

CROMWELL WATER POLLUTION CONTROL AUTHORITY
ANNUAL MEETING
MONDAY, JULY 11, 2016
7:00 PM, ROOM 224/225
MINUTES

1. Call to Order

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

2. Roll Call and Seating of Alternates

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

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

3. Approve/Amend Agenda

Robert Jahn made a motion to approve the agenda 2nd by Timothy Griffin.
All in Favor. Motion Passed.

4. Election of Officers

Chairman Kelly opened the floor to nominations for Chairman.

Eric Zeilor made a motion to nominate Alice Kelly as Chairman, 2nd by Robert Jahn.

No other nominations were offered.

Robert Jahn made a motion to close the nominations for Chairman, 2nd by Timothy Griffin.

All in Favor, Nominations Closed.

All members were in favor of Alice Kelly as Chairman. Motion Passed.

Chairman Kelly opened the floor to nominations for Vice Chairman.

Robert Jahn made a motion to nominate Eric Zeilor as Vice Chairman, 2nd by Kenneth Slade.

No other nominations were offered.

Robert Jahn made a motion to close the nominations for Vice Chairman, 2nd by Timothy Griffin.

All in Favor, Nominations Closed

All members were in favor of Eric Zeilor as Vice Chairman. Motion Passed.

5. Approve/Amend Minutes

a. June 13, 2016 Regular Meeting

Eric Zeilor made a motion to approve the minutes as presented, 2nd by Kenneth Slade.

All in Favor. Motion Passed.

6. Report of Chairman

a. Member's Report

b. Staff Report

Chairman Kelly asked the members and staff if there were any reports not covered on the agenda; there were none.

7. Citizen Comments

Chairman Kelly asked if there are any citizen comments; there were none.

8. New Business

a. 2016 Annual Proposed Caveat & Final Assessments –Workshop to Move to Public Hearing in August

Rich Peck reviewed each of the four properties on the 2016 Proposed Caveat & Final Assessments list. He described the properties as follows:

194 Shunpike Road – 5,200 Square Foot (SF) Non-Residential Building Addition with an Outlet Charge only (based on SF) for a total assessment of \$6,604

5 Monnes Road & 76 Nooks Hill Road – Residential Single Family Homes with Outlet Charges only for a total assessment of \$3,175 each.

31 Pasco Hill Road - Residential Single Family Home with both a Lateral and Outlet Charge for a total assessment of \$6,115.

A brief discussion was held.

Eric Zeilor made a motion to move the 2016 Proposed Caveat & Final Assessments to public hearing in August, 2nd by Robert Jahn.

All in Favor. Motion Passed.

b. Discussion/Action on Cardinal Engineering Proposed Amendment V to I/I Project 2168

Rich Peck reviewed the proposed Amendment No. 5- Priority List for Rehabilitation Work Designated as “Ineligible” discussing in detail the “Scope of Work” as a priority list for rehabilitation work designated as ineligible (for clean water funding). He read each of the four items in the list detailed on page 2 of the Amendment. He noted that this work is to determine the most crucial sewer rehabilitation needed to be presented as a list to the Authority as the priority rehab work. Alice Kelly commented that there would be no engineering services included. Rich agreed that the document notates that those services are not in the scope of this amendment. Rich Peck said that this Amendment should not exceed \$5,300 as indicated.

Chairman Kelly asked Lou Spina if he reviewed the proposed amendment with Rich Peck and agreed with the scope of work. Lou Spina said he met with Rich Peck, they went over the proposal and they are both in agreement to proceed with the work detailed in Amendment No. 5. Rich also commented that the scope of work will include about 8 hours of recent tape/CD recordings for review that was not originally included in the study, which needs to be included in the priority list. Rich Peck informed the Authority that sewer personnel will be performing the manhole rehabilitation, noted in the study, in-house. He said it will cost a few thousand dollars, but it will save a lot of money. He said the grout injector machine that will be needed was purchased in FY 15/16 and the manhole cutter will be purchased from the CNR funds allocated in FY 16/17.

