

**CITY OF NORWALK
AQUIFER PROTECTION AGENCY
JANUARY 14, 2010**

PRESENT: Jackie Lightfield; Andrea Light; James White; Michael O'Reilly; Michael Mushak; Robert Keyes; Robert Hard

STAFF: Alexis Cherichetti, Senior Environmental Officer

I. CALL TO ORDER

Ms. Lightfield called the meeting to order at 7:00 pm.

II. ROLL CALL

Ms. Cherichetti took the roll call.

III. REGISTRATION APPLICATIONS

The Agency discussed strategies for managing incomplete applications. Ms. Lightfield emphasized the need to upgrade the Conservation and Zoning offices' technology to allow for document scanning capability and a significant reduction in the use of paper.

There was a discussion about the procedure for receiving applications and deciding whether they are complete. Ms. Lightfield stated that all applications must be complete by the January deadline. She directed staff to not allow submission of incomplete applications. Mr. White noted that accepting an application fee for an incomplete application was likely not allowed.

Ms. Lightfield asked that staff send letters to the applicants to encourage compliance by the January 28th deadline. Ms. Cherichetti stated that letters had already been sent to facilities and property owners alerting them of their responsibilities under the APA Regulations and the deadlines involved.

Ms. Lightfield requested that staff send an additional letter, via certified, return receipt, mail to the facilities that have not yet applied. She also stated that the Agency should not provide a grace period for late applications.

a) #RA09-03 – 17 Broad Street – FinishMaster, LLC - Registration Application for active facility (D.B.A. FinishMaster) within the APA – Receipt & preliminary review

Ms. Cherichetti said that the applicant was a wholesale distributor of automotive paint. She said that the application was complete.

b) #RA09-04 – 30 Muller Avenue (aka Muller Industrial Park) – Hutchinson Tree Care Specialists Inc. - Registration Application for active facility within the APA – Receipt & preliminary review

Ms. Cherichetti said that the application was complete.

c) #RA09-05 – 30 Muller Avenue (aka Muller Industrial Park) – Phoenix of Fairfield County, Inc. - Registration Application for active facility (D.B.A. Phoenix Hardwood Flooring) within the APA – Receipt & preliminary review

Ms. Cherichetti said that this application was incomplete and that certifications needed to be checked.

d) #RA09-01 – 347 Main Avenue [5-41-3-0] – Alliance Energy Corp. – Registration Application for active gas station (D.B.A. Global) within the APA – Further review

Ms. Cherichetti said that this application was incomplete and that the applicant had been sent letters explaining the lacking information.

e) #RA09-02 – 87 New Canaan Avenue [5-51-3-0] – Ermark – Registration Application for active gas & service station (D.B.A. New Canaan Ave. Service) within the APA –Further review

Ms. Cherichetti said that the application was still incomplete.

IV. APPROVAL OF MINUTES

a) December 10, 2009 minutes

**** MS. LIGHT MADE A MOTION TO APPROVE THE MINUTES.
** MR. WHITE SECONDED.
** MOTION PASSED UNANIMOUSLY.**

V. COMMENTS OF STAFF

There were no comments tonight.

VI. COMMENTS OF AGENCY MEMBERS

There were no comments tonight.

VII. ADJOURNMENT

**** MS. LIGHT MADE A MOTION TO ADJOURN.
** MR. WHITE SECONDED.
** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:26 pm.

Respectfully submitted by Charlene Smith.