

MEETING MINUTES
TOLLAND WATER COMMISSION
HICKS MEMORIAL MUNICIPAL CENTER
Conference Room A – 2nd Level
WEDNESDAY, JULY 6, 2011 – 6:30 P.M.

Members Present: Eugene Koss; Richard Symonds, Jr.; Glenn MacDonald; William Pakulis (*arrived at 7:10 p.m.*) and Rene Wagner

Not in attendance: Andrew Netro

Others present: Jennifer Usher, Town Engineer; Jack Keefe and Art O’Neill of Connecticut Water Company (“CWC”) *exited meeting early*; Brian Herschberger of SCG Commercial Real Estate *exited meeting early*; Joseph McCartney of 127 Kate Lane, Tolland *exited meeting early*

1. **Call to Order** – Eugene Koss called the meeting to order at 6:34 p.m.
2. **Changes to Agenda** – Mr. Symonds motioned to add “Elections” to the Agenda as #17 and move “Adjournment” to #18; Seconded by Rene Wagner. All in favor. None opposed.
3. **Public Comment (2 minute limit)** – None
4. **Approval of Minutes**
 - A. **May 2, 2011 Regular Meeting** - Dick Symonds motioned to approve the minutes; Seconded by Glenn MacDonald. All in favor. None opposed.
 - B. **June 6, 2011 Regular Meeting** - Dick Symonds motioned to approve the minutes; Seconded by Glenn MacDonald. All in favor. None opposed. Rene Wagner abstained.
5. **Proposed Water Connection – Meeting House Commons, 200 Merrow Road** - Brian Herschberger of SCG Commercial Real Estate was present. Ms. Usher explained that the plaza would like to connect to the water system, which would be the Tolland main system on Merrow Road. It would service the whole plaza. Currently, they are on a well. She explained that after the main was installed, the sewer line came down and that area was needed for the sewer line. So, the main got moved over as part of the sewer line project. She showed the Commission members the plan of what and where the water connection would be. Brian Herschberger said it would be a live tap onto the existing water main, and they would like to run 2” plastic line versus cooper if it is agreed. The plastic would be a roll line with no joint. Mr. Wagner asked if it would be inspected before it is buried, because that length of plastic will need to be covered properly. If it is put in properly and properly back-filled there shouldn’t be a problem, but if someone starts throwing rocks in problems could arise. Ms. Usher asked who usually did commercial inspections. Mr. Koss commented that Mr. Smith did or they hired an outside company. Mr. Koss questioned if town code specifies the use of copper. Ms. Usher would need to verify that, but did advise that she checked with CWC to see if they allowed for plastic piping and they do, although they have a specification for it. Mr. Herschberger provided the most recent water usage. The gallons per day are 2,500-2,800. Mr. MacDonald asked if there was going to be several meters. Ms. Usher commented that there is going to be one meter. Mr. Herschberger said they will sub-meter. The Tolland Water Commission would bill only one invoice. Mr. Symonds asked what the timing of the project would be. Mr. Herschberger said as soon as they can get approval and get everything coordinated they would start. The hookup fee would need to be set up like the sewer was (a

payment plan). In September 2005, it was \$32,145. He said the pending assessment is up to \$78,000. The Commission didn't believe that sounded correct. He will send Ms. Usher a copy of the recent assessment paperwork for her to review.

Jack Keefe commented that he is not sure if plastic is allowed on commercial properties with the CWC. If you go with cooper you will be using 40' rolls, thus the need for joints. With plastic, you can get it on 200-300' rolls, needing no joints. If they do go with plastic, they recommend the installation of burying tracer tape and a meter pit at the curb. He doesn't believe plastic would be a problem if it was installed correctly. The meter will need to be sized properly in order to record the usage properly. Mr. Keefe will send Ms. Usher a form with a fixture count on it for figuring the proper size of the meter.

Mr. MacDonald asked what the driver is for them to do this. Mr. Herschberger said the cost of running the well, the water quality and it that it works with the capacity of the tenants in place now. If another restaurant or tenant moves in that uses more water there may be issues.

