

OLS WPCA Game Plan

Discussion Document

4/2/2025

Current State

1. OLSBA is the subject of two (2) Administrative Consent Orders by state of CT DEEP - after 12 years of "planning" the state expects OLSBA to vote on authorizing sufficient funding to pay for OLSBA's "share" of the "Sewer Project" (Shared & Internal).
2. OLS has committed to an "in person" meeting on May 24, 2024 to vote on the "Bond Resolution(s)" and communicated that to DEEP and to OLSBA members.
3. We should also recognize the three current components of the TOTAL EFFORT have, potentially, three (3) different responsible overseers and these should be confirmed ASAP:
 - a) Shared: CSA - Cost Sharing Agreement group
 - b) Internal: OLS WPCA
 - c) Stormwater: OLS BOG
4. The actual projected construction period involving the "Shared" project is estimated to be 400 days; a similar period is projected for the Old Colony "internal" work (as an illustration).
5. All project related bids were opened by 2/28/25 and are being reviewed by individual beach associations, the Town of Old Lyme, F&O and the State; there were no bids received for Miami Beach work.
6. The outstanding issues below make a meeting with DEEP imperative within the near future to gain clarity on next steps:
 - a) The 2/27/2025 CSA update reflects material edits by the Town of Old Lyme that require discussion and, if the CSA must be signed by all parties before bids are approved (estimated 3/30/2025), the need to resolve this is urgent.
 - b) What is the impact of Miami Beach not receiving any bids?
 - c) What is the impact if the Town of Old Lyme needs to increase its' bonded amount?
 - d) Documentation relative to the state fiscal support for the sewer projects and CWF documentation needs to be clarified, understood and finalized.

Critical Priorities

#	Assignment	Who Responsible	By When
1	Finalize a new contract with F&O.		By no later than 4/5/2025
2	<p>Schedule meeting with the State/DEEP and:</p> <ul style="list-style-type: none"> a. Discuss need to adjust dates of existing deadlines and steps required to update all documents. b. Confirm when CSA must be finalized & signed. c. Confirm by when State will provide confirmation to OLS of Grant and Forgivable Loan at 2% interest. d. Establish meeting schedule with DEEP to provide regular updates to ensure open communications. 		
3	Confirm a "common vision" about how the project is managed and agree on the roles, responsibilities and accountabilities between the WPCA and BOG to avoid confusion/missteps in the future.	<p>WPCA & BOG</p> <p>Lead:</p>	
4	Finalize the CSA with all parties <u>and</u> confirm how the CSA members obtain insurance, including professional liability coverage, since they are operating as a separate body with no known CT statutory reference.		

