

**New Hartford Water Pollution Control Authority
TOWN OF NEW HARTFORD, CONNECTICUT
SPECIAL MEETING MINUTES
Thursday, March 17, 2016 at 7:00 PM
New Hartford Town Hall
530 Main Street, New Hartford, Connecticut**

PRESENT: Chairman Denton Butler, Mary Beth Greenwood, Michael LeClaire, Polly Pobuda, Jim Surber, Joe Toro (7:09PM).

ABSENT: None.

Chairman Denton Butler called the meeting to order at 7:00PM. The proceedings were recorded digitally and copies are available through Town Hall. Mr. Butler noted that agenda items may be discussed somewhat out of order.

1. WATER QUALITY INITIATIVE & COMPLAINT UPDATE:

Mr. Butler reported that the Atlanta company that will do the ice pigging demonstration has put New Hartford on their schedule for the week of April 18, 2016.

Mr. Butler reported that there have been less complaints regarding water quality but was unsure whether this is due to people giving up or is due to people realizing that the WPCA is taking action steps which they may believe is promising improvement. He did however note one formal complaint to the Department of Public Health. Mr. Butler read aloud the March 7, 2016 complaint, providing the details of the complaint received regarding 575 Main Street. Mr. Butler also shared his response to this complainant, noting the charges that will apply should the homeowner wish to pursue the test through the WPCA. A copy of this correspondence is available for review in the office of the WPCA Clerk in Town Hall in accordance with the State of Connecticut schedule for records retention.

2. APPROVAL FEBRUARY 16, 2015 MINUTES and MARCH 3, 2016:

The March 3, 2016 Minutes should be amended as follows:

Page One, Item 1A (Operations Reports: TWC), second paragraph, the second line that reads, *"...provided an explanation of "ice pigging" which involves utilizing an instrument dubbed a "pig", a round cylinder with a cone on it. The cone has blades on it, Mr. Cerruto explained. He noted that the contractor will run a cable through a section of pipe with the pig behind it..."* should end at the word "pigging".

MOTION: Mr. Toro, Ms. Greenwood second, **to approve the March 3, 2016 Minutes as amended; unanimously approved.**

The approval of the February 16, 2016 Minutes were delayed until the next WPCA meeting.

3. BUDGET DISCUSSIONS – JOE/MARY BETH:

Two planning documents were reviewed and discussed. There were two budget planning worksheets, one pertaining to clean water and the other pertaining to wastewater.

Ms. Greenwood also distributed two additional working documents wherein she noted she had attempted to break down priority categories by maintenance category. Mr. Butler noted that this will be multi-stepped, and indicated this is likely for two reasons. He reminded the Board that for some period of time, the WPCA was advance paying expenses further confounded by the fact that some services were being billed through Water Planet and some services were being

billed through the town. He opined that it would be prudent for the Board to examine all of the expenses regarding the Wastewater side of the ledger. Mr. Butler reported that pursuant to a request made by Mr. Toro, he had gone through and assigned some of the aspects as related to the clean water portion. He then reviewed these numbers and their categories.

Mr. Butler also read aloud a correspondence from New Hartford Fire Rescue Chief Mark Worsman requesting that the WPCA include a budget line item for flow testing of the fire hydrants, which will serve to let the department know why hydrants work and which hydrants should be avoided in the event of a fire. Chief Worsman reported in this correspondence the flow testing has not been performed since 2005, although fire code standards make the suggestion that this is something that should be done every five years. Mr. Butler noted that the cost of flow testing is \$3500 and he had reported back to Chief Worsman that while it will tentatively be included, but was not certain that the funds will be available once the final budget was established. Mr. Toro questioned why these costs associated with the fire hydrants lay with the WPCA. Mr. Butler requested that Ms. Pobuda research the issue, reviewing the rate schedule of fire services and compare the practices of other communities.

Ms. Greenwood reported that the next step will be to condense the information to more accurate budgeted numbers for 2016-2017 and then insert them into the categories where the expenses fall. She noted that it will likely be mainly equipment, maintenance, and repairs.

Mr. Toro explained how the projected revenue was calculated, noting that Torrington Water Company Vice President of Operations Steve Cerruto had provided him with the billing by the quarter. He noted that he used the last seven quarters to calculate an average.

4. VACANCY UPDATE – RECOMMENDATION:

Mr. Butler reported that he was very pleased with the number of people they had expressing an interest in serving on the WPCA. He noted that he and Mr. Toro ultimately ended up speaking with six people, two of which ended up removing themselves from consideration after realizing the demands on their time will be greater than the time they have available. Mr. Butler noted that he and Mr. Toro agreed to make the recommendation of Wesley Marsh, a retired Department of Energy and Environmental Protection employee, to the Board of Selectmen.

5. FOLLOW-UP RFP – POTENTIAL SALE OF ASSETS – PROGRESS REPORT:

Mr. Butler reported that Joe Ridge of CDM Smith had visited New Hartford's water and sewer facilities. He had also requested documents which Mr. Butler reported he provided to assist with the RFP. Mr. Butler noted that Mr. Ridge suggested that the Evaluation Team be assembled as soon as practical to that background information can be provided to everyone who will be participating with the analysis.

6. REPORTS, MEETINGS, CORRESPONDENCE AND BUSINESS ITEMS CONCERNING:

A. Updates from Standing Committees.

Ms. Greenwood noted that she participated in a webinar on grants. Mr. Butler requested that Mr. Surber or Ms. Greenwood forward a directional email to the group about where they might gather more information on this.

B. WPCA Actions – Building/Remodeling Projects Under Review.

Mr. Butler reported that Farmington Valley Health District has now included a necessary review by the WPCA, along with the Building Official and Fire Marshal, as part of the permitting process. Mr. Butler also reported that he will send another communication to the Mobil station on Main Street, serving as a follow-up to a previous email in which he noted that there is a

shared lateral at this location with the adjoining property. A demolition permit will not be able to be issued until this is resolved, according to Mr. Butler.

C. Approval – Sewer Plant Equipment Repairs.

MOTION: Mr. LeClaire, Mr. Toro second, **to approve pump repairs in an amount not to exceed \$3,000; unanimously approved.**

MOTION: Ms. Pobuda, Mr. Surber second, **to adjourn at 8:46PM; unanimously approved.**

Respectfully submitted,

**Pamela A. Colombie
Recording Clerk**