

CROMWELL WATER POLLUTION CONTROL AUTHORITY  
SPECIAL MEETING  
MONDAY, JANUARY 25, 2016  
6:30 PM ROOM 222  
**MINUTES**

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**1. Call to Order**

Chairman Alice Kelly called the meeting to order at 6:31 PM.

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

Present: Chairman Alice Kelly, Vice Chairman, Robert Jahn, Timothy Griffin, Kenneth Slade

Also Present: Town Council Liaison Richard Newton, Director of Public Works Lou Spina, Sewer Administrator Richard Peck, Commission Clerk Sarah Voog

**3. Approve/Amend Minutes**

a. December 14, 2015 Regular Meeting

**Eric Zeilor made a motion to approve the minutes, 2<sup>nd</sup> by Timothy Griffin.**

**Vote: Yes: Alice Kelly, Eric Zeilor, Timothy Griffin, Kenneth Slade**

**Abstain: Robert Jahn** (not present for minutes meeting)

**4. Report of Chairman**

a. Member's Report

b. Staff Report

There were no reports made that were not covered on the agenda.

**5. Citizen Comments**

Cromwell's Town Manager Anthony Salvatore handed out a Memo for the record, from the Town Attorney, dated November 30, 2015, regarding WPCA's authority over employees and said he made Alice Kelly aware of this. He commented that on behalf of the Town he is willing to work with the CWPCA. He said he wants to provide the level of service that has been in place for the last 40 years, going back to 1975 when the Charter was put in place. He said there has been confusion over the years as to the employees assigned to the WPCA and whether they are Town employees or employees of the CWPCA. He acknowledged that the Authority did receive a legal opinion, but unfortunately it was the wrong opinion as it did not take into consideration the collective bargaining agreements (CBAs), which supersede the opinion that was given to the Authority by Attorney Harrington. He then said that he wanted to make it crystal clear the CBA's supersede any legal opinion the board may have received. He said he consulted with the Town Attorney Kari Olsen in conjunction with Labor Attorney Ken Weinstock and their opinions clearly dictate that the employees work for the Town of Cromwell and are governed by the CBAs. He said he wanted to stress to Chairman Kelly that the Commission has no authority over giving direction to any of the employees. He said the Director of Public Works, as provided by the Charter and CBAs, is their boss. He said he has notified the employees that they work for Mr. Spina and any future confusion should be resolved as a result of this discussion. He noted that he informed Mrs. Kelly that if the Commission felt that they needed to have something addressed with regard to the employees that it should be put in writing to him so it can

be addressed and determined if it is a matter that should be taken up in negotiations. He then said, likewise if the employees have something they want taken up in negotiations then they should be dealing with their union representative.

Alice Kelly asked if they should be directing any questions or concerns to the Public Works Director to be discussed with the Town Manager and he said that would be ok but that negotiations go through his office. Alice Kelly commented that when job descriptions or wage increases have been discussed that the Union has been at those meetings. Town Manager Salvatore answered by saying that those items are not within the purview of the Authority but solely that of the Town Manager with approval of the Town Council.

He then commented that the budget worksheet had been addressed to remove the N6 classification for the Accounting Clerk and the 5% funding for the proposed wage increases from the Position Summary sheet; as those item are outside the scope of the Authority. He said that he discussed the two position items with Lou Spina and he has agreed to consider leaving one of them in for the proposed budget. Discussion was held on conversations between the Chairman and Town Manager regarding collective bargaining.

Eric Zeilor asked about correcting the 14-year old Accounting Clerk's job description to properly represent the duties required of that position. Anthony Salvatore responded by saying that in that time there have been several First Selectman and a Town Manger that did not concur with those proposals and that employees should not be doing duties outside their job description. He said that if the employee has concerns then it is a matter to take up with their union representation and if the union wants to present proposals at the upcoming negotiations they are welcome to do that. He also said that he intends to reorganize and in the process he will be looking at various duties to determine what positions should be doing those duties and possibly moving some duties to the Sewer Administrator or the Public Works Director. Eric Zeilor commented that the Authority's concern is that if Sarah or Rich left today that there are duties that that need to be done and are not in the job descriptions. Town Manager Salvatore said again he is not sure of who should be assigned those duties, but that he is looking into redistributing some of them. Eric Zeilor also said that they have met with former Town Manager and the Public Works Director and thought that they had the support to move forward. Town Manager Salvatore said that he did not agree. He commented that there was an article in the paper last year that said that former Town Manager Sistare said he was looking into abolishing the CWPCA and have the Town Council serve as that board. Alice Kelly asked Town Manager Salvatore if he would provide her a copy of the article and he said he would. He also said that the Town Council would be meeting to discuss reorganization matter and Alice Kelly asked to be informed of the meeting. Town Manager Salvatore said that he would provide her a copy of the agenda once the Council had received theirs. More Discussion was held.

