

CROMWELL WATER POLLUTION CONTROL AUTHORITY
ANNUAL MEETING
MONDAY, JULY 9, 2007
7:00PM ROOM 224/225

Minutes

1. Call to Order

Chairman Pie' calls the meeting to order at 7:08PM.

2. Roll Call and Seating of Alternates

Present: Chairman William B. Pie', Vice Chair, Alice Kelly, Tom Gunn, Jonathan Beatty (Secretary/Treasurer, Eric Zeilor checked in, but left temporarily and is expected to return)

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

3. Election of Officers - Chair, Vice Chair & Secretary/Treasurer

Tom Gunn makes a motion to re-elect William Pie' as Chairman, Alice Kelly as Vice Chair and Eric Zeilor as Secretary/Treasurer, 2nd by Jonathan Beatty.

All members vote in favor of the nominated panel, Motion Carries

4. Approve/Amend Agenda

Alice Kelly makes a motion to move Item 10. a. Lowe's Home Center – Approval Request of Project's Sewer Plans to follow Item(s) 8., 2nd by Tom Gunn.

All in Favor, Motion Passes

Discussion is held regarding adding a new item to #8. Bills and Correspondence.

Alice Kelly makes a motion to add the request for payment approval of Tighe & Bond Project #1630286, Invoice #067679, in the amount of \$5,756.19 as item 8. d., 2nd by Jonathan Beatty.

All in Favor, Motion Passes

5. Approval of Minutes

a. May 7, 2007 Special Meeting (AK, EZ, TG)
Tabled in anticipation of Eric Zeilor return.

b. June 11, 2007 PH & Regular Meeting

Jonathan Beatty makes a motion to approve the minutes of June 11, 2007, 2nd by Tom Gunn.

Vote: Yes: Chairman Pie', Tom Gunn, Jonathan Beatty

Abstain: Alice Kelly (not present at the June 11, 2007 Meeting)

6. Report of Chairman

a. Member's Report

Chairman Pie' informs the Authority that he and Rich Peck met before tonight's meeting at the Sewer Garage where they inspected and discussed the ceiling separation that occurred earlier today. The Chairman explains that he spoke with 1st Selectman, Paul Beaulieu, regarding the leasing of the Town garage by the CWPCA and that repairs are the responsibility of the Town, as the garage space is leased. The Authority members all express that safety of personnel is the first concern and they wish to be kept informed of the progress and report from the structural engineer that will inspect the site tomorrow.

b. Staff Report - None

7. Citizens Comment- None

8. Bills and Correspondence

- a. Request for payment approval of Stearns & Wheler Project #60028, Invoice #31413, in the amount of \$1,325.00.

Tom Gunn makes a motion to approve payment of the Stearns & Wheler Project #60028, Invoice #31413, in the amount of \$1,325.00, 2nd by Jonathan Beatty.

Vote: Yes: Chairman Pie', Tom Gunn, Jonathan Beatty

Abstain: Alice Kelly

- b. Request for payment approval of Weston & Sampson Project #2070113, Invoice #150094 in the amount of \$4,290.00.

Jonathan Beatty makes a motion to approve payment of the Weston & Sampson Project #2070113, Invoice #150094 in the amount of \$4,290.00, 2nd by Tom Gunn.

All in Favor, Motion Passes

- c. Request for payment approval of Tighe & Bond Project #1630286, Invoice #067595, in the amount of \$11,618.84.

Tabled in anticipation of Eric Zeilor's return.

- d. Request for payment approval of Tighe & Bond Project #1630286, Invoice #067595, in the amount of \$5,756.19.

Tabled in anticipation of Eric Zeilor's return.

10. a. Lowe's Home Center – Approval Request of Project's Sewer Plans Moved on Agenda per Authority vote.

Eric Zeilor arrives at the meeting at 7:25PM.

Mike Camilleri, Attorney from Brown, Rudnick, Berlack, Israels LLP, of One City Place and personally of 14 Centerwood Drive, Cromwell, and representing Lowe's Home Improvement Center speaks briefly to the Authority on the project.

Robert R. Pryor, Engineer for Langan Engineering & Environmental Services, explains that the project site for Lowe's is west of Coles Road and east of the Crown Plaza. The property actually abuts the Crowne Plaza parcel and will propose connection to the sewer main on Rte 372 running in between the two parcels. The plan proposes connecting to the 21" sewer main and run eastward along Rte 372 into the site, with an 8" line continuing to the building connection. Robert Pryor explains that the maximum expected water usage demand, as a result of the garden center, is approximately 2,500 gallons per day with only 1,000 gallons per day anticipated domestic sewer usage. All the concerns notated in Richard Peck's memo dated 6-19-07 have been addressed in the plan presented tonight.

Chairman Pie' comments that it is customary of the Authority to ensure that other properties are able to connect to sewer main extensions, however, the sewers will not be required beyond the proposed scope of the project as the only parcel not currently serviced by sewers is the parcel across the street that is in the wetlands.

Robert Pryor also indicates that a doghouse manhole will not be used over the 21" connection to the 8" line as a result of the comments made in Rich's memo. Rich states that at each bend in the line there is a manhole to provide access for cleaning or repair.

**Alice Kelly makes a motion to approve the sanitary sewer design as presented in the plans for Lowe's Home Improvement and Garden Center with all five conditions in Richard Peck's memo dated 6/19/07 to be met, and as recommended by the Town Engineer and the Sewer Administrator, 2nd by Tom Gunn.
All in Favor, Motion Passes**

Chairman Pie' returns to the tabled Items.

Alice Kelly makes a motion to take 8.c. and 8. d. off the table, 2nd by Eric Zeilor.

