

CROMWELL WATER POLLUTION CONTROL AUTHORITY  
SPECIAL MEETING  
MONDAY, AUGUST 21, 2006  
7:00PM ROOM 224/225

**MINUTES**

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**1. Call to Order**

Chairman Pie' calls the meeting to order at 7:01PM.

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

Present: Chairman, William B. Pie, Jr., Secretary/Treasurer, Eric Zeilor, Tom Gunn, Jonathan Beatty

Also Present: Director of Public Work, Robert R. Jahn, Sewer Administrator, Richard Peck, Commission Clerk, Sarah Voog

Excused: Vice Chair, Alice Kelly

**3. Approve/Amend Agenda-** No amendments allowed at a Special Meeting, agenda stands as presented.

**4. Approval of Minutes**

- a. July 10, 2006 Annual Meeting- Tabled due to lack of quorum (minutes only).

**5. Report of Chairman**

- a. Member's Report-None
- b. Staff Report-None

**6. Citizens Comment-None**

**7. Bills and Correspondence**

- a. Weston & Sampson – Request to Pay Project #2060080, Invoice #139051, for \$2,125.00.

The Authority asks Richard Peck if the invoice reflects the work completed thus far. Rich informs them that the invoice represents approximately 50% of the contracted work completed and should be paid.

Eric Zeilor makes a motion to pay Weston & Sampson, Project #2060080, Invoice #139051 for 2,125.00, 2<sup>nd</sup> by Tom Gunn.

All in Favor, Motion Passes

**8. Old Business**

- a. Financial Report (8. Old Business-continued)
1. Delinquent Assessment & Usage Account Updates – Approval for Over \$500 Delinquent Accounts to be Published in Courant  
Discussion is held regarding the prior publication of delinquent accounts in 2003 and the Town Attorney’s approval of using property owner name publication of delinquent accounts (over \$500.00) as an incentive to pay off delinquent balances. A certified letter to the property owners informing them of the pending publication and requesting full payment or to execute a payment plan agreement will be mailed in August. The publication of names, in early October, will consist of those accounts that have not paid the delinquent balance or have not responded to the request for payment by signing an agreement to a payment plan.
  2. Budget Update- a. Usage, b. Assessment Reports June & July- Reviewed, No Action
  3. EDU Report Budgeted 2006-2007, 7318.25/Units @ 95% = 6952.33, Current EDU Report 7335.15 @ 95% = 6968.39- Reviewed, No Action
  4. Current Bond/SIF Data - 08/06- Reviewed, No Action
- b. Cider Hill Subdivision – Project in Construction Phase  
Rich Peck indicates that the sewer project is nearing completion and is anticipated to be complete by the end of the month. TVing and line inspections will be performed prior to entering into the maintenance phase.
- c. Eager Lane Subdivision- Line Acceptance & Maintenance Phase Requests  
Tom Gunn makes a motion to accept the sewers for use and to release the Performance & Payment Bond of \$48,000, once the developer submits the required Maintenance Bond of \$4,800 to be held for a period of two years from acceptance, as recommended by Rich Peck, Sewer Administrator, 2<sup>nd</sup> by Eric Zeilor.  
All in Favor, Motion Passes
- Eric Zeilor makes a motion to return unexpended SIF’s monies out of the original retainage amount of \$3,800 and keep the \$380 in the maintenance phase retainage until final inspection as recommended by Rich Peck, Sewer Administrator, 2<sup>nd</sup> by Tom Gunn.  
All in Favor, Motion Passes
- d. Evergreen Active Adult – Phase 1 Complete, Project Construction Continues  
Reviewed- status remains the same
- e. Harper’s Meadow Subdivision- Developer Provided “Draft” DA (may be selling before construction begins)  
Reviewed- status remains the same

