

BOARD OF WATER COMMISSIONERS SPECIAL MEETING Tuesday, November 20, 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 Tuesday, November 20, 2018. A recording of this meeting can be found at the Department office.

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 (arrived at 6:12), 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 OCTOBER 11, 2018 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 discussed an email he received from Carrie Raybeck, the Department's Account Executive at Eversource. The email summarized increases of generation rates beginning January 1, 2019. Superintendent Casarella is looking into being included with the Towns generation rate contract and Consulting Services. The Town has created an RFP for Energy Procurement and Consulting Services. Superintendent Casarella plans to stay involved so that he can look after the Department's best interest. Superintendent Casarella is currently working with the same firm as the Town to lock in a new rate before the January 1st increase. Commissioner Berkmoes advised that the Department must be cautious when entering into a contract with a supplier other than Eversource. All terms and conditions must be reviewed carefully and terms must be clearly defined.

Superintendent Casarella stated the Department received a phone call from a customer complimenting Jordan Krauth. The customer stated Jordan was very helpful in troubleshooting a problem the customer was experiencing. The customer stated he felt

he learned a few things from Jordan. Superintendent Casarella will document this in Mr. Krauth's personnel file.

Superintendent Casarella informed the Board the Fire Department requested use of the fire hydrant located on Smith Street in case of fire in the area. Due to the low pressure in the area, Superintendent Casarella was concerned about how the use of the hydrant at high flow would affect the tank. Commissioner Berkmoes suggested Superintendent Casarella reach out to Tighe and Bond.

Superintendent Casarella also informed the Board of a leak on a private service at 195 Atwater Street owned by JJ Ryan. A deadline was given to repair the leak after numerous calls and letters failed to get the leak fixed. Staff was directed to repair the leak and the owners will be charged for the repair and possible water consumption. JJ Ryan also has a leak at property they own at 335 Atwater Street. This leak is also on a private service and has not been repaired. Commissioner Berkmoes requested Superintendent Casarella reach out to the President of JJ Ryan Corporation to help expedite the repair.

Superintendent Casarella also informed the Board that Department staff had to make an emergency repair to a service on Greeley Avenue after a contractor ripped up the main to curb stop. The contractor will be charged for the repair.

c.) Communication from Board Members:

Commissioner Cabata spoke with Commissioner Hammersley from the Southington Planning and Zoning Commission. Commissioner Hammersley was very pleased how Superintendent Casarella handled their suggestions regarding the property owners that had concerns about the Mill Street Tank Project. He expressed his appreciation and complimented the Superintendent for his actions.

4.) NEW BUSINESS:

a.) 2019 Schedule for Water Board Meetings

Superintendent Casarella presented the proposed 2019 meeting schedule. Meetings will be held the second Thursday of each month. Commissioner Domian made a motion to accept the meeting schedule as presented. The motion was seconded by Commissioner Berkmoes and was passed unanimously by a voice vote.

b.) Maintenance To The Granite In Entryway and Lobby

Superintendent Casarella suggested to the Board that to have the granite in the entryway and lobby of the main office deep cleaned and sealed. The Board agreed and directed the Superintendent to move forward.

c.) **YMCA – Trees at Well 1A**

The YMCA reached out to Superintendent Casarella regarding some trees on the property line they felt may be a safety issue. After inspecting the area, the Superintendent suggested the Department remove approximately 15 trees at a cost of \$4,400.00. Commissioner Warner made a motion to cut the trees and remove the wood for \$4,400.00. Commissioner Domian seconded the motion and it was passed unanimously by 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 Cabata and it passed on a voice vote.

b.) **Water Service Line Protection Plan:**

Direct marketing of the plan resulted in an additional 15 customers applying for line protection.

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

Office Supervisor Nason provided the Board with the budget comparison reports for FY 2018 and first quarter FY 2019.

6.) **COMMITTEE REPORTS:**

a.) **Executive Committee:**

No meeting.

b.) **Infrastructure Committee:**

No meeting. A meeting was scheduled for Thursday, December 6th at 5:30 p.m.

c.) **Policy and Procedures Committee:**

No meeting.

7.) **OLD BUSINESS:**

a.) **Insurance Coverage - Cybersecurity:**

Superintendent Casarella presented the Board with insurance coverage options for cybersecurity. The Board discussed coverage and prevention. The Board directed the

Superintendent and Office Supervisor to reach out to the insurance agent as well as consultants to obtain additional information about prevention services.

b.) Bond Ordinance:

Superintendent Casarella stated the bond ordinance is in its last phase and the Town is completing the publication process. Once this has been completed, he will contact Judith Blank, the Department's bond counsel.

c.) New Server

The server has been ordered and should be delivered shortly. Once received, MJP Systems will begin the installation.

d.) Well 2A

Woodard and Curran have followed up with CT DPH regarding the DWSRF funding. Financing for the project is expected to be available in January 2019. Trees have been cut and SB Church has begun the drilling.

e.) Mill Street Tank Project

Superintendent Casarella is waiting to receive authorization from CT DPH to bid the project. Once the bids are received and a contractor is approved by CT DPH, then the project financing will be submitted to DWSRF for approval. President Murphy inquired about clearing the land. Superintendent Casarella stated the land clearing will be included in the bid. The FAA stated the tower poses no hazard to air navigation, therefore, the tower does not need to be lit. The State Historical Preservation Office is requiring an archaeological study be performed on the new parcel of land that was purchased on Mill Street for the project. Tighe and Bond will complete the study within one week's time at the cost of \$1,000. Superintendent Casarella also had a meeting with all those involved with the tower installation. Construction, leases, and communication were all discussed. A lease with T-Mobile has been agreed upon but is awaiting signatures. Commissioner Berkmoes inquired when funds for the DWSRF loan would be made available. Superintendent Casarella will reach out to Tighe and Bond.

f.) West Main Street Water Main Installation

Superintendent Casarella stated we will need an 8-24 approval from both the Town Council and Planning and Zoning. No grant money was earmarked for water main installation as part of the Town awarded grant for Plantsville Center. The Town will work with the Department to reduce the cost of the main installation as much as possible. Sidewalks, trenching and road paving were discussed.

g.) Website

A homepage mock up of the Department's new website was presented to the Board. Comments were positive, Superintendent Casarella and Office Supervisor Nason will work with staff and the website designer to personalize it to the Department.

Office Supervisor Nason is currently waiting on a termination agreement from ACI Worldwide before signing a new contract for electronic payments with Invoice Cloud.

h.) Irrigation and SWD History Bill Inserts

Superintendent Casarella stated the cross-connection letter for residential irrigation has been completed and is ready to be mailed. The Board was presented with a "Did You Know" insert to be included with the water bills which explains the Commissioners' role in the Department. The Board requested some wording to be changed prior to mailing.

i.) Assistant Superintendent Position

Superintendent Casarella stated that the job was advertised on Ziprecruiter, Linked-In, The Hartford Courant, CTAWWA, NEWWA and the AWWA Journal and the Department only received 34 responses. The Board and Superintendent will discuss and review potential candidates.

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 Cabata and it passed on a voice vote at 8:18 p.m.

Commissioner Cabata made a motion to reconvene back to Regular Session at 8:50 p.m. The motion was seconded by Commissioner Berkmoes and it passed on a voice vote.

ADJOURNMENT:

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

The meeting adjourned at 8:51 p.m.

Attest: 
Robert Berkmoes, Secretary/Treasurer