

**TOLLAND WATER COMMISSION
REGULAR MEETING MINUTES**

**March 11, 2009
HICKS MEMORIAL MUNICIPAL CENTER
Conference Room A**

Members Present: Stewart Joslin, Chair; Glenn MacDonald; Andrew R. Netro; Richard N. Symonds, Jr.; Rene C. Wagner; Eugene Koss; William Pakulis

Others present: Jack Keefe, Connecticut Water Company; Stu Harkins, Connecticut Water Company; Steve Amedy, VCS; Dave Smith, Town Engineer

Not in attendance: N/A

Call to order: Chairman, Stewart Joslin, called the meeting to order at 7:00 p.m.

- 1. Approve minutes for last meeting (02/11/2009)** – Dick Symonds motions to approve the minutes from the February 11, 2009 meeting, seconded by Rene Wagner .

Discussion: Dick Symonds has submitted some changes that he would like to see to last month's minutes' and the format.

On Section 1 – The issue was not the format of the meeting minutes', but simply the length of the minutes. It is more difficult with the long minutes to get an accurate picture of the discussion unless the entire minutes are verbatim. The point was that a clear and concise summary avoids misinterpretation of a specific statement included that might be otherwise out of context. My preference is to have the minutes summarize general discussions and have specific requests, actions, and motions be in detail and verbatim.

Section 6 – Should have the prices of the responses – Whenever bids come in the prices should be included or be attached to the minutes for the record.

Section 7 – Second part (and more importantly) was that periodic reports include water produced versus water sales to get a handle on consumption and related problems.

Section 8 – Sixth line should be “department” not “commission”.

Stew discusses that minutes were long. He suggests the Clerk touch on actions taken and some discussion. All in favor; none opposed.

Approve Special Meeting minutes (02/25/2009) - Dick Symonds motions to approve the minutes from the February 25, 2009 meeting, seconded by Eugene Koss.

Discussion: Dick Symonds remarks that we had two feedback comments: A correction of changing the word “Agenda” to “Meeting”, and that Dave Smith was invited to stay in the executive session.

Minutes are accepted as corrected and filed with the Town Clerk . All in favor.

2. New agenda items

Stew brings up the hydrants and sprinkler billing. This always seems to get talked about, but never any action gets taken. Who is responsible for billing. Most of the hydrants are in the Big Y Plaza and the other issue is sprinklers. Stew will ask Dave to get out there and identify the number of hydrants and the size of sprinkler pipes. The thought of the Commission imposing an April deadline was discussed. Stew will send an e-mail to Dave, so that we can start billing in April. Eugene Koss and Andy Netro volunteered to assist Dave, if needed.

3. Stu Harkins to comment and answer questions on Crystal Springs

Stu Harkins confirms that he received Steve Amedy's package. Stew Joslin comments that Crystal Springs has reviewed all the items it has paid for in the past few years and focused on the larger ones primarily. Questions have come up as to why some of these things happened as soon as they got operational. Stu Harkins comments that the largest failure was the Aquavar II being hit by lightning. It allows the pump to ramp up and down and substantially saves power costs with consumption. We looked into getting it repaired, but it was non-repairable, they recommended getting a new one. They did institute a back-up plan. Now there is a 3 phase motor, and a single phase that acts as a lag. The single phase would kick in if it needed to. The motor did not fail. The frequency charge did. It wouldn't have made a difference with 3 phase motor. Nothing can guarantee against lightning. Rene Wagner feels this will happen again, so we might as well prepare for. We'll end up paying for it sooner than later.

Dick Symonds questions the charges. Are the rates we charge there the same as we charge here? Stu says they should be the same. Dick Symonds questions the difference in charges for meters. Stu suggests the only reason they would differ could be because of the price of commodities have changed or the price of meter horns changed. Dave Smith suggests that when we write another contract, we should make a provision for commodity changes. Stew Joslin questions Dave Smith as to whether or not there is insurance on the pump house. Dave says yes. We don't have individual listings; it's a blanket for the town. Bill Pakulis comments that it's a blanket, but there is a big deductible.

Steve Amedy advises Stu Harkins that they receive a monthly invoice for billing services. It is \$49.20. Stu believes that is meter, sending the bills out and reading the meters.

