

MEETING MINUTES
TOLLAND WATER COMMISSION
HICKS MEMORIAL MUNICIPAL CENTER
Council Chambers – Sixth Floor
June 6, 2011 – 6:30 P.M.

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

Not in attendance: William Pakulis and Rene Wagner

Others present: Jack Keefe and Art O'Neill of Connecticut Water Company ("CWC") *exited meeting early*; Trevor Knapp, Rhiannon Pearson and Meghan Vatteroni from Civics Class

1. **Call to Order:** Eugene Koss called the meeting to order at 6:37 p.m.
2. **Changes to Agenda:** Mr. Symonds asked if discussion on the strategy of the plan be in open discussion or done in Executive Session. It was decided Executive Session.

Richard Symonds motioned to add an Executive Session to the Agenda as item #18 – discussion of the Water Supply Plan; Seconded by Glenn MacDonald. All in favor. None opposed.

3. **Public Comment (2 minute limit):** None.
4. **Approval of Minutes**
 - A. March 7, 2011 Regular Meeting
 - B. April 28, 2011 Special Meeting
 - C. May 18, 2011 Special Meeting
 - D. May 26, 2011 Special Meeting
Richard Symonds motioned to approve the minutes from March 7, April 28, May 18 and May 26, 2011; Seconded by Andrew Netro. All in favor. None opposed. Glenn MacDonald abstained from the May 26, 2011 minutes.
 - E. May 2, 2011 Regular Meeting: The minutes were not approved. There was no quorum.
5. **Winding River Village-Review of 3rd Quarter Bill:** Beverly Armato was unable to attend tonight's meeting. This item was deferred.
6. **Operator Report: Jack Keefe and Art O'Neill, Connecticut Water Company**

Jack Keefe commented that it has been a quiet month. The staff in Mansfield is working to get 50 meters changed out for periodic testing. Customers have been given two windows of time to allow CWC access. He reviewed the water production numbers for April, May and part of June. On April 18th, the numbers were getting close. He believed this was due to flushing. He will continue to keep an eye on the water production numbers. Mr. Koss asked if the numbers were high around the Memorial Day weekend. Mr. Keefe said nothing significant. He provided the Commissioners with a description of the treatment plant that they will be visiting tomorrow.

Mr. MacDonald questioned pavement costs outlined on a quote received from the CWC regarding 127 Kate Lane. Mr. Keefe said that they did discuss stopping at the curb, which would mean no pavement would be disturb. He believes the estimate was covering all aspects, should they end up having to go out into the street. For now, the plan is only to do the curb valve. If there is a problem between the main and the curb, there would be additional charges.

Art O'Neill reported that the billing is on schedule, although there was an issue with some accounts not syncing up their debits and credits. Some customers did receive a notice for an outstanding balance, when in actuality they did not owe any money. Once the problem was identified, it was rectified immediately.

Mr. MacDonald commented that the receipts for May are very low. This doesn't make sense to him and he was expecting much more. Mr. O'Neill said that it didn't sound right. He will look into this and report back tomorrow.

Mr. Symonds asked how often the interconnection meters were read. Mr. Keefe believed Torry Road was quarterly and the interconnection with Willington is monthly. Mr. Keefe will check into this and confirm.

7. Meter Calibrations & Monitoring Controls:

- A. Willington Interconnection
- B. Skungamaug Interconnection

Mr. MacDonald clarified that when he asked for this item to be put on the agenda, he wasn't speaking of meter calibration. He is questioning the fact that the same vendor is reading their meter, paying us and is telling us when it is paid. He is not suggesting that anything inappropriate is being done, but wonders what control the Commission has regarding selling water out the "back door" and we don't really know how much water we are selling? Mr. MacDonald suggested that they be provided a report. Mr. Keefe asked if reviewing the bill prior would be sufficient. Mr. MacDonald said that would be fine. They are speaking of the Willington interconnection.

Mr. Koss did say that this meter does need to be tested this summer. The Commission members were not able to recall who tested the meter last year. Mr. Keefe will check with Al Davis, but believed it was done by a third party. Mr. Symonds commented that Jennifer Usher may know.

Mr. Koss said the meter for production Well #1 should still be under warranty, so the manufacturer's representative would be responsible for testing it. Ms. Usher will need to confirm this.

