

**MEETING MINUTES
TOLLAND WATER COMMISSION
HICKS MEMORIAL MUNICIPAL CENTER
Conference Room A – Second Level
December 8, 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; Meg Reich, Vice-President from the Willimantic River Alliance (non-profit organization) (Ms. Reich exited the meeting after her comments)

1. **Call to Order:** Eugene Koss called the meeting to order at 7:03 p.m.
2. **Changes to Agenda:** Mr. Koss suggested adding billing issues to the agenda.
Dick Symonds motioned to add Billing Issues to the agenda as item 8(F); Seconded by Rene Wagner. All in favor. None opposed.
3. **Public Comment (2 minute limit):** Ms. Reich reported as a member of the Mansfield 4 Corners Sewer and Water Advisory Committee. For 30 years, the town has been dealing with whether there should be sewers, and the DEP has been asking for many years that the town address the need. The group has gotten permission from UConn to build sewers and connect to their sewage treatment plant. The University has had a water crisis on and off since 2005. It has been under a consent order to do a number of things ex.: study the Fenton River and study the Willimantic River, which have been done. They are now updating their 5 year water supply plan. Milone & McBroom will supply them with a draft 5 plan on December 16th. The Town of Mansfield has hired Environmental Partners Group from Massachusetts to study four possible sources of water for the 4 corners area. The four sources of water are: water could come down from Tolland, water could be pulled up from the Willimantic reservoir, new wells could be installed: along the Willimantic River, and the in the Mansfield Depot area. The Connecticut Water Company (“CWC”) and the University are in talks about the CWC extending water through Tolland, which is involved with the town’s diversion permit. She believes the Tolland Water Commission’s diversion permit has regional implications for bringing water to undeveloped massive tracks of land in Coventry, Willington and Mansfield. The Willimantic River Alliance is not concerned with the Commission’s diversion permit. Although, they have a problem with agreeing with the CWC that they can pump water through the pipes on Route 195, and the long term regional implications that it has for the surrounding towns. Mr. Koss commented that the Agreement between the Commission and CWC isn’t executed yet. There is an options analysis included and it refers to the possibility of the CWC building a pipeline through town. It rejects that option, because the preferred option is to use the two wells Tolland already owns, because there is no cost associated. Ms. Reich suggested that someone, most likely CWC, should come forward and have a public information hearing. This could be where various groups and entities come together. Ms. Usher said that she has suggested this to the CWC, but has not heard back from them. Mr. Koss said that the Commission would be happy to talk with her or her group. They are also welcome to visit with them as well. The Commission cannot control some of the

other players. It was decided that the members will review the application and respond to Ms. Reich.

4. Approval of Minutes:

A. November 10, 2010 Regular Meeting:

Dick Symonds motioned to approve the minutes; Seconded by Rene Wagner. All in favor. None opposed.

5. Staff Report: Jennifer Usher, P. E., Town Engineer & Public Works Administrator:

Ms. Usher commented on the following:

A. Well #1 – New Meter – It is not installed yet. She is scheduled to meet with Paul Santoro tomorrow to get the final installation taken care of. She will notify the members when it is up and running.

B. Customer Service Requests – There are none. Mr. Symonds commented that he spoke with the resident at 224 Charter Road. She is aware that she needs to pay her bill. That account is all set.

6. Customer Business

A. Overdue Accounts – She has been talking with Finance and has provided them with a copy of the contract. They are looking into what CWC is required to do and what they have been doing with regards to collection of accounts. Ms. Usher would like to have a procedure in place for those accounts that become a certain amount of days overdue. She will keep the members updated as it progresses. Mr. Koss has reviewed the statute and there are procedures in place. Some of the procedures do apply and some do not. Mr. MacDonald suggested that a sub-set of the Commission members get together with Chris Hutton and work out the procedure. Mr. MacDonald, Mr. Symonds and Mr. Koss will assist with this.

B. Customer List – Mr. MacDonald has been working with Ginger MacHattie on the customer list. She is creating a mailing list from an excel document received from the CWC.

7. Meter Testing – Mr. Koss commented that we need to test the meters for Well #2 and the meter used for the sales to Willington. Ms. Usher commented that Well #1 may need to be tested even with the new meter. She will contact the CWC to see what meters need to be tested, and then arrange for the testing.

8. Financial Business

A. Report from Christine Hutton, Director of Finance & Records – Mr. MacDonald commented that the money owed from the CWC, as of June, has been paid. The money they report has been different than the amount received for deposit. Glenn MacDonald suggested a meeting with Chris Hutton. The members agreed.

B. Budget – Mr. MacDonald handed out the Financial Statement (July – November) to the members and reviewed same with them.

