

CROMWELL WATER POLLUTION CONTROL AUTHORITY
PUBLIC HEARING/REGULAR MEETING
MONDAY, FEBRUARY 12, 2018
7:00 PM ROOM 224/5
MINUTES

1. **Call Public Hearing to Order**
Chairman Alice Kelly called the Public Hearing to order at 7:24 PM.
2. **Introduction of Authority Members**
Chairman Alice Kelly, Robert Jahn, Allan Spotts
3. **Reading of Call of Hearing**
Notice is hereby given that a Public Hearing, at which all interested parties desiring to be heard will be afforded the opportunity to be heard, will be held by the Cromwell Water Pollution Control Authority at 7:00 PM on Monday, February 12, 2018, in Room 224/225 of the Cromwell Town Hall, 41 West Street, Cromwell, Connecticut for the purpose of:
 1. Consideration of the Proposed 2018/2019 Sewer Assessment Budget
 2. Consideration of the Proposed 2018/2019 Sewer Usage Budget
 3. Consideration of the Proposed 2018/2019 Sewer User EDU Rate of \$265

RECEIVED FOR RECORD
Feb 15, 2018 10:01A
JOAN AHLQUIST
TOWN CLERK
CROMWELL, CT

Copies of the Proposed Assessment, Usage Budgets and Sewer User EDU Rate are on file in the office of the Cromwell Town Clerk and will be available for inspection by the public during normal business hours beginning on Friday, February 2, 2018.

Dated at Cromwell, Connecticut this 30th day of January 2018.
Alice Kelly, CWPCA Chairman

Sarah Voog read the call of the hearing into the record.

Robert Jahn made a motion to open the Public Hearing at 7:26 PM, 2nd by Allan Spotts.
All in Favor. Hearing Opened.

4. **Citizen Comments**
The purpose of this hearing is to receive comments on the Item(s) in the call only, comments on other matters will not be allowed. To be fair to all those in attendance a time limit of five (5) minutes for each comment will be established, a person speaking that has met the limit will have to wait until all others have commented to be recognized again. All persons commenting must identify themselves by name and address so that their comments can be recognized in the recordings.

Chairman Alice Kelly asked if there were any Citizens Comments. There were none.
5. **Read Any Correspondence Into Record - None**
6. **Close Hearing**
Allan Spotts made a motion to close the Public Hearing at 7:31 PM, 2nd by Robert Jahn.
All in Favor. Hearing Closed.

Regular Meeting

1. Call to Order

Chairman Alice Kelly called the meeting to order at 7:34 PM

2. Roll Call and Seating of Alternates

Present: Chairman Alice Kelly, Robert Jahn, Allan Spotts

Also Present: Town Council Liaison Richard Newton, Town Manager Anthony Salvatore, Town Engineer Jon Harriman, Sewer Administrator Richard Peck, Commission Clerk Sarah Voog

Excused: Vice Chairman Eric Zeilor, Timothy Griffin

3. Approve/Amend Agenda

Robert Jahn made a motion to approve the agenda, 2nd by Allan Spotts.

All in Favor. Motion Passed.

4. Approve/Amend Minutes

a. January 29, 2018, Budget Workshop & Special Meeting

Allan Spotts made a motion to approve the minutes as presented, 2nd by Robert Jahn.

All in Favor. Motion Passed.

5. Report of Chairman

a. Member's Report

b. Staff Report

There were no reports other than the agenda items.

6. Citizen Comments - None

7. New Business

a. Town Manager to Attend and Discuss Plans for Public Works/Sewer.

Town Manager Anthony Salvatore said that the Town Council is ready to move forward with the proposed Public Works/Sewer Facility design plans. The proposed plan is to build a facility on County Line Drive that will house the Highway/Sewer Departments and the Vehicle Maintenance shop; the plans also include the relocation of the Transfer Station on the site where it exists now. He said that he feels that we do need a new site and that it doesn't make sense to put monies into an old facility that can no longer accommodate the needs of the Public Works/Sewer Departments. He said a lot of money is spent on valuable equipment that needs to be under cover to maintain and preserve those assets properly. He looks forward to working with the CWPCA in the next phases of proposal. He said the proposal includes a much needed vehicle and equipment wash to get the corrosive salts off. Alice Kelly commented that the project has always and will continue to have the full support of the CWPCA and that funds have been and are now available. She noted that there are funds allocated in the proposed 2018/2019 Sewer Usage Budget expected to be approved this evening as well. She commented that the project is a long time coming and very much needed as the current set up is undersized and out dated and in need of major repairs as well as costly equipment is exposed to elements or cramped in to an inadequate space.

Town Engineer Jon Harriman handed out maps showing the 2014 Engineered Site Plan design that was prepared by Silver/Petrucelli & Associates. He explained that the maps are a conceptual layout of the proposed facility placed on the footprint of the site. The Town Manager and Town Engineer commented that an important point to remember is that nothing will be taken from the tax roles as it is the transfer station property, currently not taxed as it is already owned by the Town.

