

## MEETING MINUTES

### TOLLAND WATER COMMISSION EXECUTIVE SESSION AND REGULAR MEETING

May 13, 2009  
HICKS MEMORIAL MUNICIPAL CENTER  
2<sup>nd</sup> Level Conference Room A  
7:00 p.m.

#### 1. Executive Session to discuss staffing requirements

Clerk not present.

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### REGULAR MEETING MINUTES

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

**Others present:** Dave Smith, Town Engineer; Al Braig, Connecticut Water Company

**Not in attendance:** None.

**Call to order:** Stewart Joslin called the meeting to order at 7:35 p.m.

#### 2. Regular meeting

#### 3. CWC operation contract discussion

Stew Joslin comments that no contract has been signed as of yet. The contract is still being reviewed and worked on. Glenn MacDonald has concerns about the insurance clause in the contract. He suggests that legal, or the person who reviews insurance matters for the town, should review the contract before signing, specifically, the insurance issue.

Dave Smith comments that Mike Wilkinson, Director of Administrative Services, could run the contract by the town's insurance consultant for their opinion. Dave Smith will broadcast the latest version of the contract to all parties. He will also ask Michael Wilkinson to review the contract re: insurance perspective and ask him to forward it to the resources he has. Bill Pakulis asks how much the increase was. Al Braig replies the first year is 4%. The term of the contract is 3 years from the effective date. The old contract pricing will remain in effect until the new contract is signed.

William Pakulis motioned that Stew Joslin could execute the Agreement pending legal and insurance final review. Rene Wagner seconds. All in favor. None opposed.

#### 4. CWC regional pipeline discussion

Rene Wagner comments that the stumbling blocks are the charges and the rates for the different water. Eugene comments that the other issue is the risk of being drawn into a proceeding involving the DPUC, and the DPUC then imposing things on us. He would like to avoid a review by the DPUC where they get to approve rates that would affect us. The Commission members agreed to further discuss this matter at the next workshop.

#### **5. Dealing with atypical meter readings in general context and 32 Avebury Lane**

Stew Joslin comments that Dick Symonds put a draft proposal together. Eugene asks if we knew more about the complaint re: 32 Avebury Lane. The timeframe in dispute is December to mid-March. Dave Smith spoke with the owner of 32 Avebury Lane, and advised him to send payment of the portion of the invoice not in dispute. They should then send a letter summarizing the portion of the bill in dispute. The invoice amount is \$891.75. Dave does have a copy of the bill from the previous year, for the same timeframe, and the use was \$69.00. So, the owner has paid \$69.00 towards the bill in dispute. The owner was invited to the meeting, but was unable to attend. Dave told him that he would update him with a summary from tonight's meeting. Discussion amongst the Commission members was had regarding possible causes of the high water bill. Dave does not believe that the meter is the problem, but that it still should be sent to be tested. Dave mentions that Stu Harkins is no longer with CWC and he was the one who was working on this matter. Dave is going to speak with Danielle or Kelly to see who is dealing with this issue now.

Bill believes there should be a policy in place for these types of situations, unusual consumptions of water. Although, none of this can be ruled on until the meter has been tested.

Glenn suggests that we do 2 things: 1. send the meter out to be tested; and 2. Conduct a site visit to see what could cause all these gallons of usage.

Dave will see what he can find out from the CWC and arrange for a site visit. He'll also advise the owner of the Commission's plan.

It was agreed that everyone would review the draft proposal that Dick prepared, and be prepared to discuss it at the next meeting. Dick comments that he looked at the CWC policy and used that as a starting point. The next issue is if and when we have something, we need to adjust the policy.

#### **6. Review draft of Water Supply Plan**

Dave Smith hands out the draft Water Supply Plan. It is due to the State on May 30<sup>th</sup>, although Dave has requested an extension until the end of June. He is waiting to hear back on that.

Dave comments: Jim is trying to identify what they call non-revenue loss. Danielle is working on preparing a summary, which will not be ready until Friday. The conclusions that they want to talk about with the 2008 data cannot be made until they have that raw

data.

This plan is very similar to the previous plan. Last year we had a five (5) year plan. Almost everything was completed, with the exception of finishing Old Cathole Road. The next five (5) year plan does not have any obvious new expansions or anything.