Eric Zeilor made a motion to approve the Chairman to sign Cardinal Engineering Associates Amendment No. 5 (I/I Project 2168), 2nd by Robert Jahn.

All in Favor. Motion Passed.

9. Old Business

a. I/I Program - Sump Pump/Inflow Disconnection Financial Assistance Grant Policy (Draft 3) - Sent to Town Attorney for Review/Opinion

Rich Peck said he has not gotten any opinion in reply to his email sent to Town Attorney Kari Olson May 16, 2016. Alice Kelly asked him to email Attorney Olson to request a response to the “Draft” Sump Pump/Inflow Disconnection Financial Assistance Grant Policy.

b. Discussion of Sewer Rehab. Phase IV Project Funding - DEEP Meeting Update
Rich Peck said that in June Cardinal Engineering Associates and staff went to CT DEEP for a scheduled meeting regarding the pending application requesting clean water grant funds. He said they made a presentation of the I/I study and results. He said that after the presentation DEEP informed them that they do not have any clean water grant funds for I/I projects left, but that there is low interest loan money available. Rich Peck said prior to that meeting it was not known that there were no clean water funds available.

c. Northwoods Estates 2 - Final Release Pending-Update
Rich Peck said the project status has not changed. He said there has been settling of the sewer main creating some pooling in a few areas, which will need to be fixed before the project can be released. He said they also still owe us an As-built for Phase 3 of the NWE sewer project. He noted he has spoken with Norman Nadeau (the Developer) recently to remind him of the pending issues. Eric Zeilor asked that a deadline be set and met for completion of the project or the funds in retainage will need to be used to close the project. Alice Kelly asked Rich Peck to email Mr. Nadeau regarding the matter.

10. Bills and Correspondence

a. Cardinal Engineering Request for Payment of Invoice 2168/16 in the amount of \$1282.50

Rich Peck said the purpose of Amendment No. 4 funds was to pay for meetings with DEEP regarding the clean water funding application request. He said since there are no funds available there is no longer a need for additional funds to cover the cost of meetings with DEEP (Cardinal Engineering services), therefore, the PO can be closed after the payment of \$1,282.50. He said he approves payment of invoice 2168/16.

Robert Jahn made a motion to approve payment of invoice 2168/16 in the amount of \$1,282.50 for the coordination and meeting with DEEP, 2nd by Kenneth Slade. All in Favor. Motion Passed.

11. Financial Reports

- a. Receivables/Delinquent Assessment & Usage Account Updates
- b. Budget Update Revenues/Expenditures – Assessment, Usage & CNR
- c. Bond & SIF Status – Pending Project Addressed on Meeting Agenda

The Authority reviewed Items 11 a-c.

Robert Jahn asked why the Munis revenue figure did not separate principal from late and lien fees. Sarah Voog said that the Finance Director Marianne Sylvester stated that they only track the overall figure. Sarah Voog said that she reports monthly/annual figures of each component of revenue that is comprised of principal, late, lien, NSF charges as well as account credits. She also suggested that a meeting with The Tax Collector Douglas Sienna be coordinated with CWPCA members to address the reporting aspect of the revenue, expenses and budget figures for the future. She noted that the transition of revenue to the Tax Office will need discussion of new budget reporting procedures.

Alice Kelly asked Lou Spina questions regarding the move and he said there are a number of details to consider and that there will be meetings to work through the transition as the process moves forward and as needed to address concerns that arise. Chairman Kelly asked Rich Peck to coordinate a meeting with staff and the CWPCA at Mr. Sienna's convenience. It was noted that it would be best to schedule the meeting during normal business hours and if three or more members want to attend that a special meeting notice be posted a minimum of 48 hours in advance.

12. Miscellaneous

None

13. Adjournment

Robert Jahn made a motion to adjourn the meeting at 7:37 PM, 2nd by Timothy Griffin.

All in Favor. Meeting Adjourned.

Respectfully Submitted By:

**Sarah A. Voog
CWPCA Commission Clerk**