

**MEETING MINUTES
TOLLAND WATER COMMISSION
HICKS MEMORIAL MUNICIPAL CENTER
Council Chambers – Sixth Floor
OCTOBER 3, 2011 – 6:30 P.M.**

Members Present: Eugene Koss; Richard Symonds, Jr.; Glenn MacDonald; Andy Netro and Tom Rallo

Not in attendance: William Pakulis

Others present: Jennifer Usher, Town Engineer; Art O’Neill, Pete Pezanko and Bob Wittenzellner of Connecticut Water Company (“CWC”) *exited meeting early*

1. **Call to Order** - Eugene Koss called the meeting to order at 6:38 p.m.
2. **Changes to Agenda** – Ms. Usher asked if they were going to add setting a public hearing to the agenda. At the time, there was not a quorum so it was not added. No changes to the agenda were made.
3. **Public Comment (2 minute limit) – James Grant of 69 Virginia Lane** - He was curious about the rate increase. Will this be something the Commission approves directly or will the public get to vote? Mr. Koss commented that the Commission is empowered to set rates by the Town Council. The rates will go to a public hearing, at which time the customers can comment. The Commission will look at the system and the public’s concerns voiced at the public hearing. It will then decide that the rates may or may not be raised. The financial situation of the system is such that there is the need for a rate increase, although the system is sound. Mr. Grant mentioned a situation where his neighbor’s pipe was leaking. The neighbor replaced the piping himself, but it seemed to have holes on it from the inside out. He asked if the Commission had other issues like this. Mr. MacDonald said they are not aware of any.

A quorum became present as of 6:47 p.m.

4. **Approval of Minutes**
 - A. **July 6, 2011 Regular Meeting** – Glenn MacDonald motioned to approve the minutes; Seconded by Dick Symonds. All in favor. None opposed.
 - B. **July 12, 2011 Special Meeting** – Dick Symonds motioned to approve the minutes; Seconded by Glenn MacDonald. All in favor. None opposed. Andy Netro abstained
 - C. **August 1, 2011 Regular Meeting** – Dick Symonds motioned to approve the minutes; Seconded by Andy Netro. All in favor. None opposed. Glenn MacDonald abstained.

There are no minutes from the September, 2011 meeting. There was no quorum; the meeting was canceled and an informal discussion was held in lieu of the regular meeting.

5. **Operator Report: Connecticut Water Company**
 - A. **200 Merrow Road** – Bob Wittenzellner commented that the tap was completed and meter pit was installed on September 27th. The meter was installed on the 30th and service was activated on October 1st. They are now metered and in service. The well is physically disconnected and off the system.
 - B. **127 Kate Lane** – Ms. Usher commented that she met Brant and Pete Pezanko at the property and discussed the issues. They’ve started the iron and manganese testing at the wells 1 & 2. They have gotten some results. The first set of test results were provided to the members. Mr. Pezanko believes that this resident is more likely to get the dirty water because he is home during the day when most are at work. He is drawing when they are not. Mr. MacDonald said it is discouraging to have flushed, and then

two weeks later his filters are dirty. There is no hiding manganese Mr. Pezkno said. Mr. Netro asked if anyone has checked where the tap is located. They have not. The Commission members decided to have CWC move forward with the excavation to view the position of the tap. Ms. Usher will work with the CWC to schedule the work. The CWC will do all the work.

- C. Iron & Manganese Testing** – This is being done. Some results have come back. They will start to build a history by testing the wells regularly to see how things fluctuate. Reports will be provided for the members to review after testing occurs.
- D. Emergency Use of Torry Road Interconnection** – Mr. Wittenzeller commented that this was used after the trucking accident. The well was taken off-line for a few days as a precautionary measure. Sampling was done and the tests came back fine. Nothing was found in the water. They will continue to do sampling. No complaints were received. Mr. MacDonald asked how the Commission would be billed for the water used. Mr. Wittenzeller said the same way as it does every other month. Mr. Pezanko commented that it is a good ‘emergency’ connection.
- E. Operational Financial Update** – Mr. O’Neill commented that they will act on 8 – 10 past-due accounts tomorrow. They are over 90 days. Services will be terminated tomorrow. Ms. Usher has a list of the customers and will provide a copy of it to Mr. MacDonald. The accounts on the list are all residential. Mr. O’Neill commented that they are on track with the meter replacements. He also confirmed that they are billing for fire protection. It was determined that Mr. MacDonald would be added to the CWC’s e-mail group for the financial reports.

