

BOARD OF WATER COMMISSIONERS BOARD MEETING

Thursday, May 10, 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, May 10, 2018. A recording of this meeting can be found on tapes #680, #681 & #682.

1.) CALL TO ORDER: The meeting was called to order at 6:08 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 Rudy Cabata, Commissioner Ralph Warner, Superintendent William Casarella, Office Supervisor and Recording Secretary Maria Nason.

2.) APPROVAL OF MINUTES FOR APRIL 12, 2018 BOARD MEETING:

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

3.) COMMUNICATIONS:

a.) Communication from the Public:

None.

b.) Communication from Administration:

Superintendent Casarella discussed with the Board the dedication ceremony for Mr. Smith at the Smith Street tank, Saturday May 12th at 2:30 p.m. All board members are invited to attend.

Superintendent Casarella informed the Board that Joe Beharry has been promoted to Distribution Foreman and Troy Damiano has been promoted to Chief Maintainer. He informed the Board that John Masciangioli, the Assistant Foreman, did a commendable job running the Distribution Division while the position was vacant.

Superintendent Casarella stated that the CCR (Annual Water Quality Report) has been completed and submitted to the printer. He explained to the Board there will be a section which will discuss violations the Department received. These violations were generated when samples weren't taken on three different occasions. The violations were not due to samples exceeding acceptable allowed levels. Superintendent Casarella has consulted with a firm that works with utilities to develop a system to help staff meet all sampling requirements.

c.) Communication from Board Members:

The Board congratulated Joe Beharry and Troy Damiano on their promotions. They also expressed special thanks to John Masciangioli for filling in as Foreman.

4.) NEW BUSINESS:

a.) 54 Tridell Drive, Winding River Estates (Phase 2) 8" Private Water Main Extension, 23 Units (1" Services) Developer: A.A. Denorfia Building & Development, LLC Engineer: Kratzert, Jones & Associates

Superintendent Casarella presented plans for an 8" private water main at 54 Tridell Drive which will service 23 units. Commissioner Warner made a motion to accept the plan as presented. Commissioner Cabata seconded the motion and it was passed on a voice vote.

b.) Kings Ridge Drive, 8" Public Water Main Extension, 6 Lot Subdivision off South End, Developer: Lovely Development, LLC. Engineer: Kratzert, Jones & Associates.

This item has been postponed at the request of the developer.

c.) Sampling Bid Results – Quarterly/Monthly

Superintendent Casarella presented a two year bid summary for both quarterly and monthly water samples. Microbac was the apparent low bid for quarterly samples and EML was the apparent low bid for monthly samples.

Commissioner Cabata made a motion to accept the bid from Microbac for \$13,190 for quarterly water samples. Commissioner Warner seconded the motion and it was passed on a voice vote.

Commissioner Pocock made a motion to accept the bid from EML for \$23,352 for the monthly water samples. Commissioner Warner seconded the motion and it was passed on a voice vote.

5.) FINANCIAL MATTERS:

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

Commissioner Warner 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:

An additional ten applications were approved last month.

c.) Review of Financial Statements:

Past due jobbing invoices were reviewed with the Board. Collection of old invoices was discussed.

Commissioner Murphy asked if Farmington Bank would consider raising the interest rate on our money markets. The Office Supervisor will reach out to the bank.

6.) COMMITTEE REPORTS:

a.) Executive Committee:

No meeting.

b.) Infrastructure Committee:

Superintendent Casarella stated the new water main on Celella Drive has passed chlorination, pressure testing and new services are ready to be installed.

Superintendent Casarella stated he is waiting for the design plans for the Rourke Ave and Hill Street water main replacement. He discussed the permanent paving of the roads with the Town. It was agreed the trench will be permanently paved by the Town's contractor and the Department will receive an invoice when the paving is finished.

Superintendent Casarella reviewed future capital projects that will need to be addressed over the next 5 to 10 years. These included Reservoir 3 Design Study, Advanced Metering Infrastructure (AMI), Treatment Plant Upgrades, and an Iron and Manganese Treatment Plant for Well 2, 7, and 8.

Policy and Procedures Committee:

No meeting.

7.) OLD BUSINESS:

a.) Mill Street Tank Project

Superintendent Casarella presented the Board with a temporary site plan of the Mill Street Tank project. Once the project is approved by planning and zoning, then the Department can proceed. Tighe and Bond has been working on DWSRF funding for the project. Commissioner Cabata asked if there has been any feedback from the neighbors regarding the project. Notifying neighbors will take place before going to Planning and Zoning to review the tower application. A rendering of the tank will be provided at the meeting for residents to view.

b.) Website Update

After reviewing proposals from three different web design companies, the Board has directed the Office Supervisor to reach out Connecticut Computer Service, Inc. to review their proposal in more detail.

c.) DWSRF Projects Update

Well 2A – Woodard and Curran are working diligently to address differences with DEEP and DPH regarding the scope of the project. They are making progress and Superintendent Casarella believes the project will be moving forward as planned.

Mill Street Tank – See 7a.

Treatment Plant Upgrades – Currently postponed.

Reservoir 3 Design Study – The study will be postponed for one year. The Superintendent will notify DPH in writing.

Advanced Metering Infrastructure (AMI) – Superintendent Casarella suggested the Board meet with a representative from Itron this summer to discuss how to prepare for AMI along with pricing.

Commissioner Pocock would like to meet to discuss project planning to include the financing and budgeting of future capital items. She would like to see a plan developed that future Boards will be able to reference.

d.) Easement Draft Letter Review

Superintendent Casarella presented and reviewed the temporary easement letters that will be sent to the two residents who have agreed to allow the Department access to Mill Street through their land.

e.) Review Budget 2018-2019

The 2018-2019 budget was presented to the Board. The office supervisor requested to move the tank maintenance reserve money into the STIF account to separate the money from the general fund. After a brief discussion, it was agreed to transfer the money. Commissioner Murphy suggested United Bank be contacted before transferring the money, perhaps they will meet the STIF account interest.

During budget review, Superintendent Casarella requested the Board reallocate \$20,000 from the current budget for leak correlators to purchase a powerbreaker. Commissioner Cabata made a motion to reallocate \$20,000 for leak correlators in the current budget to purchase a powerbreaker attachment for the backhoe. Commissioner Warner seconded the motion and it was approved on a voice vote.

Commissioner Cabata made a motion to approve the budget as presented. Commissioner Berkmoes seconded the motion and it was passed on a voice vote.

After review of the budget, the Board discussed the financial needs of the Department and the many infrastructure improvements, both present and future. Commissioner Cabata made a motion to propose a rate increase of 3% to the service charge and increase of 5% to consumption. Commissioner Berkmoes seconded the motion. The motion passed 4 to 1, with Commissioner Pocock opposed.

A public hearing will be scheduled on June 14, 2018 for the purpose of the rate increase.

The Board also directed the Office Supervisor to change the bill description of Basic Service Charge to Service/Infrastructure Charge.

EXECUTIVE SESSION ANTICIPATED FOR PERSONNEL AND NEGOTIATION MATTERS:

Commissioner Berkmoes 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 Cabata and it passed on a voice vote at 8:54 p.m.

ADJOURNMENT:

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

The meeting adjourned at 9:20 p.m.

Attest: _____
Robert Berkmoes, Secretary/Treasurer