

New Hartford Water Pollution Control Authority

TOWN OF NEW HARTFORD, CONNECTICUT

SPECIAL MEETING -- MINUTES Thursday, April 16, 2015 at 5:00 PM

New Hartford Town Hall 530 Main Street, New Hartford, Connecticut

PRESENT: Chairman Denton Butler, Vice Chairman Joe Toro, Commissioners - Ken Krohner, Roy Litchfield, Mary Beth Greenwood, Robert Fulton, and Michael LeClaire.

ABSENT: None.

Chairman Butler called the meeting to order at 5:00 PM. All regular members present were seated for the special meeting.

1.) Consulting Engineering Presentations

Members were assembled for the purpose of receiving presentations by Engineering firms: Wright-Pierce; Woodard & Curran; and CDM-Smith, finalists in the Quality Based Selection Process (QBS).

Each firm was allotted a forty-five minute window to present their credentials and reinforce the value proposition they offer to the New Hartford WPCA. Each firm's general response to the RFQ and presentation handouts are on file and available for inspection at Town Hall, 530 main Street, New Hartford.

Following each presentation, members scored the candidates according to a uniform rating system. Butler selected an ad hoc committee consisting of members Greenwood, Fulton and Litchfield to audit and confirm scoring results. The WPCA reaffirmed the outcome of best/highest rated score by a Motion from Greenwood, seconded by Krohner to appoint CDM-Smith as the WPCA's new Consulting Engineers.

2.) Correspondence & Meeting Activity

Butler reported that the DEEP has rejected the WPCA's request to reduce staffing requirements at the Wastewater Facility based upon "actual flows" of effluent verses the current standard of "design flow." Butler indicated that a second effort with revised criteria emphasizing available automation and cost of doing business would be resubmitted for consideration. The Authority intends to utilize the support offered by its new consulting engineers.

3.) Review & Approval of Minutes – April 2, 2015

The April 2, 2015 Minutes were approved as submitted following a motion by Toro, second by Litchfield, with abstentions by members Krohner & Fulton.

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4.) Policy – Back-billing

The membership discussed a proposed policy decision concerning back billing for sewer services where parties, for any reason, received the benefit of services without payment.

Following this discussion, it was motioned by Fulton, seconded by Greenwood to adopt a policy that reflects the following guidelines:

Objectives

- Find Basis For Settlements That Avoid Litigation
- Recover Lost Revenues To The Extent Possible

Recognizes Limitations

- Limit Of Billing Records To Be Researched
- Limited Personnel Resources
- Little To No Authority Member Continuity Relating To Events

Maximize The Statutes/Policies/Procedures That Produce Desired Outcomes & Protect Best Interests Of The WPCA & Users. Therefore:

- Recover for Period up-to 15 years
- If Litigation required – We Have A Practice/Policy/Procedures Adopted & Followed
- Replicate The Process For Recovery On An Ongoing Basis
- Create A Foundation For Lien Placement

Why This Solution (Minimum Metered Billing) Works

- Uses An Identifiable Rate Currently In Effect – No Records Research; Excepting GIS Property Card To Determine Owner Of Record – Length of Ownership;
- Doesn't Rely On Determining How Many Occupants (or) What Is Normal Usage;
- Doesn't bring Into Question Accuracy/Reliability Of Meter Readings;
- Starts With The Presumption That We Want A Settlement That's Fair

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- Payment Due Upon Receipt Of Invoice
- If Not Paid Within 30 Days. Additional Interest Charged Beginning Day 31 @
Rate Of 1.5% Per Month.
- Not Paid Within (90) Days – Seek Litigated Solution
- This Solution Shall Not Be Substituted When Actual Billing Records Are
Available To Bring About A Back-Billing Settlement.

MOTION:

Motion by Krohner, second by Toro, to adjourn at 8:23PM; unanimously approved.

Respectfully submitted,

Denton Butler, Chairman

April 17, 2015