Dick comments that page one should have a paragraph stating what the Commission is and what the Commission is responsible for. He also suggests adding a point person from the Commission to page one.

A meeting to further review and comment on the Water Supply Plan was set for May 27, 2009 @ 7:00 p.m.

### **7. Report on Private Fire Protection and Private Hydrants**

Dave rolled out a map of the hydrants. Three facilities are on our system: 1. Tolland High School and one installed to facilitate the extension under Interstate 84, 2. Birch Grove, and 3. Fieldstone Commons. There are no hydrants in Meeting House Commons. He comments that most other commercial hydrants pre-date our water system. With regards to the sprinklers: Tolland High, Birch Grove and Fieldstone Commons have them. Dick comments that we do not bill for any public hydrants, only private, and that we would not bill the schools. A letter will be sent to the property owner introducing the concept and alerting them that they will be billed directly for usage and fire protection, as of July 1<sup>st</sup>. Dave will also advise NEWUS that a letter was sent to the customer.

Dave will look into who's responsible for flushing the hydrants.

### **8. Review of Operations/Procedures Manual for monthly/quarterly/annual reporting requirements**

Glenn hands out a document entitled: Tolland Water Commission Proposal. The monthly report would touch on three areas: Operational Summary, Key Activities/Projects and Financial Summary. Dick and Eugene also provided some input for the proposal. It is Glenn's suggestion that if they have a monthly report provided to them in advance, the meeting would include more talk about actions, as opposed to learning about the project/status. The meetings might be more effective. This would not replace the Agenda, but could go hand in hand with it. Glenn seeks the members input on his proposal.

The Commission members discussed Glenn's proposal at length. Stew comments that he thinks this is a great start. Glenn is going to revise the proposal from the discussion had, and come back to the Commission with a revised one.

**9. Update on Old Cathole water main extension project. To include resolution authorizing the application for American Reinvestment and Recovery Act Funds and contractor schedule and possible adjustments to scope of work as required by ARRA.**

Dave met with the Todd of CATCO. We have their bond and insurance certificate. They are ready to go. Our project got listed for ARRA funds. There were 157 projects submitted for consideration, they funded the top ten and we were fifth. This is not a full ride, it is 57% of the cost. The grant will be proportionate based upon the bid.

Ted Dunn from the State Health Dept. is coming out to speak with Chris Hutton, Beverly Bellody and Dave outlining the requirements of the program. Dave wanted to remind the members that just because we have the bid, there will be some additional charges ex.: inspection charges, plumbing charges, etc. The job may grow into \$200,000+. They all would be eligible costs.

Dave thinks we are in a good place, if we can survive all the "fish hooks". The contractor is ready to commence in June. Stew says this sounds great. Dave believes that being "shovel ready" had a huge impact on this.

Eugene Koss motioned that the Resolution be:

The Tolland Water Commission authorizes Steve Werbner, Town Manager, and/or Dave Smith, the Town Engineer, to seek federal stimulus funds to finance the completion of the water main extension project on Old Cathole Road.

Rene Wagner seconded.

There was discussion amongst the members as to the wording of the Resolution, regarding who should have the authorization. It was agreed that if the above Resolution needed to be reworded, Dave Smith would draft a new one.

All in favor. None opposed.

**10. Reaction to the DEP rejecting the plan for the water flood control**

Dave comments that his goal was to spend \$12,501.

Stew and Bill both agree that we should pay the fine and be over with it.

Stew does not know what is involved in withdrawing our interest in doing a SEP. Stew suggests talking to Steve about it and Dave will.

Dave will follow up their letter with a request for a meeting.

**11. Approval of Meeting Minutes**

Approval of the April 15, 2009 Regular Meeting Minutes: Rene Wagner motions to approve the minutes from the April 15, 2009 meeting; seconded by Andrew Netro. All in favor. None opposed.

Approval of the April 22, 2009 Special Meeting Minutes: Rene Wagner motions to approve the minutes from the April 22, 2009 meeting; seconded by Andrew Netro. All in favor, with the exception of William Pakulis, who abstained.

## **12. Adjournment**

William Pakulis motioned to adjourn the meeting; Seconded by Rene Wagner at 9:56 p.m. All were in favor. None opposed.

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