

MEETING MINUTES

TOLLAND WATER COMMISSION

HICKS MEMORIAL MUNICIPAL CENTER Conference Room A– 2nd Level

June 9, 2010 – 7:00 P.M.

Members Present: Eugene Koss; Richard Symonds, Jr.; Glenn MacDonald; Andrew Netro; William Pakulis and Rene Wagner

Not in attendance: None.

Others present: Beverly Bellody, Human Services; Jennifer Usher, Town Engineer; Richard Munichiello, Fire Marshal; Pam Babey; Alex Babey (Civics Student); Barbara Avery

- 1. Call to Order:** Eugene Koss called the meeting to order at 7:02 p.m.
- 2. Public comment: Barbara Avery of 80 Walbridge Hill Road** – She is wondering what is wrong with her water. She'd been having a water problem since they've moved here twenty-five years ago. There is dirt, sediment and mud in it, even after having a brand new pipe installed. The Connecticut Water Company ("CWC") has been to her house, along with the State Commissioner, to perform tests. The dirty water occurs at least once a month. Jennifer Usher commented that they are not the only ones that are having a problem. She has been in contact with CWC. They have some ideas of what it could be. Ms. Avery said they have done this before. Mr. Koss suggested that as things come up, and in order to keep the information flowing the right direction, she contact Jen Usher in the future. Mr. Symonds asked the customer to start logging the dates and times. Ms. Avery said she tried doing that at different times, but nothing happened with it. She will start doing it again. Ms. Avery said it is almost like there is a leak in the pipe. With all the rain lately, she believes the water will be dirty within the next couple of days. Ms. Usher commented that anything she could tell them to help figure this out would be helpful. Mr. Koss commented on the stealing of water from hydrants. This could affect the water. The Commission is looking into that. Mr. Koss asked that she log the water conditions, weather, etc. It may help to see a trend. Ms. Avery said the CWC has been great, but there is nothing they can do. Ms. Usher said she spoke with Bill Hart at CWC. He is looking into the PRV's. She is awaiting word from him. Ms. Avery said it is o.k. right now, but Ms. Usher commented that the problem isn't solved and we are still looking into it. Ms. Avery said the piping cost her a lot of money, and still no change. It was like this in the beginning when they moved there.
- 3. Approval of minutes from May 12, 2010 Regular Meeting:**
Richard Symonds motioned to approve the minutes from the May 12, 2010 Regular Meeting;
Seconded by Rene Wagner. All in favor. None opposed. William Pakulis abstained.
- 4. Election of Officers:**
Rene Wagner motioned to nominate Eugene Koss as Chairman of the Water Commission;
Seconded by Richard Symonds. All in favor. None opposed. Eugene Koss abstained.

Rene Wagner motioned to nominate Richard Symonds as Vice-Chairman of the Water Commission;
Seconded by Eugene Koss. All in favor. None opposed.

Richard Symonds motioned to nominate Rene Wagner as Secretary of the Water Commission; Seconded by Eugene Koss. All in favor. None opposed.

5. **Leak Detection Survey** - Mr. Koss commented that Mr. Symonds has done research on leak detection. Mr. Symonds says that under the Diversion Permit, we are ordered to do leak detection surveys by November 1, 2010. It is his understanding you can do the leak detection tests over a 5 year period, bits and pieces of it. The problem is, with the exception of a stretch on Charter Road and a stretch from the high school to Clear Brook/Farm Brook, they have not done leak detection tests in many years. He called Al Braig of CWC to see if they could do this and they can. He received a price of \$7,000 +/-; over a 10 day period at a rate of \$87.50 per hour for the entire system. Mr. Koss said that the whole system should be done. We should be doing leak detection over a period of time, so that we don't spend \$7,000 all at once.

William Pakulis motioned to have the CWC conduct a leak detection survey on the entire system; Seconded by Richard Symonds.

Jennifer Usher suggested doing 1/5 per year to get on a constant schedule. The members agreed with her. We'll start with a clean slate now and then we'll divide the system by 5. Mr. Symonds did tell the CWC that we needed this done and on file with the State by November 1, 2010. The Estimator said that would be no problem, but he'd like to know within the next couple of weeks, so that he may schedule it.

All in favor. None opposed.

