

**MEETING MINUTES  
TOLLAND WATER COMMISSION  
HICKS MEMORIAL MUNICIPAL CENTER  
Conference Room C – 3<sup>rd</sup> Level  
November 10, 2010 – 7:00 P.M.**

**Members Present:** Eugene Koss; Richard Symonds, Jr. (arrived at 9:40 p.m.); Glenn MacDonald; Andrew Netro and Rene Wagner

**Not in attendance:** William Pakulis

**Others present:** Jennifer Usher, Town Engineer; Jeff Champagne (exited meeting early)

1. **Call to Order:** Eugene Koss called the meeting to order at 7:10 p.m.
2. **Changes to Agenda:** No changes.
3. **Public Comment (2 minute limit):** Jeff Champagne of Virginia Lane said he appreciated the letter that was sent advising of the flushing of the mains. The water he was drinking tonight was from his tap. So it is something that is drinkable. He appreciates all that they have done.
4. **Approval of Minutes:**  
**October 13, 2010 Regular Meeting:** Rene Wagner motioned to approve the minutes; Seconded by Andrew Netro. All in favor. None opposed.
5. **Staff Report: Jennifer Usher, P. E., Town Engineer & Public Works Administrator:**  
Ms. Usher commented on the following:
  - A. **Well #1 - Pump Curve & Report:** The report received from Mr. Wittenzellner has been distributed. Ms. Usher suggested the members review it and questions can be raised at next month's meeting. The Well #1 is running good.
  - B. **Well #1 - New Meter:** The new meter has not been installed yet. After the meter was initially installed there were some issues. The new meter is on its way back. It should be here either next week or the week of Thanksgiving. It needs to be installed by the week of Thanksgiving. Ms. Usher will keep the members updated as it progresses.
  - C. **Customer Service Requests:** Received one complaint for dirty water. That was because the flushing was occurring. Owner said he may have thrown the letter away advising of the flushing.
  - D. **Customer List:** We just received three lists as of today. An excel spreadsheet will need to be worked on and a mailing list created from it. Ms. Usher divided the two systems. Mr. MacDonald will look at this. Ms. Usher will forward them along to Mr. MacDonald.
  - E. **CT DPUC Annual Report:** This was submitted at the end of October. It has been updated. Ms. Hutton and Ms. Usher put a lot of time into the report; they updated pages 22-23.
  - F. **Year End CT DEP Reporting:** Ms. Usher wanted to make the members aware that several reports will be due on January 31, 2011. We've done the leak detection report; we are going to need a copy of the daily withdrawals records. Ginger will take the record and put it in the correct format. A report of any violations of permit, which will reiterate what has been reported throughout the year. The last report is a summary report of all the actions taken long range Conservation and Water Conservation Plan. Some of the information can be found in the Water Supply Plan. Mr. Koss said that there is a conservation plan. He will look into it and get back to the members.
  - G. **CT DPH ARRA Memorandum:** An e-mail from the State was received regarding ARRA money. The Commission members reviewed the e-mail amongst themselves. Ms. Usher will check to make

sure we are meeting our requirements to receive the ARRA funds for the Tolland Middle School project.

## 6. Customer Business

- A. 3 Ellen Drive:** Ms. Usher received a call and e-mail. The customer had a zero meter reading. Their meter stopped functioning and will be changed. Kelly of the CWC reviewed the history of the customer's account. She provided the members with an estimated bill.  
Rene Wagner motioned to accept the estimate created by CWC of 3,600 cubic feet; Seconded by Glenn MacDonald. All in favor. None opposed.
- B. 224 Charter Road:** This resident believes her water has been stolen while on vacation. This is the second time. The first time, the members forgave the bill. Ms. Usher will contact the customer. She will explain the Commission's decision and suggest that she contact Beverly Bellody.  
Rene Wagner motioned that the Commission not move further on this item; Seconded by Andrew Netro.  
Mr. Koss commented that this account was forgiven prior and it was a one-time adjustment.  
All in favor. None opposed.
- C. 15 Clearbrook Drive:** This is an unpaid bill. The Finance Dept. believes that liens should be placed on delinquent accounts. Mr. MacDonald asked if the water is still on at this property. Ms. Usher said she was not sure. Mr. Koss asked if we've sent a delinquent letter, how old the invoice is and the property owner's name. The members would like more information on this account. Ms. Usher will obtain that. The statute will also need to be reviewed with regard to handling delinquent accounts.