Ms. Usher suggested that CWC do the inspection for this and bill the customer directly. The members agreed.

Mr. Symonds motioned to approve the water connection at Meeting House Commons, 200 Merrow Road with the following provisos: the CWC specifications for plastic piping must be met; a re-evaluation of the assessment will be done to assure a correct assessment figure; a meter sizing worksheet must be submitted; traceable burial tape must be used; a meter pit must be included; and the Applicant will pay for inspection services incurred by the CWC on the Tolland Water Commission's behalf. The Town Engineer has the authorization to proceed if all the provisos are meet.

Mr. Herschberger asked if the City had any type of grants available for improving facilities. Ms. Usher commented that she was not aware of any, although provided him with Bev Bellody's name for further inquiry.

Seconded by Glenn MacDonald. All in favor. None opposed. Mr. Koss abstained.

Mr. Herschberger asked if engineering drawings are necessary. It was agreed that they would not be required.

6. Operator Report: Jack Keefe and Art O'Neill, Connecticut Water Company –

Mr. Keefe updated the following:

- Interconnection meters: Torry Road meters are read and billed quarterly; Willington is read daily, but billed quarterly.
 - Testing of the Willington interconnection meter: The meter was tested by Paul Santoro, who was hired by Tolland.
 - The \$9,000 invoice: This invoice is for the 50 meter change outs.
- New items:
- Over the July 4th weekend, the highest day was 120,000 gallons produced.
 - He was notified that they installed pressure gauges on both sides of the parko valve.
 - 37 of the 50 meters have been scheduled and/or completed for change out this year. They are trying to work on the oldest ones first. Mr. Symonds has made contact with a few customers whom CWC has had difficulty reaching. Mr. Keefe asked him to continue his work on this and provided him with an updated list of customers to work from.
 - 127 Kate Lane (the owner, Mr. McCartney was present): Mr. Keefe said the plan has changed a little on the service line flushing. The CWC feels they can do a good flush on the

line if they pull the meter out (Option #1) - 2 guys @ 1 ½ hours – \$240.00 estimate. If, after the good flush is done, the customer is still experiencing the same problem, they will suggest that the tap be excavated to see where it is located on the main (Option #2). Mr. McCartney was present and agreed with the steps the CWC will take. Mr. Keefe will try to be present while this flush will occur.

Mr. Symonds motioned to perform the service line flush; Seconded by Glenn MacDonald. All in favor. None opposed.

Mr. McCartney provided pictures to the Commission members of a filter that was installed last week at his house. It is supposed to last 6 months according to the specifications. The filter was dark brown, filthy and he claimed that his water pressure has decreased.

The CWC will schedule this as soon as they can. Mr. McCartney said he would make himself available.

Mr. MacDonald motioned to approve Option #2, up to the cost of \$800.00, if Option #1 does not work; Seconded by Dick Symonds.

Mr. Keefe said if an issue is found with the tap while doing Option #2, they will abandon that tap and install a new one.

All in favor. None opposed.

-Mr. Keefe provided an estimate for a re-build of a spare/backup chemical feed. He suggested that a backup be in place should the main feed fail.

William Pakulis motioned to authorize the re-build of the spare chemical feed; Seconded by Glenn MacDonald. All in favor. None opposed.

Ms. Usher mentioned that 15 Kim Circle is having low pressure issues. Mr. Keefe commented that when they receive these types of complaints; they take a pressure reading on the house. It could be a leak on the service, an old meter that is getting plugged up, or if there is a PRV, that may be going bad. The Commission authorized the CWC to go and assess the situation.

William Pakulis motioned to have the CWC go and review the situation at 15 Kim Circle; Seconded by Glenn MacDonald. All in favor. None opposed.

-Art O'Neill commented that the June bills will be sent this week. Due to the timing, shut-off notices will be sent in two weeks.