Critical Priorities

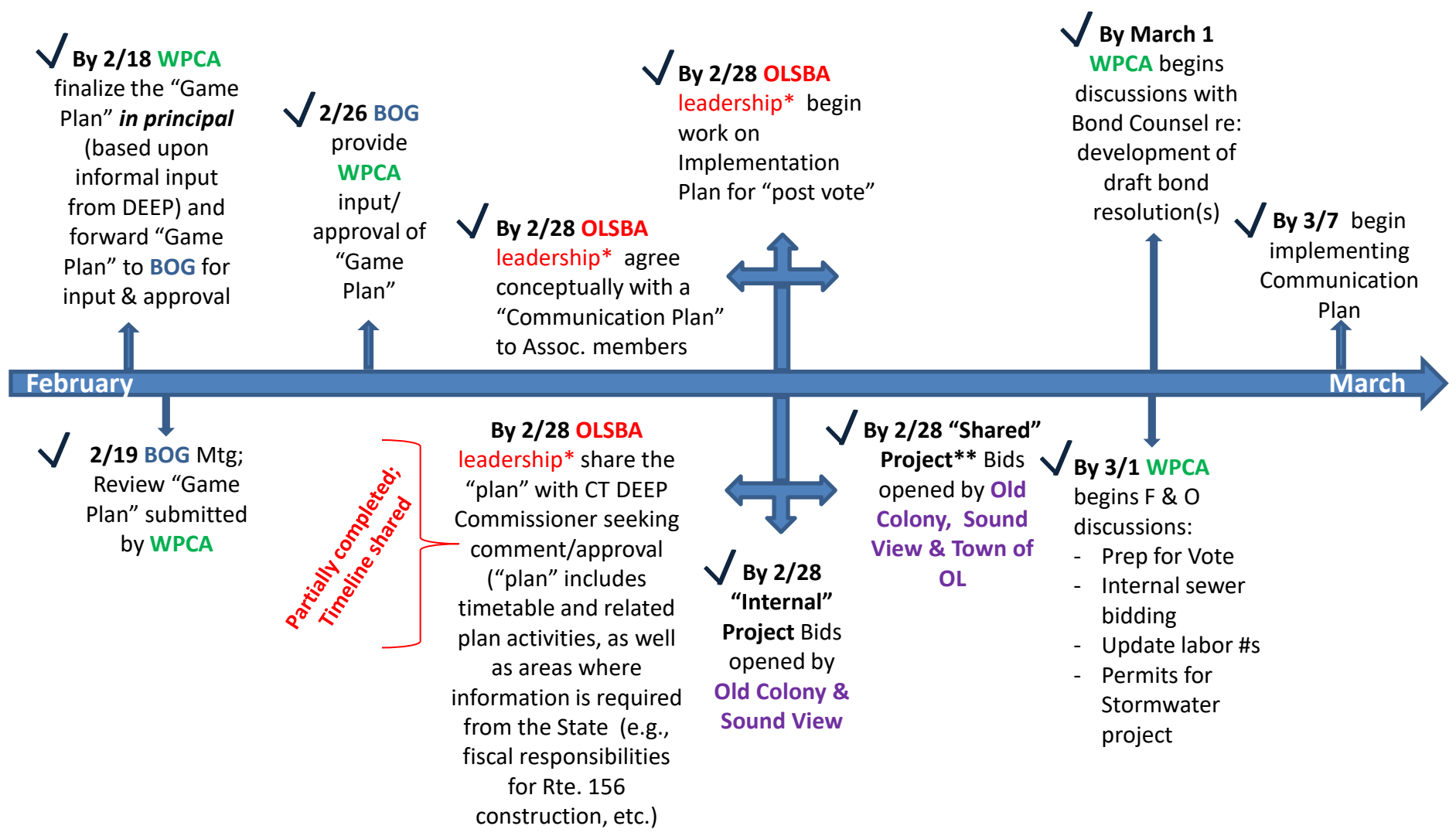
#	Assignment	Who Responsible	By When
5	<p>Confirm that the Bond Resolution(s):</p> <ul style="list-style-type: none"> a) Reflect the total amount of potential funding required for the project(s) b) Cost "build" upon the circa 2/28/25 bid openings and need to include sufficient funding for project components (e.g., "Construction Contingencies" & "Administration", also potential professional staffing & support - using the F&O Pro-Forma as the "Linchpin") c) The role(s) of BOG, Association membership, Association President and Association Treasurer should be clarified in the Bond Resolution(s) (sole, concurrence, ministerial, etc.) d) Include reference in Bond Resolutions to 2019 Association vote amending the original 2012 appropriation e) Explore if the sewer project is "subject" to "state aid" 	<p>WPCA</p> <p>Lead:</p>	
6	<p>Recognize the three current components of the TOTAL EFFORT and confirm the three (3) different responsible overseers and the method in which all groups stay connected and make decisions:</p> <ul style="list-style-type: none"> a) Shared: CSA - Cost Sharing Agreement group b) Internal: OLS WPCA c) Storm water: OLS BOG 	<p>WPCA</p> <p>Lead:</p>	
7	<p>Secure additional funding source for costs not covered by State grant or loan.</p>		

Critical Priorities

#	Assignment	Who Responsible	By When
8	<p>Secure additional support for the WPCA Communication Plan with particular focus on:</p> <ul style="list-style-type: none"> a) Web support for: <ul style="list-style-type: none"> I. sending messages, II. creating links to source documents, III. and receiving emails from residents and distributing them timely to the WPCA for response. b) Best effort to secure emails from any OLSBA members not on the OLS email distribution list. 	<p>WPCA</p> <p>Lead:</p>	<p>By no later than 4/5/2025</p>
9	<p>In partnership with the BOG, schedule OLSBA member Zoom and “in-person” meetings prior to the May 24 Vote:</p> <ul style="list-style-type: none"> a) Share information b) Respond to questions/concerns 	<p>WPCA</p> <p>Lead:</p>	
10	<p>Finalize an Implementation Plan that is ready <u>"the day after"</u> an Association vote that includes the future benchmark or "big" items that need to be identified and plans to address those challenges, particularly focused on fiscal matters involving the Association FY 2026 budget, interim financing process & funding and plans to implement potential F&O/other contracts. <i>(The first draft was sent to the WPCA & BOG 3/5/2025)</i></p>	<p>WPCA</p> <p>Lead:</p>	<p>By no later than 4/20/2025</p>

