

## DRAFT MINUTES OF THE BOARD OF WATER COMMISSIONERS

The regular meeting of the Board of Water Commissioners was held Thursday, June 3, 2010 at the department offices, 605 West Queen Street, Southington, CT. A recording of this meeting can be found on file tapes #560 and #561.

PRESENT: President Thomas Murphy, Vice President Erik Semmel, Secretary & Treasurer Robert Berkmoes, Commissioner Michael Domian, Superintendent Thomas West, Assistant Superintendent Frederick Rogers, Office Supervisor Ann Marie Anop and stenographer Janice Eisenhauer. A quorum is determined.

### **1. CALL TO ORDER**

The meeting was called to order by President Thomas Murphy at 6:01PM.

### **2. Approval of Minutes of May 6<sup>th</sup> Meeting.**

A motion was made by Secretary/Treasurer Berkmoes to approve the minutes of the May 6, 2010 meeting as presented. His motion was seconded by Commissioner Domian. The motion passed on a voice vote.

### **3. Communications**

#### a.) Communications from the Public

Superintendent West introduced a delegation from the CT Sikh Association, presently building a temple on West Street. They have submitted a letter signed by Kulwant Samra regarding the assessed fees for the water line connection to the temple and the tie-ins to the other buildings on the property. A spokesman for the group spoke to the board. He outlined the history of the Connecticut Sikh Association and how it came to build the temple in Southington and their desire to be good neighbors. He asked on behalf of the congregation for some relief regarding the charges they have been billed, citing difficulty in securing pledges during present economic times. Commissioner Semmel asked if the association had not been apprised of these charges, since it is routine procedure for the water department to be paid when connections are required. He commented on the beautiful building with obvious attention to every detail and wondered why this information was not included in the financial considerations. There was an interactive discussion about precedent. No relief from these charges has ever been granted, however it came to light that on rare occasions in the past, the board has allowed property owners to pay this assessment over a few years. The charges were reviewed and Superintendent West pointed out that the fees are based on the costs incurred by the Water Department. President Murphy explained that the fees are fair and equally applied. He expressed his regret that these charges apparently came as a surprise to the group. Commissioner Berkmoes complimented the speaker on the building being erected, but expressed his feeling that a precedent could not be set to waive fees. The CT Sikh Association was receptive to a deferred payment arrangement. Commissioner Berkmoes made a motion to add this item to the agenda for this meeting under 7c. Commissioner Semmel seconded his motion and it passed on a voice vote.

b.) Communications from Administration

Superintendent West introduced Ann Marie Anop to the Board. She recently assumed the office supervisory position for the water department and this is her first week working independently. Commissioner Berkmoes welcomed her warmly on behalf of the board.

c.) Communications from Board Members

Commissioners Semmel asked about the mechanics of the approval of projects and who is responsible to apprise people of the fees involved. Superintendent West explained that a contract is drawn following approval of the plans by the board and submitted to the project manager with projected fee amounts. There was a discussion about notification of fees and assessments to be included with approval notices.

**4. Financial Matters**

Review of Water Billings & Outstanding Jobbing Bills & Approval of Invoices

Superintendent West pointed out that the new office supervisor has been able to tie all figures back to the last calculations in the report presented with the exception of one account.

Ms. Anop explained that she has reviewed the account in question back two months and is unable to balance. She suspects it is due to a complicated bookkeeping procedure she is not yet familiar with. Carol Mazzalupo, previous office supervisor, is scheduled to sit with her tomorrow and she anticipates that it will be reconciled.

Superintendent West discussed billings and collections noting some improvement. Commissioner Semmel asked about American Express bonus points. West acknowledged that there are substantial rewards accumulating. President Murphy asked for a breakdown of charges from CL&P for each location. Ms. Anop made a note to take care of that. Commissioner Semmel made a motion to accept the accounts for payment as presented. Commissioner Berkmoes seconded his motion and it passed on a voice vote.

**5. Committee Reports**

a.) Executive Committee

Superintendent West reported on the recent meeting to discuss the budget for the upcoming fiscal year. Expenses and rates were discussed in great detail. The adjustments suggested at the meeting appear in the budget figures proposed at this meeting.

b.) Infrastructure Committee

There was no meeting.

c.) Technology Committee

There was no meeting.

**6. OLD BUSINESS**

a.) Update on Federal Grants, State Grants and SRP Loans.

Superintendent West reported. He presented for review a schedule of projects submitted to the federal government for grants. Representative Larson has requested a substantial STAG grant. Regional Water Authority has named Southington in a request from Representative

DeLauro. He reported on the Army Corps project. Senators Dodd and Lieberman have each submitted a request for 2.2 million dollars for the iron/manganese project. There is still the "no new starts" hurdle to overcome. The energy funds previously proposed are not viable due to the overall number of requests received.

b.) Update on DEP "Stream Flow" Regulations

Superintendent West met with the DEP, with CWWA, in early May and he has concerns that they will push ahead with the regulations as proposed or even more detrimental.

c.) East Main Water Main.

