

# MEETING MINUTES

## TOLLAND WATER COMMISSION

### HICKS MEMORIAL MUNICIPAL CENTER Conference Room A– 2<sup>nd</sup> Level

**August 11, 2010 – 7:00 P.M.**

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

**Not in attendance:** William Pakulis

**Others present:** Jennifer Usher, Town Engineer; Beverly Bellody, Human Services

1. **Call to Order:** Eugene Koss called the meeting to order at 7:02 p.m.
2. **Public Comment:** None.
3. **Approval of Minutes from July 14, 2010 Regular Meeting:** Dick Symonds motioned to approved the minutes; Seconded by Rene Wagner. All in favor. None opposed.
4. **Staff Report:** Jennifer Usher, P.E., Town Engineer & Public Works Administrator

Jennifer Usher reported on the following:

- **Status of Well #1 repairs and related issues:** Last Friday, Well #1 was running and all was going well. It appears that the parko valve tripped itself and the pump stopped. Brad Small came in on Monday to finish repairing Well #2. He looked at the parko on Monday and figured out the problem. The wiring/programming was not done properly for the new soft start. So, it needed to be redone. It was repaired on Monday and a test was ran. To date, Ms. Usher has not heard anything, so she assumes that the test went well. We are now up and running. Bill Hart, CWC, advised her that they've gone over their diversion. The Well tripped out on Friday night and Bob Wittenzellner reset the Well around 8:00 a.m. on August 7<sup>th</sup>. Brant made adjustments to the parko valve. They thought they were good until Sunday. When Mr. Hart arrived, the parko apparently shut off on 3 p.m. on Saturday. Nothing was filling until Mr. Hart got there on Sunday. He decided to turn on both wells and have them both pumping into the system. He left and came back to shut off Well #2. When he came back the tank was up to 32'. Which is sky high, causing us to go over the Diversion. The members discussed the events causing them to go over the diversion. Mr. Koss did comment that Dave Murphy has heard nothing back on the Application. The next step will be to sign the Affidavit. Ms. Usher will advise the DEP that we may have had potential violation. Mr. Koss offered the following explanation to her: that we were performing service work and while that was occurring there was a malfunction with the switch gear. It was necessary to fill the tank to cover a time period for when there was no pumping.

Ms. Usher commented that she also has found out that we are having problems with the CWC and finance. Mr. MacDonald said he knew about this. Between April and May, we haven't gotten any revenue. That is because no bills have been sent out to the customers. Ms. Usher commented that when the CWC receives money back from our customers, they are supposed to wire it to our account immediately. They are reporting back to Finance saying that we've taken in what is equivalent to \$40,000 worth or revenue that is yours and we only are showing \$30,000. People in Finance have been in contact with CWC asking what the

problem is. We've only gotten paid twice since April/May. We should be getting paid every other week. Also, CWC is supposed to give Accounting reports. As of April, the reports have stopped. So, we now have operational and financial issues. The members discussed having the CWC meet with them to discuss the events that occurred during the last Well failure and the finance issues. Mr. MacDonald will speak with Chris Hutton, Finance, to get the particulars. He will then relay the findings to Ms. Usher and Ms. Bellody. It was decided that Dick Symonds and Jen Usher would meet with Jack Keefe, CWC, on Tuesday.

- **Tank inspection report & findings:** The tank got cleaned and the cathodic protection was looked at. It was determined that a ring is now sitting on the bottom of the tank. The anchors that were there have failed. There was sediment that was cleaned out. The tank should be good for 2-5 years. Liquid Engineering ("Liquid") was instructed to release their findings to Corpro.  
Liquid reported that there is some pitting occurring on the inside of the Well. They provided a proposal for maintenance: \$2,900 a day to do the epoxy repairs / 7 days estimated. Ms. Usher will talk with Liquid regarding this proposal.  
Liquid also made some recommendations regarding some security items. The members reviewed the suggestions. She will find out more information and report back.
- **Service requests and status:** There have not been any new service requests. As requests come in, Ms. Usher will advise the members.
- **General system status and requirements:** Mr. MacDonald asked that results of any 'bad' tests be an agenda item. Ms. Usher reported that she is waiting for prices from Brad Small on the Route 195 PRV along with the Woodhedge one that needs to be taken care of.
- **Seminar review:** Ms. Usher asked what the members thought of Bill Hogan's presentation. They thought it was good.
- **Fire Protection billing:** Ms. Usher does not have a report on this item. This is for the Big Y plaza. She try to ask Richard Munichello, Fire Marshal, for some help.
- **Hydrant water theft:** Ms. Usher is not aware of any right now.
- **Water conservation/conditions affecting supply:** Ms. Usher suggested holding off on this until we see how the well performs. Ms. Bellody is going to send the article that ran in the Tolland Monthly on conservation to Mr. Koss for refining and then inclusion in the Newsletter. It was determined that this would be put off until after Labor Day. Ms. Bellody mentioned that there is a high school student that will be making up posters for the high school relating to water conservation.
- **Other issues:**
  - Ms. Usher mentioned that protection needs to happen at the wells.
  - Interconnection: Ms. Usher asked if there has been verification that we have enough storage for all the customers we are now serving. She will speak with Mr. Ericson about this.
  - CWC Pipeline Operation Agreement – Ms. Usher sent the most recent draft of the Agreement to the members for review. It was determined that there would be a workshop for the members to discuss the contract. It will occur after Labor Day.

