

BOARD OF WATER COMMISSIONERS SPECIAL MEETING
Thursday, March 14, 2013

There was a special meeting of the Board of Water Commissioners held in the department administrative offices, 605 West Queen Street, Southington, Connecticut on Thursday March 14, 2013. A recording of this meeting can be found on file tapes #604 and #605.

1. CALL TO ORDER The meeting was called to order by President Erik Semmel at 6:08 P.M.

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

2. Approval of minutes of February 7, 2013 Board meeting and Special Board meeting held on February 20, 2013.

Commissioner Klimaszewski made a motion to accept the minutes of both meetings, as presented. His motion was seconded by Commissioner Murphy. It passed on a voice vote.

3. Communications

a.) Communications from the Public
None

b.) Communications from Administration
Superintendent Rogers presented a hard-copy chain-of-command chart for employees in the commissioner's packet. Staff is presently at full strength with one employee absent on worker's compensation.

c.) Communications from Board Members
Commissioner Domian made mention of an editorial recently published inviting the public to a meet and greet for town officials and it specifically included Water Board Members.

4. New Business

a.) New Britain Well Lease
Superintendent Rogers reports that the well lease has been proposed by New Britain for a one-year lease for the same fee, but is not ready for Board approval. Commissioner Klimaszewski has graciously offered to review it, as will Superintendent Rogers.

b.) Proposed water service, Kennedy and Depaolo Middle Schools
Superintendent Rogers presented the site plan for Kennedy Middle School. There is an building addition proposed. Commissioner Murphy had some questions about the hydrant placement and the size of the mains in the area. Commissioner Berkmoes had a question regarding the fire service line. The plan has received Fire Department approval. The plans meets Water Department specifications and regulations. Superintendent Rogers met with engineers for a site visit.

Commissioner Berkmoes made a motion to accept the Kennedy Middle School project as proposed. The motion was seconded by Commissioner Murphy. It passed on a voice vote.

Superintendent Rogers presented the site plan for Depaolo Middle School. It meets Water Department regulations and specifications. There was a discussion about the size of the mains. Commissioner Berkmoes made a motion to accept the plans for Depaolo Middle School as proposed. His motion was seconded by Commissioner Klimaszewski and passed on a voice vote.

c.) Proposed water service, ESPN Welcome Center

Superintendent Rogers presented the site plan and explained past negotiations with ESPN and Bristol Water Company. There was some discussion and questions from the Board, in particular about the placement and responsibility for the line beyond a valve in the road. Placement is complicated due to the combination of fire protection and water service. President Semmel is concerned that the customer be aware that repairs to this, should that become necessary, will include the cost of paving of the road. Commissioner Murphy had some questions about placement of hydrants and fire access from the private road to reach the Southington hydrant. Commissioner Berkmoes made a motion to approve the water service for the ESPN Welcome Center as proposed-- with the stipulation that ESPN be apprised about their responsibility for the entire line including the portion of piping that goes beneath Route 229 from the tap all the way in. The motion was seconded by Commissioner Murphy and passed on a voice vote.

5. Financial Matters

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

Office Supervisor Ann Marie Anop presented. She commented on the financial reports and answered questions from the Board. There is only one jobbing bill past due. Commissioner Murphy made a motion to accept the reports and approve the invoices listed for payment. The motion was seconded by Commissioner Domian. It passed on a voice vote.

b.) Water Service Line Protection Plan

The report on this service was reviewed. There is one claim pending, not reflected here.

c.) Review of Financial Statements

Ms. Anop reviewed the financial statements with the Board and answered questions. There are some comparison graphs and spread sheets new this month. Anop discussed them in detail with the Board and answered questions. Commissioners were appreciative of Ms. Anop's continuing efforts to provide increasing transparency regarding the Water Department's financial picture.

6. Committee Reports

a.) Executive Committee

No meeting.

b.) Infrastructure Committee

Superintendent Rogers reports. He comments that the Greeley Lane proposed budget will need to be reviewed and that he will address this soon.

c.) Policy and Procedures Committee

There are three Policies and Procedures proposed for approval.

FAS – 11: Use of Department Assigned Vehicles/Personal Vehicle. There was some discussion about this policy. Commissioner Klimaszewski suggested that the first sentence be amended to read: “The Superintendent, Assistant Superintendent, and/or the Board of Water Commissioners are solely authorized to identify vehicles to be used by designated employees in the performance of their job responsibilities.” Commissioner Murphy made a motion to accept this policy as amended. His motion was seconded by Commissioner Klimaszewski and it passed on a voice vote.

FAS – 12: Inventory Management. Ms. Anop presented this proposed policy. It provides a protocol for the signing out and tracking of small parts, including a timely inventory. Commissioner Klimaszewski made a motion to accept this policy as presented. His motion was seconded by Commissioner Domian and passed on a voice vote.

FAS – 20: Cash Management. Commissioner Klimaszewski will review this policy proposal. It was tabled for further discussion.

7. Old Business

a.) Drug Take Back Day, April 27, 2013

The Drug Take Back Day is scheduled for April 27, 2013.

b.) Emergency Response Plan Update

Superintendent Rogers reports. The updated plan is coming together well. Some dam inspections and site walks are planned. A reverse 911 plan in conjunction with the Health Department will be instituted.

c.) Exclusive service area agreement with Bristol Water/Lake Compounce Campground

The agreement has been reviewed with Town Attorney Mark Sciota. It has been somewhat amended and referred to Bristol for their review.

f.) Ferguson Group, LLC

To be discussed at Executive Session.

d.) Fire hydrants on private water mains.

No report.

Commissioner Klimaszewski made a motion at 7:04pm to take a brief break. The motion was seconded by Commissioner Murphy and passed on a voice vote. The meeting was called back to order by President Erik Semmel at 7:13pm.

e.) Water Rates

John McClellan from Tighe & Bond made a power point presentation of the proposed infrastructure improvements recommended in the CIP Program and its impact on water rates. There are 83 projects that were identified for review. A new tank, pump station and water main jobs were discussed. The projects have been prioritized. Several involving the towns paving plans will be scheduled with that in mind. Cost projections are included and funding options (grants/low interest loans) were also outlined. Several scenarios were proposed and discussed. The most favored includes 8-10 water main projects, an East side tank, two wells replaced and general facility maintenance programs. This costs about \$14,500,000 over a ten year

period and is the most feasible. Customer rate structures and increases were then discussed at some length, including fire protection and meter charges. Discussion was in depth, interactive, and questions were answered.

The consensus of the Board was positive. The Commissioners directed Superintendent Rogers to generate a new rate schedule based on this hour-long presentation, publicize the projected new rates and set a public hearing to be held at 5:30 on April 4, 2013 prior to the next meeting of the Board of Water Commissioners.

8. Executive Session Anticipated for Personnel and Negotiation Matters

Commissioner Klimaszewski made a motion to adjourn to Executive Session at 8:20pm, barring the public and the press, including Superintendent Rogers, Assistant Superintendent Casarella and Office Supervisor Anop.

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

The meeting adjourned at 8:48 p.m.