## 7. Financial Business

- A. Report from Christine Hutton, Director of Finance & Records:** Ms. Usher said that Ms. Hutton has received additional information since the creation of the report in the member's packets. Mr. MacDonald said this is now short \$10,000. The CWC acknowledges that they owe the money, but it has not hit the account yet. Mr. MacDonald will work with Ms. Hutton on this. Mr. Netro suggested writing a letter to the CWC to outline the issues. Mr. Koss agrees with him. Mr. MacDonald will draft something for the members to review.
- B. Rate Increase:** Mr. Koss commented that a final version of the letter has been worked. He will forward a copy of the letter to all the members for final review. Mr. MacDonald commented that he formatted the rate sheets and separated the main system and Skungamug customers onto their own pages. The rate sheets will be included with the customer letters. The next step will be to send the letters to the customers advising of the rate increase, and then a public hearing will need to be had. Mr. MacDonald will forward Ms. Usher the rate increase sheets in native format. The customer listing needs to get finalized.  
Mr. MacDonald commented that one-third of the fiscal year is over. He provided the members with a year to date financial summary (through October) and reviewed same with them.
- C. Capital Projects – 5 Year:** Ms. Usher commented that Mr. Werbner is asking that all Capital Projects be shared with the Town Council. She believes that Mr. Symonds is working on something and that this item should be tabled. Mr. MacDonald suggested that the members have a workshop to discuss this and to set a priority list. A workshop will be scheduled for Capital Planning.
- D. Tolland Schools:** Ms. Usher mentioned to the members that Chris White is questioning issues with the water/sewer bills for Tolland Intermediate and Tolland High School.

## 8. Diversion Permit

- A. Status Update & Proposal:** Mr. Koss commented that there is a meeting next week at the DEP. There has been a request from the Health Department. It relates to a study completed in 1995. Copies of that study were sent to the Health Department. A new proposal has been received from Milone and MacBroom. The proposal is for a maximum fee up to \$4,000.00. Mr. Koss believes the Milone and MacBroom proposal should be executed.

Glenn MacDonald motioned that the Milone and MacBroom contract be signed by Eugene Koss; Seconded by Rene Wagner. All in favor. None opposed.

**B. Willimantic River Alliance:** Mr. Koss is speaking with Meg Reich from the Willimantic River Alliance. He suggested that if she wanted to meet, she should advise him and a meeting will be set up.

**9. Water Conservation Advisory:** Ms. Usher asked if we should retract the advisory. Mr. Koss suggested that it remain in effect. The members agree. Mr. MacDonald suggested sending an e-blast reminder. Mr. Koss specifically suggested that it remain in effect because the river flow is below normal.

**10. Water Commission Annual Report:** Ms. Usher suggested tabling this. Mr. Symonds is gathering information for this report.

**11. Proposed 2011 Meeting Schedule:** Ms. Usher commented that four (4) proposed schedules have been included in the packets. She believes they need a bigger area for the meetings. She suggested the options listed below:

**A. First Monday**

**B. Second Wednesday**

**C. Third Monday**

**D. Third Wednesday**

The members discussed their options and agreed that the first Monday of the month would be the new meeting day and the new time will be 6:30 p.m. in the Town Council Chambers.

Rene Wagner motioned that the Tolland Water Commission meetings in 2011 be held on the first Monday of every month, except if it is a holiday, commencing at 6:30 p.m.; Seconded by Andrew Netro. All in favor. None opposed.

**12. Connecticut Water Company's Proposed Regional Pipeline Agreement with Tolland Water Commission:** The members will incorporate their comments into the agreement. The next step will be to get the Agreement with comments to the attorney.

**13. CT DPH Sanitary Survey Report: Tolland Water Department – Torry Road:** Mr. Koss reviewed his comments to the report with the members. Mr. MacDonald commented that a response is due by November 30, 2010. Mr. Symonds said that the inaccuracies of the report should be listed out. Mr. Koss commented that those things that need to be addressed should be. Mr. Koss will work on the response. Mr. Symonds offered to help if necessary.

**14. Other Business:** Mr. Netro commented that he didn't believe the hydrant near his home was getting flushed. Ms. Usher will send an e-mail requesting a flushing report. There are some concerns that hydrants on dead ends are not being flushed out.

The Commission members thanked Beverly Bellody for all the work, dedication and commitment to their needs that she provided during the transition period. She was very supportive and encouraging.

**15. Adjournment:** Richard Symonds motioned to adjourn the meeting; Seconded by Rene Wagner at 10:20 p.m. All were in favor. None opposed.

**Michelle A. Finnegan**  
**Water Commission Clerk**