

**MEETING MINUTES
TOLLAND WATER COMMISSION
HICKS MEMORIAL MUNICIPAL CENTER
COUNCIL CHAMBERS – SIXTH FLOOR
AUGUST 1, 2011 – 6:30 P.M.**

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

Not in attendance: Glenn MacDonald and William Pakulis

Others present: Jennifer Usher, Town Engineer; Art O'Neill of Connecticut Water Company ("CWC")
exited meeting early

1. **Call to Order** - Eugene Koss called the meeting to order at 6:37 p.m.
2. **Changes to Agenda** – None.
3. **Public Comment (2 minute limit)** – None.
4. **Approval of Minutes** -
 - A. **July 6, 2011 Regular Meeting** – No quorum. The minutes were not approved.
 - B. **July 12, 2011 Special Meeting** – This was a workshop meeting - approval of the minutes is not necessary. The minutes have been provided to the Town Clerk.
 - C. **July 21, 2011 Special Meeting** – This was a workshop meeting - approval of the minutes is not necessary. The minutes have been provided to the Town Clerk.
5. **Operator Report: Art O'Neill, Connecticut Water Company** – Mr. O'Neill updated on the following:
 - A. **127 Kate Lane** – The meter was removed and ran line outside. A significant amount of sludge came out on the initial run. It was ran a couple of times and it seems to have cleared up the issue. Currently, it is being monitored.
 - B. **15 Kim Circle** – The problem was a bad pressure reducing valve. It has been replaced.
Mr. O'Neill advised that Reminder Notices will be sent next week, 30 days after the billing.

Mr. Symonds asked if the CWC has the capability of charging interest on overdue accounts. Mr. O'Neill said yes and it is 1.5% per month (18% per year). Mr. Koss did say that the rate for the DPUC regulated companies is per a Decision. It cannot be altered without permission. Mr. O'Neill agreed. Mr. Symonds inquired, for future discussion, if different rates could be inserted. Mr. O'Neill said they do have the capability to change the interest rate.

Mr. Symonds updated that he has asked Brant (CWC) for a copy of the flushing records. Mr. O'Neill will confirm that it is in the processing of being sent. Mr. Symonds also commented that Donnel did send him the current list of those who need meter replacements. The numbers have been significantly reduced over the course of the last month.

6. **Staff Report: Jennifer Usher, P.E., Town Engineer & Public Works Administrator** – Ms. Usher commented:
 - A. **Summit Tank – Status Update** – The P.O.'s are out and they are scheduling it. She will advise the members when the time will be. Mr. Wagner returned the tank inspection disks to Ms. Usher. He was unable to make copies of them.
 - B. **Heat Trace at Route 74** – Mr. Symonds and Ms. Usher went to the site with Mr. Oleander. He gave an overview on how it was installed. Ms. Usher did go back out with Public Works.

It was determined that there is only one heat trace; there is not a second one. We were not getting a total of 120 at the box, we were only getting 80. They changed the breaker and that got us to 120. There is electricity flowing through there now, although no one is sure where the temperatures dial needs to be set at. Mr. Symonds is going to follow-up with Dennis Shea or John Oleander if they can direct them as to where it needs to be set.

Mr. Symonds commented that the Town Annual Report is due in October. Mr. Koss will start the work on this. Ms. Usher reminded that if the Commission wants any articles in the Tolland Newsletter that is due in the next couple of weeks. Mr. Symonds updated that the signs have come in for the facilities and he has volunteered to install them tomorrow.

7. Rockville Bank – Unauthorized Yard Hydrants – Ms. Usher said that CWC sent Rockville Bank a bill on behalf of the Water Commission for work performed back in March. She was told that there are a few yard hydrants out there, which are all hooked up to the fire line. She is not sure where they are located. If the Commission wants them removed, a letter needs to be sent to the Property Manager saying that they need to be removed. Since they are hooked up to the fire line, Ms. Usher recommended that the work be inspected by CWC or herself and the Fire Marshal. The members agreed.

8. Finances

A. **Financial Update** – Ms. Usher said that Mr. MacDonald told her he wouldn't have June's financial update tonight because he has not received the year end numbers.

B. **2011 – 2012 Budget & Rate Adjustment** – Ms. Usher mentioned that Mr. MacDonald forwarded the members a document based on their last workshop. Ms. Usher asked the members if there would be a rate change and how much since she was unable to attend the meeting. Mr. Koss said there will be a rate change at some point, although it would not be immediately. They believe it will be around a 15 – 20% increase.

Ms. Usher commented that Mr. Werbner has asked her when the Annual Budget will be done. She will follow-up with Mr. MacDonald. Mr. Werbner would like to have everyone's budget in August. Mr. Symonds suggested having a workshop this month to discuss this, and stated that it should coincide with Mr. MacDonald having the information on the year-end figures.

9. Long Term Planning – Mr. Symonds said they need to discuss budget issues and the status of the Water Commission financially and operationally with the Council. Mr. Koss provided information to the members related to what the neighboring towns are doing with their water utilities. He also provided them with the DPUC rates.

10. Water Conservation Plan – This item will be combined with Item #12 because they tie together.

11. Diversion Permit – Status Update – Mr. Koss has been informed by some staff members that work with Denise Ruzicka that this is being worked on. He also commented that the Dept. of Public Health has asked for a determination of the safety yield in the wells and well field. Mr. Symonds and Mr. Koss have met with them and he believes they would like a determination from Milone & McBroom indicating that ½ million a day can be had from that well field.

12. Water Supply Plan – Status Update – Mr. Symonds reminded the members of the deficiency letter received. He explained that they decided on a way to approach a response. The State has been shown a preliminary draft of the document and work continues on it. A Conservation Plan has been created and at some point will need to be approved by the members of the Commission. He suggests that a meeting be had to have discussion on 2 – 3 sections that need reviewing. He feels good about it. He showed the members a water system map that has been prepared detailing everything that the State had requested. Mr. Wagner suggested that all the members be provided a copy of the map. Mr. Symonds said they would be. The plan is to finish off the draft by the end of the summer. He listed

out the attachments that will part of the plan. Mr. Symonds will submit the Conservation Plan to the members for review and comment.

- 13. Old Cathole Road Water Main Extension Project – ARRA Funding Status Update** – Mr. Koss said that Beverly Bellody has received the filings from CATCO and vendors. There are still some non-compliant items. Jim Ericson has been gathering this information. Ms. Bellody will file the necessary documentation.
- 14. Overdue Accounts & Shut-off Procedures** – Ms. Usher said this could be tabled. A dollar amount and timeframe needs to be worked out. Mr. Symonds said that the Commission should go back and use what was in place prior in regards to charging interest. Ms. Usher will convey this to the CWC.
- 15. Adjournment** – Rene Wagner moved to adjourn the meeting; Seconded by Andy Netro at 7:50 p.m. All were in favor.

Michelle A. Finnegan
Water Commission Clerk