction of a bridge to site. Working with Committee to evaluate potential sites to provide the substitute land for passive and active recreation. Site evaluation is ongoing.
  3. Armory. Mayor Falzarano, Town Attorney St. Onge, and I met with NOW representatives, to see if negotiations could be reopened to devise a solution allowing NOW having a service agreement with the Town to include armory renovations at their cost and use of the property by NOW and other recreation groups in town. NOW has provided a draft Operating and Maintenance Agreement for the Town's review. Agreement will be reviewed with Town Attorney St. Onge. Agreement is before the Recreation Commission for their review and input.
  4. Sidewalk Reconstruction. To date, we have spent all of the \$750,000 previously appropriated from the Ash Landfill account.
  5. High Speed Broadband Fiber Installation. **No change.** Firms' under state contract are investigating cost of bringing fiber to Tech Park from the backbone line. Began discussion with Town's IT consultant on bringing high speed fiber installation to certain locations in town for economic development reasons, particularly to our Tech Park. Discussion will be framed as a town policy decision and not just for the sake of installing technology. Possible ways to manage installation could be as a public utility much like our water and sewer utilities. Some key questions to move this question forward are:
    - a. What's Putnam's policy?
    - b. Who are the champions to move this forward?
    - c. Who are community partners?
    - d. Who are the telecommunication carriers serving Putnam?
    - e. Identify key players and their roles?

Working with CEN, the state's internet organization, to devise a plan to bring fiber connection to the Tech Park by tying into the state's fiber trunkline. CEN is preparing a proposal including cost and I will be back to the Board once the proposal is received. Tech Park appropriation contemplated bringing fiber connection to the park.
  6. Pomfret Sewer Line Connection. Putnam is reviewing a draft agreement with Pomfret allowing them to tie in to our system. Pomfret is looking to a possible spring 2016 construction start. *No change.*

7. Waste Disposal Agreement. Jerry Beausoleil and I are working with Wheelabrator Technologies' representatives, owner of the Lisbon Trash to Energy plant, to develop a new agreement to bring Putnam's trash to the plant when the contract expires on June 30, 2016. Draft agreement will be presented to Selectmen for consideration and approval.
  
8. Solar Project on Municipal Solid Waste Landfill. Legislation increasing the allowance for credits under virtual net metering passed the state legislature and was signed into law. This bill allows Putnam, and eleven (11) other towns to move forward with our solar array projects. Our vendor, SolarCity, is proceeding with the project at our old, closed municipal solid waste landfill. Site constraints may significantly reduce the scope of the project from its original size. SolarCity is reviewing the numbers is preparing a new proposal.



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**ST. ONGE & BROUILLARD**  
ATTORNEYS AT LAW

**Fifty Route 171, Woodstock, Connecticut 06281**

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July 18, 2016

VIA IN HAND

Douglas M. Cutler  
Town Administrator  
Town of Putnam  
126 Church Street  
Putnam, CT 06260

Re: Cargill Falls Dam and Memorandum of Understanding

Dear Doug:

As you may recall, I have provided you with a provided you with a 9 point letter which encompassed both the results of our various office conferences and discussions as well as the Selectman's response to the preliminary memorandum, dated May 9, 2016, which I believe you have shared with the Green Power people.

I have also reviewed Attorney Greg Sharp's correspondence which I believe also refers to my May 9<sup>th</sup> letter. It appears to me that the purposed memorandum of understanding comes nowhere near meeting the requirements of the Board of Selectman as set forth in my May 9<sup>th</sup> letter. I frankly do not understand the final sentence of paragraph C number 1, "Also please note that normal that normal hydroelectric operations will result on average with flow levels over 2-inches from July through February and over 3-inches from March through June due to control limitations". As to paragraph C number 2 and letter a, I will leave that to the experts, but I thought we were requesting that a dam notch be repaired not that an additional dam notch be added. Paragraph 2 contains no enforceable conditions in terms of limitation on the boom and suggests that that data would not be available for three years. Paragraph three

**ST. ONGE & BROUILLARD**

does not meet the Selectman's request for verifiable information and I would note that all of the language in this proposed memorandum appears to use words like intend and desire, wherein an enforceable agreement would use words such as "shall" for intends and "requires" instead of expressing desire.

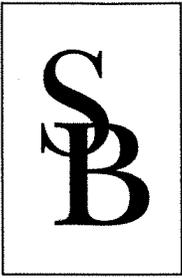
I concur with Attorney Sharp that this is entirely unacceptable. I would also suggest that the Board of Selectman may authorize the Mayor to be a signatory that would be a decision of the Board of Selectman and that any agreement would be subject to approval not by the Mayor, but by the entire board. I hope these comments are helpful.

Very truly yours,



William H. St. Onge

WHS/eaf



**ST. ONGE & BROUILLARD**  
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May 9, 2016

VIA EMAIL: Douglas.Cutler@putnamct.us

Douglas Cutler  
Town Administrator  
Town of Putnam  
126 Church Street  
Putnam, CT 06260

Re: Cargill Falls Dam

Dear Doug:

Just a note to confirm the contents of our office conference on the afternoon of Friday, May 6, 2016. You provided me with a copy of Leanne Parker's preliminary memorandum. I am somewhat disappointed that it is not more specific and comprehensive, as my understanding was that we were supposed to receive the formal plan prior to this point. I have also reviewed the Selectmen's suggested additions to the plan and they appear to make sense to me. I will go through the items point by point as you presented them to me.

