

# **MINUTES**

## **REGULAR MEETING**

### **WATER POLLUTION CONTROL AUTHORITY**

**March 3, 2016**

#### **PRESENT:**

**Director, Guy Russo**

**Deputy Director, Robert Young**

**Chief Engineer, Joseph Fazzino**

**Chairman, Dale Aldieri**

**Vice Chairman, Scott Bishel**

**Councilmatic Representative, Eugene Nocera**

**Commissioner, John Giuliano**

**Commissioner, Jack Pieper**

#### **I. Open Meeting (started at 7:00pm)**

Chairman Aldieri opened the meeting to the public but since no one was present from the public the public portion of the meeting was closed.

#### **II. Reports, Minutes and Correspondence**

##### **1. Minutes of Regular Meeting of January 7, 2016**

A motion was made by Commissioner Giuliano and seconded by Vice Chairman Bishel to accept the January 7, 2016 minutes as amended with a change to be made to the second paragraph on page one of the WPCA Minutes in the Open Meeting Section I stating that it should read that the motion was seconded by Vice Chairman Bishel not by Aldieri. Motion was amended and approved unanimously.

A motion was made by Vice Chairman Bishel and seconded by Commissioner Giuliano to move and to be heard at the beginning of the WPCA Agenda Section IV labeled Old Business Number 5 Land Swap – Eversource Update and Section V labeled New Business Number 1 Proposal from Prime re: Water Billing Database Geo-Enablement. Motion was approved unanimously.

#### **IV. Old Business**

##### **1. Land Swap – Eversource - Update**

Director Russo indicated that all parties involved talked about swapping the parcel that Eversource was looking for and after searching several possibilities, Director Russo finally came up with a last parcel that was sent over to Planning and Conservation Development and it was a piece of property off of Country Club Road but they did not see a benefit from the City taking that parcel so Director Russo stated that the department is back to the beginning. Director Russo stated that after exhausting all ends they did end up coming up with three other last possibilities. One is a simple purchase and this would cut out some land that the City can use, second is to go back to the original swap, or third to do a transfer with a snapback if CL&P no longer uses the property so Director Russo thinks this would become problematic to leave this with others to deal with down the road. Director Russo's recommendation is either a right out sale or the swap but Director Russo would prefer the swap because the land can still be used for service storage of our iron frames, pipes, etc. and there is a gate that will secure these items. Director Russo finally stated that this would go back to the original proposal from a long time ago.

Director Russo then stated that he did speak with Attorney Smedick and Attorney Smedick indicated that this agreement should come from Eversource as the proposer and that we get a survey of both pieces of metes and bounds, a title search on both parcels to make sure they are clean, complete an appraisal that will need to be forwarded to Council, and the last is a 8-24, which is all zoned so Planning and Zoning should not have an issue with this since both pieces are zoned for public services utility.

Director Russo finally indicated that we would work with Eversource and the items in the email listed, Items 1, 2 and 3 that were suggested from Deputy City Attorney Smedick would be provided by Eversource with a draft swap agreement, which then would be sent back to our Legal Department for another look.

A motion was made by Commissioner Giuliano and seconded by Commissioner Pieper to move forward with the land swap based on the March 3, 2016 email from Deputy City Attorney Smedick indicating the three items that Eversource would be responsible for answering. Motion was approved unanimously.

#### **V. New Business**

##### **1. Proposal from Prime re: Water Billing Database Geo-Enablement**

Director Russo is going to let Chief Meter Technician, Mike Trevisan, speak on this issue, since it has to do with the water billing/reading of the water meters and the type of database program that will help project the water billing for our department at a much easier task.

