

Cromwell Water Pollution Control Authority

Regular Meeting

Monday, July 8, 2019

7:00PM Council Chambers

MINUTES

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JOAN AHLQUIST
TOWN CLERK
CROMWELL, CT



1. Call to Order

Chairman Alice Kelly called the meeting to order at 7:00PM

2. Roll Call and Seating of Alternates

Present: Chairman Alice Kelly, Vice Chairman Eric Zeilor, Allan, Spotts, Robert Jahn. Also

Present: Liaison Richard Newton, Sewer Administrator Richard Peck, Clerk Laura Criscuolo

3. Approve/Amend Agenda

Vice Chairman Eric Zeilor requested to amend the agenda to include discussion points for the yearly letter and finances for Public Works Site to be added to miscellaneous. **Chairman Alice Kelly made a motion to approve the agenda, 2nd by Member Allan Spotts. All in Favor. Motion Passed.**

4. Approve/Amend Minutes

a. March 14, 2019 Special Meeting: **Member Robert Jahn made a motion to approve the agenda, 2nd by Vice Chairman Eric Zeilor. All in favor with Member Allan Spotts abstention because he was not present at this meeting. Motion Passed.**

b. May 20, 2019 Special Meeting: **Member Robert Jahn made a motion to approve the agenda, 2nd by Member Allan Spotts. All in favor with Vice Chairman Eric Zeilor abstention because he was not present at this meeting. Motion Passed.**

5. Report of Chairman

a. Member's Report: Nothing to report at this time

b. Staff Report: Sewer Administrator Richard Peck mentioned that 25 letters were mailed to Cromwell Residents for the Sump Pump Removal Program, so far have received 11 responses, 5 are connected to the system & will be part of the program. 2nd notices have been mailed to the 12 that have not responded. Notices will be sent out to any residents in suspected areas with excessive infiltration.

6. Citizen Comments: None at this time

7. New Business: Nothing to Report at this time

8. Old Business

- a. Public Works/CWPCA Facility-Site Ongoing by Town Forces: Public Works CWPCA Highway & Sewer Department assisting highway doing storm infrastructure, working with the highway in assisting with the recycle center to get maintenance done at the same time the work is being done. Anticipated construction to start in approximately 3 weeks. Chairman Alice Kelly requested for Sewer Administrator Richard Peck to look at solar panel system for new building.
- b. Arbor Meadows (off Field Rd) – Construction of Sewer Mains Ongoing: Project is nearing completion, working on inverts. Most of the inspection is completed with some exceptions of the areas that need to be finished.
- c. Sanitary Sewer I/I Project – VMS Construction Project Completed-2 Year Maintenance Bond in the Amount of \$90,000 Submitted: Project is completed & 2 Year Maintenance Bond in the Amount of \$90,000 Submitted as recommended by Cardinal Engineering for any incidentals that may happen, will be put in record once project is approved as being done and full payment is received. They did seal the joints & cracks on all the patches they did on the roads. Engineering did check the patches on the road & engineering was satisfied.
- d. Covenant Village-Demolition of Houses and Cottages Completed: Demolition of houses & cottages along West Street, no further construction at this time, paperwork is in process.

9. Bills & Correspondence

- a. VMS Construction Co.-Request to Approve to pay Application #7 (12-1-18 to 4-24-19) in the amount of \$22,848.77 for Final Payment of Contracted work. Reviewed by Cardinal Eng. Warren Baethge: **Vice Chairman Eric Zeilor made a motion to approve to pay Application #7 (12-1-18 to 4-24-19) in the amount of \$22,848.77 for Final Payment of Contracted work. Reviewed by Cardinal Eng. Warren Baethge, 2nd by Member Allan Spotts. All in favor. Motion Passed.**
- b. Cardinal Engineering-Request to approve to pay Invoice No.2236/20 in the amount of \$1,303.40 for Construction Phase, Contract Administration: **Vice Chairman Eric Zeilor made a motion to approve to pay Invoice No.2236/20 in the amount of \$1,303.40 for Construction Phase, Contract Administration, 2nd by Member Robert Jahn. All in favor. Motion Passed.** Any leftover balance will be transferred to CNR

10. Financial Reports

- a. Receivables/Delinquent Assessments & Usage Account Updates: Finance Director expected to attend CWPCA Meeting in September. Sewer Administrator Richard Peck will ask Finance Director, Marianne Sylvester to come to CWPCA Meeting to explain CNR. Any questions should be sent to Sewer Administrator Richard Peck and copy Chairman Alice Kelly. Sewer Administrator Richard Peck to follow up on QDS Report.

- b. Budget Update Revenues/Expenditures-Assessment, Usage & CNR: Sewer Administrator Richard Peck reviewed the balance sheets.
- c. Bond & SIF Status: Nothing to report at this time
- d. Budget Reports: Year to date budget report is not the final. no line item transfers have been done at this time

11. Miscellaneous: Discussion of the yearly letter and financing for Public Works Site:

- a. **Public Works Site Finance:** Discussion of rent vs. pay lump sum up front. Need to review & discuss final numbers. Liaison Richard Newton mentioned that a town meeting would need to be done and decision would need to be in writing. Marianne Sylvester, Finance Director is the point of contact
- b. **Yearly Letter:** Discussion that the yearly letter that is included with the bill, be discussed at the CWPCA Budget Meeting with Authority Members at the meeting to discuss the letter. It was suggested that the letter come from Commission of the Sewer Department.

12. Adjournment: Vice Chairman Eric Zeilor made a motion to adjourn the meeting at 7:55PM, 2nd by Member Robert Jahn. All in favor. Meeting adjourned

Respectfully Submitted By:

Laura Criscuolo, CWPCA Commission Clerk