

BOARD OF WATER COMMISSIONERS REGULAR MEETING

Thursday, January 11, 2018

There was a regular meeting of the Board of Water Commissioners held at the department administrative offices, 605 West Queen Street, Southington, Connecticut, on Thursday, January 11, 2018. A recording of this meeting can be found on tape # 673 & # 674.

1.) CALL TO ORDER: The meeting was called to order at 6:00 pm by President Thomas Murphy. A quorum was determined by the President.

PRESENT: President Thomas Murphy, Vice President Erika Pocock, Secretary/Treasurer Robert Berkmoes, Commissioner Michael Domian, Commissioner Rudy Cabata, Commissioner Ralph Warner, Acting Superintendent William Casarella, Office Supervisor and Recording Secretary Maria Nason.

2.) APPROVAL OF MINUTES FOR DECEMBER 7, 2017 BOARD MEETING:

Commissioner Domian made a motion to accept the minutes as presented. His motion was seconded by Commissioner Cabata and was passed by a voice vote.

3.) COMMUNICATIONS:

a.) Communication from the Public:

None.

b.) Communication from Administration:

Acting Superintendent Casarella informed the Board the State of CT. Dept. of Public Health (DPH) has implemented a new assessment charge for community public water systems (CWS) not to exceed \$4.00 per service connection. The State will invoice the Department in the future.

Acting Superintendent Casarella also informed the Board there have been several leaks due to the cold weather. Commissioner Berkmoes asked if the leaks were in one particular area. Acting Superintendent Casarella stated the leaks have been all around town and have been 360 degree snaps indicative of settling.

Acting Superintendent Casarella stated Department personnel have responded to several homes with frozen pipes and meters. Staff posted information on the Department website explaining how to avoid frozen pipes and also asking residents to "adopt a hydrant".

c.) **Communication from Board Members:**

Commissioner Domian thanked the Board for the sympathy basket that was sent in remembrance of his mother.

4.) NEW BUSINESS:

a.) **UCMR 4 Bid Summary:**

Acting Superintendent Casarella presented four bids for UCMR 4 sampling. Commissioner Berkmoes made a motion to accept the bid from Microbac Laboratories in the amount of \$15,360.00. Commissioner Cabata seconded the motion and it was passed unanimously on a voice vote.

b.) **2016-2017 Financial Audit by Budwitz and Meyerjack:**

Scott Burleigh of Budwitz and Meyerjack, P.C. presented his audit findings to the Board. Hard copies of the audit were distributed and reviewed via a power point presentation.

Utility operating expenses, cash flow, construction projects, and debt service were reviewed and discussed with the Department's debt to equity ratio and debt service coverage ratio being stated as satisfactory.

c.) **Selecting a Design Engineer for Mill Street Tank:**

The Board directed Acting Superintendent Casarella to obtain engineering bids for the Mill Street tank projects.

5.) FINANCIAL MATTERS:

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

President Murphy reminded the Board that the Department has a new loan payment that has begun for East Side Pressure Zone. He stated this loan should be considered when reviewing rate structure in the future.

Commissioner Domian made a motion to accept the listed invoices for payment as presented. The motion was seconded by Commissioner Berkmoes and it passed on a voice vote.

b.) Water Service Line Protection Plan:

Commissioner Domian inquired if any of the leaks the Department had experienced from the cold were line protection customers. Acting Superintendent Casarella stated the leaks were all main breaks, however, we did have one small plumbing repair that did qualify as a covered incident.

c.) Review of Financial Statements:

No discussion.

6.) COMMITTEE REPORTS:

a.) Executive Committee:

No report.

b.) Infrastructure Committee:

Acting Superintendent Casarella introduced Christopher Hodgson from DN Tanks. Mr. Hodgson was present at the Infrastructure Committee meeting and was asked to come to the Board meeting to answer any questions that other commissioners might have concerning erecting a concrete tank at the Mill Street tank site. Mr. Hodgson will be available to answer question later in the meeting under Old Business.

Acting Superintendent Casarella stated the redevelopment of Well 2 will begin shortly, as the cost was quoted within the Board's prior amount approved for the project.