7. **System Analysis & Capital Improvements** – The members advised Ms. Usher that the CWC did provide a letter to the Commission recommending a firm from Massachusetts.
8. **Staff Report: Jennifer Usher, P. E., Town Engineer & Public Works Administrator**
 - A. **OSHA Emergency Eye Wash Requirement – Wellhouse #1** – The Commission received a letter from the CWC outlining OSHA's eye wash compliance. Mr. Wagner had concern regarding potential problems of freezing and hazardous waste with the eye wash. Mr. Keefe commented that an eye-wash could be set up in a containment area. He said a portable heater can be brought in. Ms. Usher believed there may be a heater in the

Wellhouse. Mr. Symonds said it is our responsibility to have a safe environment, but we should look at other options.

Mr. Pakulis commented that he would like more clarification as to what the \$2,500 quote received from the CWC entails. He questioned if it addressed the freezing and collecting issues. Mr. O'Neill will get more detail to Ms. Usher and question the deadline reference in the letter of July 8th in which to comply. It was determined that Mr. Koss would ask Mr. Netro to investigate other alternatives.

- B. Chemical Feed Repair – Wellhouse #1** – This item was discussed in #6 above.
- C. Customer Meter Testing Program** – This item was discussed in #6 above. Mr. Symonds will follow-up on the 13 remaining meters. The CWC commented that they have already sent letters to the customers. Mr. Keefe requested that Mr. Symonds work on the older ones first. Mr. O'Neill will forward the Commission an example of a letter that they do.
- D. Heat Trace at Route 74** – Ms. Usher commented that the heat trace line on Rt. 74 at the bridge has not had any electricity. Brant, CWC, went to look at this and confirmed it isn't working. Mr. Wagner commented that Oleander did do a repair on that when it was first put in. Ms. Usher asked if there is a need to repair this. The members said the pipe is insulated, although Mr. Koss asked if the insulation was still in place. Mr. Symonds will call John Oleander to check what the quality of the insulation is and to see how it was installed.
- E. Invoice – Repairs at Rockville Bank** – Ms. Usher was given approval to sign off on the CWC invoice (Inv. No. 4802658, \$2,077.83) regarding repairs at Rockville Bank. The CWC will bill Rockville Bank on the Tolland Water Commission's behalf.
- F. Calibration/Testing for Supply Meters** – Mr. Symonds said Wells 1 and 2 are tested through our operator. Paul Santoro did the Willington meter last year. Ms. Usher asked if the members wanted the Willington meter calibrated and tested. The members said yes, it needs to be done.
- G. Miscellaneous Repairs – Quote for Materials** – Ms. Usher provided a list of Miscellaneous Repairs – Material Costs to the members. It contained items that are on Mr. Symonds' to-do list to be performed by the Public Works Department. However, it makes more sense for CWC to purchase the materials. The prices on the list were just for materials. When the Public Works has time, they will work on the items. They authorized the ordering of materials pursuant to her quote.

Mr. Symonds motioned to authorize \$450.12 for parts for the repairs; Seconded by Rene Wagner. All in favor. None opposed.

Mr. Keefe and Mr. Symonds talked of their trip to the Danielson green sand filter plant, which is where iron manganese is removed. Mr. Keefe said it gave the members an overview of what can be done with those types of plants. Mr. Symonds said if the Commission were to ever do anything like this, it would be 1/3 the size, 1/3 the cost. He was impressed with the need for operations assistance. Someone is there a good portion of the day testing, etc. He was impressed with the signage at the plant (procedures/safety/hazards).

- H. Conservation Kits** – Ms. Usher asked if the members wanted to order more kits. It was determined that they would hold off at this time.
- I. Staffing Update** – Ms. Usher provided the members with a copy of the Engineering Technician Subcontractor Agreement. Mr. Symonds began by saying when this position was first looked at there was going to be funding by three parties (Town of Tolland, Water Commission & the Waste Water Commission). Now, it is to be split 50% and is only a part-time position. Mr. Symonds had some comments on the wording in the

Agreement. It looks like activity would be for other departments, not just Water and Sewer. He does not have a problem with the position assisting the Town Engineer, although he thinks there is an over emphasis of Non-Water and Sewer things. Mr. Symonds will send Ms. Usher a blocked version of the Agreement for her to re-work. She will also need to get the WPCA's input. Mr. Wagner questioned the insurance terms. He believes it will be difficult to get someone to cover the requested insurance coverage.

