

DRAFT MINUTES OF THE BOARD OF WATER COMMISSIONERS

The regular meeting of the Board of Water Commissioners was held on Thursday, December 4, 2008, at the Department Offices, 605 West Queen Street, Southington, CT. A recording of this meeting can be found on file tape #538 & 539.

Present: President Stephen C. Pestillo, Vice President Thomas J. Murphy, Secretary and Treasurer John C. Dobbins, Commissioner Erik E. Semmel, Commissioner Angelina Santa Maria, Commissioner Robert M. Berkmoes, Superintendent Thomas R. West, Assistant Superintendent Frederick W. Rogers.

1. CALL TO ORDER

Meeting called to order at 6:03 p.m.

2. Approval of minutes of November 6, 2008 Board Meeting.

A motion was made by Commissioner Dobbins to approve the minutes from the meeting held on Thursday, November 6, 2008. The motion was seconded by Commissioner Murphy and passed unanimously.

3. Communications

a) Communications from the Public

None

b) Communications from Administration

Assistant Superintendent Rogers informed the Board he will excuse himself at 7:30PM to attend the Inland/Wetlands Commission meeting tonight to seek a permit to perform watershed road and river bed work.

c) Communications from Board Members

Commissioner Pestillo made an inquiry regarding Bob Donia's (Distribution Forman) health condition and hopes he was doing well. Superintendent West Reported that Mr. Donia will be back soon, and was doing well.

4. Financial Matters

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

Superintendent West pointed out to the Board that with all the checks written on the cash statement there's a negative balance. He plans to hold the check for the bond payment due the Town for a few weeks until revenue is collected from the bills that just went out. Some discussion ensued regarding the possibility of paying a portion of the bond payment. Superintendent West's recommendation is to hold paying the bond until the Department receives additional revenue. The Board decided to wait for additional billing revenue. Commissioner Santa Maria questioned the two separate bills the Department receives from Constellation Energy and CL&P. Assistant Superintendent Rogers explained one was for power usage (Constellation Energy) and one for the Distribution of electrical power (CL&P).

A motion was made by Commissioner Santa Maria to approve Water Billing, Outstanding Jobbing Bills, and Invoices with the exception of paying bond payment (vendor #0021) to the Town until additional revenue is received by the Department. The motion was seconded by Commissioner Berkmoes. The motion passed unanimously.

5.) Committee Report

a.) Executive Committee

No meeting was held; Nothing to report.

b.) Infrastructure Committee

No meeting was held. Superintendent West gave an update on the Welch Road water main project. Paving is complete and the blow-offs have been installed. The pressure test has passed. There is one open item which is the chlorination of the portion west of the culvert crossing to Mt. Vernon Road, and East of the culvert crossing to the Pine Valley golf course property.

Superintendent West, Assistant Superintendent Rogers, and Engineering Technician Jim Geis met with Town Department Heads today to review up-coming town road projects. The goal is to replace old water mains as needed ahead of paving to avoid digging up newly paved roads in the near term. Superintendent West will provide the Infrastructure Committee with a copy the Town paving list when it is provided to him.

c.) Wellhead Protection Phase 2

Robert Melstrum of Stantec provided a project update to the Board. There was a project meeting held on-site at 65 High Street this afternoon (12/4/08). Soil remediation, sampling,

removal of asbestos pipe, and clean-up of a small hydraulic oil spill from one of Standard Demolition's excavator was discussed.

Commissioner Pestillo asked where the asbestos pipe came from. Mr. Melstrum explained the pipe was stored on-site or removed as part of the new water main installation that was below ground. Also, some pieces were encountered during soil remediation.

The water main installation is complete and in service. The electric service conduit is near completion as well as the site lighting conduit. CL&P will transfer power to the new service by the end of the year. The transfer should take approximately 2 to 3 days and Standard Demolition is responsible to maintain heat for the well building during the electrical service transfer. The gas service is expected to be completed this fall. The internal work on the well house will continue throughout the winter months.

Stantec has reviewed and revised the November pay estimate and will re-submit shortly. Scheduling was discussed and a couple of items that were deleted from the project were reviewed and how these items would affect schedule if they were added back in to the contract.

Both Superintendent West and Mr. Melstrum briefly explained the final stages of the site work to be performed spring 2009.

Commissioner Pestillo requested item 7a under new business be taken out of order.

7a) Proposed 8" fire service and 4" domestic service for 189 Newell Street, "Yarde Metals", for a 281,500 sf warehouse.

Assistant Superintendent Rogers presented the proposed plans for 8" fire service and 4" domestic service for 189 Newell Street, "Yarde Metals", for a 281,500 sf warehouse. The Assistant Superintendent reviewed existing water main locations in the area, and proposed fire and domestic water service locations, plus, new hydrant locations on the property and existing hydrant locations in the street; additionally, he reference hot box locations for back flow prevention, and the secondary feed for fire service recommended by the Superintendent. Jack Smedburg of Yarde Metals expressed his concern regarding the recommendation of the secondary fire service feed because of the additional cost and was seeking permission to proceed without it. The Board and the Superintendent explained the advantages of having the secondary feed; however, at this time there is nothing in the Department regulations that states a secondary feed is mandatory when applicable.