## **6. New Business**

a. Budget Workshop on CWPCA 2016-2017 Proposed EDU Rate, Usage & Assessment Budgets - Review & Discussion, Send to Public Hearing in February

Rich Peck reviewed the line items of the 2016-2017 Proposed Assessment Budget and noted that the requested budget remained the same as last year. He said the allocations are appropriate and that any money left over from the budgets goes back into the fund balance.

**Robert Jahn made a motion to approve the 2016-2017 Proposed Sewer Assessment Budget of \$58,000 to be moved to public hearing in February, 2<sup>nd</sup> by Eric Zeilor.**

**All in Favor. Motion Passed.**

Rich Peck reviewed the Proposed Sewer Usage Balance Sheet indicating how many user accounts comprise the estimated receipts and the other sources of revenue. Robert Jahn commented that the Prior Year Collections should be higher as in previous years the receivable amount exceeded the proposed \$15,000. Rich Peck reviewed each budget line item and variance +/- or no change. He gave detailed explanations on any changes. He provided more in depth details for the proposed repair/purchases in line item 74340 that included a onetime shared purchase with the Town of Portland of a Steerable Video Tractor. He noted that if approved by the State a grant from the ICE Program would provide 60% funding for the purchase and the Town of Cromwell and Portland would equally split the remaining 40% of the cost for an approximate expense to Cromwell of \$8,200. Rich Peck handed out a photo of the tractor to the members and gave Public Works Director Lou Spina credit for locating the program and suggesting that we apply for the funding.

Discussion was held on the proposed CNR purchases for 2016-2017. Rich Peck handed out photos and described the features and benefits of both the Road Saw Cutter and the two Gorman Self Priming Pumps. He said that the cutter would allow personnel to do manhole repair/replacements more efficiently, in house and with a much cleaner finish. He said that the two pumps will replace exiting original pumps that are 20 years old. He noted that one of the older pumps will be saved for a spare to be used if needed while a new pump is ordered and installed. He said that one of the reasons that the pumps are needed, besides their age, is they are able to more effectively cut and process the increase in wipes and non-flushable materials in the sewer system and the clogging caused by them. He commented that there is a real problem with wipes and non-flushable materials and the whole industry is working to come up with solutions to the maintenance costs and concerns regarding clogged pumps. Discussion was held on the Five Year Capital Improvement Plan and the year of certain proposed requests. It was decided not to alter Rich Peck's projections, but to revisit them next year.

Alice Kelly asked how wage increases during a contract year are paid for in the Town's budget. She said she did not see why the Authority should not be budgeting for the increases in the same manner as the Town. Lou Spina said he would talk to the Finance Director to get an explanation.

Kenneth Slade asked if there were grants available for some of the budgeted items. Staff indicated that what grants are available are being pursued for both the I&I rehabilitation project (Clean Water Funding) and the video tractor (ICE Program Grant).

The members discussed the proposed EDU rate of \$255. Eric Zeilor commented that a Sewer User EDU of \$250 would be a 6.3 percent increase over the prior year rate and although it would pull from the fund balance he would like to wait to see what the next few years will bring for necessary budget increases. Staff commented that the proposed operating budget decreased by \$14,528 if the Mattabassett proposed fee for Cromwell representing a 14% increase in the budget was not in the equation.

**Robert Jahn made a motion to approve a proposed Sewer User EDU Rate of \$250 to go to public hearing in February, 2<sup>nd</sup> by Timothy Griffin.  
All in Favor. Motion Passed.**

Member Robert Jahn excused himself from the meeting at 8:00 PM.

**Eric Zeilor made a motion to send the proposed 2016-2017 Sewer Usage Budget to public hearing in February, 2<sup>nd</sup> by Kenneth Slade.  
All in Favor Motion Passed.**

## **7. Old Business**

a. I/I Program – Draft 3 Sump Pump/Inflow Disconnection Financial Assistance Grant Policy- Table

Item 7a was tabled as noted on the agenda.

b. Evergreen Active Adult - Final Release Pending, R. Peck Memo

Rich Peck reviewed the project noting that the as-built plans were received and all requirements of the Developer's Permit-Agreement have been met.

**Eric Zeilor made a motion, based on the recommendation of the Sewer Administrator, for the final release of the Evergreen Active Adult project maintenance bond of \$5000 and any unexpended SIFs, 2<sup>nd</sup> by Kenneth Slade.  
All in Favor. Motion Passed.**

c. Northwoods Estates 2 - Final Release Pending-Table

Item 7c was tabled as noted on the agenda.

## **8. Bills and Correspondence - None**

## **9. Financial Reports**

- a. Receivables/Delinquent Assessment & Usage Account Updates
- b. Budget Update Revenues/Expenditures – Assessment, Usage & CNR
- c. Bond & SIF Status – Pending Projects Addressed on Meeting Agenda

Items 10. a-c were reviewed by the Authority with no action.

## **10. Miscellaneous**

None

## **11. Adjournment**

**Timothy Griffin made a motion to adjourn the meeting at 8:04 PM, 2<sup>nd</sup> by Eric Zeilor.**

**All in Favor. Meeting adjourned.**

Respectfully Submitted By:

Sarah A. Voog  
CWPCA Commission Clerk