

BOARD OF WATER COMMISSIONERS REGULAR MEETING

Thursday, October 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, October 11, 2018. A recording of this meeting can be found on at the Department office.

1.) CALL TO ORDER: The meeting was called to order at 6:10 pm by President Thomas Murphy. A quorum was determined by the President.

PRESENT: President Thomas Murphy, Vice-President Erika Pocock, Commissioner Rudy Cabata, Commissioner Ralph Warner, Superintendent William Casarella, Office Supervisor and Recording Secretary Maria Nason.

2.) APPROVAL OF MINUTES FOR SEPTEMBER 13, 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.

3.) COMMUNICATIONS:

a.) Communication from the Public:

None.

b.) Communication from Administration:

Superintendent Casarella received a phone call from a customer complimenting Troy Damiano. She stated that Troy was pleasant and was very happy with his work. President Murphy was pleased to hear such positive comments. Superintendent Casarella stated he believes employees are taking pride in their work and this will be documented in Mr. Damiano's personnel file.

c.) Communication from Board Members:

None.

4.) **NEW BUSINESS:**

- a.) **161 Birch Street, 12” water main extension (347 LF), 1” domestic service.**
Owner: CONEXE LLC, 35 Welch Road, Southington, CT.
Engineer: Wolf Engineering, Woodbury, CT, Contractor: TBD

Superintendent Casarella presented a plan for a 12” water main extension for 161 Birch Street, Southington submitted by Wolf Engineering. They requested the Board consider an alternative to the proposed extension. Commissioner Cabata made a motion to convene into Executive Session to discuss revising the plan. Commissioner Pocock seconded the motion and it passed on a voice vote.

The Board reconvened back into regular session at 6:45 p.m. Superintendent Casarella explained to the owner and engineer the requirements of the Board. The Board requested the owner revise the plan to indicate a 12” x 12” tee, an additional 12” gate valve and blow-off South on Birch Street. A revised plan must be submitted showing the required revisions. Superintendent Casarella stated a second property to the South will be required to be fronted for tie-in.

Commissioner Cabata made a motion to accept the proposed plan for a 12” water main extension with a 1” domestic service at 161 Birch Street, Southington with the stipulation that a 12” x 12” tee, a 12” gate valve and blow-off South on Birch Street be added. Commissioner Warner seconded the motion and it was approved by a voice vote.

- b.) **H.D. Segur – Insurance Coverage**

Nancy Cosgrove from H.D. Segur addressed the Board to review the Department’s insurance coverages. The Department will purchase a separate public officials’ policy and will consider purchasing cybersecurity protection.

5.) **FINANCIAL MATTERS:**

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

Commissioner Pocock 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:**

Several closings last month resulted in several cancellations.

- c.) **Review of Financial Statements:**

Office Supervisor Nason stated that United Bank has increased the money market interest rate to 2.15%.

6.) COMMITTEE REPORTS:

a.) Executive Committee:

No meeting.

b.) Infrastructure Committee:

No meeting.

c.) Policy and Procedures Committee:

No meeting.

7.) OLD BUSINESS:

a.) Bond Ordinance:

Superintendent Casarella presented the Board with a spreadsheet summarizing the requirements for approval of the bond ordinance. He will be attending the Planning and Zoning meeting on October 16th to renew the 8-24 resolution for Well 2A. The ordinance was approved by the Board of Finance on October 10th. He will be attending the Town Council meeting on October 22nd.

b.) New Server:

Office Supervisor Nason presented a quote for a new server with a five-year warranty for \$8,572.00 along with a separate fee of \$175.00 per month for both an on-site and off-site back-up. Commissioner Pocock made a motion to approve \$8,572.00 for a new server and \$175.00 per month for back-up. Commissioner Cabata seconded the motion and it was passed on a voice vote.

c.) Rourke Ave and Hill Street

Superintendent Casarella stated he received prices for permanent trench paving. D'Amato Construction will begin the paving next week. President Murphy asked how much per linear feet this equated to. Superintendent Casarella will get that figure for him. The estimated project completion total is around \$400,000.

d.) Well 2A

Award authorization was granted by DPH this week to D'Amato Construction. The project can now move forward. All financials have been submitted and DPH is working to get the DWSRF funding approved. President Murphy was concerned about proceeding prior to the loan approval. Superintendent Casarella stated money was allocated to this project in the budget.

e.) **Mill Street Tank Project**

Superintendent Casarella informed the Board the temporary easement was finalized. The tank details and the construction site layout are being refined. He expects to receive a 90% submittal for the tank contract next week. Bids should be out in November.

f.) **Website**

The Brave River contract has been signed. Office Supervisor Nason has a “kick-off” call scheduled for October 25th. She will forward the contract from Invoice Cloud to the Department attorney for review.

g.) **Claim-Conn. Commission on Human Rights**

CIRMA has accepted this claim and has hired Attorney David Monestersky to represent the Department.

h.) **Claim – Oakland Developers – Assessment Claim**

CIRMA is representing the Town on this claim since it was brought against the Town of Southington.

i.) **Backflow Prevention for Irrigation Systems**

Superintendent Casarella presented a letter that he would like to include in the monthly bill mailing to inform all residents if they have a backflow device on their irrigation they need to contact the Department for inspection. Commissioner Cabata made a motion to approve the Cross-Connection letter. Commissioner Warner seconded the motion and it was approved on a voice vote. The Board directed Superintendent Casarella to proceed with the program. He stated that Ryan Libby, the Cross-Connection Inspector will oversee the process. Commissioner Cabata and Commissioner Pocock both complimented Ryan for his work ethic.

j.) **Other**

Assistant Superintendent Position - Advertising for the position was discussed. Suggestions for posting were in professional journals, CTAWWA, NEWWA, the Hartford Courant, and on Indeed.com. The Department will also look into Linked-In. The closing date for the position will be November 15, 2018.

West Main Street – Superintendent Casarella stated the design for West Main Street is completed. Bids for the project will need to go out this winter. The project needs to begin Spring 2019. He will speak to the Town regarding funding.

Intern Position - Superintendent Casarella asked the Commissioners to consider giving Caroline Banville an increase in pay due to the exceptional job she is doing updating

our GIS. Commissioner Pocock made a motion for a \$2/hr. increase for Caroline. Commissioner Warner seconded the motion and it was passed on a voice vote.

State Fee Assessment Notice- The explanation on the water bills for the state enacted fee will be discontinued after the December 1, 2018 billing cycle.

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 Superintendent Casarella. The motion was seconded by Commissioner Pocock and it passed on a voice vote at 8:01 p.m.

Commissioner Warner made a motion to reconvene back to Regular Session at 8:39 p.m. The motion was seconded by Commissioner Pocock and it passed on a voice vote.

ADJOURNMENT:

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

The meeting adjourned at 8:41 p.m.

Attest: Robert M. Berkmoes
Robert Berkmoes, Secretary/Treasurer