WPCA Game Plan

Key actions required to arrive at OLSBA Sewer Vote



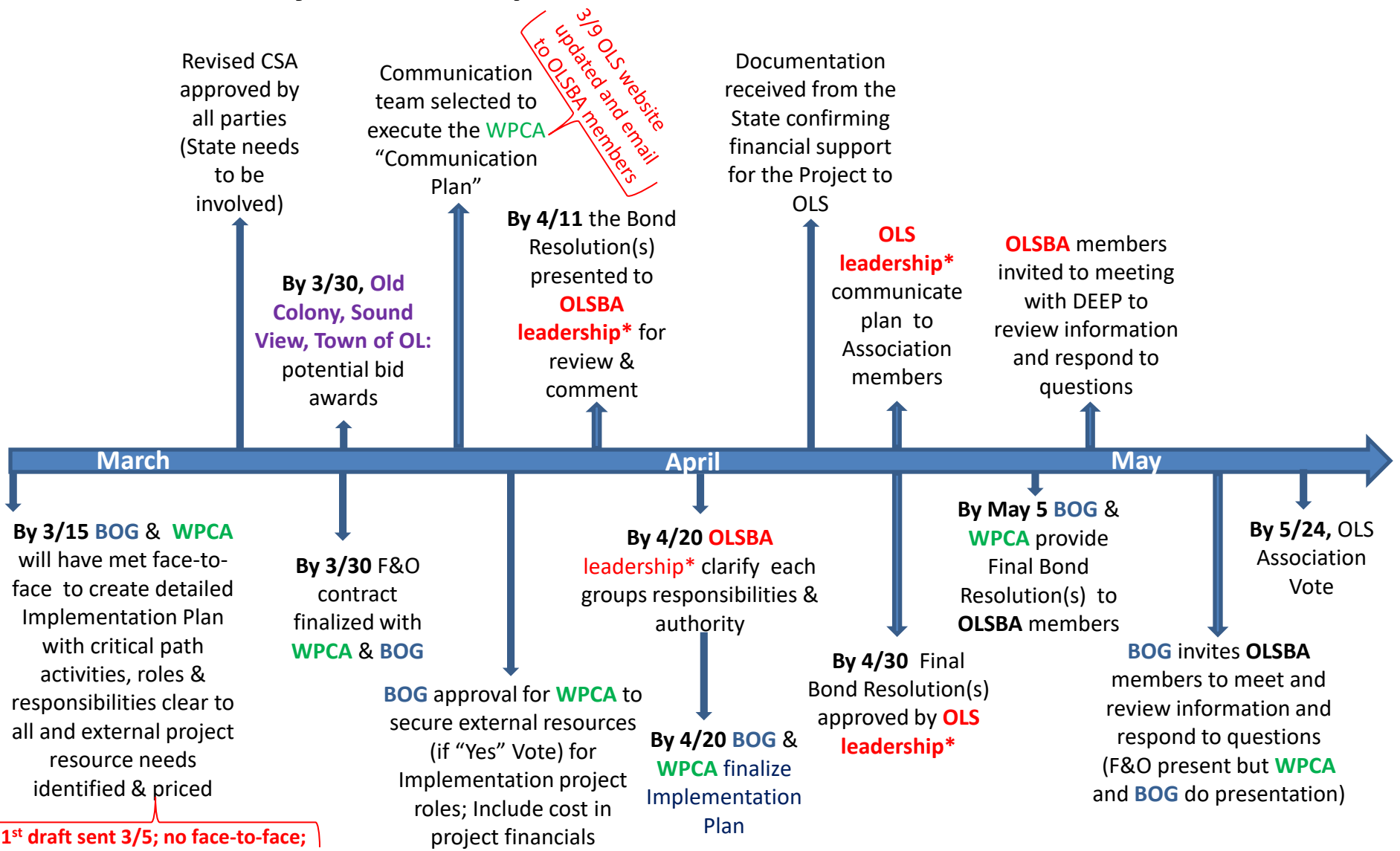
* For the **WPCA** project only, **OLSBA leadership** includes the **BOG** and **WPCA**; clarity required for responsibilities & authority

** Critical issue for "Shared" Project: There is currently no updated, revised CSA approved by all four parties

WPCA Game Plan

✓ - Task completed

Key actions required to arrive at OLSBA Sewer Vote



1st draft sent 3/5; no face-to-face; No discussion roles/responsibilities

* For the WPCA project only, OLSBA leadership includes the BOG and WPCA; clarity required for responsibilities & authority

Appendix – Historical slides

The WPCA recognizes that the communications related to the Sewer project are complex and oftentimes get into a level of detail that may make it difficult to understand the big picture. As a result, these slides have been created to help simplify the messaging.

