

MEETING MINUTES

TOLLAND WATER COMMISSION

HICKS MEMORIAL MUNICIPAL CENTER Conference Room A– 2nd Level

May 12, 2010 – 7:00 P.M.

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

Others present: Beverly Bellody, Human Services; Jennifer Usher, Town Engineer; Tobias Rittgers (a student from Civics Class)

Not in attendance: William Pakulis

- 1. Call to Order:** Richard Symonds called the meeting to order at 7:08 p.m.
- 2. Introduction of new Town Engineer – Jennifer Usher –** Ms. Usher reviewed her background with the Commission members. She has been in private consulting, but never has done municipal consulting. She has worked with Lenard Engineering and BL Companies. Over the past years, she has done a variety of projects, including commercial, residential, industrial, infrastructure and most recently at UConn assisting on a water main extension, sewer extensions, etc. She has worked with all types of engineers, including mechanical, electrical, plumbing, etc. She is excited to be here. She commented that she has a decent background in water distribution systems.
- 3. Public comment:** None.
- 4. Approval of minutes from April 14, 2010 Regular Meeting and discuss Special Meeting from April 28, 2010:**

Richard Symonds motioned to approve the minutes from the April 14, 2010 Regular Meeting; Seconded by Rene Wagner. All in favor. None opposed. Glenn MacDonald abstained.

Mr. Koss gave background of the Special Meeting which focused on the proposed agreement between Connecticut Water Company (“CWC”) and the Commission having to do with the pipeline that goes up Route 195. There was one change that the Commission had adopted, and now it has gone to counsel. A copy was sent to CWC, we can assume they are doing an overview as well. Mr. MacDonald asked if it’s been approved. Mr. Symonds clarified that we have approved it to move forward for legal review. It will come back to the members for final approval.

Richard Symonds motioned to move Agenda items #9 and 10 as the next items on the Agenda. No Second. All in favor. None opposed.

- 5. Report from Finance Committee and Budget for 2011-12 fiscal year / Capital Facility needs:**

Glenn MacDonald began by saying they have reviewed detailed account from the Town's accounting office for the last three (3) years. He has recompiled the income statements. They are drafting a budget that he will have prepared for the next meeting. In general, things are not getting better. They are getting a little worse financially. We still have a positive cash flow. They are going to attempt to load into the budget some of the items that they have discussed. For example: the potential of hiring part-time staff support. We'll need to discuss our position on turning off purchasing water from CWC. We need to make an estimate about CWC's rate increase, because for a period of time we will still have customer's that are on their system. We will need to buy at much higher rates, although we do not know what those rates are yet. We'll need to agree on what provision to budget for.

Mr. Wagner asked about the cash flow. Mr. MacDonald answered that on annual basis we run in the positive of \$30,000 - \$40,000. The cash on hand, as of last fiscal year end (June 30th), we had \$199,000 in the cash reserve, and approximately \$100,000 +/- in water assessment fees. We had a heavy capital improvement in the prior year. The net income is getting marginally worse. The deficits, from an income perspective, are growing slightly. The report will be ready next month.

Mr. Koss commended Mr. MacDonald for diving in and looking at this. The Town has been very helpful and quick to respond.

Mr. Wagner said it seems as though we may need a rate increase. Mr. MacDonald agreed. Mr. Netro also mentioned that we should get paid for the hydrants as well. Mr. Koss agreed and commented that it should have been billed last year. He is not sure why that didn't happen. Mr. MacDonald mentioned that from what Mr. Symonds has shown him, we have repairs on hydrants in the hopper. Mr. Symonds said the Town can do some of them. Mr. MacDonald said there will be a provision for the hydrants in the budget. Ms. Bellody said she will look at some of the grant sourcing that may be available to them.

Mr. MacDonald asked Mr. Netro if the review of the hydrants/sprinklers occurred at Fieldstone Commons. Mr. Netro said that Mr. Smith was not available, so it never occurred. There was discussion of who would be responsible for the billing of those, the management or the tenant. It was believed the tenant would be responsible for their portion. Mr. Koss remembers that Mr. Smith told them he had all the calculations done, and Mr. Symonds concurred and added that Kelly was notified. Mr. MacDonald thought there was a letter from Mr. Smith to CWC on what to do. He will review his file.

6. Review of water consumption and high rates of consumption Torry Road/Skungamaug system:

Review of rates for the Torry Road System as related to Connecticut Water Company's proposed rate increase – Letters to Customers:

Mr. Koss commented that we are in receipt of bill histories from the CWC of our water system from Charter Road to the new two streets in that new sub-division, and the elderly housing complex further down on Route 74. Mr. MacDonald verified that he was meaning all the customers on their water that we are paying for. There are four (4) houses in the group that consume approximately 2,800 cu ft., in the quarter that ends in March. Mr. Symonds said what we would consider normal is 300 - 400 cu ft. Mr. Symonds commented that he and Ms. Bellody have looked at some records and noted pools and in ground water systems at these properties. The members discussed the various water consumption numbers on a listing. Mr. Symonds suggested advising them of their high consumption. Mr. Netro agreed. Mr. Koss agreed as well. It would be in our best interest to get them to lower their consumption and meet with them. A letter is being worked on regarding the rate increase that is being worked on and conservation methods.

