

MEETING MINUTES
TOLLAND WATER COMMISSION
HICKS MEMORIAL MUNICIPAL CENTER
Council Chambers – Sixth Floor
May 2, 2011 – 6:30 P.M.

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

Not in attendance: Andrew Netro; William Pakulis

Others present: Jennifer Usher, Town Engineer; Jack Keefe and Art O'Neill of Connecticut Water Company (“CWC”)

1. Call to Order – Eugene Koss called the meeting to order at 6:36 p.m.
2. Changes to Agenda – Mr. Koss would like discussion regarding a request from Jack Keefe, CWC, for a letter in support of the Regional Pipeline added to the Agenda. It will become part of item #5.
3. Public Comment (*2 minute limit*) – None.
4. Approval of Minutes
 - A. March 7, 2011 Regular Meeting – No action was taken due to no quorum.
 - B. April 4, 2011 Regular Meeting – Richard Symonds motioned to approve the minutes; Seconded by Rene Wagner. All in favor. None opposed.
 - C. April 12, 2011 Special Meeting – Rene Wagner motioned to approve the minutes; Seconded by Richard Symonds. All in favor. None opposed.
 - D. April 28, 2011 Special Meeting - No action was taken due to no quorum.
5. Operator Report: Jack Keefe and Art O'Neill, Connecticut Water Company

Jack Keefe commented on the following:

~Letters will be sent, within a week or two, to 50 of the Commissions' customers regarding the periodic meter test changes. The meter change should occur by the first couple of weeks in July.

~The Consumer Confidence Report – Donnel should be receiving the report back within the next couple of weeks. Once she does, she will forward it to Ms. Usher for review and any comments.

~The fill hydrant for the tank – Bob is hoping to have that by the end of this week. Brant will get that taken care of. It has one 2 1/2” hose connection on it. It limits how fast anyone can fill through it. Ms. Usher commented that she borrowed a meter from Brant until the fill can get fixed. She will return it as soon as the fix is done.

~The flushing program is done. A total of 40 fire hydrants were flushed; 3 blow offs. About 370,000 gallons of water was used to do the flushing. Some areas were a little dirtier than normal (Walbridge Road and the area near Birch Grove School). The rest of the system was in pretty decent shape this year. The dirty areas had manganese showing in it. Mr. Koss asked for a copy of the CWC's flushing report, which contains a log from each stop. Mr. Keefe will provide that.

Mr. MacDonald asked what was decided regarding 127 Kate Lane – Mr. Keefe will provide two estimates: 1.) to excavate the tap; and 2.) to back flush through the curb-stop.

Mr. O'Neill commented on the following:

~All the new rates are in the system and all the accounts were billed today.

Mr. MacDonald wanted confirmation that there were only two shut-offs? Mr. O'Neill said yes, there have not been any others. He did not have an update on the two shut-offs.

Mr. Koss gave background on a request from the CWC asking that the Commission provide them with a letter of support for the regional pipeline. Mr. Koss asked if it was a step beyond our role in the regional pipeline. We had agreed that we were supporting it, we agreed in concept and principle and we have acknowledged we are a participant. To issue a letter puts us in a position of being an advocate of something, rather than being a more passive participant. He knows the members have different viewpoints and he'd like discussion.

Mr. Keefe commented that if the Commission has a problem with the word 'support', it can be changed to 'participant'.

Mr. Koss did comment that it is widely known that a contract is being negotiated.

Mr. Symonds asked what the purpose of the letter was. Mr. Keefe said that there are several meetings that will occur, not only the presentation, but meetings with the four corners area and a meeting with the Willimantic River Alliance. The letter would be part of their presentation. Mr. Koss commented that the Willimantic River Alliance invited them and the CWC to the meeting.

Mr. MacDonald commented that if we are willing to sign a contract, which is being worked on, why wouldn't we sign a letter? He doesn't have a problem with it. Mr. Wagner also has no problem saying we support it. Mr. Symonds agrees with Glenn MacDonald. Ms. Usher suggested that those four town committees be copied on the letter.

Mr. MacDonald motioned that the Commission draft a letter to share with the Commission to show our interest, agreement, and support with the CWC and the regional pipeline that can be used to demonstrate our commitment to this project. Seconded by Richard Symonds.

Mr. Koss added that he would like the Town Council and Boards/Commissions of Tolland to be copied on that letter, prior to the public seeing it.

All in favor. None opposed.

Mr. Koss will start drafting the letter. Mr. Keefe asked what the Commission envisioned their next steps to be after the May 18, 2011 presentation. Ms. Usher suggested the members vote after the presentation. She also added that their insurance carrier had some minor changes, but other than that the contract is good to go. The members agreed. Ms. Usher will be sure to have a final contract available at the presentation.

