

**MINUTES OF THE BOARD OF WATER COMMISSIONERS MEETING
THURSDAY, JUNE 7, 2012**

The regular meeting of the Board of Water Commissioners of the Southington Water Department was held on Thursday, June 7, 2012 in the department offices, 605 West Queen Street, Southington, CT. A recording of this meeting can be found on tapes #590 and #591.

1. CALL TO ORDER The meeting was called to order at 6:00 P.M. by President Erik Semmel.

PRESENT: President Erik Semmel, Vice President Robert Berkmoes, Secretary/Treasurer Michael Domian, Commissioners Gregory Klimaszewski and Thomas Murphy, Acting Superintendent Frederick Rogers, Office Supervisor Ann Marie Anop and stenographer Janice Eisenhauer.

2. Approval of Minutes of May 3, 2012 meeting. Commissioner Klimaszewski made a motion to accept the minutes of the May 3, 2012 meeting as presented. The motion was seconded by Commissioner Murphy. It passed on a voice vote.

3. Communications

a.) Communications from the Public
None

b.) Communications from Administration
None

c.) Communications from Board Members
None

4. NEW BUSINESS

a.) 14 UNIT CONDO DEVELOPMENT, 45 CARTER LANE, AA DENORFIA Building & Development, LLC

Acting Superintendent Rogers presented the project. It has been approved by the fire inspector. Rogers discusses the option of looping this main. He does not feel that there would be any benefit to looping it, given present conditions. Rogers says-- for the record-- that this main is set up appropriately, the hydrants are placed appropriately as is the way everything is serviced. If the inspectors get out there and find that services have been relocated and they are under driveways the contractors will be directed to move them. In essence then, if there is any redesign of this project, contractors will be liable for any additional costs to move things. That being said, as here proposed, where the water services go into the properties, the water main and the hydrants all meet water department specifications and Rogers recommends approval. There was some discussion. Commissioner Domian made a motion to approve this project at 45 Carter Lane as presented. The motion was seconded by Commissioner Murphy. It passed on a voice vote.

b.) Fire line approval, 199 Lazy Lane, Sixty Six Realty, LLC aka SRS National

Acting Superintendent Rogers presented the project. The water service was approved previously; this request is for a fire line. There is an appropriate separation from the building and other utilities. It has been approved by the fire inspector. There were some questions from the Board and a discussion about size of water line as it relates to fire protection charges. Commissioner Berkmoes made a motion to accept this project as proposed. The motion was seconded by Commissioner Murphy and passed on a voice vote.

c.) Bruce Thompson, deMaximis, Inc., SRSENE Technical Review

Bruce Thompson, project coordinator of the Southington solvent remediation project in Southington spoke to the Board. He introduced Jessie McCusker, new site project manager for Southington. The group is monitoring ground water for dangerous solvents. This area has been on the National Priorities List for remediation since 1983. He presented a slide show, including air photos of the site, documenting the progressing work in the Queen Street/ Lazy Lane area. He discussed the present dangers of the solvents there and the tedious processes being used to remediate the site and pointed out the successes along the way. He also mentioned some aesthetic enhancements that the project will ultimately donate to the town, i.e. extension of the Rails-to-Trails and paving of the railroad bridge on Curtis St up to Lazy Lane. The project is near mid-way to completion.

5. Financial Matters

a.) Review of Water Billings & Outstanding Jobbing Bills & Approval of Invoices

Ms. Anop introduced the financials. There is nothing out of the ordinary. Questions regarding jobbing were answered. President Semmel had some questions about battery disposal charge and made a suggestion. Commissioner Murphy made a motion to accept the invoices as presented for payment and the jobbing list. Commissioner Klimaszewski seconded his motion and it passed on a voice vote.

Update changes in the budget for the upcoming fiscal year were distributed to the Board and pointed out by Ms. Anop before final approval. Questions were answered. Board members noted the exemplary work done by Ms. Anop on the budget.

Ms. Anop also discussed a change in the department's corporate card and the procedures for use. It was decided to pursue the Platinum Visa with a cash back option.

There was also a discussion about investments. Commissioner Klimaszewski suggested more prudent investing in light of the current economic climate. He also suggested that there be some consultation with the department's accountant. There was positive consensus to these suggestions. Commissioner Murphy suggested that a flow sheet showing when money would be needed could provide better planning for laddering accounts. President Semmel pointed out that the accountants have cautioned often that investment options are limited for public utility funds.

b.) Water Service Line Protection Plan

Ms. Anop presented a written financial report of the plan in the Board's packet. She answered questions and discussed the distribution schedule of the advertising brochure.

6. Committee Reports

a.) Executive Committee

No meeting.

b.) Infrastructure Committee

Acting Superintendent Rogers updated the Board on the present projects. Final paving for Meriden-Waterbury is done. Newell St is complete. The bridge design to hang the pipe over the bridge is in the design stage. There were ground water issues on some of the work. Greeley is scheduled probably for the end of summer. Rogers was very pleased with the contractors engaged. Commissioner Klimaszewski had a question about actual cost vs. budgeted amount. Mr. Rogers will submit final accounting on the projects when they are officially complete.

c.) Policy and Procedures Committee

A meeting is scheduled for next week. Ms. Anop presented two modifications to previously accepted policies—FAS-6 Time Card and Time Ticket Policy, and FAS-24 Accounts Payable Processing. She also presents for approval FAS-4 Credit Cards. The Board asked that she highlight the changes requested on the two modifications, for their easier comparison and this was done. There was a detailed discussion about these policy changes and Ms. Anop explained the changes.