All in Favor, Motion Passes

c. Request for payment approval of Tighe & Bond Project #1630286, Invoice #067595, in the amount of \$11,618.84.

Discussion is held as to the charges for the Senior GIS Manager

Eric Zeilor makes a motion to approve payment of Tighe & Bond Project #1630286, Invoice #067595, in the amount of \$11,618.84, 2nd by Jonathan Beatty.

All in Favor, Motion Passes

d. Request for payment approval of Tighe & Bond Project #1630286, Invoice #067595, in the amount of \$5,756.19.

Alice Kelly makes a motion to approve payment of Tighe & Bond Project #1630286, Invoice #067595, in the amount of \$5,756.19, 2nd by Jonathan Beatty.

Discussion is held regarding field supplies. In the future, Alice Kelly would like a better description than field supplies for items such as software programs.

All in Favor, Motion Passes

9. Old Business

a. Financial Report

1. Delinquent Assessment & Usage Account Updates – Next Month –No Action

2. Budget Update Reports- a. Assessment, b. Usage, c. CNR
d. Line Item Transfer Approval

Alice Kelly comments that the Authority should approve all transfers first.

Sarah Voog indicates that the end of the year and billing time frame necessitated that the transfer be approved internally prior to being brought before the Authority for review and given the nature of the charges staff knew the Authority would approve the request.

She also has a few questions on utilities charges and will call staff to review.

Chairman Pie' takes a moment to commend and thank Alice Kelly for all her hard work and diligence on behalf of the Authority, especially with regard to the financials she carefully reviews each month, and the fact that she is willing to question billing charges as low as \$26.00.

3. EDU Report Budgeted 2007-2008 7167.80 Units @ 95%= 6809.41
Current EDU Report 7180.50 Units @ 95% = 6821.57 - Reviewed, No Action

4. Current Bond/SIF Data - 07/07 – Reviewed, No Action

b. Assessment Study –Notice of Decision from PH, ROA as Filed w/ Town Clerk (Separate Copy for Binder)

Rich indicates that staff will be meeting with Stearns and Wheler on Thursday to discuss the next phase of the Study regarding new Town installed sewers.

c. Sewer Line Rehab – Recommendation of Contractor to be Provided at Meeting.

Rich hands out a list of the firms that picked up the packets, which also indicates which firms actually bid on the project. He explains that the bids ranged from \$247,575.01 as the lowest and \$426,000 as the highest. All bids came in under the project's allocation. The lowest bidder's proposal is under strict scrutiny as the difference between the next lowest bidder is over \$82,000, and over \$178,000 less than the highest bidder. Consultants, Weston & Sampson are reviewing all aspects of the proposal and checking credentials.

The Authority members expressed concern over qualifications such as the firm's prior years experience, size of previous projects, quality of work performed etc.

Chairman Pie' explains that if the credentials do not meet the Consultants specifications that the next lowest bidder can legally be accepted.

- d. User Charge Study – Meeting w/ Stearns & Wheler set for 7/9/07
Rich says that the meeting rescheduled to Thursday at 1:30PM with Stearns & Wheler will also include discussion and review of the User Study, which will take priority at this point.
- 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 Paved– Reviewed, No Action
- g. Pasco Hill Subdivision – 2 Yr Maintenance Bond (CASH) to be Released Upon Completion of Sewer As-Built, Sewer Easement not Filed with Town Clerk – Still Pending– Reviewed, No Action
- h. West Street Commons (Active Adult) – Project Under Construction
Rich indicates that the project is almost ready to for maintenance phase. Road binder needs to be put down before final inspections can be performed.
- i. 263 Main Street – Draft DP-A Pending Acceptance/Signing by Developer – Reviewed, No Action
- j. Pondview Estates (Willowbrook Rd)- Draft DP-A Pending Acceptance/Signing by Developer – Reviewed, No Action
- k. Coles Brook Commerce Park – Final 2 Year Inspection Completed, Developer to Repair Faults Found with 3 Manholes, Release of Bond Set for August 13th Meeting.

Eric asks what kinds of faults were found at Coles Brook, Rich explains that some manhole covers were pushed off and need to be fixed. A punch list was provided to the developer with the issues that need resolving.

- l. Brother's Automotive 45 Commerce Drive – DP-A Bonding, SIF & Assessment Figures set for Approval
Alice Kelly makes a motion to approve the Project Performance Bond of \$25,000, for Sewer Inspection Fees to be set at \$1,600, and the assessment to be calculated based on the building size as recommended by the Sewer Administrator, 2nd by Jonathan Beatty. All in Favor, Motion Passes

10. New Business

- a. Lowe's Home Center – Approval Request of Project's Sewer Plans- Moved to after Item(s) 8.

11. Miscellaneous

- a. Approve Sarah Voog and Richard Peck to attend the Collections Law 2007 Seminar. (info in packet; cost \$179 each).

Alice Kelly makes a motion to approve Sarah Voog and Richard Peck to attend the Collection Law seminar as requested, 2nd by Jonathan Beatty. All in Favor, Motion Passes

- b. Memo from Robert Jahn to Richard Peck and Sarah Voog.
Alice Kelly asks that it be entered into the record that the Director of Public Works has recognized Sarah Voog and Richard Peck for their efforts in the Assessment Study as it relates to the Rule of Apportionment. She is pleased to know that the Memo will be placed in their personnel files.
The entire Authority members express their congratulations and thanks as well.

12. Adjournment

Alice Kelly makes a motion to adjourn the meeting, 2nd by Eric Zeilor. The meeting was adjourned at 7:57PM

Respectfully Submitted By,

Sarah A. Voog
CWPCA Commission Clerk