6. Finances

- A. Unpaid Invoices – Interest – Ms. Usher commented that the interest is not being accrued on our bills for late customers. Mr. O'Neill confirmed this. It has been a problem with the CWC's system. They have asked their vendor to go back to the old system, and have the interest put back on their statements. Interest will be applied to the next billing cycle for only the last three months. It will not go back to the prior quarters. This will keep it clean.
- B. Unpaid Invoices – Property Liens – Mr. Symonds researched the statutes. The statutes say that the tax collector is responsible for collecting taxes, and any municipal water and sewer bills that are

- outstanding. He asked Ms. Calabrese about the process. She spoke with Mike Wilkinson and wrote a memo summarizing what is required. The tax collector has the right to put a lien on the property as a matter of procedure. Although, she doesn't believe it falls under her realm, because she is not the collector of fees and CWC is. You simply can send the property owner a Notice of Lien. Mr. MacDonald will draft a letter to the Town Manager about this issue and seek his guidance as to whom the Commission should seek assistance from.
- C. Financial Update – Mr. MacDonald updated by saying that March was a hard month for the water system. There were several unusual factors that attributed to that, such as invoices from Lenard and Milone, the CWC was not billing monthly, the billing for Ginger was submitted and it was for 9 months, and a legal bill. It was a negative cash-flow month. The last quarter will have the 15% increase, water sales will increase, and new revenues from the delinquent accounts. Mr. MacDonald will begin working on the next budget cycle. Ms. Usher and MacDonald to work on rate adjustment.
7. Regional Pipeline Agreement – May 18, 2011 Presentation – Mr. Koss said it will occur in Council Chambers. Mr. Keefe will let Ms. Usher know how many participants will be present from the CWC, and will check with his PR people to see what they have planned for the presentation, and will send any outline/drafts that they have. Ms. Usher will provide a copy of her map. Mr. MacDonald commented that he viewed this as a partnership presentation and asked if they wanted to meet beforehand. Mr. Keefe agreed. They will meet at 5:00 p.m. on May 18th. The members discussed agenda items for the presentation. A draft Agenda will be prepared and forwarded to the CWC. Mr. MacDonald will speak on behalf of the Commission. Mr. Koss will provide some thoughts on the presentation. Mr. Keefe will send any outline/draft that the CWC has.
8. Staff Report: Jennifer Usher, P. E., Town Engineer & Public Works Administrator
- A. FOI Seminar – Ms. Usher commented that she attended a FOI seminar last week directed towards Boards and Commissions. She provided copies of the C.G.S. Section and materials from the seminar to the members. The materials discuss meetings, what is considered public information, what is not public information, what constitutes an Executive Session, when minutes need to be posted by, etc.
- B. Miscellaneous Repairs – Status Update – Ms. Usher went out in the field with the list Mr. Symonds prepared of items that needed repair. The Commission will need to pay for the materials and she suggests that the CWC order those. Over the next couple of months, as people free up, they will make the various repairs over a period of time.
- Mr. Wagner commented that he wants the cathodic monitored because the 10 amp fuse blew. Ms. Usher commented that there still is no protection. Mr. Wagner is concerned about this. Ms. Usher said we should acquire more quotes to fix the fuse and get updated quotes from the vendors who previously provided quotes. Mr. Wagner asked for a copy of the video from the inside of the tank that was taken last year. It was decided that Mr. Wagner will take the lead in seeking updated estimates from last year, and additional estimates from new vendors. Ms. Usher will send him the proposals that she previously acquired and the video.
9. Village at Crystal Springs – User Rates – Ms. Usher is waiting to hear from Attorney Conti with his comments to the Agreement.
10. Diversion Permit
- A. Status Update – Ms. Usher commented that she had no update. Mr. Koss spoke with Denise Ruzicka and she told him that it is being reviewed.
11. Water Supply Plan

- A. Status Update – Mr. Koss commented that Jim Ericson called and said that the new questions being asked of the Commission from the DPH are not surprising. They have become aware of other water supply plans with the same questions. Mr. Symonds said that questions were answered prior and these are a new wave. Ms. Usher requested that one of the members send her a copy of the letter that generated the original set of questions, along with the response sent back to them. Ms. Usher believes if Lenard does a review and responds, a fixed fee should be in place before they start. Mr. Koss will contact Lori Matheiu at the DPH to discuss these issues.
12. Old Cathole Road Water Main Extension Project – ARRA Funding Status Update – Mr. Koss said that Lenard Engineering had secured more of the supporting documents to comply with the ever changing grant requirements. He is unsure were Ms. Bellody stand at this point.
13. Insurance Coverage for Commissioners – Ms. Usher reviewed an e-mail from Chris, the insurance agent to Mike Wilkinson and Jane concerning the Commissioners’ concerns. Commission members are protected through the public officials’ liability coverage for their decisions and activities on this Commission as well as through the general liability coverage for third part bodily injury or property injury damage claims. The insurance agent said he would attend a meeting to further discuss. The members agreed that the Agent did not need to come in. Ms. Usher will forward the e-mail from Mike Wilkinson to the members.
14. Conservation Letter – Mr. Koss drafted a letter and sent it to the members for review. The members discussed its content. Mr. Symonds will review/revise the letter. It was suggested that this go with the bills to save on postage.
15. Other TWC Business – Status Review & Updates
- A. Overdue Accounts & Shut-off Procedures – This item was tabled.
 - B. Signage – This item was tabled.
 - C. Mr. MacDonald asked if any of the members had received information from Mr. Keefe regarding his recommendation for other contractors to look at the contamination issues. None of the members had.
 - D. Mr. Symonds asked if anyone has received any information from Mr. Keefe regarding the green sand filter visit. None of the members had.
16. Adjournment - Richard Symonds motioned to adjourn the meeting; Seconded by Rene Wagner at 9:38 p.m. All were in favor. None opposed.

Michelle A. Finnegan
Water Commission Clerk