

BOARD OF WATER COMMISSIONERS REGULAR MEETING

Thursday, September 13, 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, September 13, 2018. A recording of this meeting can be found on tapes # 689 & # 690.

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, Superintendent William Casarella, Office Supervisor and Recording Secretary Maria Nason.

2.) APPROVAL OF MINUTES FOR AUGUST 13, 2018 SPECIAL BOARD MEETING:

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

3.) COMMUNICATIONS:

a.) Communication from the Public:

None.

b.) Communication from Administration:

Superintendent Casarella informed the Board Angela Pascariello received a complimentary card from a customer who thanked her for her compassion and kindness. He also received a phone call from a customer who complimented John Formeister and Robert Karelus. Commissioner Berkmoes congratulated all of them for a job well done and to file in their personnel folder.

Superintendent Casarella stated that staff will be repairing a leak on West Street this evening starting at 8 p.m. by the Exit 31 ramp off I-84 West. He displayed the affected area for the Board to view on GIS. Due to an insertion valve installation last week only three customers didn't have water during the repair. Customers that experienced reduced pressure during the repair were notified by the Everbridge system. Notification of the repair was a townwide effort, with notifications posted on the town website, our website, the fire department and police department facebook pages.

Superintendent Casarella explained that Office Supervisor Nason holds a notary to be used to notarize documents for the Department. He explained that she would like to purchase notary insurance and asked the Department to reimburse the premium. Commissioner Pocock made a motion reimburse the premium for notary insurance for Office Supervisor Nason not to exceed \$100 annually. Commissioner Cabata seconded the motion and it was approved by a voice vote.

c.) Communication from Board Members:

Commissioner Domian acknowledged Superintendent Casarella for his handling of a complaint from a customer. He thanked him for his quick response and for the positive outcome.

4.) NEW BUSINESS:

a.) Bond Ordinance/Resolution

Superintendent Casarella reviewed two resolutions with the Board which are required to pursue DWSRF funding for Well 2A and for the Mill Street tank.

Commissioner Domian made a motion to approve a resolution appropriating \$2,200,000 for costs related to the design and construction of a replacement well (Well #2A); and authorizing an agreement with the Town of Southington to pay debt service on borrowings of the town issued to finance said project. Commissioner Pocock seconded the motion and it passed unanimously by voice vote.

Commissioner Domian made a motion to approve a resolution appropriating \$4,200,000 for costs related to the design and construction of a new Mill Street Water Storage Tank and Communication Tower Project; and authorizing an agreement with the Town of Southington to pay debt service on borrowings of the town issued to finance said project. Commissioner Pocock seconded the motion and it passed unanimously by a voice vote.

A copy of the resolution is attached.

Superintendent Casarella stated the Department may have to fund the projects until DWSRF funding is approved. Commissioner Berkmoes asked the Superintendent to check on the timeline of approval due to the availability of cash.

b.) Claim filed to Connecticut Commission on Human Rights and Opportunities (CHRO) against SWD.

Superintendent Casarella stated an employee has filed a CHRO complaint against the Department. He will further discuss this personnel matter in executive session.

c.) Seccession Planning

Superintendent Casarella stated that the Distribution Division still has one position open. Currently the Department has a seasonal employee, Kyle Sylvester, who has passed his Treatment Operator 4 license test. Due to the positive feedback from staff Superintendent Casarella requested the Board's authorization to hire Mr. Sylvester. The Board directed the Superintendent to make the job offer and offered their congratulations to Mr. Sylvester.

Superintendent Casarella also wants to start the process of filling the open position of Assistant Superintendent. This is position will be discussed further in execution session.

d.) New Server

Office Supervisor Nason discussed with the Board the need to purchase a new server since the warranty on the current server is expiring in January 2019 and the operating system will no longer be supported shortly thereafter. A discussion regarding hosting the billing and financial software on the cloud took place. The Board directed Ms. Nason to gather more information regarding the hosting, however, for now the Department will work with its IT specialist to price a new server and continue to run the software on the server.

5.) FINANCIAL MATTERS:

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

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

b.) Water Service Line Protection Plan:

Direct marketing of the plan resulted in an additional 9 customers applying for line protection with more letters to be mailed next week.