6. **Update of Lenard Engineering Consulting Projects – Production Meter, Well 1 and Well 2 pumphouse, interconnection of Torry Rod/Skungamaug system to main system** – Mr. Koss called Lenard and they were to send a memo, which he has not received as of yet. The update on their projects is that they are standing in place. They provided their printed report dated May 2010. The immediate open question is the metering for the production well 1. He did have discussion with Jim Ericson regarding this. Mr. Ericson is confident that the ultra sonic meters are a solution to the problem. Mr. Koss said the meter is an asset. It does cost money, but is inexpensive enough to increase their confidence with readings. Whatever we do, we need to tell CWC that we want to go through with the testing anyway. Mr. Wagner can't see putting the ultra sonic in. Mr. Pakulis asked why they were not going with the mag meter, which was agreed to and priced out before? Mr. Koss said because it is a \$5,000-\$7,000 when it is installed, but they'd also have to do changes to the facility. The members discussed the differences between the two meters and the work needing to be done with the facility, as well as the \$40,000 project cost estimate. Mr. Symonds suggested having a special meeting the 4th Wednesday of the month with Jim Ericson in attendance to discuss.

William Pakulis motioned that the Water Commission pursue the mag meter, consult with our Engineer to see what can be done as close to the \$40,000 budget as possible, without going to building at this time; Seconded by Rene Wagner.

Mr. Pakulis said the consult may be able to occur the 4th Wednesday. Ms. Usher said if this gets approved, maybe we can get a proposal from LEI or a cost estimate prior to the next meeting.

All in favor. None opposed.

Mr. Koss commented that he was looking for a less expensive option, but we'll have more confidence in this. Mr. Symonds believes in the long term it's the only way to go. Mr. Koss agreed.

7. **Update of Milone and MacBroom Consulting Projects – Water Diversion Permit** – Mr. Koss commented that he sent updated information from Milone and MacBroom to the Commission members. They have already started doing the fish study of Greens Brook. This study work is the subject of the proposal that he sent to the members back in May. To take this information that they've compiled from UConn and then run the models again will cost \$14,500, plus filing of the permit. The study work needed to be done at Greens Brook this Spring. They have made two to three field visits to look for these certain fish. Discussion occurred. It was decided that Ms. Usher and Ms. Bellody would speak with the DEP to confirm what they need to move forward.

William Pakulis made a motion that the Water Commission authorizes Milone and MacBroom to proceed with the next phase of Diversion Permit; Seconded by Richard Symonds.

Ms. Bellody asked if there was a figure she should do a PO on. Mr. Koss said \$14,500.00.

All in favor. None opposed.

8. **Report from Finance Committee and Budget for 2010-11 Fiscal Year / Capital Facility Needs** – Glenn MacDonald passed out a Financial Summary Update thru May 2010 to the Commission members. He explained the update. In summary, we have approximately \$300,000 +/- in the bank. It is growing at the rate of approximately \$47,000 this year. Operating income is becoming more and more negative; having bigger depreciation. Hydrant and sprinkler charges have been added in for the first time. We need to discuss rate change and our wants for 1-5 year capital expenditure plan.

Rene Wagner asked if we should set a target date for the rate increase. Mr. Koss said we need to issue a notice saying what they plan to do and then have a public hearing. After the public hearing, the Commission can then reject/approve/modify whatever they feel is appropriate. Bill Pakulis said we need to look at what we are going to increase the rate by. Mr. Symonds said we've gone since 1981 without a rate increase. Mr. MacDonald said unless they are ready to discuss the magnitude and time of the rate increase, he doesn't believe they are ready to discuss a 2010/2011 budget.

The members discussed the budget and logistics of same at length.

Mr. Symonds reviewed a 5 year duration list of capital improvement projects. Some of the items were not Capital, some were ongoing, some of the items have been approved already and some are expenses. Mr. MacDonald suggested putting on next month's Agenda, prioritizing the capital improvement projects. The members agreed. Jennifer Usher suggested getting a template of a Capital Budget from a nearby town commission, so that they have something that could be followed. The members agreed.