Bob Jahn asked if the building would be one-story. Jon Harriman said the plan is conceptual right now and that he has seen other designs with two-stories. He said that he would look into the potential of a two story building design and that the design is something they will be working on in the next few months.

Chairman Kelly thanked both gentlemen for their time and project comments. She said that she is delighted that the Town is ready to move forward with the proposal and that if the CWPCA can be of any assistance what-so-ever they are available.

Discussion was held on the upcoming meetings that will be held as the project moves forward.

Robert Jahn made a motion to designate Richard Peck as the CWPCA Liaison for all meetings held regarding the proposed facility, 2nd by Allan Spotts. All in Favor. Motion Passed.

- b. CWPCA 2018-2019 Proposed Assessment, Usage Budgets and EDU Rate-Review and Action

Rich Peck reviewed the Proposed Sewer Assessment 2018-2019 Balance Sheet representing a budget total of \$43,000. He noted that no increases were made from the 2017-2018 budget and gave his recommendation for approval.

Allan Spotts made a motion to approve the Sewer Assessment 2018-2019 Budget of \$43,000 as proposed, 2nd by Robert Jahn. All in Favor. Motion Passed.

Rich Peck reviewed the Proposed Sewer Usage 2018-2019 Balance Sheet representing a budget total of \$2,034,817 and an EDU rate of \$265.00. He noted that the EDU is proposed to remain the same as last year's. He recommended the budget's approval.

Robert Jahn made a motion to approve the Sewer Usage Budget of \$2,034,817 and an EDU Rate of \$265.00 as proposed, 2nd by Allan Spotts. All in Favor. Motion Passed.

- c. 95 Berlin Rd LLC, d/b/a Personal Touch Car Wash LLC, Sewers Acceptance, and Bond Reduction (If Completed Memo will be handed out at Meeting)

Rich Peck handed out his memo dated February 7, 2018 and read it to the members. He said that he is recommending the project sewers be accepted for use and the Performance and Payment Bond of 58,000 be released once the developer submits a Maintenance Bond of \$7,000 for a period of two years. He noted the billable sewer inspection fees (SIFs) of \$2,415.70 and that there will be \$350.00 SIFs held in retainage for final inspection costs for a period of two years. He said the project DP-A

requires that the Sewer Benefit Assessment Outlet Fees of \$11,606 (97 Berlin Rd \$3,215 and 95 Berlin Rd \$8,391) be paid in full before formally reducing the bond. He said the developer is very eager to move forward and expects the payments immediately.

Allan Spotts made a motion, as recommended by the Sewer Administrator Richard Peck, to accept the sewers for use and to release the Performance and Payment Bond of \$58,000, once the developer submits the required Maintenance Bond of \$7,000 for a period of two years from acceptance and the sewer benefit assessment are paid in full as required by the DP-A, 2nd by Robert Jahn.

All in Favor, Motion Passed.

8. Old Business

- a. Cardinal Engineering's Agreement for Engineering Design and Construction Contract Administration. Bid Package (Contract Documents) available as of Feb 9th.

Rich Peck said the bid packet notice went in the paper on February 2nd and became available on February 9th. He said that the project is progressing along well and that to dated there have been 10 bid packets picked up.

- b. Discussion and Action on Final Draft ROA Sewer Benefit Assessment Document
Town Attorney Reviewed and Reformatted

Rich Peck recommended the acceptance of the final proposed ROA to move to Public Hearing. Authority members commented on how good the document looked after reformatting. Chairman Kelly thanked all the staff that assisted in the final draft.

Robert Jahn made a motion to move the proposed ROA as presented to public hearing in March, 2nd by Allan Spotts.

All in Favor. Motion Passed.

9. Bills and Correspondence - None

10. Financial Reports

- a. Receivables/Delinquent Assessment & Usage Account Updates
- b. Budget Update Revenues/Expenditures – Assessment, Usage & CNR
- c. Bond & SIF Status

Items 10 a.-c. were reviewed with no action.

It was noted that Robert Jahn met with the Finance Director and had all of his concerns addressed.

11. Miscellaneous

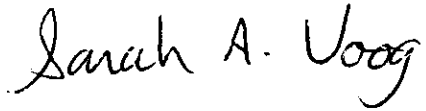
- a. Discussion/Action to schedule Public Hearing for the Regular Meeting date of March 12th on ROA Sewer Benefit Assessment Document.

The members agreed to hold the ROA public hearing at the March 12, 2018 Regular Meeting.

12. Adjournment

Chairman Alice Kelly adjourned the meeting at 7:55 PM.

Respectfully Submitted By:

A handwritten signature in black ink that reads "Sarah A. Voog". The signature is written in a cursive, flowing style.

Sarah A. Voog
CWPCA Commission Clerk