The Board discussed allocating the funds from line protection for a specific use rather than including it in the general fund.

Commissioner Murphy ask Office Supervisor Maria Nason to show annual figures instead of total figures since inception.

c.) Review of Financial Statements:

President Murphy discussed the use of the contingency for the Rourke Avenue/Hill Street main replacement.

6.) COMMITTEE REPORTS:

a.) Executive Committee:

No meeting.

b.) Infrastructure Committee:

No meeting.

c.) Policy and Procedures Committee:

Superintendent Casarella thought it would be best to put off a Committee meeting until an Assistant Superintendent is hired. Commissioners agreed.

7.) OLD BUSINESS:

a.) Art for a Cause:

Superintendent Casarella projected a picture of the Art for a Cause garden on the GIS for the Board. They will be holding a dedication on Sunday, September 23rd at 2:30 p.m. The Superintendent shared the invitation with the Board.

b.) Rourke and Hill Street

The water main replacement has been completed. Permanent paving is scheduled for next week.

c.) Well 2A

Superintendent Casarella stated that by the end of the week all paperwork should be turned over to the State of CT DPH for authorization to award the bid for Well 2A. Superintendent Casarella stated that meetings will be set up for October to get approval for the DWSRF funding.

d.) Tilcon Quarry Expansion

Superintendent Casarella stated that Commissioners should have received an emailed letter referencing that the City of New Britain and Tilcon have withdrawn their application to expand the quarry.

e.) Mill Street Tank Project

Southington Planning and Zoning approved the Special Permit Use (SPU) and Site Plan Review (SPR). Tighe and Bond is continuing to work on the design. A meeting was held with all parties involved with the installation of the communication tower.

Superintendent Casarella and T-Mobile are working on a lease agreement. Commissioner Warner asked if the tree cutting will begin soon. Superintendent Casarella responded that the tree cutting will begin soon.

f.) **Website**

The Board reviewed the proposal for a website design from Brave River Solutions. After reviewing some of their sites, Superintendent Casarella suggested we move forward with this company. Commissioner Pocock made a motion to hire Brave River Solutions to design a website for the Department. Commissioner Berkmoes seconded the motion and it was passed by voice vote.

g.) **Other**

Superintendent Casarella stated that he will review the jobbing rates and will present in January.

He also informed the Board that Oakland Developers is suing the Town of Southington over an assessment at 729 Laning Street.

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 Superintendent Casarella. The motion was seconded by Commissioner Warner and it passed on a voice vote at 7:20 p.m.

Commissioner Domian made a motion to reconvene back to Regular Session at 8:13 p.m. The motion was seconded by Commissioner Pocock and it passed on a voice vote.

ADJOURNMENT:

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

The meeting adjourned at 8:14 p.m.

Attest: Thomas J. Murphy
Thomas J. Murphy, President

BOARD OF WATER COMMISSIONERS

September 13, 2018

RESOLUTION APPROPRIATING \$2,200,000 FOR COSTS RELATED TO THE DESIGN AND CONSTRUCTION OF A REPLACEMENT WELL (WELL #2A); AND AUTHORIZING AN AGREEMENT WITH THE TOWN OF SOUTHWINGTON TO PAY DEBT SERVICE ON BORROWINGS OF THE TOWN ISSUED TO FINANCE SAID PROJECT

RESOLVED,

(a) That the Water Department of the Town of Southington, Connecticut appropriate TWO MILLION TWO HUNDRED THOUSAND DOLLARS (\$2,200,000) for costs related to the design and construction of a replacement well (Well #2A) for Well #2, including provision of a back-up well to Southington Water Department's (SWD) Well #2 and improvements at Well #2 and the proposed well # 2A complex. The appropriation may be spent for acquisition and installation costs, equipment, materials, administrative, printing and permitting costs, engineering and inspection fees and costs, traffic control, consultant and legal fees, related improvements, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Board of Water Commissioners shall determine the scope and particulars of the project and may reduce or modify the project scope; and the entire appropriation may be expended on the project as so reduced or modified.

