

CROMWELL WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING - MONDAY, NOVEMBER 13, 2017

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11-20-17A10:31 RCVD

**MINUTES**

RECEIVED FOR FILING  
11-20-2017 at 10:31 A.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

**1. Call to Order**

Chair Alice Kelly called the meeting to order at 7:00 p.m.

*Len Conroy Jr. Asst.*  
TOWN CLERK

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

Authority Members: Alice Kelly, Timothy Griffin, Robert Jahn, Eric Zeilor.

Staff: Richard Peck, Sewer Administrator.

Absent: Kenneth Slade

**3. Approve/Amend Agenda**

Motion to accept the agenda: Robert Jahn Second: Timothy Griffin

**Motion passed.**

**4. Approve/Amend Minutes**

a. October 16, 2017 Regular Meeting

Motion to approved the October 16 minutes as presented: Timothy Griffin

Second Timothy Griffin.

Eric Zeilor abstained – not present at October 16 meeting

**Minutes approved as presented.**

**5. Report of Chairman**

a. Member's Report - None

b. Staff Report – All items on the agenda

**6. Citizen Comments - None**

**7. New Business**

a. Doug Sienna, Tax Collector to Discuss Sewer Financial Reports at the Request of the CWPCA.

Doug Sienna explained that in the future there will be two billing cycles: October FOG assessments and April Sewer. This change fits perfectly in the schedule of town taxation. The QDS system is updated from the previous Bill Master System. Also sewer connections will bill out when connected. The Commissioners thanked Doug on his report and for bringing our system into more efficiency.

b. 150 Country Squire Drive, Letter for Sewer Availability – R. Peck Memo, Discussion **no Action Needed.**

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- c. 120 County Line Drive, Letter of Proposed Sewer Connection. Building Lateral Connection **No Action Needed.**

**8. Old Business**

- a. Cardinal Engineering's Agreement for Engineering Design and Construction Contract Administration. Preliminary Design Completed.

Richard Peck informed the Commission that Cardinal is planning to come to our next meeting with a presentation on the final design for approval.

- b. Discussion on Proposed ROA Sewer Assessments –Change Doc.- Separate Packet

Richard Peck discussed the ROA packet and the Commission recommended minor revisions. The Appendix Assessment Examples will be revised.

Motion: To approved the Proposed ROA Sewer Assessment Document to be reviewed by the Town Attorney – Eric Zeilor Second: Robert Jahn

**Approved Unanimously**

**9. Bills and Correspondence-None**

- a. Cardinal Engineering- Request to Approve to Pay Invoice No. 2236/2 in the amount of \$13,550.00 and to Approve to Pay Invoice No. 2236/3 in the amount of \$19,788.00 for Survey, Preliminary and Final Design Services for the I/I Study Construction Preparation.

Motion to Pay Invoice No. 2236/2 \$13,550.00 Eric Zeilor

Second: Robert Jahn **Approved Unanimously**

Motion to Pay Invoice No. 2236/3 \$19,788.00 Eric Zeilor

Second: Robert Jahn **Approved Unanimously**

- b. Murtha Cullina – Request to Approve to Pay Invoice No. 553726 in the amount of \$318.50 for Attorney Olson's Review of the Agreement for Private Property Inflow Removal Program

Motion to Pay Invoice No.553726 \$318.50 Eric Zeilor

Second: Robert Jahn **Approved Unanimously**

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**10. Financial Reports**

- a. Receivables/Delinquent Assessment & Usage Account Updates

**No Action**

- b. Budget Update Revenues/Expenditures – Assessment, Usage & CNR  
Commissioner Jahn asked about the budget percentages of available funds. Sewer Administrator Peck informed Commissioner Jahn that encumbrances are for purchase orders is why the budget funds available are low in some accounts.

**No Action**

- c. Bond & SIF Status


**No Action**

**11. Miscellaneous**

**12. Adjournment**

Motion to Adjourn at 8:00 pm by Timothy Griffin Second: Eric Zeilor

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Alice Kelly".

Alice Kelly, Chair