

MEETING MINUTES

**TOLLAND WATER COMMISSION
HICKS MEMORIAL MUNICIPAL CENTER
COUNCIL CHAMBERS – SIXTH FLOOR
DECEMBER 5, 2011 – 6:30 P.M.**

Members Present: Eugene Koss; Richard Symonds, Jr.; Glenn MacDonald; Andy Netro; William Pakulis and Tom Rallo

Not in attendance: None.

Others present: Beverly Bellody, Michael Wilkinson, Pete Pezanko of Connecticut Water Company (“CWC”); Jack O’Keefe and Peter Gaewski of Tata and Howard

- 1. Call to Order** - Eugene Koss called the meeting to order at 6:34 p.m.
- 2. Public Comment (2 minute limit)** – Steven Boyer spoke about 273 Torry Road (his parent’s property) - A pipe broke in the basement and it filled with water. They received an extremely high bill (\$1,095); their usual bill is about \$28. They called the water company to see if they offered a program for a reduction. A representative from the CWC came out to make sure there was not a leaky toilet, and he saw the broken pipe. He was referred to the Commission, and told to come and present his issue at the meeting. He asked if there is anything in place that will allow for a reduction in this bill. Mr. Koss commented that if there are occurrences that are not within the control of the customer, the Commission has on rare occasion made adjustments to bills. Discussion of this matter will be added to the Agenda.

Glenn MacDonald motioned to add this matter to the end of the Agenda as 10A; Seconded by Dick Symonds. All in favor. None opposed.

Mr. MacDonald asked if the source of the water was located. Mr. Boyer said it was a break in the pipe (the pex fitting came apart). They believe the water flowed for about 24 hours.

Mr. Boyer mentioned that he owned the Country Butcher, and thanked them for the wonderful water. It makes great meat products.

- 3. Operator Report – Connecticut Water Company**
 - A. Financial:** No update. Mr. MacDonald said he would like to pose his questions to Mr. O’Neill in an e-mail prior to the meetings so he can have a chance to prepare and respond at the current month’s meeting. Mr. Pezanko said to e-mail them with current matters, and they will respond prior to the next meeting.
 - B. Operational Issues:** No update.
 - C. Status of Kate Lane Flushing (week of 11-28-11):** Pete Pezanko updated that the flushing occurred, and it took about 3 days. It was pretty dirty. The CWC got the hydrants at the low points and did more than they would normally do. Mr. MacDonald commented that he was surprised at the volume it took. Mr. Koss commented that the customer at 112 Kate Lane seemed pleased. They have not had any other feedback as of now. He is assuming that there was an improvement. From his discussion with CWC, they are going to have to wait and see what happens. It was quite evident that there was a lot of sediment in that low spot.

Mr. Symonds asked when the last heavy metals testing were completed. Mr. Pezanko will check on that. Mr. Symonds believes it is a 9 year testing requirement. Mr. MacDonald asked if they could be updated on the various testing cycles. Mr. Pezanko did comment that they are testing once a month for iron and manganese.

Mr. Rallo asked if other hydrants on Kate Lane hadn't been flushed. Mr. MacDonald said there are other hydrants that have not been flushed in a very long time. Mr. MacDonald asked if there should be a rotation schedule for flushing. Mr. Pezanko said yes, at least once a year. Mr. Symonds said that could pose a problem for the diversion permit. Mr. Rallo said if there are hydrants that haven't been flushed they should be. There could be build up elsewhere, which will cause problems down the road. Mr. Pezanko said the next flushing will be in the Spring. It was determined that the Commission would talk about this again and make a plan to hit them all within a twelve month cycle. Mr. Pezanko will get a drawing, outlining those hydrants done on a regular basis and ones that are skipped and the reasons why.

4. **Delinquent Accounts** - Mr. Symonds commented on 45 Glenn Drive: A lien needs to be put on the property and the account needs to be sent to collections. Mr. Pezanko is going to check with Kelly to make sure they are at that point. Mr. MacDonald and Mr. Symonds will come up with a procedure regarding liens. It was determined that they will discuss this at a workshop.
5. **Presentation by Tata and Howard (7:30 p.m.)** - Peter Gaewski and Jack O'Keefe gave a PowerPoint presentation entitled Water System Considerations for the Town of Tolland, Tolland Water Commission. Mr. Gaewski spoke to the PowerPoint:

- ~their areas of expertise included: capital efficiency plans, hydraulic modeling, water treatment, new source/replacement wells, flushing programs, water storage, mains, pumping system designs and pumping system efficiency;
- ~He listed their water clients in Connecticut;
- ~The Company's firsts and innovations;
- ~Tolland Water System – Quality: Potential areas of assistance: High manganese concentrations on existing wellfield, customer complaints due to black water, and emergency power assessment;
- ~Their replacement well experience;
- ~Their water treatment experience and comments on various facilities;
- ~Their infrastructure design experience;
- ~Asset management identified;
- ~Tolland Water System – Water Mains;
- ~Actual main failure history: It doesn't necessarily need to be the oldest pipe that fails;
- ~Explanation of the Capital Efficiency Plan Concept and Implementation; and
- ~Value of Capital Efficiency Plans: most efficient use of limited funds, can pay for itself with the first project, approach tailored to each system, workshops close data gaps, provides comprehensive database, improves system reliability, enhances water quality and increases customer satisfaction.