9. **Review of Need for Rate Increase. Letters to Customers, Public Hearing:**
- **Review of rates for the Torry Road System as related to Connecticut Water Company's proposed rate increase**
 - **Review of rates for the main system**
- Mr. Koss said this will be deferred for now, but that they are in agreement it will need to be done. Mr. Symonds said it needs to be done sooner rather than later. Jennifer Usher said that they need to know what the budget will be in order to come up with the rate increase. Multiple years will need to be reviewed.
10. **Billing for Fire Protection Service** – Mr. MacDonald commented that they've never billed for fire protection, but it was his belief the customers had been notified. Mr. Smith was instructed to notify the customers, but the Commission members are unsure if that was ever done. The members

discussed who should bill for fire protection. The town or CWC. Mr. Symonds said it hasn't been done, we need to do it. Mr. Wagner commented that they are losing money. Mr. MacDonald asked what it will take for them to do it. Mr. Wagner said they need to find out if the property owners have been notified; if not, they'll need to notify them. Mr. Pakulis commented that they need the calculations for each hydrant and customer. Ms. Usher will do this. Jen Usher said she will find the as-builts and review. It was determined that a new notice will need to be sent, since there is no confirmation that it has happened. She will provide them information for the next meeting.

11. **Tampering/Theft of Water from Hydrants** – Mr. Koss handed out a draft that is going to be sent to the customers re: the theft issue. If you are going to find a thief, you are going to need to get people to open their eyes. The Commission is not going to catch anyone. Some believe the theory of dirt in the water is someone opening valves rapidly and slamming them shut. Nothing should be hooked to a fire hydrant, except a fire truck, town truck or CWC. Different avenues for getting the word out were discussed: Tolland Monthly; e-blast and newspaper. Mr. Pakulis said we need to educate the public and get the word out. He doesn't believe sticking a letter in with the invoice was a good idea, it would get lost. Jennifer Usher believes we are in the height of the season and it shouldn't be waited on. The members discussed the contents of the letter. Ms. Usher will refine the letter. It will go in the paper. Ms. Bellody and Ms. Usher will contact their contact at the JI, and it will go into the Tolland Monthly.
12. **Hydrant Maintenance – Numbering, Marking and Painting as a Boy Scout Project** – Mr. Symonds commented that the system has been numbered. It is consistent with the Fire Department. The Fire Department has received a request from the Boy Scouts for projects. They suggested painting the hydrants. He explained the marking and painting. If the Commission wants to do the numbering and marking, it could be done within a month. Mr. Symonds volunteered to be the member from the Commission to oversee them, along with an adult from the Scouts. A safety meeting will need to be held and vests supplied Ms. Usher said. Mr. Symonds will set up a meeting with the Scout leader and the Fire Marshal. Mr. Pakulis suggested starting off with the painting and the numbering. Marking them can be done last.
13. **Water Conservation Education, Assistance** – Mr. Pakulis suggested putting something in the Tolland Monthly once or twice a year. Ms. Bellody is seeking an intern to come and link something on the website regarding water conservation and create pamphlets. Ms. Bellody will continue to work on this. Ms. Koss gave her a sample pamphlet.
14. **Status of Signs and Security for a Water System Facilities** – Ms. Bellody called and ordered some sample signs. They are on their way. Mr. Symonds gave a list to Clem Langlios, Public Works Operations Manager. He is going to make the signs or order them through his department. Ms. Usher is going to check with Mr. Langlois on the status. Mr. Symonds spoke with the Sergeant, as soon as the signs are put up, they will begin enforcing.
15. **Water Production Metering and Reporting** – discussed previously.
16. **Other Business** –
Mr. Symonds commented on a punch list of projects that were brought to their attention by the CWC. Two of them that were of emergency nature, they authorized and did. They did not find a need for replacement parts. They were able to loosen the valves, so they are functional. The other projects have not been addressed and one of them is a possible leaking valve in front of 7-11. How do you want to proceed on these items? Mr. Symonds has asked for an estimate, but has not received it yet. Bill Pakulis thinks we should get an estimate and have it documented.

Mr. Symonds asked that all members make sure Ms. Usher is on their e-mail list.

Mr. MacDonald asked everyone if they are getting the production reports regularly. Ms. Bellody said she was asked to send them. If you've seen one of them, you've seen every day for the month. It is after the fact and we can't stop it from happening. If there are people who want to see them, then keep them coming. Ms. Bellody said she'll do what the members want. Some like getting them every day. She will continue the way she's been doing it, unless a member tells her otherwise.

17. Adjournment:

Richard Symonds motioned to adjourn the meeting; Seconded by William Pakulis at 9:45 p.m. All were in favor. None opposed.

Michelle A. Finnegan
Water Commission Clerk