

CROMWELL WATER POLLUTION CONTROL AUTHORITY  
SPECIAL MEETING & BUDGET WORKSHOP  
MONDAY, JANUARY 30, 2017  
6:30 PM ROOM 222

MINUTES

RECEIVED FOR FILING  
2/2 2017 at 3:46 PM.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

**1. Call to Order**

Chairman Alice Kelly called the meeting to order at 6:47 PM.

*Gloria Brundage*  
TOWN CLERK

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

Present: Chairman Alice Kelly, Vice Chairman Eric Zeilor, Members Robert Jahn, Timothy Griffin

Also Present: Town Council, Richard Newton, Public Works Director Lou Spina, Sewer Administrator Richard Peck, Commission Clerk Sarah Voog

**3. Approve/Amend Agenda**

Rich Peck noted it was a Special Meeting and therefore no amendments could be made.

**4. Approve/Amend Minutes**

a. December 12, 2016 Regular Meeting

**Robert Jahn made a motion to approve the minutes as presented, 2<sup>nd</sup> by Timothy Griffin.**

**All in Favor. Motion Passed.**

**5. Report of Chairman**

a. Member's Report

b. Staff Report

Rick Peck reported that a new lateral would be installed and it would be crossing Route 372 to service the approved carwash (across from Lowes). He noted that there would be oil and grit separators. He said that there would be high EDUs and the business would be billed on water consumption.

**6. Citizen Comments**

Chairman Alice Kelly asked if there were any citizen comments and there were none.

**7. New Business**

- a. Discussion on FY 2017-2018 EDU Rate, Usage, Assessment & CNR Budgets to Move to Public Hearing in February- Separate Budget Packet Enclosed
- Rich Peck reviewed with the Authority each Line Item of the Proposed Sewer Usage, Assessment and CNR Budgets. In discussion of the Usage Non-Recurring Fund Robert Jahn questioned the purchasing of the capital equipment within this fund. Sarah Voog explained that the Finance Director set up the purchasing procedure for sewer capital equipment within this line item in response to concerns in the past. Rich Peck said that this is the correct procedure to purchase trucks, flow meters etc. that are a single year purchases and not a multi-year project.
- Discussion was held on the need to fund within the Usage Budget for improvements to the sewer system as well as various projects proposed in the future. The members agreed that pulling from the fund balance to cover budget costs will not

work in the future and that adding to the fund balance will be necessary to cover the future purchases of maintenance equipment and improvements to the sewer system. Staff and the Authority members agreed to propose the 2017/2018 EDU rate of \$265.

The Authority members made a few language changes, no monetary changes and approved to move the proposed budgets to a public hearing in February.

**Robert Jahn made a motion to move the Proposed Usage, Assessment, CNR Budgets and EDU Rate of \$265 to a public hearing in February, 2<sup>nd</sup> by Timothy Griffin.**

**All in Favor. Motion Passed.**

#### **8. Old Business**

- a. Town Council approved the Bid Waiver to continue with Cardinal Engineering Services for the Phase IV Sewer Rehabilitation.

Item 8.a. was reviewed with no action.

#### **9. Bills and Correspondence**

There were no bills or correspondence.

#### **10. Financial Reports**

- a. Receivables/Delinquent Assessment & Usage Account Updates
- b. Budget Update Revenues/Expenditures – Assessment, Usage & CNR
- c. Bond & SIF Status

A brief discussion was held on Item 10. a-c Financial Reports. By general consensus the Authority members asked that Tax Collector Douglas Sienna to attend the February meeting to go over the financial reports and provide samples of the usage bill for the April 1<sup>st</sup> billing, so that the members could review and comment on the bill and its content. Chairman Kelly stated the Authority members require a PSA to be included with the annual usage billing.

#### **11. Miscellaneous**

- a. Discussion/Action to schedule Public Hearing date for February. Current scheduled date of February 13 is a holiday, Town Hall Closed  
The Authority members discussed the need to cancel the February 13<sup>th</sup> meeting as Town Hall is closed on that day. The members agreed to set a Public Hearing and Special Meeting on February 15, 2017 at 6:15 PM.

#### **12. Adjournment**

**Robert Jahn made a motion to adjourn the meeting at 8:22 PM, 2<sup>nd</sup> by Tim Griffin.**  
**All in Favor. Meeting Adjourned.**

Respectfully Submitted By,



**Sarah A. Voog**  
**CWPCA Commission Clerk**