Commissioner Berkmoes made a motion to approve the proposed 8" fire service and 4" domestic service for 189 Newell Street, "Yarde Metals", for a 281,500 sf warehouse with at least one fire service line as proposed off of Newell Street with the option to install a second fire service line off Redstone if Yarde Metals decides it would be in their best interest. Commissioner Semmel seconded the motion and it passed unanimously.

d.) Technology Committee

Commissioner Pestillo informed the Board the Technology Committee did not meet this month. Superintendent West informed the Board he met with a gentleman who used to work for Walker Systems who was the Water Department's IT guy through that affiliation and now is self employed. He expressed an interest in working for the Department as IT support on a contract operation basis. Walker System currently charges the Department just shy of \$1,400 a month for 8 hours of IT support. Walker System recently re-quoted the Department's IT support contract at a new cost of approximately \$800.00 and cut back the time spent on-site to 4 hours. Superintendent West is also meeting with another gentleman for IT support and will have three quotes for the Boards review at the next meeting, also, it may be a good idea for the Technology Committee to meet and review these quotes, or possibly set up interviews.

Superintendent West will set up a meeting with the Portland High School technology Department for web site design. The Board suggested setting up a link on the Town's web site. This would be convenient, reduce cost, and the Department would still be able to manage their site separately. Assistant Superintendent Rogers will talk to Leslie Cotton (Town Clerk) regarding moving forward with setting up web site link.

6.) Old Business

a.) Update on Federal Grants, State Grants, and SRF Loans.
State Funding

Superintendent West discussed the economic stimulus package and what project list the Department has that meets the eligibility requirement. It is still undetermined if the stimulus package is a loan or grant program. The Ferguson group will also inform the Board as to how the Economic Stimulus will be structured for water utilities.

Nothing new to report on the State Grants/Loans Program.

b.) Fire Protection Charges (Public Hydrants).

Superintendent West provided the Board per their request at the November Board meeting what the current Fire Protection Charges are, and what a 10% and 20% increase to would equate too. Superintendent West also provided a list of Fire Protection Charges for several other Utility's for comparison.

After the Board reviewed the data provided by the Superintendent and taking into consideration the cost to maintain the infrastructure for Fire Protection, and the last increase was 1993, the Board decided to raise the Fire Protection Charges.

Commissioner Berkmoes made a motion to raise the Fire Protection Charges 20%. The motion was seconded by Commissioner Dobbins and it passed unanimously.

c.) Medication Return Program.

Commissioner Dobbins and Superintendent West provided the Board with pertinent information on setting up a Medication Return Program. Police protection would be required; also, the Board of Pharmacy would need to approve the program. Superintendent West has track down template programs that can be followed for administering the program. There may be other Town groups interested in participating in the program. Additionally, the City of Bristol's Water Department has expressed an interest in participating. The Board agreed on Saturday April 25, 2009 for the date of the program with the start time to be determined at a later date.

Commissioner Murphy made a motion to approve up to \$5,000 to administer the Medication Return Program. The motion was seconded by Commissioner Berkmoes and the motion passed unanimously.

Commissioner Berkmoes made a motion authorizing Superintendent West to administer the Medication Return Program. Commissioner Murphy seconded the motion and it passed unanimously.

d.) Cost Savings Initiative.

Commissioner Pestillo requested the Cost Savings Initiative be an open ended item on the agenda for continual review by the Board and Administration. Various initiatives were discussed. Superintendent West mentioned some things that have been done to date to cut down on expenses, such as, Dick Moffitt's services, and we are reviewing Walker System's IT support contract and are in the process of re-bidding those services. Additionally, the Department is currently paying \$2.70 per gallon for gas for the Department vehicles. It would be in the Department's best interest to consider gas cards for the fleet based on the current price of gas. The Office Supervisor is currently applying for fleet gas cards. Commissioner Pestillo reiterated the goal is to reduce cost and run as efficiently as possible. Commissioner Pestillo encourage Board members and Administration to participate in the Cost Savings Initiative, and suggested a spread sheet tracking system for reporting purposes.

7.) New Business

a.) Proposed 8" fire service and 4" domestic service for 189 Newell Street, "Yarde Metals", for a 281,500 sf warehouse.

Was taken out of order after 5C under Committee Reports.

b.) Work on reservoir roadway between Reservoir #1 and Reservoir #3.

Due to heavy rains back in the spring, some road work and reconstruction of a stream bed on the Department's watershed land is required. As a result, an Inlands/Wetlands Commission permit is required. Assistant Superintendent Rogers attended the Commission meeting early

tonight to answer any questions regarding the application. Assistant Superintendent Rogers informed the Board the permit has been approved.

c.) *Level A Mapping of Aquifer Protection Zones*

Superintendent West informed the Board no mapping is available at this time. Maps have not been submitted to DEP. The consultant has assured the Superintendent they will be submitted prior to the next Board meeting. The Superintendent will report back to the Board at the next meeting.

d.) *Southington Community Toy Drive*

Commissioner Santa Maria requested permission from the Board to allow the Water Department to participate in the Southington Community Toy Drive.

Commissioner Dobbins made a motion to allow the Southington Water Department to participate in the Southington Community Toy Drive. The motion was seconded by Commissioner Murphy and passed unanimously.

Executive Session Anticipated for Personnel and Negotiation Matters

A Motion was made by Commissioner Dobbins and to move to executive session barring all public and press but to include Superintendent West and Assistant Superintendent Rogers. Commissioner Berkmoes seconded the motion and the motion passed unanimously.

The board entered executive session at 8:42 p.m.

The board reconvened into regular session at 9:18 p.m.

Commissioner Semmel made a motion to adjourn the meeting, seconded by Commissioner Santa Maria. The motion was unanimously approved.

The meeting adjourned at 9:19 p.m.

Attest: _____
John C. Dobbins, Secretary & Treasurer