

CROMWELL WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING  
MONDAY AUGUST 9, 2010  
7:00PM ROOM 224/225  
**MINUTES**

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**1. Call to Order**

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

**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: Sewer Administrator Richard Peck, Commission Clerk Sarah Voog, Zach Hushin Part-time Clerk (GIS)

Alice Kelly stated that there was a full board and no alternate is to be seated.

**3. Approve/Amend Agenda**

**Tom Gunn made a motion to amend the agenda to add item 3.b. approval of the Minutes from the July 12, 2010 Regular Meeting, 2<sup>nd</sup> by Jonathan Beatty.**

**All in Favor, Motion Passed**

**4. Approval of Minutes**

a. June 14, 2010 Regular Meeting

**Eric Zeilor made a motion to approve the minutes from June 14, 2010, 2<sup>nd</sup> by Peter Keithan.**

**Vote : Yes: Eric Zeilor, Jonathan Beatty, Peter Keithan**

**Abstain: Alice Kelly, Tom Gunn (not present at meeting)**

**Motion Passed**

b. July 12, 2010 Regular Meeting

**Tom Gunn made a motion to approve the minutes from July 12, 2010, 2<sup>nd</sup> by Peter Keithan.**

**Vote: Yes: Alice Kelly, Tom Gunn, Peter Keithan**

**Abstain: Eric Zeilor, Jonathan Beatty (not present at meeting)**

**Motion Passed**

**5. Report of Chairman**

a. Member's Report - None

b. Staff Report - None

**6. Citizens Comment – None Present**

**7. Bills and Correspondence - None**

**8. Old Business**

a. Financial Report

1. Delinquent Assessment & Usage Account Updates- July

2. Budget Update - a. Usage b. Assessment, c. CNR
  3. EDU Report Budgeted 09-10 7194.11/Units @ 99% = 7122.17  
Current EDU Report 7147.40 @ 99% = 7075.93
  4. Bond/SIF Data - 08/10
- The Authority members reviewed with No Action Items 8. a. 1- 4.

Robert Jahn thanked Sarah Voog for the new reporting format. He said it was easy to understand the ratebook data and receivables for both the assessment and usage accounts.

- b. FOG Program – FSE Initial Inspections Completed  
Rich Peck explained that he visited all of the FSEs and of the 77 Class 3 & 4 Restaurants (FSEs) there are approximately 40 that will need to do something to come into compliance. Discussion is held on how many are franchises or chains and how many are local small business. The commission asked Rich Peck for a breakdown of those in full compliance and those that need to come into compliance. Rick Peck said that the permit application will go out November 1, 2010 and are due back December 1, 2010.
- c. Phase 2 Sewer Rehab Project – Attorney Approval of Agreement Pending  
Rich Peck said that the Town Attorney, Jack Bradley, approved the documents and the agreement has been signed by all parties. He said there was a meeting with the contractor and our consultant today and now we are waiting on the signed Notice to Proceed from NEPCCO and then the project is ready to begin.
- d. Cider Hill – Cash Bond Utilized to Complete Project  
Sarah Voog informed the CWPCA that the Cromwell Police Department came to the Town Hall today to collect all the records from each department for Cider Hill. She said the Sewer Department records were complete in one folder and were already ready when requested. Rich Peck stated that Apple Hill is now completed and the sewer field forces are working on site in conjunction with the highway division to complete the road and close the project. He also said that the sewer lines were TV'd again and there are no problems with the sewer infrastructure.
- e. Northbrook Estates - Holding Cash Bond, Pending Road Repair & Sewer Asbuilts.  
Rich Peck said that Eric Hood is getting quotes on paving the road and will be working with William Coons of CAS Construction to complete the road paving to close the project.
- f. Northwoods Estate – DP-A Pending Developer Approval/Signing  
No Movement
- g. Pond View Estates – Project Under Construction  
Alice Kelly stated that the name for Pondview Estates has formally changed to Cromwell Chase. Sarah Voog said she will list it that way on the next agenda. Rich Peck said that the development and all of Willowbrook Rd sewer extension is completed and the contractor is working on supplying the tie-ins to the properties.

- h. West Street Commons (Mystique Ln) – Cash Bond Utilized for Sewer As-Built Plans

Rich Peck said the lateral in question was TV'd with the new camera and they found that it was a line in the clay pipe and not a crack so no repair is needed. He said he would call the Developer one more time and request the as-builts; otherwise the funds will be utilized for the as-built plans.

- i. Woodside Estates – DP-A Pending Developer Signing Week of 8/09/10  
Sarah Voog indicated that the Final Assessment of \$47,500 will be paid by Journal Entry from an escrow account held by the Town.

## 9. New Business

- a. Approve Plans for Residential Re-Subdivision at 196 Coles Road (R Peck Memo  
Rich Peck showed the members the project plans for the 3-lot re-subdivision and explained that the sewer line already services the parcels and only laterals will need to be installed, no DP-A will be required. Eric Zeilor said he believed that there was already one lateral service provided. He also asked if they would all be gravity fed and Rich Peck said yes.  
**Jonathan Beatty made a motion to approve the sewer plans for the residential re-subdivision at 196 Coles Rd as recommended by the Sewer Administrator Richard Peck, 2<sup>nd</sup> by Eric Zeilor.**  
**All in Favor, Motion Passed**
- b. 2010 Proposed Assessments Review /Approval to Move to Public Hearing – Sept  
Sarah Voog reviewed the details of each of the properties for the proposed assessments and the procedure for how each are charged per the current Rule of Apportionment for Sewer Assessment Benefit.  
**Jonathan Beatty made a motion to approve the 2010 proposed Sewer Assessments to be sent to a public hearing to be held in September, 2<sup>nd</sup> by Eric Zeilor.**  
**All in Favor, Motion Passed**
- c. Approval of By Law - Amended for Meeting Format  
Alice Kelly explained that the only content that was changed in the By-Laws reflects the motion to approve the new meeting format at the July 12, 2010 meeting.  
**Tom Gunn made a motion to adopt the amended By-Laws, 2<sup>nd</sup> by Jonathan Beatty.**  
**All in Favor, Motion Passed**
- d. Zachary Hushin GIS Presentation  
Zach Hushin described the GIS meter basin project and book that he worked on for his college CWPCA service learning work last fall. He then detailed the GIS manhole project that he just completed in which he analyzed the town's sewer infrastructure and adjusted sewer manhole locations based on 2009 aerial photography references. Zach Hushin then explained that the next project that he will do for the Sewer Department, is wherever possible, he will use the sewer mainline as-built scans to show the placement of each service lateral tie-in to the

parcels. He said that this is a large project that will keep him busy until he goes back to school. Rich Peck explained that this feature will benefit the field personnel greatly as they will not have to use several resources for the information they required to do most of their field work such as Call Before You Dig marking and lateral placements.

**Eric Zeilor made a motion that based on Zach Hushin's presentation he would like to approve the continuation of the work he is doing for the department, which is to the benefit of the entire Town and he would like to congratulate him on excellent job and presentation, 2<sup>nd</sup> by Jonathan Beatty. All in Favor Motion Passed.**

**10. Miscellaneous**

- a. Fuel Rates- Tabled until Eric Hood can explain rate information.

**11. Adjournment**

**Tom Gun made a motion to adjourn the meeting, 2<sup>nd</sup> by Eric Zeilor  
The meeting adjourned at 7:58 PM.**

Respectfully Submitted By,

Sarah A. Voog  
Commission Clerk