

**TOWN OF TOLLAND, CONNECTICUT
WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING MINUTES OF JANUARY 27, 2011**

Members Present: John Konrad, Chair
Jim Williams, Secretary
Michael Longenbaker, Alternate
Perne Maynard

Members Absent Todd Rolland, Vice Chair
Bruce Allen
Matthew Rood, Alternate

Others Present: Eugene Koss, Chair, Tolland Water Commission (arrived at 6:08 p.m.)
Richard Symonds, Vice Chair, Tolland Water Commission
Rene Wagner, Secretary, Tolland Water Commission
Glenn MacDonald, Tolland Water Commission
Andrew Netro, Tolland Water Commission
William Pakulis, Tolland Water Commission (arrived at 6:12 p.m.)
Steve Werbner, Town Manager
Christine Hutton, Director of Finance
Jennifer Usher, PE, Town Engineer & Public Works Administrator

1. **Call to Order:** John Konrad, Chair, called the meeting to order at 6:05 p.m. in Council Chambers. Richard Symonds, Vice Chair, called the meeting to order at 6:05 p.m. in Council Chambers.
2. **Utility Commission Staffing:** Ms. Usher thanked everyone for attending the meeting and went over the current and immediate future workloads of the Water Pollution Control Authority and the Tolland Water Commission. Ms. Usher asked the Utility Commission members for their input and thoughts on the proposed Engineering/Utility Assistant position. Mr. Konrad stated that there was concern by the WPCA in regards to funding the position without increasing user costs. Mr. Konrad also added that the WPCA had been able to reduce the services of Fuss & O'Neill and that this would help reduce operating costs. Ms. Hutton passed out information on the WPCA reserve fund. Ms. Usher explained that she had discussed moving \$25,000 to \$30,000 out of the reserve fund into the operation budget with Ms. Hutton to alleviate the some of the financial burden on the operation budget. Mr. Konrad stated that with this new information regarding a funding option, he was in support of funding the position. Mr. Longenbaker said that he felt that a part-time position may not be enough. Discussion about whether this position would be permanent occurred. Mr. MacDonald envisions that the position will be needed well into the future and should not be looked at as temporary. Mr. Werbner stated that each Commission would have to readdress the need each year and make a decision. Ms. Usher stated that she too believes that this position will most likely grow into a full time position at some point with upcoming projects and tasks that both Commissions are working towards. Mr. Longenbaker agreed. Mr. MacDonald stated that it is inefficient for the Town Engineer to be spending time on certain duties and Mr. Koss followed by saying that certain tasks would be better performed by an assistant.

Jim Williams/Perne Maynard motioned for the WPCA to provide the necessary financial support to fund half of the position. Motion was unanimously approved by the Water Pollution Control Authority.

William Pakulis/Richard Symonds motioned for the Tolland Water Commission to provide the necessary funds to fund half of the position. Motion was unanimously approved by the Tolland Water Commission.

3. **Adjournment:** William Pakulis/Glenn MacDonald motioned to adjourn the meeting at 6:35 p.m. Motion was unanimously approved by the Tolland Water Commission. Perne Maynard/Jim Williams motioned to adjourn the meeting at 6:37 p.m. Motion was unanimously approved by the Water Pollution Control Authority.

Respectfully submitted,

Jennifer J. Usher, PE
Town Engineer & Public Works Administrator