

12-13-16A09:35 RCVD

CROMWELL WATER POLLUTION CONTROL AUTHORITY  
 REGULAR MEETING  
 MONDAY, DECEMBER 12, 2016 7:00 PM ROOM 224/225  
MINUTES

RECEIVED FOR FILING  
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**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 Robert Jahn, Timothy Griffin, Kenneth Slade

Also Present: Tax Collector Doug Siena, Town Council Liaison Richard Newton, Sewer Administrator Richard Peck,

Absent:, Commission Clerk Sarah Voog

**3. Approve/Amend Agenda**

Eric Zeilor: Motion to move 10. Financial Reports to next item of business following approval of agenda Second: Robert Jahn. Motion Passed.

**4. Financial Reports**

Doug Siena presented a proposed new format for CWPCA financial reports. As of November 30, 2016 Quality Data Systems will be the accounting software for tracking all of CWPCA financial accounts. Mr. Siena showed the present form used for Cromwell Fire District as an example of what the new CWPCA financial form would look like. FOG and Drainlayer permits revenue would now reflected as separate items in the new forms. 05-Assessment Revenue 06-Useage Revenues 07-Miscellaneous Revenues which will include FOG and Drainlayer revenues. Mr. Siena will review the State Statutes regarding sewer delinquents. Mr. Peck will be following up with Mr. Siena regarding the Bond and SIF areas. The new formats will be given at our January meeting. CWPCA members thanked Mr. Siena on his presentation and upcoming new formats. The FOG and Drainlayer permit revenue will continue to be taken in by the Sewer Department staff and then bring the revenues down to the Revenue Collections Department.

- a. Receivables/Delinquent Assessment & Usage Account Updates – NO Action
- b. Budget Update Revenues/Expenditures – Assessment, Usage & CNR – No Action
- c. Bond & SIF Status – No Action

**5. Approve/Amend Minutes**

Chair Kelly asked for a motion to approve October 17, 2016 Public Hearing and Minutes as amended: Second to Motion to Open Public Hearing was Timothy Griffin.

Motion: R. Jahn Second: T. Griffin.

**All in Favor. Eric Zeilor abstained (not present at October 17 meeting. Motion Passed.**

**6. Report of Chairman**

- 1. Member's Report
- 2. Staff Report

**7. Citizen Comments**

There were no citizen comments.

**8. New Business**

Proposed 2017 CWPCA Meeting Dates.

R. Jahn Motion to Approved as Presented Second: T. Griffin. **Motion Passed.**

**9. Old Business**

R. Peck will presenting a request to the Town Council on Wednesday December 14 for a bid waiver for Cardinal Engineering Services for Phase IV Sewer Rehabilitation.

**10. Bills and Correspondence – None**

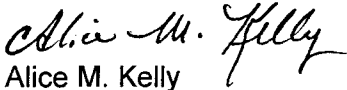
**11. Miscellaneous**

T. Griffin wished everyone a Merry Christmas and a Happy New Year!

**12. Adjournment**

Robert Jahn made a motion to adjourn the meeting at 7:30PM, 2<sup>ND</sup> by Timothy Griffin.  
Meeting Adjourned.

Respectfully Submitted By:



Alice M. Kelly  
CWPCA Chair