

DRAFT
BOARD OF WATER COMMISSIONERS SPECIAL MEETING
Thursday, March 13, 2014

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 13, 2014. A recording of this meeting can be found on file tape #618.

1. CALL TO ORDER The meeting was called to order by President, Robert Berkmoes at 6:03 P.M. A quorum is determined.

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

2. Approval of minutes of February 6, 2014 Board meeting. Commissioner Klilmaszewski made a motion to accept the minutes of the February 6, 2014 meeting as presented. His motion was seconded by Commissioner Murphy. The motion passed on a voice vote, with the abstention of Commissioner Semmel.

3. Communications

a.) Communications from the Public

None

b.) Communications from Administration

None

c.) Communications from Board Members

Commissioner Klilmaszewski spoke briefly about calls he has received about net metering.

4. New Business

a.) North Ridge Estates. Phase 1 of a 94 lot subdivision between Welch Road and West Pines Drive. Lovely Development.

Superintendent Rogers presented the site plan and explained the plan for water mains. Mark Lovley, developer was available to answer the questions of the Board. Commissioner Murphy alerted Lovley that there is an existing fire hydrant on the property fed from a stream. After some

discussion, Commissioner Domian made a motion to accept the project (phase 1) as presented. This was seconded by Commissioner Klimaszewski. It passed on a voice vote without dissent.

b.) 1095 West Street, proposed 52000square foot retail center by Lovley Development.

Superintendent Rogers presents the site plan, a commercial development. Questions were adequately answered by Rogers and the developer. Fire service arrangements were discussed. Commissioner Semmel made a motion to accept this project as presented. Commissioner Klilmaszewski seconded his motion and it passed on a voice vote without dissent.

c.) CT-AWWA Annual Conference/AWWA National Conference

Superintendent Rogers spoke to the Board about his upcoming induction as Chairman of the Connecticut Section American Water Works Association. He reported that he has been accepted as a volunteer at the National Conference to be held in Boston in June. He explained his duties to the Board. He seeks the approval of the Board noting the nominal expense. After some discussion the Board, consensus was entirely positive and congratulatory. President Berkmoes encouraged any Board member who would be interested in attending the National Conference, since it so close this year. Rogers thanked the Board for the consideration. Rogers will return to the Board when his plans are firmed up for the Connecticut Section meeting and the National Conference.

d.) DWSRF Resolution

Superintendent Rogers reports. An authorization to permit the President or the Acting President to execute documents as necessary to apply for and complete the granting process for a full loan from the Public Health Drinking Water State Revolving Fund (DWSRF) to be used for the (1) East Side Pressure Zone Project and (2) #2A back-up well. Preliminary work has been done. These projects have been short-listed and ranked very high on the list. Rogers explained the continuing process. The commissioners, having reached agreement, moved the question.

AUTHORIZATION FOR THE PRESIDENT OR ACTING PRESIDENT OF THE SOUTHTON BOARD OF WATER COMMISSIONERS TO EXECUTE AN AGREEMENT AND ANY AND ALL DOCUMENTS NECESSARY REGARDING THE DEPARTMENT OF PUBLIC HEALTH DRINKING WATER STATE REVOLVING FUND (DWSRF) FULL LOAN FOR THE EAST SIDE PRESSURE ZONE PROJECT.

Motion made by Commissioner Erik Semmel that the Southington Water Department incur the debt, at the applicable rate and term, and to authorize the President or Acting President of the Southington Board of water commissioners to execute an agreement and any and all documents necessary regarding the Department of Public Health Drinking Water State Revolving Fund (DWSRF) Full Loan that is DWSRF Item #20131310011b for East Side Pressure Zone project in the amount of \$5,755,000 (Five Million Seven Hundred Fifty Five Thousand). Motion seconded by Commissioner Thomas Murphy. Motion passed unanimously.

AUTHORIZATION FOR THE PRESIDENT OR ACTING PRESIDENT OF THE SOUTHTON BOARD OF WATER COMMISSIONERS TO EXECUTE AN AGREEMENT AND ANY AND ALL DOCUMENTS NECESSARY REGARDING THE DEPARTMENT OF PUBLIC HEALTH DRINKING WATER STATE REVOLVING FUND (DWSRF) FULL LOAN FOR THE WELL #2A CONSTRUCTION PROJECT (WELL #2 BACK-UP WELL).

Motion made by Commissioner Michael Domian that the Southington Water Department incur the debt, at the applicable rate and term, and to authorize the President or Acting President of the Southington Board of Water Commissioners to execute an agreement and any and all documents necessary regarding the Department of Public Health Drinking Water State Revolving Fund (DWSRF) Full Loan that is DWSRF Item #20131310011a for East Side Pressure Zone project in the amount of \$1,525,000 (One Million Five Hundred Twenty Five Thousand). Motion seconded by Commissioner Gregory Klimaszewski. Motion passed unanimously.

e.) DWSRF/QBS (Consultant Selection)

Superintendent Rogers reports on the rigorous selection process required to hire an engineering consultant to oversee the projects. The interview results, rating and ranking have been completed. Rogers has discussed the outcome with Town Attorney Mark Sciota. He is comfortable that the bidding process has been in compliance with the QBS rules. There was some discussion about the scope of the four projects on the table. Rogers feels that some further negotiations with the firms could be beneficial. There were some questions from the commissioners and negotiating issues were discussed. Ultimately, Commissioner Domian made a motion to authorize Superintendent Rogers to negotiate the East Side Tank and Well #2a project. Commissioner Klilmaszewski spoke about the selection process for the engineering firms, disappointed with redundant selections. President Berkmoes spoke to the quality of past experiences and adept presentations being a factor. The motion was seconded by Commissioner Murphy and passed unanimously on a voice vote.