(b) That the Water Department hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Water Department reasonably expects to reimburse any such advances from the proceeds of borrowings of the Town of Southington in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The President and the Superintendent are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Water Department pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on any such bonds, notes, obligations, temporary notes or interim funding obligations if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(c) That the President and the Superintendent are authorized to apply for and accept federal and state grants to help finance the appropriation for the project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes, obligations, temporary notes or interim funding obligations issued to finance the project.

(d) That the President and the Superintendent, are authorized to apply for and accept state grants to finance the appropriation for the project and state loans to finance the project, and to enter into any grant or loan agreement prescribed by the State, and the President and the Superintendent are authorized to take any other actions necessary to obtain such grants or loans pursuant to Section 22a-479 of the Connecticut General Statutes, Revision of 1958, as amended, or to any other present or future legislation, or to implement such grant or loan agreements.

(e) That the President and the Superintendent are authorized, on behalf of the Water Department and the Board of Water Commissioners, to enter into an agreement with the Town of Southington obligating the Water Department to charge such rates and fees as will be sufficient: (i) for the payment of the expenses of the project, and (ii) for the payment of all debt service, as the same becomes

due and payable, on bonds, notes, obligations, temporary notes and interim funding obligations issued to finance the project.

(f) That the President and the Superintendent and other proper officers and officials of the Water Department are authorized to take all other action which is necessary or desirable to construct and complete the project and to satisfy the Water Department's obligations to the Town of Southington in connection with any bonds, notes, obligations, temporary notes and interim funding obligations issued to finance the project.

RESOLUTION APPROPRIATING \$4,200,000 FOR COSTS RELATED TO THE DESIGN AND CONSTRUCTION OF A NEW MILL STREET WATER STORAGE TANK AND COMMUNICATION TOWER PROJECT; AND AUTHORIZING AN AGREEMENT WITH THE TOWN OF SOUTHINGTON TO PAY DEBT SERVICE ON BORROWINGS OF THE TOWN ISSUED TO FINANCE SAID PROJECT

RESOLVED,

(a) That the Water Department of the Town of Southington, Connecticut appropriate FOUR MILLION TWO HUNDRED THOUSAND DOLLARS (\$4,200,000) for costs related to the design and construction of a replacement for the Mill Street Water Storage Tank, including a new communications tower, and demolition of the two existing Mill Street Tanks. The appropriation may be spent for acquisition and installation costs, equipment, materials, administrative, printing and permitting costs, engineering and inspection fees and costs, traffic control, consultant and legal fees, related improvements, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Board of Water Commissioners shall determine the scope and particulars of the project and may reduce or modify the project scope; and the entire appropriation may be expended on the project as so reduced or modified.

(b) That the Water Department hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Water Department reasonably expects to reimburse any such advances from the proceeds of borrowings of the Town of Southington in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The President and the Superintendent are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Water Department pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on any such bonds, notes, obligations, temporary notes or interim funding obligations if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(c) That the President and the Superintendent are authorized to apply for and accept federal and state grants to help finance the appropriation for the project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes, obligations, temporary notes or interim funding obligations issued to finance the project.

(d) That the President and the Superintendent, are authorized to apply for and accept state grants to finance the appropriation for the project and state loans to finance the project, and to enter into any grant or loan agreement prescribed by the State, and the President and the Superintendent are

authorized to take any other actions necessary to obtain such grants or loans pursuant to Section 22a-479 of the Connecticut General Statutes, Revision of 1958, as amended, or to any other present or future legislation, or to implement such grant or loan agreements.

(e) That the President and the Superintendent are authorized, on behalf of the Water Department and the Board of Water Commissioners, to enter into an agreement with the Town of Southington obligating the Water Department to charge such rates and fees as will be sufficient: (i) for the payment of the expenses of the project, and (ii) for the payment of all debt service, as the same becomes due and payable, on bonds, notes, obligations, temporary notes and interim funding obligations issued to finance the project.

(f) That the President and the Superintendent and other proper officers and officials of the Water Department are authorized to take all other action which is necessary or desirable to construct and complete the project and to satisfy the Water Department's obligations to the Town of Southington in connection with any bonds, notes, obligations, temporary notes and interim funding obligations issued to finance the project.