The members had discussion regarding the role of the Water Commission within the town and where it stood. Mr. MacDonald asked if the Commission was a Board of Directors or an Operating Management Team. We are acting like we are Operating Managers. Ms. Usher said the Commission is not staffed to be an Operating Manager. Mr. Pakulis and Mr. Wagner agreed.

Mr. Pakulis motioned to arrange for an Executive Session with the Town Council; Seconded by Rene Wagner.

It was agreed that there would be a workshop to discuss the items to bring in front of the Council.

All in favor. None opposed.

9. Finances

A. Financial Update – Mr. MacDonald commented that there is a cash flow deficit and operating loss. They are slightly better than they proposed in the budget, but there haven't been any capital improvements.

B. 2011 – 2012 Budget & Rate Adjustment – Mr. MacDonald prepared a report entitled 2012 Budget Worksheet and reviewed same with the Commission members and reminded that they are required to prepare a budget. We can use a meeting to do a line item discussion or a workshop. In the workshop, they can discuss a rate increase. It was agreed that the workshop will be next Tuesday, July 12th at 6:30 p.m. Discussion of the items for Town Council will occur at that time as well.

10. Summit Tank – Cathodic Protection & Repairs – Mr. Wagner researched this item and reported. He believes the only fit at this time is Corr-pro and Liquid Engineering. It's not cheap. This should be done every three years. Liquid Engineering is \$2,900 a day (\$21,000 coating repair; \$6,000 for cathodic repair assistance); Corr-Pro is \$6,400 for cathodic repair.

Rene Wagner motioned to have Liquid Engineering and Corr-Pro repair the cathodic protection and spot coat the tank, not to exceed \$40,000; Seconded by William Pakulis. All in favor. None opposed.

11. Diversion Permit – Status Update – Mr. Koss said there is no update.

12. Water Supply Plan – Status Update – Mr. Symonds said they have gone through all the questions and answered most of them. They have established a strategy to answer the remaining questions. He would like to meet with Steve Messer of the DPH and show him a draft of what they have prepared; ask him if it is acceptable as an Amendment. This could be done in the next week or so. The Commission members agreed to the meeting. Mr. Symonds did draft up a Conservation Plan, which they will need to approve at some point.

13. Old Cathole Road Water Main Extension Project – ARRA Funding Status Update – Mr. Koss said that Beverly Bellody and Lenard Engineering have gotten everything they need and are preparing a response.

- 14. Lien Procedures** – Ms. Usher commented that she is working with Mr. Symonds, Mr. Koss, Mr. MacDonald and Linda Calabrese on this procedure. It was determined that it needed to be uniform and there would be no exceptions. Parameters still need to be discussed.
- 15. Power Outages – CL&P Notification Procedures** – Ms. Usher’s contact at CL&P will notify her of any outages. Mr. Symonds also advised that John Littell mentioned he was a point of contact.
- 16. Other TWC Business – Status Review & Updates**
 - A. Overdue Accounts & Shut-off Procedures** – This has been discussed above.
 - B. Signage** – This item was tabled.
- 17. Elections** – Mr. Koss commented that they are to elect officers in July per the Bylaws.

Glenn MacDonald motioned that the Commission retain the same officers that are in place currently; Seconded by William Pakulis. All in favor. None opposed. Rene Wagner abstained.

Rene Wagner advised the members that he would be resigning from the Commission at the end of July as Secretary. The members agreed that they would elect a new Secretary at the next meeting.

- 18. Adjournment** - William Pakulis motioned to adjourn the meeting; Seconded by Glenn MacDonald at 10:30 p.m. All were in favor.

Michelle A. Finnegan
Water Commission Clerk