Stew Joslin comments that Jack Keefe of CWC wants to set up a meeting for DEP. Jack Keefe would like to start talking to DEP about this regional pipeline. Terry would like to get a date for the first workshop to start getting some of the pieces of the puzzle together. There is a lot of stuff to go through with a workshop with us to discuss the regional pipeline. It was decided that the meeting would be set down for Wednesday, March 25th at 3:00. Dave Smith will arrange for a room. Location TBD. Bill Pakulis states that he will be out of town and won't be able to attend.

4. Review of bids received for Old Cathole Road

Dave Smith summarizes that we went out for bids for the installation of the water main along Old Cathole Road to connect two portions of the project we finished last Fall and to bring water to the school. Nearly 40 specs went out and we received 22 responses. The bids ranged from \$136,000 – \$355,000. Dave asked around and the low bidder has been around for awhile and has a good reputation; although they are not familiar to him. There is no profit in this job. The bid stops short of the school, because that will become the plumbing side of the job. They also included two alternates. Alternate 1: includes water service to two houses on the opposite side of the road; and Alternate 2: was to install 50, 60, 70' of piping in the ground, under Old Cathole Road to those next rows in. Alternate 1 is two 1" cooper lines to serve your home; Alternate two is 8" to serve the neighborhood. Dave believes we may need to do an assessment using Gary Road or Rhodes Road figures. Stew Joslin comments that we would assess them, but it would be deferred until they connect. Dave further comments that Alternate 2 is not a needed expenditure.

Dave Smith mentions that the cost to connect to the school is a different contract. The school uses Stu and the NEWUS people as their hands on people, so they will probably get the job. Dave doesn't think we need to bid on that.

Stew believes that we can move forward, with dropping Alternate 2.

Glenn MacDonald suggests that we accept the bid of Bidder Number 1. Dick Symonds clarifies acceptance of the Bid with Alternate 1. Seconded by Rene Wagner. All in favor; Eugene Koss abstaining.

Lenard Engineering, Inc. bid:

Stewart Joslin would like to discuss the Lenard Engineering, Inc. bid. The bid is for \$39,000, Lenard is charging by the hour. Glenn asks if it's customary to not have a cap on the costs? Dave said we can say it is up to the budgeted numbers and then after that, they would have to demonstrate the add ons. Dave said that there is a lead time on the start time of the job due to the vault being ready. They can start the work, but then he'll need to continue once the vault comes in. The contract is very specific. Dave believes that there shouldn't be many change orders. Change orders are driven by the owner.

Discussion was to accept the bid of Lenard Engineering, Inc. with the estimated cost not to exceed \$39,000 for the two services, Contract Administration and Observation. The completion date is 150 days from award.

William Pakulis motions that we award Lenard Engineering, Inc., with the following provision of "not to exceed \$39,000, without prior approval from the Commission"; Seconded by Glenn MacDonald. All in favor.

5. Act on Management Co. bids

Stew Joslin asks if we received the second bid. He doesn't recall seeing it. Dave Smith comments that he sent it electronically. The second bidder came in at \$84,000.00. Dick Symonds recommends that we go with the Connecticut Water Company.

Further discussion by Eugene Koss: he says although we are selecting The Connecticut Water Company's affiliate, we need to let them know that we are going to enter into an agreement that we will draft with them.

Dick Symonds motions that we accept New England Water Utility Services, Inc.'s ("NEWUS") proposal, subject to the finalization of terms and agreements, as our Operations Contractor for the next two years. Seconded by William Pakuls. All in favor. None opposed.

6. Update on Water Supply Plan development

Dave Smith was asked to go back to Lenard to see if they could meet our schedules for drafts and final review. He told them that they would have the job for the pricing quote. Jim has provided Dave with a list of a few items he needs from us and Dave is assembling now. Dick Symonds requests a copy of the data when it is completed.

7. Review Consent Order activities checklist

Dave Smith has been preparing quarterly reports. All outstanding items were completed in the 4th quarter. Anything outstanding is on the supplemental environmental project, which was an improvement to the drainage system. The engineer previously assigned, has been reassigned. They are working on getting a new contact. We are obliged to do it in late Spring. Eugene Koss suggests a follow up memo. Dave will give a little push.

Stew reviews the Consent Order activities checklist items. All appear to be in order.

8. Review monthly report content, if available

Glenn MacDonald is working on it.

9. Adjournment

Stew Joslin motioned to adjourn the meeting at 8:55 p.m.; seconded by William Pakulis.

Michelle A. Finnegan
Water Commission Clerk