Mr. O'Keefe commented that the information from the Plan gets put all in one place. Mr. Gaewski said the scope of work can be tailored to what you need and want. It will provide a comprehensive database for you. He spoke briefly on Wastewater Engineering Services. They do I/I removal programs, feasibility studies, alternative analysis and evaluations, rehabilitations and upgrades / NPDES permits and flushables.

Mr. Pakulis asked what the timetable would be. Mr. Gaewski said 4 – 6 months. At that time, he will provide a proposal within a week and ½. Mr. Pakulis asked how much support they would need provided to them

during this process, since they are down a town engineer. Mr. Gaewski said not a lot, they will ask basic information. They would also like to have a workshop at some point.

Mr. Belsito asked how they determine if pipes are in corrosive soil. Mr. O'Keefe commented on a situation up at UConn. They had a company come in and test the soil. Mr. Gaewski said the inlands/wetlands maps are a good starting point, they interview people who may know, the state soil maps, or you can bring someone in. It's a mixture of things.

Mr. Werbner said it would be important for them to get before the WPCA with a similar presentation.

Mr. Koss said the Commission has a fair amount to think about before it welcomes a proposal.

6. Approval of Minutes

A. November 7, 2011 Regular Meeting – Dick Symonds motioned to approve the minutes; Seconded by William Pakulis. All in favor. None opposed.

7. Financial Status/Report - Mr. MacDonald provided the financials to the members through October. In a side column, he did his best to estimate, based on their full year budget, where they should be right now. The revenue is slightly ahead. He is concerned about the expenses. He believes there may be a back log of invoice receipts due to Jennifer Usher leaving. He checked with accounting, and they were sitting on some invoices, which got paid in November. Mr. MacDonald found out that the Water Commission was no longer being charged for the clerical support staff. Mr. Koss will contact the Town Manager and discuss paying for the clerical staff. It was a prior arrangement that they would do so. Mr. MacDonald believed things looked more positive because the water rate is up due to the rate increase and they are now charging for fire protection. The situation is looking fine, except for those missing/late arrivals of repair invoices. Mr. MacDonald shared a billing summary organized by all the Tolland Groups and discussed same. This type of summary will be shared once a quarter with the members.

8. Diversion Permit Status - Mr. Koss commented that there was a memo from Dave Murphy outlining what they have done. The Town Manager had asked for assistance from Mr. Hurlburt. Mr. Hurlburt has asked DEEP for a meeting. That meeting is being scheduled.

9. Water Plan Status - Mr. Koss spoke with Steve Messer of DPH. He knows the Commission wants the Water Plan approved, but Mr. Messer said they've heard about DEEP and the movement there. He asked if the Commission minded if this didn't get approved right now. Mr. Symonds explained that if they did the Plan, covered the entire contents of the Plan, and they were satisfied, DPH would give them a nine year approval. The nine year approval would come at a point after the permit. If the Plan comes before the permit, it is five years. DPH feels the Commission has done what it was supposed to do, and feel they could live with a nine year plan. It was determined they could wait.

10. Status of Heat Trace and Generator Transfer Switch - Mr. Symonds commented on the heat trace: the original installer did not want to get involved with the heat trace. Mr. Symonds contacted Rock-Vern Electric. He asked Steve Palumbo for two things: an indication of what is wrong with the circuit for the heat trace, and the second thing: what is wrong at the well site (having to change from electric power to generator power when there are failures). The long and short of it is, that they need to have a transfer switch installed. Palumbo is also going to provide a quote for appropriate generator facilities. He is swamped and was not sure he would get back to him by tonight's meeting. Mr. Pakulis commented that it is getting cold. The heat trace should be the top priority right now. Mr. Symonds said that is supposed to be the first thing Rock-Vern does. As soon as he receives something, he'll forward it along to the members.

10. A. Mr. Boyer's Account - Mr. MacDonald said he has received this account's bills for the past three years. He said they average \$45 a quarter. This quarter their bill was for over \$1,000. He is asking for some forgiveness. Mr. Symonds did talk to Mr. Pezanko of CWC. He said the CWC would in this instance most likely provide a one-time abatement, although he was not aware of what the percentage would be. He will look into that. Mr. Symonds suggested having the customer pay the normal quarterly bill for now, and they will investigate what the CWC would normally do and get back to the customer. All late fees will be waived. Mr. Pakulis agrees.

10.B. 236 Charter Hill Road – Mr. MacDonald commented that there was a complaint regarding this property's invoice. It was due to a leak in the property owner's hot water tank. Mr. Koss said the invoice was a modest amount of money. Mr. MacDonald will ask CWC if this has been paid. Mr. Netro said part of home ownership is to fix problems.

Andy Netro motioned to not waive the fee; Seconded by Dick Symonds. Eugene Koss, Richard Symonds, Glenn MacDonald, Andy Netro and Tom Rallo were in favor; William Pakulis was opposed.

Mr. Pakulis wondered if they could get a ROM from Tata and Howard, before getting a detailed proposal. He would like it for a wellfield study (from the pipes back) and the Capital Efficiency Plan. Mr. Koss will call Mr. O'Keefe and discuss this.

Mr. MacDonald commented that he would prefer to meet with the new Town Council, without the WPCA present, to discuss their issues and Tata and Howard. The two Commissions have different issues and he doesn't believe it would be beneficial to meet all together again. The other members agreed.

11. Adjournment - Glenn MacDonald moved to adjourn the meeting; Seconded by Dick Symonds at 9:21 p.m. All were in favor.