Well 2A bids are expected to go out in approximately one month once the Flood Management Certification is approved by the CT DPH and CT DEEP.

The Department has discussed sampling at the SWD/RWA interconnect with Regional Water. Sampling will occur quarterly with both departments sampling for bacteria and physicals and the same time.

There are approximately 10 meters that still need to be changed over from the Valley Water acquisition. The Department will be sending out certified letters to those customers within the week.

Acting Superintendent Casarella stated that the DPH approved the use of solar panels on the land next to Well 1A. Acting Superintendent Casarella said if we move forward with the project, it would also need approval from DEEP and an engineer would need to be hired for the project. The Board decided not to proceed with the solar panel project at this time.

Acting Superintendent Casarella also wanted to acknowledge how hard the crew has been working, responding to several leaks and working in the frigid temperatures.

c.) Policy and Procedures Committee:

No meeting.

7.) OLD BUSINESS:

a.) Communications Tower – Mill Street Tank Site:

Christopher Hodgson from DN Tank presented to the Board the benefits of replacing the steel tanks at Mill Street with a concrete tank. He explained maintaining a concrete tank is minimal when compared to a steel tank. He felt that with the acquisition of the land off of Mill Street, building the concrete tank is definitely feasible. A construction easement would be beneficial, however, access to the site could be made from Mill Street. He explained the building process for the tank using compression concrete and all concrete used must meet National and DOT standards.

Acting Superintendent Casarella reviewed photos of the current Mill Street tanks with the Board. He stated tank #1 needs some repair work done and will schedule the work in the spring due to the current weather conditions. This repair work is estimated to be approximately \$20,000.

Acting Superintendent Casarella explained to the Board that he met with Steve Savino from Northeast Towers recently about the feasibility of building a communication tower. Currently all communication antennas at the site are on the roof of the tanks. Mr. Savino assured Acting Superintendent Casarella we have the room to build a tower. He recommended building a Class 3 tower due to it enhanced structural support.

Acting Superintendent Casarella told the Board that AT&T is looking to discuss renewing their current lease agreement.

b.) Mariani Drive

After a brief discussion regarding looping the water main from Mariani Drive to Horne Circle, the Commissioners decided to approve the proposal for Mariani Drive, 11 lot subdivision off of Mount Vernon Road as previously presented. Commissioners Domain made a motion to approve the plans as previously presented, Commissioner Cabata seconded the motion and the motion passed unanimously on a voice vote.

c.) Superintendent Position

President Murphy suggested while Assistant Superintendent Casarella acts in the capacity of Superintendent that his annual salary be increased by \$5,000. Commissioner Pocock made a motion to increase Acting Superintendent Casarella's annual salary by \$5,000 retroactive to December 1, 2017. Commissioner Berkmoes seconded the motion and it passed unanimously on a voice vote.

d.) Truck #1 Replacement

Acting Superintendent Casarella stated the Department received \$13,358.65 for Truck #1 which was totaled in an accident. Because the truck needs to be replaced, Acting Superintendent Casarella asked the Board to reallocate funds from another capital item. Commissioner Warner made a motion to move not more than \$30,000 from the treatment plant filter #2 rehab capital line item to vehicles. Commissioner Cabata seconded the motion and it passed unanimously on a voice vote.

EXECUTIVE SESSION ANTICIPATED FOR PERSONNEL AND NEGOTIATION

MATTERS: Commissioner Pocock made a motion for adjournment to Executive Session, barring the public and the press but to include Acting Superintendent Casarella. The motion was seconded by Commissioner Warner and it passed on a voice vote at 8:12 p.m.


Commissioner Pocock made a motion to reconvene back to Regular Session at 9:25 p.m. The motion was seconded by Commissioner Warner and it passed on a voice vote.

Commissioner Cabata made a motion to add item c. under New Business, Selecting a design engineer for Mill Street Tank. It was seconded by Commissioner Berkmoes and passed unanimously on a voice vote.

ADJOURNMENT:

Commissioner Pocock made a motion to adjourn the meeting. Commissioner Domian seconded the motion and it passed on a voice vote.

The meeting adjourned at 9:29 p.m.

Attest: 
Robert Berkmoes, Secretary/Treasurer