

**TOWN OF TOLLAND, CONNECTICUT  
WATER POLLUTION CONTROL AUTHORITY  
WORKSHOP MEETING MINUTES OF JANUARY 20, 2011**

**Members Present:** John Konrad, Chair  
Jim Williams, Secretary  
Perne Maynard  
Bruce Allen

**Members Absent** Todd Rolland, Vice Chair  
Michael Longenbaker, Alternate  
Matthew Rood, Alternate

**Others Present:** Jennifer Usher, PE, Town Engineer & Public Works Administrator  
Christine Hutton, Director of Finance (arrived at 7:25pm, departed at 7:40pm)

1. **Call to Order:** John Konrad, Chair called the meeting to order at 6:12p.m. in Conference Room C. Ms. Usher requested that items 2 and 3 of the agenda be reversed and that an additional item to discuss WPCA workload and staff be added to the agenda. Jim Williams/Perne Maynard motion to add this item to the tonight's agenda. Motion was unanimously approved.
2. **Route 195 Sewer Extension Project – Phase I : Financial Status Review:** Ms. Usher passed out financial information in regards to the Route 195 Sewer Extension Project that was in construction over the summer of 2010. Mr. Konrad opened a discussion regarding the project financial status. Commission members reviewed the revised projected costs and discussed the project deficit that would be paid for by the reserve fund. Ms. Usher suggested that they review the project financials again, once the final costs are known; after the final paving and project is 100% complete in the spring.
3. **Capital Budget Planning:** Mr. Konrad explained the budgeting process and reiterated the Town Council and Town Manager's request to receive information regarding the WPCA's 5-year capital project outlook. Mr. Konrad also explained that capital expense will come out of the WPCA reserve fund and not the Town budget. The Commission members reviewed the preliminary 5-year capital project plan and made revisions as need. Ms. Hutton defined the reserve fund expense requirements. Ms. Usher stated that she would finalize and format the document and send it to the Town Council.
4. **WPCA workload and staff:** A discussion amongst the Commission members concerning the current and future WPCA tasks. Mr. Konrad said that more information and discussion with other Town Staff was needed. Ms. Usher stated that she would try to set up a meeting to discuss further.
5. **Adjournment:** Jim Williams/Perne Maynard motioned to adjourn the meeting 8:16p.m. Motion was unanimously approved.

Respectfully submitted,

Jennifer J. Usher, PE  
Town Engineer & Public Works Administrator