C. Well #2: Mr. Koss commented that this should be calibrated as well, but since it is not used as a permanent supply he is unsure of the rule. Mr. MacDonald told the CWC that Ms. Usher would contact them if it needed to be set up.

8. Finances:

- A. Financial Update: Mr. MacDonald commented that the billings were out late for April. It looks odd because May is lighter. Mr. O'Neill is going to look into that for the Commission. Mr. MacDonald asked Mr. Keefe about a large bill for meter replacements. Mr. Keefe said that is for the purchase of the 50 meters being replaced. Mr. MacDonald asked for confirmation from the other Commission members that the hydrant replacement was to be split three ways. They all agreed. Mr. MacDonald will check with Ms. Usher regarding this. MacDonald also said that they were \$30,000 in the hole this month. Mr. Netro asked why we let it go \$30,000. Whose fault is it that we didn't call CWC saying we are not getting any revenue in? This concerns him. Someone should put up a flag if something is unusual. A call should be made to the CWC, Mr. MacDonald, or Mr. Werbner. This shouldn't be let go. Mr. Symonds agreed and suggested that this be raised with the Town Manager tomorrow at their meeting.
- B. 2011 – 2012 Budget & Rate Adjustment: Mr. MacDonald commented that he and Jennifer Usher are going to start work on the next budget cycle. They should have it for the Commission at the

next meeting. Mr. MacDonald asked Mr. O'Neill to provide the Commission with a copy of the totals that are billed at the end of the quarter.

- 9. Staff Report: Jennifer Usher, P. E., Town Engineer & Public Works Administrator:** A memo was included in the Commissioner's packets from Ms. Usher. The members reviewed the memo. In her absence, she wanted the Commission to ask the CWC how they would handle the Kate Lane situation. Mr. Keefe said the first thing they would look at is the location of the tap on the main. If it was properly located, they would perform a flushing on the line. He thinks it may just be sediment in the line that is causing the current problem. Mr. MacDonald added that the quote from CWC for the Kate Lane work was \$700.00.

Mr. Symonds said he would like for Ms. Usher to be present while the work is being performed at the Kate Lane location. The Commission can use her judgment should more advanced steps need to be taken. Mr. Keefe will advise Mansfield that that need to coordinate with Ms. Usher. Mr. MacDonald suggested that the Commission contact the homeowner and advise them of the steps being discussed.

Richard Symonds motioned that the Commission go forward with the work at 127 Kate Lane, and that the homeowner be contacted before the project is performed. Seconded by Andrew Netro.

Mr. Koss commented that this is an odd set of circumstances. All in favor. None opposed. Mr. Koss abstained.

- A. Invoice – Repairs at Rockville Bank: Ms. Usher inquired if the Bank was going to get billed for this. Mr. Symonds thought that the Commission decided to bill SBR. The Commission members agreed.
- B. Summit Tank Truck Fill: Mr. MacDonald said that this is done and has been paid.
- C. Staffing Update- Jennifer Usher stated in a memo to the Commission that she requested the following be read into the record: She met with Rick Conti to discuss the engineering position that the Tolland Water Commission and Water Pollution Control Authority have agreed to fund. The utility commissions will enter into a contract with someone to assist with tasks related to the utility commissions and engineering. This will be a contract position and will not be a Town Employee. We are hoping to advertise in the next week or two.

The Commission members are not happy with this. Mr. Symonds commented that the Council did not want to add another town employee in these hard economic times. Mr. Symonds asked if the town will be providing the consultant space. Mr. Koss said that it puts the Commission in an awkward position with the IRS. The Commission members discussed the position and the implications of hiring a Consultant. Mr. MacDonald said the conditions are different than what was agreed to. Mr. Koss would like to review the IRS rules, which defines employee/employer relationships and contractor relationships. It was determined that Mr. Symonds and Mr. MacDonald would bring this up with Mr. Werbner at their meeting tomorrow.

- 10. Summit Tank – Cathodic Protection & Repairs:** Mr. Symonds said this needs to be done this year and that Mr. Wagner is going to work on it. He added that Mr. Wagner is looking for a video of the inside of the tank which was prepared last year. Mr. Koss deferred this until Mr. Wagner and Ms. Usher are present. A special meeting may be necessary to discuss. The members agreed.
- 11. Diversion Permit – Status Update:** Mr. Koss updated that there appears to be no outstanding issues. He was told that they would be moving forward promptly. He will call the DEP this week to follow-up. It is his understanding that Milone & McBroom have not received any questions either.