CERTIFICATE AS TO BOARD OF WATER COMMISSIONERS MINUTES

^{Robert}
I, Beckmes, Secretary of the Board of Water Commissioners of the Town of Southington, Connecticut, hereby certify as follows:

1. Attached hereto is a true and complete copy of that portion of the minutes of the meeting of the Board of Water Commissioners of the Town of Southington, Connecticut held on September 13, 2018, pertaining to the introduction, discussion and action on resolutions recommending the Board of Water Commissioners adopt the resolutions entitled: "RESOLUTION APPROPRIATING \$2,200,000 FOR COSTS RELATED TO THE DESIGN AND CONSTRUCTION OF A REPLACEMENT WELL (WELL #2A); AND AUTHORIZING AN AGREEMENT WITH THE TOWN OF SOUTHINGTON TO PAY DEBT SERVICE ON BORROWINGS OF THE TOWN ISSUED TO FINANCE SAID PROJECT" and "RESOLUTION APPROPRIATING \$4,200,000 FOR COSTS RELATED TO THE DESIGN AND CONSTRUCTION OF A NEW MILL STREET WATER STORAGE TANK AND COMMUNICATION TOWER PROJECT; AND AUTHORIZING AN AGREEMENT WITH THE TOWN OF SOUTHINGTON TO PAY DEBT SERVICE ON BORROWINGS OF THE TOWN ISSUED TO FINANCE SAID PROJECT"
2. The minutes are duly recorded in the records of the Board of Water Commissioners and were filed with the Town Clerk within 7 days of the meeting. The vote of each member present was reduced to writing and made available for public inspection within 48 hours after the meeting, exclusive of any Saturday, Sunday or legal holiday, and also recorded in the minutes. The minutes were available for public inspection within 7 days after such meetings.
3. The Board consists of six (6) members; a quorum of the Board consists of four (4) members; and the number of members present and voting on each resolution constitutes a quorum.
4. The minimum number of affirmative votes required to adopt each resolution was three (3), and at least that number of members voted affirmatively on each resolution. The entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said resolution.
5. Notice of the meeting was mailed at least one week prior to the meeting by first class mail, where practicable, to every person who had filed a written request for such notice.
6. The meeting was (check one):
 - a. A regular meeting, held at a date, time and place designated in the schedule of regular meetings filed in the office of the Town Clerk and posted as applicable on the Town's or the Board's Internet web site, if available, 30 days prior to the meeting and on or before January 31, 2018. The agenda of the meeting included the business concerning the resolution. The agenda was available to the public and was filed not less than 24 hours before the meeting at the Board's regular office or, if there is no such regular office, at the office of the Town Clerk and posted as applicable on the Town's or the Board's Internet web site, if available.
 - b. A special meeting, and notice of the date, time, place and the business concerning the resolution was posted in the office of the Town Clerk and posted as applicable on the Town's or the

Board's Internet web site, if available, at least 24 hours before the meeting. Written notice of the special meeting was delivered to the usual place of abode of each member of the Board so that it was received prior to the meeting, except where such delivery was properly waived under the provisions of Section 1-225 of the General Statutes.

7. In determining the time within which or by when any notice, agenda or other information was given, made available, posted or filed as certified in paragraphs 2, 5 and 6 above, there was excluded Saturdays, Sundays, legal holidays and any day on which the office of the Town Clerk or the office of the Board, as applicable, was closed.

8. All provisions of the Freedom of Information Act (C.G.S. Sections 1-200 to 1-241) as amended and all regulations adopted by the Board for the conduct of its meetings which were in full force and effect on the date of the meeting referred to in the attached minutes were complied with in connection with the meeting.

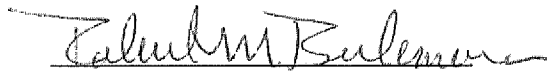
9. Attached hereto are true and complete copies of the following:

a. Schedule of dates, times and places for holding regular meetings of the Board as filed with the Town Clerk and posted as applicable on the Town's or the Board's Internet web site, if available, by January 31, 2018.

b. Notice and agenda for the meeting referred to in the attached minutes.

Signed and sealed at Southington, Connecticut, this 13 day of September, 2018.

[SEAL]



Secretary, Board of Water Commissioners
of the Town of Southington, Connecticut