There are two terms used throughout this communication that are defined below:

- ❑ **“WPCA Game Plan”**- It includes the Timeline of key actions necessary to conduct the Association Vote.
- ❑ **“WPCA Implementation Plan”** - It includes the timeline of key actions if the Association Vote is a “Yes” for the Sewer project. The Plan includes:
all tasks required to begin implementing the Sewer project immediately after the Vote (e.g., resource requirements, internal sewer bidding, IFO conversion, stormwater permit contract/submission, funding source for “ineligible” costs, role of the CSA and its effect/impact on the Sewer project, etc.) and dates, accountabilities, risks and dependencies.

Critical Path for Association Vote

OLSBA Leadership Team: (BOG and WPCA)

- Clarify responsibilities/accountabilities between BOG and WPCA for Sewer, Storm water and Paving projects
- WPCA “Game Plan” identifies owners of each task with due dates
- At minimum, weekly meetings between WPCA and BOG to provide updates, address questions/issues and ensure timeline will be met
- Resources secured to support project where lacking
- Communication Team in place, communication plan developed and executed to ensure Association members regularly informed
- Ongoing dialogue with DEEP, Town of OL, Old Colony & Sound View

Project Key Tasks:

- Financials documented and confirmed (Forgivable Loan and Grant from State, 2% Loan for members, other funding resources, i.e., bank loan, etc.)
- CSA approved by all parties (Town, Old Colony, Sound View, OLS, State?) along with roles, responsibilities, frequency to interact with state officials, etc.
- External resources approved for OLS project team
- Bond approach (1, 2 or 3) and financials finalized

Information required for Vote:

- Cost if “Yes” Vote and cost/potential financial risk if “No” Vote
- If “Yes” Vote, “Implementation Plan” that kicks off the day after the Vote covering large milestone items to be achieved to complete the overall project

Bond Resolution(s)

The Bond Resolution(s) serve(s) two general principal purposes:

1. Appropriating sufficient funds for potential project expenses relating to specifically identified projects
2. Providing the legal basis for the expenditure of funds

Bond Resolution matters to be considered include, but are not limited to:

- Cost (we can "build" upon the circa 2/28/25 bid openings - but we also need to include sufficient funding for project components, such as, but not limited to,
 - "Construction Contingencies" & "Administration"
 - Potential professional staffing & support
- One, two or three different resolutions - all potentially serving as "stand alone" projects to be funded:
 - Sewer, Stormwater & Road Paving (?) in a single resolution, and/or...
 - Sewer, only
 - Stormwater, only
 - Road Paving (?)

NOTE: Should the Bonding Resolution(s) involving sewer be "subject" to "state aid"? (Not sure how this might work...we are still under two ACOs, but I think it should be discussed and explored?). Also, role(s) of BOG, Association membership, Association President and Association Treasurer should be clarified in the Bond Resolution(s) (sole, concurrence, ministerial...?)

Draft Communication Strategy

1. Make it easy for OLS Association Members to access the information
 - a) Not just on the web
 - b) Lead them to the information if on the web
 - c) Consider campaign to obtain email addresses of all Members
 - d) Consider direct mail updates to resident's year-round address
2. Stick to the facts (information, not advocacy for "Yes" or "No" Vote)
3. Keep it simple, straightforward
4. Set expectations by providing updates on some regular schedule while also sending updates when changes occur
5. Provide ongoing opportunity for OLS Association Members feedback and questions beyond just Zoom meetings

Options to accomplish meeting the communication needs of our Members:

- Utilize the existing OLS Communications Committee or form one dedicated to WPCA communications
- WPCA members serve as source of information and review before finalized
- Communications team develop schedule (based on WPCA Plan and input) to ensure regular and timely updates to Members
- Communications team solicit Member input, draft communications and distribute