

MEETING MINUTES

TOLLAND WATER COMMISSION

HICKS MEMORIAL MUNICIPAL CENTER Conference Room A– 2nd Level

April 14, 2010 – 7:00 P.M.

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

Others present: Beverly Bellody, Human Services

Not in attendance: Glenn MacDonald and William Pakulis

1. **Call to Order:** Eugene Koss called the meeting to order at 7:00 p.m.
2. **Public comment:** None.
3. **Approval of minutes from March 10, 2010 Regular Meeting and discuss Special Meeting from April 5, 2010:**

Richard Symonds motioned to approve the minutes from the March 10, 2010 Regular Meeting;
Seconded by Andrew Netro.

Mr. Symonds had two amendments to the March 10, 2010 minutes:
Page 1, last paragraph should read:
Richard Symonds motioned that the disputed amount that occurred due to the discrepancies in the meter readings be rescinded, and that the customer pay their normal average quarterly bill. We will rescind the additional **unpaid** amount. Seconded by Glenn MacDonald. All in favor. None opposed.

Page 2, top of the page should read:
➤ Contacting them by phone (**Mr. Koss and** Mr. Symonds will contact the customers);

All in favor **as amended**. None opposed.

Mr. Symonds commented that the Minutes from the April 5, 2010 Special Meeting was provided only as informational and there is no need to vote on them.
4. **Customer billing and or meter reading dispute(s) – Update:** Eugene Koss updated on the four customer billing problems. He did speak with Kelly at Connecticut Water Company (“CWC”) on April 13, 2010. One of customers had already paid the bill and they sent the bill to Mansfield. From discussion with Robyn Kupferschmidt-Putira she was happy with the way her situation was resolved. Most people would sent their payment to the P.O. Box in New Hampshire, so Kelly and us won’t know for awhile if they are paid. The new bills have gone out, and Mr. Koss hand-delivered letters to the customers. There have been no telephone complaints to Kelly or anyone. He believes all four customers are happy.
5. **Report of special meeting with Health Department:** Richard Symonds said the State wanted to showcase us to State and Federal agencies. They met with two representatives from the Health

Department. They gave them a tour of the interconnecting facility at the Middle School and went to the well site. CWC people were also present. They filled them in on the consultant work that is being done in terms of replacement of the meter. The issue of the second well site, which was not visited, was the need to address possible chlorination. Jim Ericson, Lenard Engineering, who is doing some work on the Torry Road system had an opportunity to brief them on all that was going on. A new item that surfaced from that meeting was the need that they may have to do something with manganese iron. It was also discovered that they may not have a permit for the sale of water between the CWC and the Tolland water system on Torry Road. Work is being done now, but the Health Dept. said if we don't have it and it can't be found, they just need to replace the information in the file. This will be CWC's issue. Symonds had a meeting with CWC on April 14, 2010. They are trying to research whether a permit exists or not, whether it was done by agreement or how it was done. John Harkins and Dave Smith were involved in this. He suspects it was done with an agreement with the Tolland Aqueduct Company, because it was 1980. CWC didn't take over the system until 1986. We may have to participate with CWC, probably not much, to replace that file. Rene Wagner asked what the philosophy was on chlorination. Mr. Symonds said there is a new rule. The rule may ultimately require them to chlorinate the water. Not only that, but interfacing with CWC also raises the issue of the iron and manganese that we treat, because when you mix chlorine, iron and manganese the metals come out.

Mr. Koss noted Lenard's proposal was a three part proposal. It was to look at Well #1 and take care of the metering, which was our primary job for them. They also proposed looking at the well house for Well #2, the vault. We had agreed to pay them the incremental money to do the work on Well #2. The third piece was to review the proposed subsurface water treatment rule. We postponed spending money on the third project. We can go back to that, but he agrees it is much more important to finish the first piece.

Mr. Symonds commented that he telephoned Denise Ruzicka, Director of Inland Water Resources for the State, and she said that she will try to help us along. She asked when we could do the Diversion Permit. In short, Dave Murphy, Milone & MacBroom, has said that within a couple of months we may be in a position to resubmit that.

- 6. Review of Jim Ericson, Lenard Engineering consulting projects – Production Meter, Well 1 and Well 2 projects, interconnection of Torry Rd/Skungamaug system to main system:**
Discussion occurred in #5 above and a report was provided.
- 7. Review of water consumption and high rates of consumption Torry Rd/Skungamaug System:**
With regard to this item, Beverly Bellody will pull and print the assessor cards and check building permits for the customer's with high usage. This will show if they have a pool or anything unusual in the house. Mr. Wagner agreed. He would like to know a little bit more about the customers before contacting them. The Commission members agreed.
- 8. Rates for the Torry Road System water rates as related to Connecticut Water Company's proposed rate increase:** Mr. Symonds commented that as of July 1, 2010 it is anticipated that the CWC will have a rate increase. It is anticipated that PUCA will decide that in June. The new rate is expected to be an increase of 30%. That means that we will need to raise rates for that group. This needs to be looked at quickly. More importantly, he thinks that within the next couple of weeks we need to send letters out to these customers indicating that although they are our customers, they are supplied with water that we buy from the CWC and that we are expecting a significant rate increase, which we expect to happen July 1st, and suspect it to be in a certain range.

