

CROMWELL WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
MONDAY, DECEMBER 14, 2009
7:00PM ROOM 224/225
MINUTES

1. Call to Order

Chairwoman, Alice Kelly calls the meeting to order at 7:14 PM.

2. Roll Call and Seating of Alternates

Present: Chairwoman, Alice Kelly, Vice Chairman, Tom Gunn, Jonathan Beatty
Also Present: Public Works Director, Eric Hood, Sewer Administrator, Richard Peck,
Commission Clerk, Sarah Voog, BOS Liaison, Richard Newton, FOG Program
Consultant, Kathryn Scott
Excused: Secretary/Treasurer, Eric Zeilor

3. Approve/Amend Agenda

Jonathan Beatty makes a motion to amend the Agenda by moving Item 8.b. FOG Program to follow 6. Citizens Comments, and to add item 10.b. Letter from Stephen Bayley, 2nd by Tom Gunn.
All in Favor, Motion Passes

4. Approval of Minutes

- a. November 9, 2009 – Regular Meeting
Jonathan Beatty makes a motion to accept the minutes as presented, 2nd by Tom Gunn.
All in Favor, Motion Passes

5. Report of Chairman

- a. Member's Report
- b. Staff Report

6. Citizens Comments - None

Moved Item from 8.b. FOG Program – Documents in Final Review Stage
Kathryn Scott of Hadlyme Engineers LLC, CWPCA FOG Program Consultant, provides the Authority with a power point presentation on the FOG Program. She explains that the presentation will be given to the public at the CWPCA Public Hearing/Regular Meeting scheduled for January 11, 2010 at 7 PM. She says that once completed it will be available to the public on the Cromwell website under the Sewer Department's FOG Program information.

Jonathan Beatty asks that the number of Class III & IV Food Service Establishments (FSEs) be made available to the public at the hearing.

Alice Kelly asks staff to send a letter inviting the BOS and EDC to the January meeting. She thanks Kathryn Scott for presenting the information and the hard work put into developing the program.

7. Bills and Correspondence

- a. Request for payment of Rome McGuigan invoice #312020, in the amount of \$1995.00.
- b. Request for payment of Rome McGuigan invoices #312260 in the amount of \$480.00 and #312421, in the amount of \$285.00, for a total payment of \$765.00.

**Jonathan Beatty makes a motion to approve payment of invoices noted as items 7.a. and b., 2nd by Tom Gunn.
All in Favor, Motion Passes**

8. Old Business

- a. Financial Report
 1. Delinquent Assessment & Usage Account Updates- November 2009
 2. Budget Update- a. Usage, b. Assessment, c. CNR – Reports
 3. EDU Report Budgeted 2008-2009 7196.60/Units @ 99% = 7124.63
Current EDU Report 7227.35 @ 99% = 7155.08
 4. Current Bond/SIF Data - 12/09
The Authority reviews items 8.a.1-4 with no action.
- b. FOG Program – Documents in Final Review Stage – Moved to follow Item 6. Citizens Comment
- c. Phase II Sewer Rehab Project – BOS Approved, W & S Engineers Writing up Consulting Contract to be Signed by Chairwoman
The Project award was approved at the prior meeting. Alice Kelly signs three (3) original Contract documents to be distributed.
- d. Beechwood Circle – Final Assessment Figures for 2010 (w/ Projected Figures)
Rich Peck states that the project is complete; the Authority reviews the project costs. Alice Kelly congratulates staff on putting together accurate proposed construction costs. Sarah Voog explains that the final assessment figures will be compiled for the Assessment public hearing in 2010.
- e. Cobblestone Plaza – Project Sewer Use & Bond Reduction Approval Recommendation
Rich Peck explains that the customary reduction of bond to 10% is not appropriate for this project as the State highway is involved.
**Tom Gunn makes a motion to accept the sewers for use and to reduce the cash Performance/Payment Bond of \$13,500 to \$5,000 for a period of two years from acceptance and to return unexpended SIFs, if applicable, out of the original retainage amount of \$1,600 and keep \$160 for maintenance phase retainage until final inspection, as recommended by Richard Peck in the Memo dated December 3, 2009, 2nd by Jonathan Beatty.
All in Favor, Motion Passes**

- f. Covenant Village “Hillcrest”- DP-A Pending Developer Approval/Signing – No Action
- g. Cider Hill – Holding Cash Bond, Pending Road Repair - No Action
- h. Mountain View Estates – Project Sewer Use & Bond Reduction Approval Recommendation
Rich Peck says the project is complete other than the final paving to be done in the spring after the road settles through the winter.

Tom Gunn makes a motion to accept the sewers for use and to reduce the cash Performance/Payment Bond of \$198,000 to \$19,800 for a period of two years from acceptance and to return unexpended SIFs, if applicable, out of the original retainage amount of \$4,800 and keep \$480 for maintenance phase retainage until final inspection, as recommended by Richard Peck in the Memo dated December 2, 2009, 2nd by Jonathan Beatty.

All in Favor, Motion Passes

- i. Northbrook Estates - Holding Cash Bond, Pending Road Repair & Sewer Asbuilts. – No Action
- j. Northwoods Estate – DP-A Pending Developer Approval – No Action
- k. Pond View Estates – DP-A Pending Developer Approval/Signing – No Action
- l. West Street Commons – Final 2-Year Inspection, Pending Required Repairs
Rich Peck says that the developer is aware of the repairs required and will be resolving the problems.
- m. 33 Prospect Hill Rd - Resolved – Reviewed, No Action

9. New Business

- a. 3 Pasco Hill/71 North Rd SEP-A – Final Project Release Recommendation
Jonathan Beatty makes a motion to release 3 Pasco Hill/71 North Rd Sewer Extension Project’s 2-year Maintenance Bond in the amount of \$2,100 and unexpended SIF maintenance fees as recommended by Richard Peck in the Memo dated December 3, 2009, 2nd by Tom Gunn
All in Favor, Motion Passes
- b. Harpers Meadow DP-A – Final Project Release Recommendation Pending Receipt of Sewer Asbuilt Plans
Rich Peck asks the Authority to put the release on hold until the required Sewer Asbuilt Plans are received.

Tom Gunn makes a motion to table the request until Sewer Asbuilt Plans are received, 2nd by Jonathan Beatty.

All in Favor, Motion Passes

- c. 2010 Meeting Schedule
Jonathan Beatty makes a motion to accept the schedule as presented, 2nd by Tom Gunn.
All in Favor Motion Passes

10. Miscellaneous

- a. Commissioner William B Pie' Jr, - Resignation Letter
Jonathan Beatty makes a motion to send William Pie' a letter of thanks for all his dedication and years of service to the CWPCA, 2nd by Alice Kelly.
All in Favor, Motion Passes

Alice Kelly will bring letter to the next meeting for all commissioners to sign.

- b. Letter from Stephen Bayley to the CWPCA
Alice Kelly reads Stephen Bayley's letter stating his intention to submit his name for the open full Democratic seat.

11. Adjournment

Alice Kelly adjourns the meeting at 8:30 PM.

Respectfully submitted by,

Sarah A. Voog
CWPCA Commission Clerk