

CROMWELL WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
MONDAY, NOVEMBER 14, 2011
7:00 PM, ROOM 222
MINUTES

1. Call to Order

Chairwoman Alice Kelly called the meeting to order at 7:04 PM.

2. Roll Call and Seating of Alternates

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

Excused: Peter Keithan

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

Robert Jahn made a motion to seat Alternate Tom Gunn, 2nd by Jonathan Beatty. All in Favor. Motion Passed.

3. Approve/Amend Agenda

Eric Zeilor made a motion to the agenda to add the proposed 2012 CWPCA meeting schedule, 2nd by Robert Jahn.

All in Favor. Motion Passed.

4. Approve/Amend Minutes

a. October 17, 2011 Regular Meeting

Jonathan Beatty made a motion to approve the minutes as presented, 2nd by Eric Zeilor.

Vote: Yes: Alice Kelly, Eric Zeilor, Robert Jahn, Jonathan Beatty

Abstain: Tom Gunn (not present at the minutes meeting)

5. Report of Chairman

a. Member's Report

Alice Kelly said that she was in contact with Attorney Watts and received the draft of the changes made by the Town to the proposed agreement and approved the document being sent back to the Developer's Attorney for final review. She said no final agreement has been made to date.

b. Staff Report

Sarah Voog reported that the part-time temporary clerk started. She noted that five candidates were interview by her and Richard Peck. She said that all five were excellent candidates but that Jacqueline Goodwin was selected as the most suitable for the position.

6. Citizens Comment - None

7. New Business

a. 2012 CWPCA Meeting Schedule

Discussion was held on whether to change the meeting night from Monday after 2012. Sarah Voog said she would look into what evenings might be available for room 224/225. The 2012 dates were reviewed.

Robert Jahn made a motion to approve the 2012 meeting schedule as presented, 2nd by Tom Gunn.

All in Favor, Motion Passed.

8. Bills and Correspondence - None

9. Old Business

a. Financial Report

1. Receivables/Delinquent Assessment & Usage Account Updates – October Reviewed, No Action.
2. Budget Update Revenues & Expenses - a. Usage, b. Assessment, c. CNR
Robert Jahn reported that a meeting was held with Marianne Sylvester regarding the Usage and CNR budget reporting. He asked Sarah Voog where a particular CNR figure is found on the reports and she explained that it is not in the Munis system and that it comes from the Performa Reports that are not in the CAFR, but are part of the final audited reporting that the Finance Department provides. Robert Jahn asked Sarah Voog if the members could be provided the Performa Reports and she said that she would provide them annually when they are generated by the Finance Department for their auditing purposes. A brief discussion was held and Robert Jahn and the other Authority members agreed.
3. EDU Report - Budgeted 04-11 7247.98 @ 99% = 7175.50
Current EDU 7264.54, 99% = 7191.89 – Reviewed, No Action.
4. Bond/SIF Data - 11/11
Discussion was held regarding Mountain View Estates and Cobblestone that are up for release in December. No Action

- b. 14 Alcap Ridge- Status Update - Alice Kelly reported status under Member's Reports.

New Sewer Projects Discussion:

Discussion was held on how the Bond and SIF figures are calculated. Richard Peck noted that there were two typos on the projects' summary sheets, but that the projects' figures are formulated and are correct for both First Tee and Sunset Ridge. Alice Kelly asked how the charge for linear feet is determined. Rich explained that the figure is an established cost calculated on another sheet and is reported on the summary sheet provided in the packet.

- c. First Tee 55 Golf Club Rd - Proposed Sewer Bond & SIF Figures

**Eric Zeilor made a motion to approve the performance bond of \$35,000 for First Tee as recommended by the Sewer Administrator and Town Engineer, 2nd by Jonathan Beatty
All in Favor. Motion Passed.**

**Jonathan Beatty made a motion to approve the SIFs for First Tee in the amount of \$925.00, 2nd by Eric Zeilor.
All in Favor. Motion Passed.**

- d. FOG Program – Inspections Update

A brief update on the FPEs progress was given by Sarah Voog. Jonathan Beatty asked for the updated report for the FPEs status and she said she would include it in the December meeting packet.

- e. Northbrook Estates – Project Update
Rich Peck said that he spoke with Joseph Mazurek that morning and will speak to Eric Hood about getting funds to have complete as-builts done. He stated there is a cash bond that will cover the sewers portion of the as-builts, but he really wants to get the completed plans with all the monument and infrastructure data to properly close out the project. Alice Kelly asked what the holdup with the firm doing the plans was and Rich Peck said the Developer is having some financial difficulties in the current economy. No Action
- f. Sunset Ridge – Proposed Sewer Bond & SIF Figures
**Tom Gunn made a motion to approve the performance bond of \$35,000 for Sunset Ridge as recommended by the Sewer Administrator and Town Engineer, 2nd by Jonathan Beatty.
All in Favor. Motion Passed.**

**Robert Jahn made a motion to approve the SIFs for Sunset Ridge in the amount of \$925.00, 2nd by Eric Zeilor.
All in Favor. Motion Passed.**

10. New Business - None

11. Miscellaneous - None

12. Adjournment

**Jonathan Betty made a motion to close the meeting at 7:42 PM, 2nd by Tom Gunn.
All in Favor. Motion Passed.**

Respectfully Submitted By,

**Sarah A. Voog
CWPCA Commission Clerk**