

CROMWELL WATER POLLUTION CONTROL AUTHORITY  
SPECIAL MEETING & BUDGET WORKSHOP  
FRIDAY, JANUARY 30, 2015  
6:30 PM ROOM 222  
**MINUTES**

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**1. Call to Order**

Chairman Alice Kelly called the meeting to order at 6:30 PM.

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

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

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

Absent: Jonathan Beatty

**3. Approve/Amend Agenda**

**Timothy Griffin made a motion to accept the agenda, 2<sup>nd</sup> by Robert Jahn.**

**All in Favor. Motion Passed.**

**4. Approve/Amend Minutes**

a. December 8, 2014 Regular Meeting

**Robert Jahn made a motion to approve the minutes from the December 8, 2014 Regular Meeting 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

No comments were made.

**6. Citizen Comments - None**

**7. New Business – Budget Workshop**

a. 198 Evergreen Rd – Request for Waiver of Connection to Public Sewers.

Rich Peck described the locations of the nearest sewers to 198 Evergreen Road indicating that the closest accessibility is more than 1600' away with no other homes in the immediate area serviced by sewers. Discussion was held.

**Eric Zeilor made a motion to waive the requirement for the proposed subdivision at 198 Evergreen Road to connect to sanitary sewers, as recommended by the Sewer Administrator, Richard Peck, 2<sup>nd</sup> by Timothy Griffin.**

**All in Favor. Motion Passed.**

b. Discussion on FY 2015-2016 EDU Rate, Usage, Assessment & CNR Budgets to Move to Public Hearing in February- Separate Budgets Packet Enclosed

Rich Peck gave a detailed explanation of each line item in the proposed assessment budget. Staff noted that the only increase was \$200 to GIS funding.

**Eric Zeilor made a motion to send the Proposed 2015/2016 Assessment Budget of \$58,000 to public hearing, 2<sup>nd</sup> by Robert Jahn.**

**All in Favor. Motion Passed.**

Rich Peck gave a detailed explanation of each line item in the proposed usage budget. Discussion was held regarding the Mattabassett payment of \$797,747 representing an increase of \$131,026 that is almost 100k less than was originally projected. Rich Peck said that Mr. Armet's explanation was that due to revenue and reserve funds the projected amount was less than anticipated.

Also discussed, was GIS funding that supports a new feature available to the public giving access to lateral card scans (sewer building connections) for each property, where available, via the Town's website GIS; the CWPCA's contribution to the proposed server update planned for next year; and the soon to be launched WebShare on-line application that will allow customers, by password protected log-in, to view their account information 24/7 (current/past billings and transaction history) from their computer, tablet or mobile phone. Sarah Voog said payment through OfficialPayments.com option will remain the same and a "Pay Now" link will be available on WebShare. Rich Peck addressed the \$20,000 increase to line item 76110 Materials & Shop Supplies. He said that the State DOT is projecting repaving of a portion of Rte 372 and that the increase is to purchase material for the adjustment of the manholes within that project. Rich Peck then reviewed the proposed non-recurring capital purchase to replace the 2002 GMC 2500 pickup truck with utility body with the Proposed 2015/2016 Usage Budget funds. Discussion was held on the overall proposed usage budget increases, decreases and the EDU rate appropriate to fund the annual budget. The Authority members and staff agreed to propose utilizing \$146,000+/- from the usage fund balance to offset a higher EDU rate.

**Eric Zeilor made a motion to propose an EDU rate of \$235.00 for the 2015/2016 Usage Budget to be sent to public hearing, 2<sup>nd</sup> by Robert Jahn.**  
**All in Favor. Motion Passed.**

## 8. Old Business

a. Northwoods Estates (Bucks Crossing & Fawn Run), Phase 1- Pending Release  
 Rich Peck said the punch list items in regards to the pump station are still not resolved.  
 No Action

b. Northwoods Estates (Bucks Crossing & Fawn Run), Phase 3 – Project Update  
 Rich Peck said the sewer project is still ongoing. No Action

c. Outlet Charges/Connection Fees Discussion/Possible Action & CNR Funding Allocation

Discussion was held on the assignment of outlet charges as connection fees and the allocation of those funds for use toward capital expenses; particularly for the benefit of all sewer users and not for defraying the cost of a specific public sewer extension or improvement to the benefit of only a few users. After discussion on staffs' review of the proposal (Sewer and Finance Departments) it was agreed that the term ("Connection Fee") would be added to the description of the "Outlet Charge" in the "Rule of Apportionment of Sewer System Benefit Assessments" document.

**Eric Zeilor made a motion to approve the establishment of the "Outlet Charge" line item 25915000 within the Assessment Fund and to approve the Outlet Charges (Connection Fees) to be allocated toward CNR funding for Sewer Rehabilitation Phase IV Continuation, 2<sup>nd</sup> by Robert Jahn.**

**All in Favor. Motion Passed.**

**Robert Jahn made a motion to send the proposed CNR expenditure of \$700,000 to public hearing, 2<sup>nd</sup> by Eric Zeilor.**

**All in Favor. Motion Passed.**

d. Facility Update

Alice Kelly said there are no updates at this time.

e. Sewer Rehab I & I Study Update - Cardinal Engineering

Rich Peck discussed various aspects of the I & I Study recommendations as detailed in the Cardinal Engineering reports titled, Probable Project Cost Estimate Recommended Manhole and Sewer System Rehabilitation and Clean Water Fund (Assumed Eligible Cost – In an Excessive Infiltration Area). Specific discussion was held about property owners with sump pumps that are connected to the sanitary sewer system. Members expressed concern regarding the notification and implementation of a program to remove the connections, as the Town Code currently requires. No decision was made at the meeting. It was agreed to continue discussions on setting a future policy and procedure.

**9. Bills and Correspondence**

- a. Cardinal Engineering Request for Payment of Invoice 2168/12, in the Amount of \$12,947.

Rich Peck reviewed the details of the invoice and gave his approval to pay.

**Eric Zeilor made a motion to approve payment of Invoice 2168/12, in the amount of \$12,947, as recommended by the Sewer Administrator, Richard Peck, 2<sup>nd</sup> by Robert Jahn.**

**All in Favor. Motion Passed.**

**10. Financial Reports**

- a. Receivables/Delinquent Assessment & Usage Account Updates
- b. Budget Update Revenues/Expenditures – Assessment, Usage & CNR (Same Packets as 7.b.)
- c. Bond & SIF Status

There were no questions on Items 10 a.- c. that weren't covered earlier in the proposed budget discussions. No Action

**11. Miscellaneous - None**

**12. Adjournment**

**Robert Jahn made a motion to adjourn the meeting at 8:40 PM, 2<sup>nd</sup> by Timothy Griffin.**

**All in Favor. Meeting Adjourned.**

Respectfully Submitted by,

Sarah A. Voog  
CWPCA Commission Clerk