C. Rate Increase – Mr. Koss commented that a draft letter has been prepared and given to the members. Formatting changes will be made to the letter. Ms. Usher asked if the fire rates were going to be included. It was decided that individual letters would be sent directly to business owners regarding the fire rates. There was discussion with regard to the date on which to commence billing both the municipal buildings and business owners.

Glenn MacDonald motioned that two different notices shall be prepared: a public notice and private notice. The private billing will be billed effective January 1, 2011; and the

municipal notice will contain wording that billing will be deferred to July 1, 2011; Seconded by Andy Netro. All in favor. None Opposed.

It was agreed that the letters on rate changes would not reference fire protection rates. Ms. Usher will look at the calendar and available locations to determine when and where the public hearing will occur, so that it can be included in the letter.

- D. Capital Projects – 5 Year** – Mr. Symonds made up a listing of foreseeable projects. Mr. MacDonald suggested that the projects be prioritized. Also, dollar figures need to be determined. Discussion occurred about having a consultant review the projects to provide estimates of same. Mr. Symonds will arrange to meet with Mr. Werbner to discuss the requirements for the Commission's Capital Projected 5 year plan. Mr. Koss and Ms. Usher would like to attend the meeting as well.
- E. Private Hydrants and Sprinkler Services – UPDATED** – Mr. MacDonald will separate the listing into public and private, and will calculate the rates for Ms. Hutton. Mr. Koss and Mr. Symonds will work together on drafting a letter. Ms. Usher will prepare the hydrant letter.
- F. Billing Issues – (Mr. Koss added this to the agenda)** – It has been determined that six residential customers are being billed at the main system rates. A letter will be sent out to these customers advising of the erroneous billing, and include language regarding the new rates being put in place.

9. Diversion Permit

- A. Status Update** – Mr. Koss commented that a meeting occurred with the DEP and questions were asked. The DEP is going to prepare a listing of questions and forward it to the Commission.
- B. Letter from CT DPH, Dated Nov 5, 2010, Re: Diversion Permit Application** – The Commission members reviewed the letter.

10. Water Conservation

- A. Advisory** – Mr. Koss commented that various advisories in the area have been withdrawn. Mr. Koss suggested that the Commission retract our advisory. It can be communicated via e-blast. Ms. Usher volunteered to handle the e-blast.
- B. Water Conservation Plan & Report** – Ms. Usher reminded that this report is due by January 31, 2011. The Commission members discussed what would be included in the report. The members will look into the water supply plan and get back to Jen Usher with their suggestions for the contents of the report. Ms. Usher will also contact Denise Ruzicka, Director of Inland Water Resources for the State to see what they are requiring.

- 11. Water Commission Annual Report** – Mr. Symonds has written an Annual Report, although he is trying to obtain some statistics from CWC to incorporate. Ms. Usher believed that a response was received and will forward that to Mr. Symonds. He would like to get the report in by the end of this month.

12. Connecticut Water Company's Proposed Regional Pipeline Agreement

- A. Status Update** – Mr. Koss will do track changes to the Agreement. He will then get the agreement to Ms. Usher and Mr. Symonds for review. It was determined that this agreement will be in the attorney's hands before the end of the year for review.
- B. Presentation to Town Commissions & Committees** – Ms. Usher commented that this proposed pipeline will have an effect on other Commissions & Committees within the town. They have asked that the Commission hold a meeting explaining the proposal. It was decided

that a meeting will be held in February. Ms. Usher will figure out the logistics for this meeting.

13. CT DPH Sanitary Survey Report – TWC Response Letter, Dated Nov. 29, 2010 – Mr. Koss and Mr. Symonds provided the members with a response letter that they drafted and sent.

14. Election of Officers

- A. **Chair** – Rene Wagner motioned to appoint Eugene Koss as Chair of the Tolland Water Commission; Seconded by Andrew Netro. All in favor. None opposed
- B. **Vice-Chair** – Andrew Netro motioned to appoint Richard Symonds as Vice-Chair of the Tolland Water Commission; Seconded by Rene Wagner. All in favor. None opposed.
- C. **Secretary** – Richard Symonds motioned to appoint Rene Wagner as Secretary; Seconded by Glenn MacDonald. All in favor. None opposed.

15. Other Business

~Mr. MacDonald would like to review the Diversion Permit. Ms. Usher said that there is a copy in her office.

~Ms. Usher: -Contacted the CWC regarding a flushing report. She is awaiting an answer.
-The hydrant over at Well #1 has been replaced. No invoice has been received yet.
-She is speaking with Vincent Tursi from Victaulics. He is willing to go and look at the pressure reducing vault on Route 195. She will give him a call to set a time.

~Mr. MacDonald mentioned his draft letter to the CWC. The members decided this item will be added to January's agenda.

16. Adjournment – Richard Symonds motioned to adjourn the meeting; Seconded by Rene Wagner at 10:20 p.m. All were in favor. None opposed.

Michelle A. Finnegan
Water Commission Clerk