Chief Meter Technician Trevisan stated that a new system is being implemented to increase water meter read productivity and speed so part of the new meter process will consist of a laptop with a receiver set attached that reaches all the water meters throughout the town. Chief Meter Technician Trevisan explained that the module, in addition to this program, also has a GPS module from Prime, and that this will make it easier for any Water Meter Technician that does not know much about this program so the individual can just drive around town and read all the semi-annual accounts from their truck with this module. This GPS module will then put dots on a map showing all locations of the properties that have City water and sewer and these dots will stay red until the Water Meter Technician goes out to read the meters and once this is done the dots will turn green. Chief Meter Technician Trevisan did state that the current system that they have been using for reading water meters have been hand held devices which are frowned upon by the manufacturer so this new system will be very productive and reads meters quite quickly in speed, which is very helpful in completing this task and cuts the work down in a timely fashion. There were some further discussions on this matter.

Director Russo stated that a sum fee of \$10,000 is needed for approval from the WPCA to continue to move forward with Prime on this project, as stated in the proposal letter from Prime explaining everything that will be accomplished to complete this program.

Director Russo further stated that he is currently working on going from semi-annual billing to quarterly billing but will explain his reasoning for this when he speaks about the Water and Sewer Budgets.

A motion was made by Commissioner Giuliano and seconded by Vice Chairman Bishel to approve this program with Prime in the amount of \$10,000. Motion was approved unanimously.

### III. Transfers/Fund Updates

#### 1. Monthly Fund Balance Reports-January & February

These monthly fund balance reports were for informational purposes only.

#### 2. Update Status on Delinquent Accounts

This was for informational purposes only

### IV. Old Business

#### 1. Durham Water - Update

Director Russo indicated that he had a conference call the other day and stated that things are moving along with the project. Director Russo stated that he is still waiting for AE COM to give Director Russo, Deputy Director Young, and Chief Engineer Fazzino

information on the operation of the fire pumps whether we can serve Durham without putting the tank online right away. For water quality purposes, last week at the ATCAVE Conference in Cromwell, Director Russo indicated that he ran into Chris Hodson with D/N Tank and indicated that they have been working with AE COM and Solar Bee another manufacturer, for the mixing system and the irrigation system and that the company thinks they worked out everything and are in final design on what they are going to be proposing so Director Russo stated that they will take a look at this when we get this sent to us for review. This was to address some water quality issues.

Director Russo then stated that they did the last round of the contract and is in the hands of Ken Slater, who is Counsel for Durham. So as indicated, we are coming down to the final stages of this project. The contract will come to us when it is in its semi-final stage and then off to Council for execution.

## 2. Mattabassett - Update

Director Russo stated that Mattabassett work was flooded out this past week so drilling has been slow with the pipe under the river so the project had to be stopped for a while. Director Russo indicated that they expect to be back to drilling tomorrow. Mattabassett got the pilot through, the 18-inch ream through, the 28-inch ream through, and they are about halfway with the 38-inch ream so they will make a complete pass with this and go a second time and pull the proof pipe and right now they are looking toward March 16<sup>th</sup> for pulling the last piece of plastic in. Director Russo unfortunately will be aware that week and this project will be left in Chief Engineer Fazzino's hands.

Director Russo then stated that he had some interesting things happening with DOT, over the location of the pipe behind the three cable, and when the first one was done it wasn't a problem but someone complain to DOT and the pipe had to be moved further to the north which it was staged and we had to have a comp and a pattern when we go and pull the pipe up in place, and also the department has been going around and around with the railroad company over the flagman and we had to wire money to pay them.

There were some further discussions on this matter. Director Russo finally stated that he is waiting for all the permits to be issued so we can be out in early May and a bid opening will come about July 1<sup>st</sup> and then the department will know where we stand in regards to the project.

## 3. Kleen Energy

Director Russo stated that he just received the draft appraisal for sale back last week from Kleen Energy since they expressed an interest in buying the asset back. Director Russo indicated that he met with Roger Palmer and went over the comments that Director Russo had. Director Russo indicated that Roger Palmer took back the federal appraisal with his comments and redraft and send it back to Director Russo for his review and the WPCA's review, as well. Director Russo further indicated that the department in close to sitting down with Kleen Energy and start to negotiate knowing what the asset is valued at.

