**MINUTES**

CROMWELL WATER POLLUTION CONTROL AUTHORITY

REGULAR MEETING

MONDAY, SEPTEMBER 12, 2016

7:00 PM, ROOM 224/225

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1. **Call to Order**

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

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

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

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

1. **Approve/Amend Agenda**

**a. Robert Jahn made a motion to approve the agenda, 2nd by Timothy Griffin.**

**All in Favor. Motion Passed.**

1. **Approve/Amend Minutes**

 a. August 8, 2016 Public Hearing & Regular Meeting

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

**Vote: Yes: Alice Kelly, Robert Jahn,**

 **Abstain: Eric Zeilor, Kenneth Slade** (not present at minutes meeting)

**Motion Passed.**

1. **Report of Chairman**

a. Member’s Report

b. Staff Report

Chairman Kelly asked if there were any member or staff comments. There were none.

1. **Citizen Comments**

 There were no citizen’s present.

1. **New Business**

There was no new business.

1. **Old Business**

a. Discussion/Action on Cardinal Engineering Proposed Priority list for Recommended Pipeline Rehabilitation.

Rich Peck read Cardinal Engineering Associates’ (CEA) Recommended Rehabilitation Priority List, Cromwell Infiltration/Inflow Study Update, Amendment #5, (letter) dated September 1, 2016 into the record. He then explained that the draft priority list was sent about a month ago and he reviewed it and made changes that are represented in the final list. He said after reviewing the final list his recommendation is to complete all of the High Priority List items, all of the Moderate Priority List items and the first two segments of the Low Priority List ($1,560 & $2,730). He said that he would like to remove segments three ($33,620) and four ($33,750) from CEA’s list and do that work in-house. He noted that they purchased a permaliner kit to do spot repairs to the pipes and to have the full liners contracted out. He also said that the Sewer Department bought a grouting machine and will to do the recommended manhole seal rehab in-house.

Rich Peck said that he met with Public Works Director Lou Spina today to review the Priority List recommendations and his proposal to request $745,000 out of the Usage Fund Balance to add to the already appropriated $700,000 CNR funding for Phase lV. He noted that Lou Spina is in agreement with his recommendations for the CWPCA.

**Eric Zeilor made a motion to approve the Sewer CNR appropriation in the amount of $745,000 to come out of the Sewer Usage Fund-158 to be moved into the Sewer CNR Fund-260 for the Sewer Study/Rehabilitation Phase IV, 2nd by Kenneth Slade.**

**All in Favor. Motion Passed.**

More discussion was held.

Robert Jahn asked what kind of fund balance should be kept to cover major unexpected expenses. Rich Peck said that there is no real standard but that 10 to 15 percent seems to be the recommendation, noting that after both appropriations to the CNR funds there will be more than sufficient balances in the Usage and Assessment funds and that anything really significant would have to be put out to bond by the Town.

Alice Kelly asked that Rich Peck have the Town Manager’s, Finance Director’s and Public Works Director’s agreement of the recommendation to keep Cardinal Engineering as the consultant upon moving forward with Phase IV of the Sewer Rehab. Eric Zeilor asked Rich Peck to put together an estimated cost saving for continuing with CEA as opposed to putting the project back out to bid, which would potentially include reviewing numerous hours of video, data, reports etc., all ready completed, before proceeding with the project. Kenneth Slade noted that the time involved to do that work would likely increase the project costs as a result of inflation of expense.

b. I/I Program - Sump Pump/Inflow Disconnection Financial Assistance Grant Policy (Draft 4) - Town Attorney Review/Opinion Revision

Rich Peck reviewed draft (#4) of the grant policy sent to the Attorney. He went through the documents side by side and line by line addressing each of the Attorney’s edits. Discussion was held on a few of the changes that were made.

**Eric Zeilor made a motion to approve the Sump Pump/Inflow Disconnection Financial Assistance Grant Policy “draft” dated 5/9/16 with the Attorney’s recommended edits, 2nd by Kenneth Slade.**

**All in Favor. Motion Passed.**

More discussion was held. Rich Peck said that the grant funding was part of the original study recommendations and is already approved for use when the findings of the I/I Rehab Study Phase IV was reviewed and accepted by the CWPCA earlier this year. Eric Zeilor asked when the program would begin and Rich Peck said once the additional money is approved for use the I/I Rehab Project will begin.

c. Northwoods Estates 2 - Final Release Pending-Update

Rich Peck said the project is still pending and that Norm Nadeau will do the repair work required on Wednesday the 14th.

1. **Bills and Correspondence**

a. Cardinal Engineering Request for Payment of Invoice 2168/17 in the amount of $3289.50

Rich Peck said that the billing represented the work done on the Priority List. He noted that it may not be the final bill for that portion of the work and recommended to pay Invoice 2168/17.

**Eric Zeilor made a motion to approve payment of Invoice 2168/17 in the amount of $3289.50, as recommended by Sewer Administrator Richard Peck 2nd by Robert Jahn.
All in Favor. Motion Passed**

b. Murtha Cullina request for payment of Invoice 531691 in the amount of $392.00.

Rich Peck said that the billing represented the work done on the draft ”Sump Pump/Inflow Disconnection Financial Assistance Grant Policy” and recommended to pay invoice 531691.

**Eric Zeilor made a motion to approve payment of Invoice 531691 in the amount of $392.00, as recommended by Sewer Administrator Richard Peck 2nd by Robert Jahn.
All in Favor. Motion Passed**

1. **Financial Reports**
	1. Receivables/Delinquent Assessment & Usage Account Updates
	2. Budget Update Revenues/Expenditures – Assessment, Usage & CNR
	3. Bond & SIF Status – Pending Project Addressed on Meeting Agenda

There was a brief discussion held regarding Items 10. a-c on the agenda, no action was taken.

1. **Miscellaneous**

None

1. **Adjournment**

**Robert Jahn made a motion to adjourn the meeting 7:55 PM, 2nd by Timothy Griffin.**

**All in Favor. Meeting Adjourned.**

**Respectfully Submitted By:**

**Sarah A. Voog**

**CWPCA Commission Clerk**