The action step: Mr. Koss commented a letter will be drafted, which will include language saying that assistance may be offered regarding conservation of water. Mr. Symonds commented that it should be passed around for review and sent out prior to the next meeting. Mr. MacDonald confirmed that we are going to do one letter about the rate, and offer generic assistance for conservation. Ms. Bellody will see if there is an Ordinance for the procedure for rate increases.

7. **Water conservation education, assistance:** Mr. Koss asked Ms. Bellody if she had found any pamphlets regarding this. Ms. Bellody commented no. Mr. Koss believes that if we find the right pamphlet that is attractive, it may work to get the point across. He passed sample pamphlets to the members for their review. Ms. Usher commented that they will be talking with the DEP and will ask them if there are certain requirements, or if they have anything that could be used.
8. **Contractors for 1) tank cleaning and inspection; and 2) tank cathodic protection system maintenance/repair:** Mr. Koss said that we have had contractors come in the past to clean the inside of the tank, perform an inspection and give us a report indicating the condition of the tank and its lining. The work for tank cathodic protection system maintenance/repair also needs to be done. With regards to the cleaning and inspection, the cost is \$2,950.00 per day, plus \$250 for a bound written report from Liquid Engineering. It was discussed that this could take up to 2-3 days.
(Glenn MacDonald exited the meeting.)

Richard Symonds motioned to approve the Liquid Engineering contract for cleaning of the tank for 3 days or less. Seconded by Rene Wagner. All in favor. None opposed.

It was noted that Clem Langlois, of the Public Works Department, signed the contract with Corpro to do the tank cathodic protection system maintenance/repair.

9. **Review of Jim Ericson, Lenard Engineering consulting projects – Production Meter, Well 1 and Well 2 pump house, interconnection of Torry Rd/Skungamaug system to main system:** Mr. Koss drew the members' attention to a letter dated April 27, 2010 from PJS, LLC dba Introl. They discussed the ultrasonic flow meter and the magnetic flow meter. Mr. Symonds questioned if the mag meter is best for long-term. Ms. Usher responded yes. Discussion occurred. Ms. Usher commented that she would like to go and see the two buildings. This agenda item is being deferred until the next meeting, to allow the Commission members time to review Mr. Ericson's report. Mr. Koss suggested that if anyone had questions, that they e-mail each other.

Mr. Koss commented that the interconnection of Torry Rd/Skungamaug system to the main system is physically connected.
10. **Water Diversion Permit – update:** Mr. Koss commented that Dave Murphy, Milone & MacBroom, is working on a plan and it is suppose to be done the middle of this month. Mr. Koss will contact them tomorrow morning.
11. **Signs for a Water System Facilities:** Mr. Symonds gave background of this item to the members. He reviewed where the signs are needed. The signage needs to be done quickly. He mentioned that he has had discussion with Mr. Koss and Ms. Bellody regarding other security issues. Ms. Bellody found information on the web concerning security items. We've extracted 31 questions that relate to water, and he would like to circulate and have the members take the test. It is an eye opener. He reviewed some of the items with the members. Mr. Wagner and Mr. Netro will take the list, review and complete. Mr. Koss commented that the Public Works

Department has everything needed to make the signs. We should ask them to do them up pay them.

Mr. Netro motioned that we buy the signs, have the Town make them and install them. Seconded by Rene Wagner. All in favor. None opposed.

Ms. Bellody suggested getting them a picture and the wording exactly the way they would want the signs prepared. Mr. Symonds will do that up. Jennifer Usher will look into seeing if there is any specific requirement of the DPH.

- 12. Water Production metering and reporting:** Mr. Koss commented that Mr. Ericson's report will be studied and it will be looked at in June. Unless it is determined that a special meeting needs to be held. With regards to water reporting, Ms. Bellody's assistant has been sending those along to the members.

- 13. Status – Hydrant Mapping/GIS:** Mr. Symonds commented that we have an extensive GIS system. On a map they have designated the hydrants by numbers that is workable with the CWC. The number system is also helpful to the Fire Department. The mapping has been given to Steve Lowrey. The information is all in the database. Ms. Usher asked if there were gaps left open for future developments. Ms. Symonds commented yes.

Mr. Symonds commented there has also been the issue of theft of water from the hydrants. We want to discourage use of hydrants. Since the hydrants are numbered, we should finish painting them, number them and apply stickers containing some wording regarding 'theft of water is an offense'.

- 14. Other Business:**

Mr. Symonds brought up the issuance of identification cards from the Town. If they will be representing the town and interacting with the public at any point they should have them. ID cards can be provided to the members and he informed them of the process. A form needs to be filled out and a photo can be taken at the Fire Training Center.

- 15. Adjournment:**

Richard Symonds motioned to adjourn the meeting; Seconded by Andrew Netro at 9:00 p.m. All were in favor. None opposed.

Michelle A. Finnegan
Water Commission Clerk