- f. North Brook Estates – Project in Construction Phase  
Rich Peck explains that the meeting on the pumpstation was held on 7/28/06, and the developers agreed to accept the terms and specifications for the pumpstation installation as required by the Town. He says the sewer project as a whole continues to progress.
- g. Future Assessment (Policy & Procedure) - Proposed Caveat & Proposed Final Assessments 2006  
Chairman Pie' reads the proposed legal notice for the 2006 proposed caveat and proposed final assessment (attached to minutes).  
Sarah Voog explains the details of how each assessment was calculated and assures the Chairman that each proposed assessment has been thoroughly examined.
- Jonathan Beatty makes a motion to send the proposed caveat and proposed final assessments to a public hearing to be held on September 11, 2006, 2<sup>nd</sup> by Tom Gunn.  
All in Favor, Motion Passes
- h. Assessment Study – Memo, R. Jahn to CWPCA  
Chairman Pie' reads the CWPCA Memo from Robert Jahn Re: Sewer Benefit Assessment(s) Stearns & Wheler Report June 2006. The memo invites the staff and CWPCA members to offer suggestions or comments regarding their review of the study as presented thus far. A lengthy discussion follows. October is targeted for a meeting to discuss different options of methodology for the new rate structure.
- i. Sewer Line Rehab – Final Report, Separate Pkt w/ Meeting Pkt & R. Jahn Memo  
Richard Peck indicates that a meeting in October would be a good time to review the rehab options. He indicates that there are areas in the study that need to be revised and completed. Chairman Pie' suggests a special meeting in late September if the October meeting does not fit into the Firms schedule.
- j. User Charge Study – Pilot Targeted for October  
Sarah Voog states that a rate structure for the pilot study is being formulated. Several factor including residential and commercial, as well as consideration for account that have wells rather that municipal water will determine how the rate structure is set up.
- k. Newbury Estates – Draft DA Pending Acceptance/Signing by Developer,  
Rich informs the Authority that the DA signing is set up for Monday 8/28/06.

I. Washington Estates Subdivision- Final Release, Pending Final Punch List Completion. Reviewed, No Action

m. West Street Commons (Active Adult) – DA #'s Approval of Bond, SIF & Assessments (26 Lots)

Discussion was held regarding that the line the project will be hooking into is a developer installed line and the original outlet charges have been brought to today's ROA from the original \$500 outlet charge. Also, Rich explains that the project bond is low because only a very small portion of the project involves Town property and that is all that is required to be bonded.

Tom Gunn makes a motion to set the West Street Commons Outlet Charges at \$2,268 per unit. The total outlet charges for 26 units to be set at \$58,968, as recommended by Richard Peck, Sewer Administrator, 2<sup>nd</sup> by Eric Zeilor. All in Favor, Motion Passes

Jonathan Beatty makes a motion to set the Performance Bond for West Street Commons at \$15,800 and the SIF's monies at \$3,800, 2<sup>nd</sup> by Tom Gunn.

All in Favor, Motion Passes

n. Website Profile

Robert Jahn informs the Authority that plans are being made to improve all of Public Works Division's profiles on the website and the CWPCA will be given consideration in the revisions.

## 9. New Business

a. Pondview Sanitary Sewer Extension Request by The Bongiovanni Group, Inc.

Alan Bongiovanni, President of The Bongiovanni Group, Inc., located in Newington, CT, presents the proposed Willowbrook Road sewer extension as an approximately 542' of sewer line intended to service the future proposed Pond View Estates. Sewer line construction will run northerly in front of House #'s 85,87,89 &91. See attached memo from Richard Peck to Robert Jahn & Alan Bongiovanni dated (amended 8-21-06) for additional project information and consideration.

Eric Zeilor makes a motion to accept the presented sewer plans for the extension of the sewer system approximately 540' along the center line Willowbrook Road contingent upon conditions 1-9 from Memo dated (Amended 8-21-06) from Richard Peck to Robert Jahn & Alan Bongiovanni are met, 2<sup>nd</sup> by Tom Gunn.

Vote: Yes: William Pie', Eric Zeilor, Tom Gunn

Abstained: Jonathan Beatty

Eric Zeilor makes a motion to set the sewer line extension Performance Bond at \$50,000 for the Willowbrook Road Sewer Extension Project 2006 to run in front of house # 85,87,89, &91 upon submission of a Road Bond, to be determined by Robert Jahn, with SIF monies to be set at \$950.00, 2<sup>nd</sup> by Tom Gunn.

Vote: Yes: William Pie', Eric Zeilor, Tom Gunn

Abstained: Jonathan Beatty

#### **10. Miscellaneous**

- a. Tighe & Bond – FYI, GIS Signed Contract  
Reviewed, No Action
  
- b. 87 Nooks Hill Road- Matter Forwarded to State Housing Authority for Review Per Wes Bell, Public Health Coordinator  
Rich explains that Wes Bell, Public Health Coordinator, stated that he went to court with site samples, however the e-coli count was not high enough, at this time, to warrant forcing them to hook into the sanitary sewer system. He will continue to take sample as weather patterns change. The rainy season may cause a higher count to be registered, if so he will revisit the issue with the court.
  
- c. MDC – Alice Kelly's Summarization of Service Agreement- No Action

#### **11. Adjournment**

Chairman Pie' adjourns the meeting at 8:55PM.

Respectfully Submitted By,

Sarah A. Voog  
CWPCA Commission Clerk