

BOARD OF WATER COMMISSIONERS SPECIAL BOARD MEETING

Wednesday, February 7, 2018

There was a special meeting of the Board of Water Commissioners held at the department administrative offices, 605 West Queen Street, Southington, Connecticut, on Wednesday, February 7, 2018. A recording of this meeting can be found on tape # 675.

1.) CALL TO ORDER: The meeting was called to order at 5:00 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.) EXECUTIVE SESSION FOR PERSONNEL AND NEGOTIATION MATTERS:

Commissioner Cabata made a motion for adjournment to Executive Session, barring the public and the press but to include Acting Superintendent Casarella and Attorney Bill Ryan. The motion was seconded by Commissioner Berkmoes and it passed on a voice vote at 5:01 p.m.

Commissioner Berkmoes made a motion to reconvene back to Regular Session at 7:03 p.m. The motion was seconded by Commissioner Domian and it passed on a voice vote.

3.) APPROVAL OF MINUTES FOR JANUARY 11, 2018 BOARD MEETING:

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

4.) APPROVAL OF MINUTES FOR JANUARY 27, 2018 SPECIAL BOARD MEETING:

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

5.) COMMUNICATIONS:

a.) Communication from the Public:

None.

b.) Communication from Administration:

Acting Superintendent Casarella apprised the Board he received an email from Mark Sciota, Town Manager, who received an email from a water department customer who praised the work efforts of several department employees who assisted her and her husband during a recent appointment. He will reach out to the customer on behalf of the Board to thank her for her letter.

Communication from Board Members:

None.

6.) NEW BUSINESS:

a.) Human Resource Management

After a brief discussion about the human resource needs of the department, Office Supervisor Nason suggested the Department become members of the Society of Human Resource Management which offers several resources and tools she felt the Department may find useful. Commissioner Domian made a motion to purchase a membership for \$209.00. Commissioner Pocock seconded the motion and it was approved by voiced vote.

b.) DEEP – Wildlife Division

Acting Superintendent Casarella discussed a letter he received from DEEP – Wildlife Division asking for permission to access Department land so that volunteer birders could survey birds for approximately 40 hours this coming year. Commissioner Cabata requested that Acting Superintendent Casarella reach out to DEEP to ask how they plan to identify these volunteers if we allow them to access our property.

c.) Cellular Leasing – Landmark Dividend

Acting Superintendent Casarella informed the Board he received a call from Landmark Dividend, a lease acquisition company. They have inquired about purchasing the Department's cell tower leases. Commissioner Cabata made a motion to table this item until more information is received. Commissioner Berkmoes seconded the motion and it passed on a voice vote.

d.) Backflow Prevention for Residential Irrigation Systems

Ryan Libby, the Department's cross connection inspector discussed with the Board the State requirement to test residential backflow preventers. The State requires backflow test results be submitted annually to the Department of Public Health. Once the Department is made aware a residential irrigation exists, it is now the responsibility of the Department to ensure the backflow device is tested annually. In the past, the Department was accepting contractor results for residential irrigation, however due to the inconsistency of contractors submitting

results, Mr. Libby has requested the Department not accept results from outside contractors until he and Acting Superintendent Casarella have developed a residential irrigation testing program that includes specific requirements for outside contractors. The Board agreed and directed staff to notify homeowners of the change.

Acting Superintendent Casarella also asked the Board to review the pricing for the residential backflow test. This will be discussed further under Policy and Procedures.

e.) Rourke Avenue

Acting Superintendent Casarella explained to the Board that staff recently responded to a water main break on Rourke Avenue. He presented a piece of the pipe that showed tuberculation that has developed over time and the necessity to replace the main. He believes it would be beneficial to replace the 2" water main on Rourke Avenue and the 6" water main on Hill Street. He estimates the project cost to be approximately \$272,000.00 and has suggested the funds come from the budget contingency fund. Commissioner Cabata made a motion to bid the replacement of the 2" water main on Rourke Avenue and the 6" water main on Hill Street. Commissioner Domian seconded the motion and it was passed on a voice vote.

7.) FINANCIAL MATTERS:

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

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

b.) Water Service Line Protection Plan:

The program has received 23 additions from the Pattonbrook subdivision.

c.) Review of Financial Statements:

No comments.

8.) COMMITTEE REPORTS:

a.) Executive Committee:

No report.

b.) Infrastructure Committee:

Acting Superintendent Casarella stated he is still waiting on approval from CT DPH and CT DEEP for Well 2A. Once approved, the Department will be able to move forward.

The SWD/RWA interconnect has been completed.

There are 2 meters that still need to be changed over from the Valley Water acquisition. Acting Superintendent Casarella stated that all staff involved with this project did an amazing job.

c.) Policy and Procedures Committee:

Commissioner Warner would like to schedule a meeting in either March or April.

Acting Superintendent Casarella requested to drop the price for residential irrigation backflow testing. The current price is \$45.00. After a brief discussion, Commissioner Warner made a motion to drop the fee to \$35.00 for a residential backflow test. Commissioner Cabata seconded the motion and it was passed on a voice vote. Commissioner requested the Department reach out to the public to explain why we are developing this program and how it benefits our water customers.

9.) OLD BUSINESS:

a.) Proposals for Engineering Services for Mill Street Tank Project.

Acting Superintendent Casarella presented the Board with three engineering proposals for engineering services for the Mill Street tank project. Before a proposal can be accepted, an easement agreement needs to be negotiated.

b.) Safe Drinking Water Primacy Assessment.

Acting Superintendent Casarella presented to the Board how other water companies are notifying their customers of the state's safe drinking water primacy assessment that CT DPH has established for community water systems.

Commissioner Cabata made a motion for Acting Superintendent Casarella to use his discretion to notify customers of the safe drinking water primacy assessment. Commissioner Warner seconded the motion and it passed on a voice vote.

c.) Superintendent Position

Refer to Executive Session.

EXECUTIVE SESSION ANTICIPATED FOR PERSONNEL AND NEGOTIATION MATTERS:

Commissioner Cabata 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 Domian and it passed on a voice vote at 8:35 p.m.

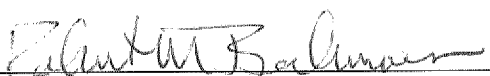
Commissioner Cabata made a motion to reconvene back to Regular Session at 9:13 p.m. The motion was seconded by Commissioner Warner and it passed on a voice vote.

President Murphy entertained a motion to offer the position of Superintendent to Acting Superintendent Casarella. Commissioner Domian made a motion to offer the position of Superintendent to Acting Superintendent Casarella. Commissioner Cabata seconded the motion and it passed on a voice vote. Acting Superintendent Casarella accepted the position.

ADJOURNMENT:

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

The meeting adjourned at 9:15 p.m.

Attest: 
Robert Berkmoes, Secretary/Treasurer