**4. Middle Street Extension with the Town of Berlin – Update**

Chief Engineer Fazzino stated that DeRita Construction worked through the winter months, January & February, and installed sanitary gravity sewer from the intersection of Berlin and Middletown Vet. Chief Engineer Fazzino further stated that the department completed test pits on the gas lines before the project started so they have been located. Once this was done it was determined that changes needed to be done on the design over the gas mains so there was a sketch for a change order at zero dollars. Chief Engineer Fazzino then stated that the new building that is being constructed out on Middle Street has sewer available so there is no problem with an April 1<sup>st</sup> deadline. DeRita tied into Berlin and brought the water main up to the gas easement and then completed it to the end of the project. They will need to come back in the spring to complete this section.

Chief Engineer Fazzino indicated that they tested and did a bacterial test on the first phase including a pressure test that passed. They did taps on the water services off the road for the first phase. Chief Engineer indicated that this project is at a standstill and the manpower went over to finish a job for Public Works on Boston Road. After April 1<sup>st</sup> the manpower will come back and finish working on the two pipes remaining. The project should be done on time. Director Russo indicated that Fed-Ex will pick up the last 700 feet from where we end our project since they were going to do internal piping in the parking lot for fire hydrants but will swap it to a 12-inch line on Middle Street so that this will help us out in completing the loop. Director Russo and Chief Engineer Fazzino will need to put the pumping and meter station in at a later date.

There were some further discussions on this matter.

**V. New Business**

**2. Proposed Water Budget FY 16/17**

Director Russo went over the water budget in greater details since it was handed out to all WPCA members for their review before Director Russo will send it to the Common Council for their final approval.

Director Russo did state that two positions were being frozen, (1) Utility Worker I and (2) a ½ of Assistant Field Maintenance Manager so that the budget will come down on the expenditures side. The water budget will increase 2.05%.

There were some further discussions on the rest of the water budget and if there are any figures that are updated from the Mayor, Director Russo will include them in the next WPCA meeting for the board members to review.

**3. Proposed Sewer Budget FY 16/17**

Director Russo then went over the sewer budget in greater details since it was also handed out, in addition to the water budget, to all the WPCA members for their review before being sent to the Common Council, as well, for their approval.

Director Russo did want to indicate that the sewer budget will be tight and that one important factor at this time is that we are going to fill, per Mayor's approval, is the 4<sup>th</sup> Water Treatment Plant Operator down at Higby and Roth. Director Russo also stated that there will be other positions, as well, in the sewer budget that will fluctuate, as discussed.

There were some further discussions on the rest of the sewer budget. The sewer budget increase will be 18.87%.

Director Russo closed with indicating that Deputy Director Young will need to prepare a legal notice for the change in sewer rates and post for a public hearing and the change to the water rates will be handled by the Common Council. Director Russo stated that once the budget is finalized he will forward a copy to the WPCA, as well as, the legal notice for the sewer rates, which will be advertised, and this will be handled in early May. No action is needed at this time.

**VI. Staff Reports**

Chief Engineer Fazzino did not have a staff report to hand out so he just briefly gave an update on his current engineering projects.

Deputy Director Young staff reports for December 2015 and January 2016 were for informational purposes only. Deputy Director Russo gave a brief synopsis of his reports.

Director Russo wanted to just give an update to the WPCA members that there are three candidates for our vacant Assistant Chief Engineer position that Christopher Holden had before transferring to Public Works. Director Russo will keep the WPCA updated on this issue.

**VII. Adjournment**

There being no further business, a motion was made by Commissioner Giuliano and seconded by Vice Chairman Bishel to adjourn the meeting. Motion was approved. The meeting adjourned at 8:16p.m.

Respectfully submitted: \_\_\_\_\_

**Guy P. Russo**  
**Director of Water and Sewer Department/**  
**Acting Secretary for the W.P.C.A.**