To be addressed during Executive Session.

d.) Water Service Line Protection Plan.

The brochures have arrived in customers' homes. There are a number of people in transition from Safety Valve to the Water Department plan. In the future this information will be included with bills.

e.) Drive In Pavilion Water Service.

Superintendent West discussed the final projected costs for materials needed for the Pavilion project. He is waiting for a start date and anticipates that it will be within a month.

f.) Budget 2010-2011

Superintendent West announced during his overview of the budget that it is clear water rates need to be discussed by the board. This was discussed at the Executive Committee meeting. He explained the individual outstanding obligations in some detail. There are some projected collectibles earmarked for specific projects, many have been completed and the funds fronted. Other revenues, reserve and debt service were outlined. Operating expenses are presented in the form of several schedules and historical projections. He is comfortable with his projections for next year based on a combination of personnel records and the historical/actual review and year to date expenses.

**Highlights:** President Murphy asks about the proposed customer service projections in light of the new service being offered. Superintendent West explained how this additional service appears in the budget in different departments.

A detailed report on outstanding loans and the retirement dates of each was presented.

Large capital projects in process, including costs, were explained in detail. This includes, but is not limited to, the Mariondale tank replacement project, E. Summer St., and Marion Rd. out to the Cheshire town line. He explained the Marboy Drive project figures. The pump at well #2 needs replacement. Welch Rd and Curtiss St projects are due for work.

Projects for the upcoming fiscal year were discussed. Upgrades include fluoride transmitters, filter plant upgrade, painting, work at well #3, tool replacement, chlorine pump upgrade and a GPS upgrade for the vehicles. Painting projects will be done in the winter.

West included a debt service schedule, through retirement, of each account and he explained in some detail. He included the past five years of audited financial information to establish historical data to be used in guidelines.

Carryover projects and data were discussed in detail.

The Commissioners complimented Superintendent West on his complete and excellent presentation reflecting the financial status of the Southington Water Board and a sound financial plan for the upcoming fiscal year.

## **7. NEW BUSINESS**

a.) Proposed 2" Domestic Service for Dee Zee Ice, LLC, for 12,325 s.f. building located at 93 Industrial Drive

Assistant Superintendent Rogers presents the plans for this project. James Braim P.E., from Harry Cole & Co., was present to answer questions. There is no sprinkler system required. President Murphy identified the fire hydrant locations. The design meets water department specifications as proposed. Commissioner Berkmoes made a motion to approve the 2" domestic water line according to this plan as presented by Dee Zee Ice, LLC located at 93 Industrial Drive. His motion was seconded by Commissioner Domian and passed on a voice vote. There were no remarks on the motion.

b.) Proposed extension and service for 171,293 s.f. Sports Complex located off Spring Street and Smoron Drive, "Mid State Sports Complex," by Central CT Contracting.

Assistant Superintendent Rogers presents the plans for this project. James Braim, P.E., representing Harry Cole & Co. was present to answer questions from the board. Hydrant location meets specifications of the board. The Fire Department has approved the plan. The plan calls for assorted sports playing fields under a dome. They are all on one level. Commissioner Berkmoes made a motion to approve the plans for the sports complex located off Spring Street and Smoron Drive entitled the "Mid State Sports Complex" proposed by Central CT Contracting. Commissioner Semmel seconded the motion. There were no remarks on the motion. It passed on a voice vote.

c.) Petition of CT Sikh Association for installation fee relief.

A motion was made by Commissioner Berkmoes to offer to the Connecticut Sikh Association a deferred payment plan for the installation fees as billed, to be paid over a five year period, with equal payments due on a yearly basis, without interest. Commissioner Domian seconded the motion. The motion passed on a voice vote.

## **8. Executive Session Anticipated for Personnel and Negotiation Matters.**

Commissioner Berkmoes made a motion to adjourn to executive session, to include staff, barring the public and press. The motion was seconded by Commissioner Semmel and passed on a voice vote.

The Board entered executive session at 7:59 PM

The Board Left Executive Session at 8:40 PM.

Commissioner Berkmoes made a motion to approve the 2010-2011 Budget as presented by the Superintendent. Commissioner Domian seconded the motion and it passed unanimously.

Commissioner Semmel made a motion to approve the rate increase as presented by the Superintendent. Commissioner Domian seconded the motion and it passed unanimously.

Commissioner Semmel made a motion to adjourn the meeting. Commissioner Berkmoes seconded the motion and it passed unanimously.

The meeting adjourned at 8:42 PM.

Attest:

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Robert M. Berkmoes, Secretary & Treasurer