- 1) Obviously, a 2 ½ inch minimum flow is more advantageous to the town but without the reports from the engineers, it is difficult to determine how doable that might be.
- 2) The Selectmen have indicated that in addition to a staff gauge on site, which any citizen can look at and read, there would be a provision for some form of electronic recordation of the flows on an automated basis, which information would be provided to the town on a regular basis i.e. weekly and the reports of which would be available to the town. While the Selectmen had modified slightly her request, it is my recollection that in our initial meeting both the staff gauge and the permanent tracking with that data available to the town were part of the initial agreement.

## ST. ONGE & BROUILLARD

May 9, 2016

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- 3) Removal of the log boom in winter seems to be a good idea. I think that a specific date by which it would be removed and a specific date that it would not be reinstalled before would make that provision much more meaningful.
- 4) For the removal of log boom in summer, I think, again, based on her comments if feasible and safe to do so, we might need to check with the experts on that and those dates possibly should be goals rather than set dates depending on conditions. I don't have the technical background to advise on that.
- 5) Closing the notch, which they had opened, seems to be a no brainer and obviously done at their cost and consistent with sound engineering practices, etc.
- 6) Vegetative screening (natural barrier) of penstock gate, again is a reasonable request. This might require WINY's consent depending on where located.
- 7) Log boom to be stored off-site when removed from river makes perfect sense to me.
- 8) In terms of penalties for non-compliance, I believe that they obviously would have to exist and it was my understanding what we would have would be a permanent easement running with the land binding their property in favor of the town of Putnam and that the permanent easement contains language allowing the town of Putnam, in the case of violation, to enforce the provisions of the easement by injunctive relief and that if an injunction action is brought, that the prevailing party would be entitled to the reasonable court costs and attorney's fees.
- 9) As to provision for changing the agreement, I think that makes perfect sense and that the Board of Selectmen would be the entity that would have the power to amend the agreement.

In keeping with our previous discussions, I am including Attorney Greg Sharp in this communication and providing him with the e-mail which you had forwarded to me as well with a request that adds in his expertise in this matter, which is substantially greater than my own.

It is my very significant concern that this response is less substantial and later than what we had initially anticipated and unless the consultant acts in a more timely manner, the town risks having a fait accompli wherein we have granted any assistance that

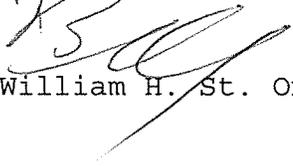
## ST. ONGE & BROUILLARD

May 9, 2016

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Green Power might have requested, including additional pass through funding and not have a meaningful easement agreement in place to protect the town and the Falls in perpetuity, which I believe should be our goal.

Very truly yours,



William H. St. Onge

WHS/lam

Enc.

cc: Greg Sharp, Esq.

## Douglas Cutler

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**From:** Douglas Cutler  
**Sent:** Thursday, May 5, 2016 4:18 PM  
**To:** 'whs@bsblaw.net'  
**Cc:** Tony Falzarano; 'Alma Morey'; Scott Pempek (scott.pempek@putnamct.us); Roy Simmons (rsimm91@hotmail.com); Douglas Cutler Jr. (dcjrktx@sbcglobal.net); reneelasko@gmail.com; tarowen@sbcglobal.net; Denise Roireau  
**Subject:** FW: Cargill Falls Dam Proposal

Bill,

In advance of our meeting tomorrow, I am forwarding the email below which is Leanne Parker's preliminary proposal of what would be included in an agreement between the Town and Putnam Green Power.

After review by the Selectmen in executive session, the following recommendations were suggested:

1. Minimum 2" bypass flow required at all times. Selectmen suggested a 2 ½" minimum flow.
2. Installation of staff gauge. Plus installation of internal gauge that automatically tracks flows and provide reports to Town on a regular basis to be determined, i.e. weekly, monthly etc.
3. Removal of log boom in winter. Add date specific such as by December 1<sup>st</sup>.
4. Removal of log boom in summer. Again add date specific, on or before June 30<sup>th</sup>.
5. Close the notch.
6. Vegetative screening (natural barrier) of penstock gate.
7. Log boom has to be stored off-site when removed from river.
8. Penalties for non-compliance.
9. Ability to provide for amending or changing the agreement.

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**From:** Leanne Parker [<mailto:parkerleanne@yahoo.com>]  
**Sent:** Monday, May 2, 2016 3:37 PM  
**To:** Douglas Cutler  
**Subject:** Re: Cargill Falls Dam Proposal

Doug,

Al Nash, our project engineer, was contracted to prepare the flow plan for submission to the Town and agencies. It is standard to have this document written by a hydraulic engineer. I will supplement the flow plan with additional information as appropriate.

Al is late with providing me with the plan as he's had several emergencies on other projects that have taken him out of his office. I'm keeping the pressure on as much as possible. We are eager to address and resolve all issues and concerns.

As we discussed in our last meeting, the document will include the following:

1. protocol to ensure that a minimum of 2" bypass flow (as seen in the demonstration) be released over the spillway/falls at all times the project is operational
2. installation of staff gauge at dam for independent verification of adherence to bypass flow regime
3. removal of log boom in winter
4. removal of log boom in summer if feasible and safe to do so