

CROMWELL WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING  
MONDAY NOVEMBER 8, 2010  
7:00PM ROOM 224/225  
**MINUTES**

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**1. Call to Order**

Chairwoman Alice Kelly called the meeting to order at 7:00 PM.

**2. Roll Call and Seating of Alternates**

Present: Chairwoman Alice Kelly, Vice Chairman Eric Zeilor, Secretary/Treasurer Tom Gunn, Jonathan Beatty, Peter Keithan, Alternate Robert Jahn

Also Present: BOS Liaison Richard Newton, Sewer Administrator Richard Peck, Commission Clerk Sarah Voog

**3. Approve/Amend Agenda**

**Peter Keithan made a motion to approve the agenda, 2<sup>nd</sup> by Jonathan Beatty.  
All in Favor, Motion Passed**

**4. Approve/Amend Minutes**

a. October 18, 2010 Regular Meeting

**Eric Zeilor made a motion to accept the minutes as presented, 2<sup>nd</sup> by Tom Gunn.**

**Vote: Yes: Eric Zeilor, Tom Gunn, Peter Keithan**

**Abstained: Alice Kelly, Jonathan Beatty (not present at minutes meeting)**

**Motion Passed**

**5. Report of Chairman**

a. Member's Report -None

b. Staff Report - None

**6. Citizens Comment -None**

**7. New Business -None**

**8. Bills and Correspondence**

a. Request Approval of Payment of Weston & Sampson Inc, Project #2090639, Invoice #190172, in the Amount of \$2,270.00.

Rich Peck said he approves the payment of invoice 190172. He said the contractor, NEPCCO, informed him that the rehab project was completed this week, and he is waiting for our consultant's, Weston & Sampson, final report so this invoice is not the final one before the project is closed.

**Jonathan Beatty made a motion to approve the invoice payment, 2<sup>nd</sup> by Eric Zeilor.  
All in favor Motion Passed.**

**9. Old Business**

a. Financial Report

1. Delinquent Assessment & Usage Account Updates- October

2. Budget Update - a. Usage b. Assessment, c. CNR

3. EDU Report Budgeted 09-10 7194.11/Units @ 99% = 7122.17  
Current EDU Report 7154.40 @ 99% = 7082.86

4. Bond/SIF Data - 11/10

Discussion was held on the developer's project bonds and assessment financial reports. Items 9.a. 1-4 were reviewed, with no action taken.

- b. FOG Program – Hand Delivered FOG Packet to FPE’s (See Separate Pkt)  
Sarah Voog explained that she and Rich Peck visited each FPE and sat with a representative, whether it was the owner or manager, and reviewed the entire contents of the FOG Permit Packet and had each FPE sign for the receipt of the packet. She said that the few that only signed for the packet were followed up on to be certain that the person who needed to know what to fill out and return would be given guidance over the phone, only three have not returned her calls..  
Tom Gunn thanked staff for the thorough job done on the FOG Program project and Permit packet.
- c. Phase 2 Sewer Rehab Project – Project Update  
Rich Peck said that he would provide specific details of the work performed at the next meeting, but that basically parts of Allen, River and Timber Hill Roads, as well as, Pleasant and West Streets were either completely or partially relined.
- d. Woodside Estates – Sewer Project Under Construction  
Rich Peck indicated that the project was near completion and he anticipated it would be ready to accept the sewers for use and reduce to a maintenance phase at the next meeting.
- e. 31 River Rd – Another Letter from Hector Ocampo, Staff Response  
Discussion was held regarding the decision the Authority made at last month’s meeting.

Sarah Voog said she would email them the letter she sent to Mr. Ocampo on October 21, 2010, that was not included in the meeting packet, in response to his dispute letter dated October 19, 2010.

**10. Miscellaneous - None**

**11. Adjournment**

**Tom Gunn made a motion to adjourn the meeting, 2<sup>nd</sup> by Jonathan Beatty.**

The meeting adjourned at 7:23 PM.

Respectfully Submitted By,

Sarah A. Voog  
Commission Clerk