FAS-4 Commissioner Berkmoes made a motion to approve this policy/ procedure. The CARD will read Corporate Card, rather than American Express to maintain flexibility. The motion was seconded by Commissioner Domian and passed on a voice vote.

FAS-24 Commissioner Murphy made a motion to approve this policy/ procedure as modified. His motion was seconded by Commissioner Berkmoes and passed on a voice vote.

FAS-6 Commissioner Domian made a motion to accept this policy/procedure as modified. His motion was seconded by Commissioner Klimaszewski. It passed on a voice vote.

The Board commented on the detail and clarity of the policies as written.

Acting Superintendent Rogers explained to the Board that there is a deadline to complete the policy and procedures by the end of July in order to comply with a state ruling. Therefore, this will enjoy some precedence in order to comply.

7. OLD BUSINESS

a.) Fire hydrants on private water mains

Acting Superintendent reported. He has been in contact with the Fire Department. Everyone who owns a fire hydrant will be so-notified and advised that the hydrants are required to be serviced on a regular basis. There are a few companies who provide this service, as does the water department. There was a discussion about the appropriate charges for this service, the liability and the profit margin involved. There was a question about the purchase of liability insurance in case of a problem with a hydrant following maintenance. Rogers wonders if there is enough present staff to meet this potential demand. Commissioner Berkmoes asks about hiring a sub-contractor in that eventuality. Water Department charges for hydrant service were discussed at some length.

b.) Mariondale Storage Tank Replacement Project

The project is essentially completed. The tank will begin filling tomorrow. The necessary approvals have been secured. There is some final site work to be done.

c.) Expansion of Service Line Protection Plan

The prototype Commercial Service Line Protection plan brochure is supplied, for review and revise, to the Board members. This will be available to commercial customers, for single service lines, based on the Water Department regulations. Private water main services will be excluded. The attorney is happy with the language as it reads. The fee and cap was discussed at some length. Commissioner Murphy ultimately made a motion to change the yearly fee to \$85 and the liability cap will be \$10,000. The motion was seconded by Commissioner Domian and passed on a voice vote. There was some discussion on Commissioner Murphy's suggestion of offering a premium of \$20 for each new insured that a participant recommends to the program. Consensus was positive.

d.) South End Road Water Main

Acting Superintendent Rogers presented a written memorandum from Woodard & Curran with the bids submitted for the South End Road water main. Only two contractors bid on the project and Rogers explained the memorandum to the Board members. There was a long discussion about the complicated bids. Mr. Rogers recommended the 16" pipe option. Commissioner Klimaszewski made a motion to award the bid to Hemlock in the amount not to exceed \$66,147.40, for the work at the South End Road stream crossing. Commissioner Berkmoes seconded his motion. It passed on a voice vote.

e.) Water Capital Improvement Plan

Acting Superintendent Rogers has met recently with Tighes & Bond and their staff to discuss the myriad issues involved. The plan is a rigorous process, but implementation is underway.

f.) West Queen Street Pump Station Communications Tower

Acting Superintendent Rogers has recently been able to contact the abutting neighbor, whose property is in the fall radius of the proposed tower, and explained the situation. The contact person will discuss this with other family members and get back to him. This location may need to be abandoned.

g.) YMCA Request for playground, Well 1A

Acting Superintendent Rogers had a call from the Town Manager Garry Brumbach requesting that this idea be revisited. Rogers went over the environmental controls involved and the equipment under the soil. Rogers promised to discuss it with the Board. There are unique land use restrictions in place on this parcel. The DEEP will require a land use permit from anyone who uses this land for another use.

h.) Department of Energy and Environmental Protection Reservoir Dam Inspection

Acting Superintendent Rogers has been in contact with the DEEP regarding remedial work required at the Reservoir #2 dam spillway. He outlined his plan for the Board. This work can be done by the Water Department staff. He has asked the DEEP for approval to do this, in house, without a permit.

There was also a discussion about ATV damage by trespassers in the reservoir areas. Rogers is working with the police department on this. The fire roads need to be maintained.

i.) Hawks Landing Driving Range Lease Agreement

Mr. Rogers reports that the contracts for this agreement have been executed without the changes discussed at the last meeting. This miscommunication will hold up the final execution of this lease agreement only slightly.

j.) 2012-2013 Budget

Acting Superintendent Rogers pointed out, in depth and detail, the post-review changes to the budget for the upcoming fiscal year. He discussed projects that are impacted. There were questions from the Board and they were answered. Ms. Anop addressed the inadvertent errors that were corrected in the document. There was a long discussion about the planned purchase of a backhoe and the feasibility of retaining the old one. Trailing of the backhoe has been an issue and avenues to alleviate that were discussed. It was ultimately decided to discuss the budget in executive session before final approval.

Executive Session Anticipated for Personnel and Negotiation Matters. Commissioner Klimaszewski made a motion to adjourn to Executive Session at 9:15, barring the public and press, but including Acting Superintendent Rogers and Office Supervisor Ann Anop. Commissioner Domian seconded his motion and it passed on a voice vote.

A negotiation matter was discussed

The Board left Executive Session at 11:20 P.M.

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

The meeting adjourned at 11:21 P.M.

Attest: _____
Michael S. Domian, Secretary & Treasurer

