

BOARD OF WATER COMMISSIONERS MEETING

Thursday, January 10, 2019

There was a meeting of the Board of Water Commissioners held at the department administrative offices, 605 West Queen Street, Southington, Connecticut, on Thursday, January 10, 2019. 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, (arrived at 6:12) Commissioner Rudy Cabata, Commissioner Ralph Warner, Superintendent William Casarella, Office Supervisor and Recording Secretary Maria Nason, Engineering Technician Al Fiorillo.

2.) **APPROVAL OF MINUTES FOR DECEMBER 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 offered condolences on behalf of the Board and himself to Commissioner Pocock in the loss of her uncle.

Superintendent Casarella also informed the Board the Department will be receiving an invoice for chargeable wages from CT Unemployment for a former employee who was approved for benefits.

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

None.

4.) NEW BUSINESS:

a.) 2017-2018 Financial Audit by Budwitz and Meyerjack

Scott Burleigh of Budwitz and Meyerjack, P.C. presented his audit findings to the Board. Hard copies of the audit were distributed and reviewed via a power point presentation.

Utility operating expenses, cash flow, construction projects, and debt service were reviewed and discussed with the Department's debt to equity ratio and debt service coverage ratio being stated as satisfactory.

b.) Succession Planning

Superintendent Casarella stated that Albert Fiorillo has signed and accepted the conditional offer of employment for the position of Assistant Superintendent. Commissioner Warner made a motion to hire Albert Fiorillo as the Assistant Superintendent after all conditions in the offer have been met. Commissioner Pocock seconded the motion and it was approved by a voice vote.

The position of the Engineering Technician was posted internally with several applicants applying. Advertising for external candidates was discussed. An employment ad is being run with CTAWWA, local newspapers, and submitted to local universities.

Superintendent Casarella explained the job description for the Engineering Technician was reviewed with the President of the Union and changes were agreed upon. An updated job description was given to Board members for review.

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 was passed by a voice vote.

b.) Water Service Line Protection Plan

The plan netted an additional nine applicants for December.

c.) Review of Financial Statements

Office Supervisor Nason informed the Board People's United Bank will be servicing the bank accounts starting January 25, 2019.

6.) COMMITTEE REPORTS:

a.) Executive Committee

No meeting.

b.) Infrastructure Committee

A meeting was scheduled for Thursday, January 24, 2019 at 6 p.m.

c.) Policy and Procedures Committee

A meeting was scheduled for Wednesday, January 30, 2019 at 6 p.m.

7.) OLD BUSINESS:

a.) Insurance Coverage - Cybersecurity

Superintendent Casarella stated that John Grant from Woodard and Curran has submitted a proposal for a vulnerability assessment of the entire SCADA system. It will include all facilities, the wells, the treatment plant, the office, and the tanks for \$23,691.00. The Superintendent will review the proposal and present it to the Infrastructure Committee at their next meeting.

b.) New Server

The new server has been installed and all software and documents have been transferred.

c.) Well 2A

The American Iron and Steel issue has been resolved. The contractor will pay for the non-compliant issue. The new well and alignment is complete. The development process began on January 4th and will continue for two weeks. The yield test will be scheduled next. The Superintendent expects DWSRF funding to be finalized this month.

d.) Mill Street Tank Project

The pre-bid meeting took place on January 8th and bids will be due back on January 23, 2019. Twenty-three firms took out bid documents including general contractors, vendors, and subcontractors.

Raul Tejada from CT DPH was present and discussed the SRF funding for the tower project. The tower may only receive partial finding due to other users on the tower. The American Iron and Steel requirements that go along with the SRF funding will increase the tower cost significantly.

Superintendent Casarella will request another proposal for installing the tower and moving only the Town and the Department's communication equipment.

Commissioner Berkmoes inquired about the approval of the DWSRF funding for this project. Superintendent Casarella is hoping for approval in the Spring.

e.) Website

The homepage has been completed and the designer will begin working on the subpages. The termination agreement from ACI Worldwide has been received and reviewed by the Department's attorney. Invoice Cloud has assigned us a project manager for the on-line bill pay.

f.) West Main Street Water Main Installation

During the Public Works Committee meeting, Superintendent Casarella received a 30% design for the Plantsville Center project. The design showed the project will extend down South Main Street for approximately 900 feet. He met with staff and Snyder Civil Engineering to revise the design and a second proposal to include the addition of South Main Street. He recommended proposing the addition for approval from Planning and Zoning and the Town Council as Phase 2 of the West Main Street project. Superintendent Casarella will attend the Planning and Zoning meeting on Tuesday, January 15th to request approval. Once approved, he will then present to the Town Council.

Superintendent Casarella also informed the Board that CT DOT may require the main installation be done at night. This will increase the cost of project. Eversource will also be installing a gas main in the same area.

The Commissioners discussed staging for the project. Commissioner Berkmoes verified that liquidated damages will be included in the bid.

g.) Backflow Prevention on Irrigation Systems

Thirty-six customers have already responded to letters that were included in the January billing statements.

h.) Kyle Sylvester's Leave of Absence

Mr. Sylvester has returned to work.

i.) Titan Energy – Generation Rates

Superintendent Casarella stated he signed the agreement through Titan Energy for electric generation of rates. Liberty Power and Direct Energy are the firms that the rates were locked in with.

j.) **Other**

President Murphy expressed his concern with the delivery of concrete to the Mill Street Tank Project and the weight of trucks possibly crossing over the newly constructed intersection at West Street and Jude Lane. Superintendent Casarella stated they can look at rerouting the trucks.

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 and Engineering Technician Albert Fiorillo. The motion was seconded by Commissioner Domian and it passed on a voice vote at 7:37 p.m.

Commissioner Berkmoes made a motion to reconvene back to Regular Session at 7:54 p.m. The motion was seconded by Commissioner Warner and it passed on a voice vote.

ADJOURNMENT:

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

The meeting adjourned at 7:55 p.m.

Attest:



Robert Berkmoes, Secretary/Treasurer