

CROMWELL WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING & BUDGET WORKSHOP
MONDAY, JANUARY 29th 2018
7:00 PM ROOM 222
MINUTES

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TOWN CLERK'S OFFICE
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TOWN CLERK

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, Allan Spotts

Also Present: Town Council Liaison Richard Newton, Sewer Administrator Richard Peck, Commission Clerk Sarah Voog

3. Approve/Amend Agenda

Eric Zeilor made a motion to approve the agenda, 2nd by Robert Jahn.
All in Favor. Motion Passed.

4. Approve/Amend Minutes

a. December 11, 2017 Regular Meeting

Eric Zeilor made a motion to accept the minutes as presented, 2nd by Timothy Griffin.

Vote: Yes: Alice Kelly, Eric Zeilor, Robert Jahn, Timothy Griffin

Abstain: Allan Spotts (not present at minutes meeting)

Motion Passed.

5. Report of Chairman

a. Member's Report - None

b. Staff Report

Rich Peck said all items are covered on the agenda.

6. Citizen Comments -None

7. New Business

a. Discussion and Action on FY 2018-2019 EDU Rate, Usage, and Assessment & CNR Budgets and to Move to Public Hearing in February- Separate Budget Packet Enclosed.

Rich Peck reviewed the proposed 2018/2019 Assessment Budget line item by line item and commented that the budget request remained the same as the prior year.

Allan Spotts made a motion to move the proposed 2018/2019 Assessment Budget to public hearing in February, 2nd by Robert Jahn.
All in Favor. Motion Passed.

Rich Peck reviewed the proposed 2018/2019 Usage Budget line item by line item comparing it to the prior year's approved budget.

Robert Jahn asked to have the prior year's collections broken down into principal, late and lien fees. Richard Peck said he would review information provided to him by Tax Collector Doug Sienna to see if the information requested is available in those reports.

Discussion was held regarding where to allocate CNR requests within the usage budget or directly from CNR funds. Robert Jahn asked to review funding the CNR budget in each usage budget to build a CNR fund balance that will be able to cover costs projected in the 5-year plan. Alice Kelly asked Rich Peck to set a meeting with Marianne Sylvester, Robert Jahn and himself to discuss with the Finance Director Mr. Jahn's questions regarding CNR budgeting.

Allan Spotts made a motion to move the proposed 2018/2019 Usage Budget and to public hearing in February and to keep the current EDU rate of 265.00, 2nd by Timothy Griffin.
All in Favor. Motion Passed.

8. Old Business

- a. Cardinal Engineering's Agreement for Engineering Design and Construction Contract Administration. In Progress

Rich Peck said that the next phase of the I & I project is set to be advertised for bid proposal in early February, bids to be opened early March, contract awarded in April and on track to begin in May of 2018.

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

Discussion was held regarding the document's formatting, noting that the content of the ROA is agreeable and then the item was tabled.

9. Bills and Correspondence

- a. Cardinal Engineering- Request to Approve to Pay Invoice No. 2236/5 in the Amount of \$4,000.00 and Pay Invoice No. 2236/6 in the Amount of \$16,500.00 for Final Design Services & Bid Docs. for the I/I Study Construction Preparation.

Rich Peck explained that the invoices represent the work done to get the project ready for the construction bid proposal phase and recommended to pay both invoices.

Robert Jahn made a motion to approve payment of Invoice 2236/5 and 2236/6 as recommended by Sewer Administrator Richard Peck, 2nd by Eric Zeilor.
All in Favor. Motion Passed.

- b. Murtha Cullina - Request to Approve to pay Invoice No. 557473 in the Amount of \$122.50 for Draft Revisions of ROA.

Rich Peck indicated that the invoice represented a portion of the fees to revise the ROA document and recommended to pay the invoice.

**Allan Spotts made a motion to pay Invoice 557473 as recommended by Sewer Administrator Richard Peck, 2nd 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
- c. Bond & SIF Status

Authority members reviewed items 10. a.-c. with no action.

11. Miscellaneous

- a. Discussion/Action to schedule Public Hearing date in February

A brief discussion was held and by consensus the members agreed to set the public hearing for the regular meeting date of February 12, 2018.

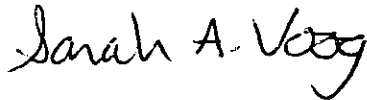
- b. Approve Refund of \$891.75 to Kenneth Rozich for overpayment of 2017 Usage Bill

**Robert Jahn made a motion to approve payment of the Kenneth Rozich refund request of \$891.75, 2nd by Timothy Griffin.
All in Favor. Motion Passed.**

12. Adjournment

Chairman Kelly adjourned the meeting at 8:15 PM.

Respectfully Submitted By,



Sarah A. Voog
CWPCA Commission Clerk