

CROMWELL WATER POLLUTION CONTROL AUTHORITY
 REGULAR MEETING
 MONDAY, May 14, 2018
 7:00 PM ROOM 224/5
MINUTES

RECEIVED FOR RECORD
 May 15, 2018 11:12A
 JOAN AHLQUIST
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 CROMWELL, CT

1. Call to Order

Vice Chairman Eric Zeilor called the meeting to order at 7:01 PM.

2. Roll Call and Seating of Alternates

Present: Vice Chairman Eric Zeilor, Members Robert Jahn, Timothy Griffin, Allan Spotts
 Also Present: Town Council Liaison Dick Newton, Sewer Administrator Rich Peck,
 Commission Clerk Sarah Voog

3. Approve/Amend Agenda

Allan Spotts made a motion to approve the agenda, 2nd by Timothy Griffin.
 All in Favor Motion Passed.

4. Approve/Amend Minutes

- a. February 12, 2018 Public Hearing/ Regular Meeting – Tabled (AK,RJ,AS) Tabled
 - b. March 12, 2018 Public Hearing/ Regular Meeting – Tabled
 - c. April 9, 2018 Regular Meeting
- Allan Spotts made a motion to approve the minutes as presented, 2nd by Timothy Griffin.
 All in Favor. Motion Passed.

5. Report of Chairman

- a. Member's Report - None
- b. Staff Report

Rich Peck said he put a PSA in the Cromwell Chronicle and the Rare Reminder about the project construction beginning after Memorial Day listing the streets that will be affected by open cut roadways.

Richard Peck discussed bringing back the use of a return envelope in the mailing of the annual billing to bring in more timely payments in the April collection month. The members agreed that a return envelope should be used in next year's annual billing.

6. Citizen Comments

There were no citizen comments.

7. Old Business

- a. Sanitary Sewer System I/I Removal Project- Agreement Signed by Chairman and VMS Construction Co.
- The item was reviewed with no action.

8. New Business

- a. Sanitary Sewer I/I Project- Notice To Proceed to be Issued to VMS Construction Company. Start date on or before May 29th.
- Rich Peck said that project construction starts May 29th and will continue for 240 days to completion. Eric Zeilor asked if there has been coordination with Public Works for

cutting of street. Rich Peck said that there have been coordination efforts between the departments.

9. Bills and Correspondence

- a. Engineering- Request to Approve to Pay Invoice No. 2236/9 in the Amount of \$2,210.60 for the Bid/Award Assistance and Additional Services.

Rich Peck said he reviewed the invoice and noting there was a little additional work done that is billed under Additional Services. Robert Jahn asked Rich Peck how the 2.8 multiplication factor is arrived at. He said he would ask for clarification and have the answer for the June meeting. He said he is recommending the invoice be approved for payment.

Allan Spotts made a motion to approve payment of invoice 2236/9 in the amount of \$2,210.60, 2nd by Timothy Griffin.

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

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

11. Miscellaneous

- a. Request for Timothy Griffin to Provide his Resignation Letter at the June Meeting. Dick Newton said that Timothy Griffin should submit his resignation to the Council as they were the ones that appointed him.

Approve Refund of \$530.00 to HBNITKIN GROUP of 230 Mason Street Greenwich, CT for overpayment of Usage Bill at 45 Shunpike Road, Cromwell.

Rich Peck explained that payment was made for the 2 vacant buildings in error and that the refund should be approved.

Allan Spotts made a motion to approve payment of the refund requests in the amount of \$530.00 by Robert Jahn.

All in Favor. Motion Passed.

12. Adjournment

Respectfully Submitted By,



Sarah A. Voog
CWPCA Commission Clerk