- 12. Water Supply Plan – Status Update:** Mr. Symonds commented on a lengthy review of the supply plan. They are going by the letter of the Regs this year. He reviewed the State's requirements and thus far has an eighteen page amendment. He reviewed the various items that need to be included on the plan. Mr. Koss and Mr. Symonds will fill in the blanks and get a draft circulated amongst the members. It is Mr. Symonds hope that this will be done this summer.
- 13. System Analysis & Capital Improvements:** Mr. MacDonald commented that the CWC provided a recommendation for a third party consultant to come in and tell the Commission what is going on. Why do we continue to have silt in the system, distribution issues, etc. Mr. Symonds mentioned that they just completed a flushing and has not seen a complaint within the last month or so. Mr. Keefe confirmed that there were no complaints in the month of May regarding water control issues. Mr. MacDonald commented that we do not have a lot of money to do an analysis, but if we do want to ask for an analysis, what are we going to ask for? Mr. Koss believed it to be for elements of the system and operations. Mr. MacDonald will prepare what he thinks a proposal would contain and distribute it amongst the members for review and comment.

Mr. Symonds commented that the Capital Improvements listing that was worked out for the budget, also helped with the Water Supply Plan.

Mr. Keefe and Mr. O'Neill exited the meeting.

Rhiannon Pearson (Civics student) asked the Commissioners what the difference was between the Water Commission and the CWC. Mr. Symonds said that the Commission runs a water utility and the CWC is the system operator. They are hired under a contract to operate the system.

Trevor Knapp (Civics student) asked if Tolland has put in to have a separate clean water / gray water. Mr. Koss responded by saying that involved water after it's been provided by the water system. The Water Pollution Authority in town operates the sewer system. He is not sure if they have thought of gray water use. Mr. Symonds commented that UConn does deal with that.

- 14. Old Cathole Road Water Main Extension Project – ARRA Funding Status Update:** Mr. Koss commented on a meeting last week with Sara Rothbottom of DPH and Jim Ericson of Lenard Engineering. There are still a dozen outstanding items that the supplier hasn't provided adequate information on to certify that it was made in the USA or meets appropriate tests. The State could disallow the costs, which means you may not get the grant for it. The Commission will be doing a letter to the supplier requesting information.
- 15. Lien Procedures:** Mr. Symonds and Mr. MacDonald have a meeting tomorrow, June 7th, with Mr. Werbner, Town Manager; Agata Herasimowicz, Assistant Finance Director/Treasurer and Linda Calabrese, Collector of Revenue to discuss this item.
- 16. Conservation Kits:** Mr. Symonds commented that there was talk that the last kit had been given away. Should the Commission buy some to have on hand? Mr. Koss doesn't believe the kits are necessary. You cannot buy non-conforming faucets, toilets, etc. now. Mr. Koss suggested including residents with wells on their e-blasts / mailings. It was decided that this will be placed as a place holder on the agenda.
- 17. Other TWC Business – Status Review & Updates:**
- A. Overdue Accounts & Shut-off Procedures: Before exiting the meeting, Mr. O'Neill commented that there was no update on this, but next month there will be.
 - B. Signage – Mr. Symonds commented the town no longer makes signs and the CWC buys their own. He suggested that they buy signs from Vermont. They are a heavy composite/waterproof. These are the No Trespassing/Federal Offense signs. He is not sure what signs are still up or down at this point. In the long term, security cameras should be installed. For now, our job is to

protect it through signage and other efforts. Mr. Symonds will speak with Ms. Usher about the signs from Vermont. Mr. Koss encourages us to do this.

Mr. MacDonald motioned to authorized Richard Symonds to give Jennifer Usher the approval up to \$250.00 to get signage. Seconded by Andrew Netro. All in favor. None opposed.

18. Executive Session:

Richard Symonds motioned to go into Executive Session at 8:40 p.m., thus ending the Regular Meeting of the Tolland Water Commission. Seconded by Glenn MacDonald. All in favor. None opposed.

18.1 Executive Session to discuss the water supply plan.

19. Adjournment: Glenn MacDonald motioned to adjourn the meeting; Seconded by Dick Symonds at 9:10 p.m. All were in favor.

**Michelle A. Finnegan
Water Commission Clerk**