Mr. Koss suggests that something be drafted and circulated amongst the members.

Ms. Bellody suggested that a pamphlet re: water conservation be included with this letter. Mr. Koss had sample brochures with him re: water consumption. Mr. Netro believes the letter should indicate that they need the help of the residents regarding conserving water. Mr. Wagner said we could save money sending them out at the same time (the letter re: rates and pamphlets). Various options were discussed, such as including pamphlets with the next bill.

Mr. Symonds summarized that a letter will be drafted, something will be drafted with regard to water conservation, and Ms. Bellody will gather the data and see if there is some way to do a breakdown. Mr. Koss will have Kelly, CWC, calculate average and peak days for the old system and divide it by the number of houses, so that you will have an average consumption on the old system versus numbers for the new system.

9. **Financial Committee Report:** Mr. Koss reported that Glenn MacDonald has done a very comprehensive review of the financials. Mr. Koss is pleased, even though we have some challenges ahead of us. MacDonald has made it easy for us to understand. The fact is we will need to do something with rates. The good news is we all will have a handle on the financials.
10. **Water Diversion Permit – Update:** Dave Murphy, of Milone and MacBroom, had provided the Commission with a memo re: the status of Diversion Permit Application. Mr. Koss commented that Mr. Murphy is comfortable with the work they've done to follow-up on what DEP said. If we want to file it, he can do that. Mr. Symonds believes we should move with Dave Murphy. Mr. Netro agrees. Mr. Koss suggested meeting with Denise Ruzicka beforehand. He will call and ask to meet with her, along with Mr. Symonds. Mr. Koss will also speak with Dave Murphy about putting some speed on this.
11. **Water conservation education, assistance:** Mr. Koss had some samples of pamphlets, which the Commission members reviewed.
12. **Procedure for enforcing delinquent accounts:** Mr. Koss commented that there are State statutes that bind us. Ms. Bellody read from the agreement "the Town will enforce collection on these accounts". The contract states that "the CWC will identify them" and give us a list, which they do. She commented that the Accounting Dept. has been trying to figure these out and flags them. There are no letters that are being sent out. Mr. Koss said we need to get the State rules out. He will pull the State procedures. Ms. Bellody said that if you are able to get someone for that 10 hr. position, they could handle this. Mr. Koss will pull the State procedures. Ms. Bellody said the delinquents do not add up to a lot.
13. **Permit for CWC Sales to Tolland Water Commission:** Discussed in #5
14. **Signs for well site:** Mr. Koss commented when they did a site visit, they noticed the signs have been damaged. He passed around samples of signage. Mr. Netro asked if Town uses a certain place to make its signs. Dick Symonds commented that we need to be pro-active in the protection of our facilities. There is not a sufficient amount of signs. Beverly Bellody suggested speaking with Clem Langlois to see how he obtains signs for the town and speaking with the Sergeant for suggested wording.

It was decided the Ms. Bellody will speak with Mr. Langlois. Mr. Symonds gave suggested wording. Mr. Koss will look up the citation to see what is required.
15. **Other Business:** Mr. Wagner asked what was going on with charging for the fire hydrants. Mr. Koss commented that Dave Smith was supposed to take care of sending the bills out. The town was going to bill for fire protection service. Bellody did not believe anyone was doing it in the

Development office. Mr. Netro suggested writing a letter to the CWC telling them to start charging. Mr. Koss will call Kelly and ask if they have billed them. Beverly Bellody will ask Dave Smith if this has been billed.

Mr. Symonds had a map which was representative of the water on the Skungamaug side. Jack Keefe said an offer was made to the town that if we got them a map similar to this, they will pinpoint, by GPS, all of the shut-offs and important meter type things in the system on this map. Mr. Symonds made arrangements to get the maps (one showing the main system as well) sent electronically to them. Mr. Symonds said that the members should get copies of the plan as well.

Mr. Symonds commented that the Administrative Regulations have been technically corrected to reflect the changes in people. We've included Jennifer Usher, effective May 10th. They've remove others that have since left. It should be on the website.

Mr. Symonds said that Mr. Koss suggested a special meeting regarding the Regional Water System so that we can deal with just one issue. Mr. Koss said he has called and left a message for Terry O'Neill proposing April 28th. Mr. Symonds suggested having a special meeting two weeks from tonight for that purpose.

Mr. Koss commented on a proposal from Liquid Engineering (\$2,950 per day, plus \$250 for a written report) for cleaning and inspecting the interior of the tank, which could take two (2) days. This same company did this in 2006. Mr. Koss thinks that Tolland's practice has been to use the same company. There was talk about Mr. Langlois having a Cathodic Protection Contract. Mr. Symonds wants to be sure two contracts don't exist for performing the same job and if this needs to be done now. It was determined that more information will be gathered, such as how much this company was paid in 2006? Who actually hired them? Ms. Bellody will check to see if they can locate the previous bill and seek any additional information.

16. Adjournment:

Richard Symonds motioned to adjourn the meeting; Seconded by Andrew Netro at 8:12 p.m. All were in favor. None opposed.

Michelle A. Finnegan
Water Commission Clerk