

CROMWELL WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
MONDAY, AUGUST 13, 2007
7:00PM ROOM 224/225
MINUTES

1. Call to Order

Chairman Pie' calls the meeting to order at 7:02PM

2. Roll Call and Seating of Alternates

Present: Chairman William B. Pie', Vice Chair, Alice Kelly, Jonathan Beatty

Excused: Secretary/Treasurer, Eric Zeilor, Tom Gunn

Also Present: Public Works Director, Robert R. Jahn, Commission Clerk, Sarah Voog

3. Approve/Amend Agenda

Alice Kelly makes a motion to accept the Agenda as presented, 2nd by Jonathan Beatty.

All in Favor, Motion Passes

4. Approval of Minutes

a. May 7, 2007 Special Meeting (AK, EZ, TG) Tabled, Tabled again.

b. July 9, 2007 Annual Meeting

Jonathan Beatty makes a motion to accept the Minutes as presented, 2nd by Alice Kelly.

All in Favor, Motion Passes

5. Report of Chairman

a. Member's Report- None

b. Staff Report

Robert Jahn informs the Authority that Sarah Voog was approved for leave the week of September 17-21, 2007.

Also, the Northern Industrial Tier SOQ process is completed, the next phase is for the three (3) selected firms to submit bids on the project once Craig Stevenson, Economic Developer, has the opportunity to determine what the scope of work will be as it relates to DECD compliance

6. Citizens Comment

None

7. Bills and Correspondence

a. Request for payment approval of Weston & Sampson Project #2070113, Invoice #151041 in the amount of \$11,440.00.

Discussion was held.

**Alice Kelly makes a motion to approve payment of Weston & Sampson Project #2070113, Invoice #151041 in the amount of \$11,440.00, 2nd by Jonathan Beatty.
All in Favor, Motion Passes**

- b. Request for payment approval of Tighe & Bond Project #1630286, Invoice #077601, in the amount of \$1,491.53.

**Alice Kelly makes a motion to approve payment of Tighe & Bond Project #1630286, Invoice #077601, in the amount of \$1,491.53, 2nd by Jonathan Beatty.
All in Favor, Motion Passes**

8. Old Business

a. Financial Report

1. Delinquent Assessment & Usage Account Updates June & July- Reviewed, No Action
2. Budget Update Reports- a. Assessment, b. Usage, c. CNR
d. Review/Approval of 2007 Proposed Assessments & Caveat for Public Hearing in September
2.a-c.- Reviewed, No Action.
2.d.

Alice Kelly makes a motion to approve the following 2007 Proposed Final Assessment to go to Public Hearing to be held in September:

<u>Service Address</u>	<u>Acct #</u>	<u>Assessment Total</u>
139 Field Rd	251931	\$2,700
2 Oak Rd	251932	\$2,700
51 Court St	251937	\$7,500
4 Sebeth Dr	251933	\$6,345
55 Sebeth Dr	251928	\$69,204
60 Hicksville Rd	251934	\$15,293
80 Shunpike Rd	251938	\$43,730
1 West St	251940	\$5,705

**2nd by Jonathan Beatty
All in Favor, Motion Passes**

Alice Kelly thanks Sarah Voog for her excellent work on the preparation of the new assessments/format and comments that she is proud of how far the whole department has come in making the operations so professional. Sarah Voog thanks the commission for all their hard work in helping make it that way.

3. EDU Report Budgeted 2007-2008 7167.80 Units @ 95%= 6809.41
Current EDU Report 7180.20 Units @ 95% = 6821.19 – Reviewed, No Action
4. Current Bond/SIF Data - 08/07 – Reviewed, No Action

- b. Assessment Study –Exploring Phase 2 (New Town Projects-ROA)
A meeting with the consultants and staff determined that Phase 2 will require numerous meetings to narrow down various options and will have to wait until

- the User Study can be addressed and concepts finalized for the Board's review.
- c. Sewer Line Rehab – Approval of Contractor (Letters of Recommendation)
A lengthy discussion regarding the recommended low-bid contractor is held. Board members express concern that past projects & bank references are in order and that Phase 1 would be completed within the project's bid figure and time frame. After careful review, the written endorsement of the project's Consultant, Denise Obie of Weston & Sampson's, and subsequent letter of recommendation from Richard Peck satisfies the Board's concerns.
Alice Kelly makes a motion to award the contract for Phase 1 of the Sewer Line Rehabilitation project to Advanced Pipe based on the Consultant's endorsement of the Contractor and Richard Peck's written recommendation in agreement, 2nd by Chairman Pie'.
All in Favor, Motion Passes
 - d. User Charge Study – Staff Memo: Meeting w/ Stearns & Wheeler held; Single Family Pilot Complete; Data/Charge Basis under Review – Recommend Special Meeting – Reviewed, No Action
 - e. Evergreen Active Adult – Phase 1 Complete, Project Construction on Hold – Reviewed, No Action
 - f. Harper's Meadow Subdivision – Final Inspection to be Made After Road Paving – Reviewed, No Action
 - g. Lowe's Home Center- Pending Project Launch, Approval of DA Bond & SIF Figures
Alice Kelly makes a motion to approve Lowes' Performance Bond at \$54,000 for sewer construction and the Sewer Inspection Fees (SIF) to be set at \$3,400, as recommended by Richard Peck, Sewer Administrator, 2nd by Jonathan Beatty.
All in Favor, Motion Passes
 - h. Pasco Hill Subdivision – 2 Yr Maintenance Bond (CASH) to be Released Upon Completion of Sewer As-Builts, Sewer Easement not Filed with Town Clerk – Still Pending – Reviewed, No Action
 - i. West Street Commons (Active Adult) – Project Under Construction – Reviewed, No Action
 - j. 263 Main Street – Copy of Signed SEP-A – Reviewed, No Action
 - k. Pondview Estates (Willowbrook Rd)- Draft DP-A Pending Acceptance/Signing by Developer - Still Pending – Reviewed, No Action
 - l. Coles Brook Commerce Park – Final 2 Year Inspection Completed; Staff Recommendation for Release

**Jonathan Beatty makes a motion to release Coles Brook Commerce Park Sewer Project's 2-year Maintenance Bond in the amount of \$10,200 and unexpended SIF maintenance fees, 2nd by Alice Kelly.
All in Favor, Motion Passes**

m. Brother's Automotive 45 Commerce Drive – Approval of DP-A Bonding, SIF & Assessment Figures – Reviewed, No Action

n. 3-5 School (WIS) - Final 2 Year Inspection Completed; Staff Recommendation for Release

**Alice Kelly makes a motion to release 3-5 School Sewer Project's 2-year Maintenance Bond in the amount of \$11,910 and unexpended SIF maintenance fees, 2nd by Jonathan Beatty.
All in Favor, Motion Passes**

9. New Business

None

10. Miscellaneous

a. Hallisey Report on Sewer Garage Ceiling

The Board reiterates that the most important concern is for the welfare and safety of the employees working in the garage and the protection of valuable sewer equipment. Robert Jahn assures the Authority that safeguards are being taken and that the section of the garage in question is secured while Frank Thomas, Building Maintenance Superintendent, gathers quotes for its repair or replacement.

11. Adjournment

**Alice Kelly makes a motion to adjourn the meeting, 2nd by Jonathan Beatty.
Meeting is adjourned at 7:55PM.**

Respectfully Submitted By,

Sarah A. Voog
CWPCA Commission Clerk