5. **Delegation of responsibilities to the Town Engineer & Public Works Administrator, Jennifer Usher, for decision making for routine and emergency matters, as well as designation as the Tolland Water Commission Liaison** – Mr. Symonds suggested this be on the agenda because we need to have a designated information point person. Mr. Koss agrees.

Rene Wagner made a motion to accept the following resolution:

Jennifer Usher, Town Engineer & Public Works Administrator, shall be the principal point of contact for the Tolland Water Commission's operational contractor, the Connecticut Water Company, regarding day by day operational issues germane to the operations of the Tolland

Water System. Additionally, the Town Engineer shall be contacted, along with other Town Staff that have also been designated as specific contacts for emergency and all other purposes.

Seconded by Dick Symonds. All in favor. None opposed.

6. **CL&P service at Well #1** – Dick Symonds, Vice Chair – Mr. Symonds prepared a letter putting CL&P on notice about a complaint relating to the treatment given, lack of priority and cancellation issues during the incident at Well #1. Costs were incurred in terms of equipment, electrician, etc. He'd like to put them on notice that we are going to file a complaint. Mr. Koss agrees. Mr. MacDonald asked how much costs were incurred. Mr. Symonds said the final numbers are being worked on. Ms. Usher commented that she received a call from a Nancy at CL&P. She is the new representative for the Town. The members decided that Mr. Symonds would finalize the letter and e-mail it to the members for their review and comment.
7. **Status of Diversion permit/follow up meeting with DEP – Gene Koss, Chair** – Mr. Koss commented that the next step is for Ms. Usher to sign the Affidavit.
8. **Budget – Glenn MacDonald** – Mr. Symonds commented that there are two areas that need attention: 1.) is within the Capital need and Capital facilities area; and 2.) related to operational projects, but these have budget implications. He started filling out a template with years beyond year 5. It is a long term plan. He will get Mr. MacDonald a copy of it once he has finalized it. Mr. MacDonald gave a brief update: We did receive the final year-end data from the accounting office. He has run the numbers again. The results confirm that the revenues look short. Hopefully, next year they will catch up.
  - **Review of Town Council presentation** – MacDonald, Koss and Symonds meet with the Town Council and presented the Commission's budget. Mr. MacDonald mentioned that the Council members asked if this budget was part of the towns. Mr. Werbner commented no. The funds are separate. They were interested in the pending rate increase, and the relation between where the TWC rates lie with the CWC's rates. Mr. Koss was able to provide the Council with the statistics.
  - **Long term needs** – See above.
  - **Capital budgets – five year and long term** – See above.
9. **Rate base strategy and schedule** – Ms. Bellody commented that Mr. Conti, Town Attorney, stated that according to the Ordinance and Connecticut General Statutes setting the rates are the Council's responsibility. There was discussion amongst the members regarding who was responsible for setting water rates, the TWC or the Council. It was determined that the Commission would continue to move forward.
10. **Discussion of long term requirements** – this item was tabled until the next meeting.
  - System
  - Routine service
  - Security
11. **Annual report to the Town – Dick Symonds, Vice Chair** – Mr. Symonds commented that the Annual Report is due October 1, 2010 to the Town. He has drafted one, which he will circulate to the members for review.
12. **Other Business** – Ms. Bellody showed the members the logs that Donna is taking from the wellhouse and imputing into an excel spreadsheet.

Mr. MacDonald asked how the water flows in the area of Virginia Lane. The members reviewed the map and had discussion re: supply and transmission lines.

13. **Adjournment** - Andy Netro motioned to adjourn the meeting; Seconded by Dick Symonds at 9:58 p.m. All were in favor. None opposed.

**Michelle A. Finnegan**  
**Water Commission Clerk**