

## **BOARD OF WATER COMMISSIONERS SPECIAL MEETING Thursday, December 13, 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, December 13, 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, Secretary/Treasurer Robert Berkmoes, Commissioner Michael Domian, Commissioner Rudy Cabata, Commissioner Ralph Warner, Superintendent William Casarella, Office Supervisor and Recording Secretary Maria Nason and Heather Maldonado

**2.) APPROVAL OF MINUTES FOR NOVEMBER 20, 2018 SPECIAL BOARD MEETING:**

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

**3.) APPROVAL OF MINUTES FOR DECEMBER 6, 2018 INFRASTRUCTURE MEETING:**

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

**4.) APPROVAL OF MINUTES FOR DECEMBER 8, 2018 SPECIAL BOARD MEETING:**

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

**5) COMMUNICATIONS:**

**a.) Communication from the Public:**

None.

**b.) Communication from Administration:**

None.

**c.) Communication from Board Members:**

None.

**6.) NEW BUSINESS:**

**a.) Adam Teff (Titan Energy) – Electric Generation Rates**

Adam Teff from Titan Energy reviewed electric generation rates with the Board. Eversource will be increasing their rates by approximately 15.2% as of January 1, 2019. Mr. Teff explained the advantage of locking in a rate with a new supplier. He presented contracts that cover one to three years. Commissioner Warner made a motion to accept the 3 year contract from Titan Energy as presented. The motion was seconded by Commissioner Cabata and it passed on a voice vote.

**b.) Christmas Party**

Superintendent Casarella invited the Board to the employee Christmas Party to be held at noon on December 24<sup>th</sup> at the Department Office.

**c.) Employee Request – Leave of Absence**

An employee of the Department has requested a leave of absence after sustaining a non-work-related injury. The Board will further discuss the request under personnel matters in Executive Session.

**7.) FINANCIAL MATTERS:**

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

Commissioner Cabata 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**

No significant changes.

**c.) Review of Financial Statements**

Office Supervisor Nason reported that the addition of new customers from Valley Water had increased sales by \$77,391 over the last two billing cycles.

**8.) COMMITTEE REPORTS:**

**a.) Executive Committee**

No meeting.

**b.) Infrastructure Committee:**

West Main Water Main Installation. – Superintendent Casarella received 8-24 approval from the Town Council at the December 10<sup>th</sup> council meeting. He will be requesting approval from the Planning and Zoning Department in January. Superintendent Casarella explained the project consists of replacing approximately 550’ of water main. A meeting will be scheduled for those owners and merchants that will be affected by the construction once the 8-24 is approved. An April 1<sup>st</sup> start date is planned with a completion date of July 1, 2018.

Rahlene Drive – Plans for a water main stub on Old Oak Ct. will be completed in the Spring. Plans are to install water main through an easement to Rahlene Dr. Quality Construction will install the main to the end of the property lines. The Department will install the remaining pipe to Rahlene Dr.

Westwood Drive – The Department is trying to reach a homeowner to discuss an easement. A door hanger was left asking the homeowner to contact the Superintendent.

Capital Planning – There was discussion of hiring a consultant to advise on the three capital improvement projects listed:

- AMI (Automated Meter Infrastructure)
- Iron and Manganese Removal
- Replace Treatment Plant Filter

**9.) OLD BUSINESS:**

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

Superintendent Casarella discussed the previous insurance coverage options presented to the Board regarding cybersecurity. The Board discussed coverage and prevention. Commissioner Warner made a motion to purchase cybersecurity insurance as presented as Option #4. The motion was seconded by Commissioner Cabata and was passed unanimously by a voice vote.

**b.) New Server:**

Office Supervisor Nason said the server is here and software should be transferred by the end of next week.

**c.) Well 2A**

Superintendent Casarella stated drilling has ceased due to AIS (American Iron and Steel) non-compliant issue with the 30” casing. Woodard and Curran reported this to the DPH. After review, CT DPH approved the casing. An approval is now needed from the EPA. Commissioner Berkmoes suggested contacting Senator Murphy if approval is not received soon. SB Church will not charge for the casing valued at \$11,141.

**d.) Mill Street Tank Project**

Superintendent Casarella is waiting to receive bid authorization from DPH. The bid is in the technical review process. As soon as it is approved, it will go out to bid. Once the bids are received and a contractor is approved by CT DPH, then the project financing will be submitted to DWSRF for approval. The archaeologic study for the new parcel on Mill St. was completed and found to be ok to proceed. A lease with T-Mobile has been agreed upon but is awaiting signatures. Attorney Kania will send a letter to T-Mobile stating our plans concerning the relocation. The tower is nearly ready to go out to bid.

**e.) Website**

Superintendent Casarella informed the Board there is a staff meeting scheduled on Tuesday, December 18, 2018 to review the website design. Ideas for a new mock-up will be sent to the designer on Wednesday, December 19, 2018.

Office Supervisor Nason received an email from the Department's account executive from ACI Worldwide stating that Official Payments will cancel on June 1, 2019, with no cancellation fees or penalties. Attorney Kania felt the email was sufficient enough to be relied upon. The Board agreed the Invoice Cloud contract may now be signed.

**f.) JJ Ryan Leak**

Superintendent Casarella stated that both leaks have been fixed. Both services were cut and capped at the main.

**g.) Engineering Services for West Main St. water main installation**

Superintendent Casarella stated that Snyder Engineering submitted a proposal of \$9,180 for West Main Street engineering services. The bid includes engineering service, bidding assistance, partial inspection services and record drawings (as-builts). Commissioner Warner made a motion to accept the bid for \$9,180. His motion was seconded by Commissioner Domian and was passed by a voice vote.

**h.) Assistant Superintendent Position**

Commissioner Murphy recommended discussing this item under personnel matters in Executive Session.

**i.) Other**

Commissioner Cabata recommended new verbage for the "Did You Know" fact sheet. Superintendent Casarella informed the Board that a Cross Connection mailing and FAQ sheet will be going to customers in January 2019 along with the "Did You Know" fact sheet.

**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 8:14 p.m.


Commissioner Berkmoes made a motion to reconvene back to Regular Session at 9:54 p.m. The motion was seconded by Commissioner Warner and it passed on a voice vote.

Commissioner Warner made a motion to grant a one month leave of absence to Kyle Sylvester as described in a Memorandum of Agreement (MOA). The motion was seconded by Commissioner Cabata and passed by 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 10:01 p.m.

Attest:   
Robert Berkmoes, Secretary/Treasurer