Mr. Wittenzeller reminded the Commission that flushing will commence tomorrow, October 4, 2011.

6. **Staff Report: Jennifer Usher, P.E., Town Engineer & Public Works Administrator**

- A. Summit Tank – Status Update** – Ms. Usher commented that the cathodic repair might start in late October. She is awaiting a final date.
- B. Heat Trace at Route 74** – Ms. Usher said the Commission needs to make a decision whether they want to have someone come in and fix it. It is pulling a minimal current. Mr. Koss said it needs to be fixed. The members agreed to get an electrician to look at the problem.

Glenn MacDonald motioned to request an estimate from an electrician to repair the problem, and authorized up to \$1,000 to perform the repair. Seconded by Andy Netro. All in favor. None opposed.

It was determined that Mr. Symonds will take the initiative on this and retain the electrician.

7. **Rockville Bank**

- A. Unauthorized Yard Hydrants** – Ms. Usher has heard nothing on this. It was her understanding Mr. Koss was going to prepare a letter to the customer about this issue, but she hasn’t seen anything come by through.
- B. Payment for Emergency Services** - Ms. Usher asked the finance department if payment has been received for this invoice. The department said they have not received any payment yet. She believes it may still be outstanding.

Ms. Usher has contacted the bank about backflow preventer results, and she has not gotten a return call. The results are not being provided.

It was decided that Mr. Symonds will speak with Karen, the bank’s manager, regarding these three issues. If no results are obtained, a letter will be sent. Mr. Koss and Mr. MacDonald will begin drafting the letter.

8. Finances

- A. Company Financial Update** – Mr. MacDonald did not have any update. He is not received any financial records from the office for July/August. He does have a request in to the business manager to let him know when they will be caught up.
- B. 2011 – 2012 Budget & Rate Adjustment** – Mr. MacDonald commented that the members have the revised Water Rates and Miscellaneous Charges chart in their packets. It is a worksheet to work from. Mr. MacDonald said that they need to nail down the rates before setting the public hearing date. He will finalize the rates sheet for the members review and comment. The public hearing will be set at the November meeting.

Mr. MacDonald asked about the assessment charges raised by the property manager for the Meeting House Commons. Ms. Usher said that situation was rectified.

- 9. Town Council – Utility Commission Workshop** – Mr. Koss said this is scheduled for October 18, 2011 @ 7:30pm in the Community Room. Ms. Usher is putting together an Agenda for that meeting. It is to discuss the existing conditions of the company: financial, staffing and operations. The WPCA will be present at the meeting as well. It was determined that the Commission members will have a workshop prior to their meeting with the Council to discuss their agenda items on Thursday, October 13, 2011 at 2:00 p.m. in Room C (unless they hear differently).
- 10. Diversion Permit – Status Update** – Mr. Koss said this is in a holding pattern right now. The latest information is that they had a meeting with the DEEP. At that meeting, a deal was worked out, although the details of it had evaporated over the course of a few days. Mr. Koss left a message for Denise Ruzicka asking for an explanation of the numbers that the DEEP has in their latest proposal.
- 11. Water Supply Plan – Status Update** – Mr. Symonds commented that the amendment has been finished. The letter has been signed. They are working on some loose ends to get the package together. The Plan will be submitted immediately upon completion of review. Ms. Usher asked how they would like to deliver the plans. The members will hand-deliver some and the remaining will be mailed, with delivery confirmation.
- 12. Old Cathole Road Water Main Extension Project – ARRA Funding Status Update** – Mr. Koss commented that they met with the firm under contract to audit the account. They went through their checklist and there were fairly positive results. Some components showed as not being American. Mr. Symonds commended Ms. Bellody on her work with this issue. They are awaiting word from the firm on this.

The Commission ended the meeting with discussion of an informational meeting some of the Commission members had with the engineering firm of Tata & Howard. Ms. Usher commented that they offer the services that the Commission is in desperate need of, if the money can be found it would be fantastic. Ms. Usher will solicit pricing information and the PowerPoint used at the meeting from the firm.

- 13. Adjournment** – Dick Symonds moved to adjourn the meeting; Seconded by Andy Netro at 9:06 p.m. All were in favor.

Michelle A. Finnegan
Water Commission Clerk