

BOARD OF WATER COMMISSIONERS BOARD MEETING

Thursday, March 8, 2018

There was a meeting of the Board of Water Commissioners held at the department administrative offices, 605 West Queen Street, Southington, Connecticut, on Thursday, March 8, 2018. A recording of this meeting can be found on tape # 676 & # 677.

1.) CALL TO ORDER: The meeting was called to order at 5:07 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, 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 Superintendent Casarella and insurance representative Ralph Archer. The motion was seconded by Commissioner Berkmoes and it passed on a voice vote at 5:07 p.m. The Board reconvened back to regular session at 5:37 p.m.

3.) APPROVAL OF MINUTES FOR FEBRUARY 8, 2018 SPECIAL BOARD MEETING:

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

4.) COMMUNICATIONS:

a.) Communication from the Public:

None.

b.) Communication from Administration:

Superintendent Casarella presented the Board with issues of *InFlow-Line*, a magazine of the CT Section AWWA and CTAWWA. The magazine included an article about the Department's East Side Pressure Zone which was submitted by Tighe and Bond.

Superintendent Casarella presented plans to the Board for 146 Industrial Drive. The plans included a 6" fire line, 2" domestic line and a 12" main line that runs from Industrial Drive along and to the end of his property. The 12" line ends approximately 50' short of the cul-de-

sac on Westwood Drive. The Board asked Superintendent Casarella to investigate the possibility of obtaining an easement to extend the water line to the end of Westwood Drive.

Superintendent Casarella also informed the Board that the Distribution Foreman, Bob Donia, will be retiring this month after 38 years. Superintendent Casarella stated that Bob was a dedicated worker and was an asset to the Water Department.

Communication from Board Members:

Commissioner Cabata requested a map of the Town depicting where the Department facilities are located. Superintendent Casarella will schedule a tour for the Commissioners in the Spring to visit all department facilities.

5.) NEW BUSINESS:

a.) Invoice Cloud

Maria Nason, Office Supervisor, briefly discussed invoice cloud, a web based electronic invoice payment solution along with the possibility of designing a new website. After some discussion, Commissioner Cabata made a motion to table moving forward with this project until more information can be obtained. Commissioner Berkmoes seconded the motion and it was passed on a voice vote.

b.) 2018-2019 Budget Review

Superintendent Casarella and the Office Supervisor Maria Nason reviewed a draft of the FY 2018-2019 budget with the Board. Management's final draft will be presented at the April 2018 meeting.

6.) 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 Domian and it passed on a voice vote.

b.) Water Service Line Protection Plan:

The program is still seeing positive growth.

c.) Review of Financial Statements:

No comments.

7.) COMMITTEE REPORTS:

a.) Executive Committee:

No meeting.

b.) Infrastructure Committee:

Superintendent Casarella met with Snyder Engineering regarding engineering the Rourke Ave and Hill Street water main replacement. The replacement will need to go out to bid. Temporary services will need to be installed.

The 2 ½" water main on Celesia Drive will be replaced with an 8" main. Work to replace the main should begin in April. The Department has hired a contractor and Department staff will assist with the project as needed.

The Town of Southington will be making road improvements at the intersection of Hart Street and Curtiss Street at the Rails to Trails location. Superintendent Casarella explained the Department will cut and cap a dead 2" line, remove the old 6"x 6" tee and install a new fire hydrant in the vicinity of the Rails to Trails at the intersection Hart and Kane St.

Superintendent Casarella stated he is still waiting on approval from CT DPH and CT DEEP for Well 2A. Subsidies for the project through DWSRF will need to be revisited in July of 2018 with the beginning of the new fiscal year. Well 2 was redeveloped with some increase in production but not as much as originally anticipated.

Superintendent Casarella discussed DWSRF funding with representatives from the DPH for funding the Mill St. Tank Project. Part of the project is to replace the two steel tanks with one 2 million gallon concrete tank. The tank would be eligible, however, the communication Tower would not be.

Joe Harris from ITI Services will be submitting a quote for Mill Street tank repairs. Superintendent Casarella requested the Board reallocate the money allocated to Forestry Management in the current budget be moved and allocated for Mill Street tank repairs. Commissioner Domian made a motion to reallocate \$22,000 from Forestry Management to Mill Street Tank repairs. Commissioner Warner seconded the motion and it was passed on a voice vote.

Policy and Procedures Committee:

Commissioner Cabata requested a copy of all of the Department's policies and procedures. The office supervisor will make copies and distribute them to the committee members.

8.) OLD BUSINESS:

a.) Mill Street Tank Project

Referred to Executive Session

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

Referred to Executive Session

c.) Backflow Prevention for Residential Irrigation Systems

Superintendent Casarella reviewed with the Board that last year the Department did 715 reduced pressure device tests and this year there could be close to 1000. He spoke to the Board about rolling out a full program in the Fall including outreach to the public.

d.) DEEP – Wildlife

Superintendent Casarella contacted the DEEP Wildlife Division regarding their request to access Department property so that officials and volunteers could survey birds on the land. DEEP agreed to meet whatever requirements the Department had in order for them to access the property. Superintendent Casarella spoke with the Department's forestry consultant and consulted with other water utilities. After discussion with the Board, Commissioner Warner made a motion not to allow DEEP officials or their volunteers to access Department land for bird surveying. Commissioner Cabata seconded the motion and it was passed on a voice vote.

EXECUTIVE SESSION ANTICIPATED FOR PERSONNEL AND NEGOTIATION MATTERS:

Commissioner Domian made a motion for adjournment to Executive Session, barring the public and the press but to include Superintendent Casarella. The motion was seconded by Commissioner Warner and it passed on a voice vote at 7:16 p.m.

ADJOURNMENT:

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

The meeting adjourned at 8:28 p.m.

Attest:


Robert Berkmoes, Secretary/Treasurer