Engineering consultant services for the well #7 work and assorted water main replacements (on bonded money) were discussed at some length. Commissioner Murphy had several questions and suggestions about future bidding practices. Commissioner Semmel made a motion to request closed bids for the work for Well#7 and water mains from the three top - ranked firms. His motion was seconded by Commissioner Domian and passed unanimously on a voice vote.

f.) Newell Street Bridge Water Main project – Bid opening

Superintendent Rogers reports on the bids. The lowest bidder was disqualified on the basis of lack of certification of prior relevant experience. Lowest responsible bidder is D’Amato Construction at \$102,000. Commissioner Klimaszewski made a motion to award the Newell Street Bridge Water Main Project to the lowest responsible bidder, D’Amato Construction Co in the amount of \$102,000. His motion was seconded by Commissioner Murphy and passed without dissent on a voice vote.

g.) Prosperity Court Release Agreement

Superintendent Rogers presents hard-copy lease agreement as previously discussed, to the board for approval. Rogers recognizes Commissioner Klilmaszewski for his expertise in preparing this. A motion was made to accept this agreement by Commissioner Domian. It was seconded by Commissioner Klilmaszewski and passed unanimously on a voice vote.

h.) Succession Planning

1.) Maintainer I Position - Superintendent Rogers reported that there is an opening on the staff. Commissioner Domian made a motion that Rogers fill the position from the existing list of prospective employees. Commissioner Murphy seconded his motion and it passed on a voice vote.

2.) Seasonal Help

Superintendent Rogers requests that the Board authorize two seasonal workers for the summer season. This worked out very well last year. Commissioner Semmel made a motion that Rogers hire two seasonal workers for the summer season at \$12 per hour. Commissioner Murphy seconded his motion and it passed on a voice vote.

5. Financial Matters

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

All questions from the Board were answered. A motion was made by Commissioner Domian to accept the invoices presented for payment and water billings. His motion was seconded by Commissioner Murphy. It passed on a voice vote.

Superintendent Rogers discussed with the board the outstanding jobbing bill labeled Southington Engineering Mt Vernon Road, in the amount of \$14,918.74. After some discussion Commissioner Semmel made a motion to write off this entry in the amount of \$14918.74. His motion was seconded by Commissioner Murphy. It passed unanimously on a voice vote.

b.) Water Service Line Protection Plan

This report is presented hard-copy for review. Status is static.

c.) Review of Financial Statements

Commissioner Murphy posed some questions on escrow investment accounts. Rogers will follow up. Bond figures were discussed. Some suggestions were made including a listing of projects as they are completed, showing final funding figures, and then they should be removed. Commissioners were generally pleased with the figures being submitted in advance of the meeting but Commissioner Murphy expressed his disappointment that the complete previous month's figures were

not presented in total. It was his understanding that the regular meeting was moved back one week in order to accommodate this. Superintendent Rogers reminded him the meeting was moved in order to get the financials to the Board prior to the meeting, not to accommodate the figures he is referencing. Rogers will convey his comments to office staff.

6. Committee Reports

a.) Executive Committee

No report

b.) Infrastructure Committee

Superintendent reports. Assistant Superintendent Casarella is in the process of revising the official specifications, since they haven't been updated in years and this causes confusion with the developers. When this is completed, the specs will be posted on the web site and strictly enforced.

c.) Policy and Procedures Committee

No report

7. Old Business

a.) Reservoir ## Dredging

Superintendent Rogers reports on the dredging of Reservoir #3 and will be meeting with DEEP to discuss the process. He is happy with the progress.

b.) Board Room Projector/TV

Assistant Superintendent Casarella reports. He is happy with the newly installed projector/TV in the Board Room. Staff was able to complete the work well under budget, due to the efforts of staff person Troy Damiano and Dan Paradis. Casarella commended them for their extra work, interest and expertise. Commissioner Murphy instructed staff to place a letter of gratitude and commendation in Troy Damiano's personnel file. The Board expressed a consensus of applause.

8. Executive Session Anticipated for Personnel and Negotiation Matters.

Commissioner Murphy made a motion to adjourn to Executive Session at 8 PM, barring the public and the press, including Superintendent Rogers and Assistant Superintendent Casarella. Commissioner Domian seconded the motion and it passed unanimously.

Adjournment

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

The meeting adjourned at 9:32 P.M.

Attest: _____
Thomas J. Murphy, Secretary & Treasurer