

**New Hartford Water Pollution Control Authority  
TOWN OF NEW HARTFORD, CONNECTICUT  
SPECIAL MEETING MINUTES  
Thursday, April 21, 2016 at 6:30PM  
New Hartford Town Hall  
530 Main Street, New Hartford, Connecticut**

**PRESENT:** Chairman Denton Butler, Mary Beth Greenwood, Michael LeClaire, Wes Marsh, Polly Pobuda, Jim Surber, Joe Toro.

**ABSENT:** None.

Chairman Denton Butler called the meeting to order at 6:30PM. The proceedings were recorded digitally and copies are available through Town Hall.

**1. BUDGET REVIEW 2016-2017:**

Ms. Greenwood confirmed that Board members had received the document, *FY 2016-17 – DRAFT FOR DISCUSSION ONLY – New Hartford WPCA*.

The Board reviewed drafts of the Water and Sewer budget as prepared by Ms. Greenwood and Mr. Toro. Mr. Butler explained what various year to date expenditures had included.

Mr. Butler noted that both Water and Sewer should include an allocation for Tower Generator, as both have generators. With regards to the allocation for Legal/Professional/Consultant Fees, Mr. Butler reported that Attorney Matt Willis will be contacted so as to obtain a projection from him, noting that he will likely be consulting with the Board on the Rules and Regulations.

Mr. Butler opined that a footnote should be included to highlight that non-routine makes up some level of Demand Maintenance and Planned Maintenance but does not make up Dictate Maintenance.

Mr. Butler noted that more information is needed with regards to the back flow meter testing at Town Hall and the school.

Mr. Butler reported that he completed and finalized the Request for Proposal (RFP) for sewer operations bids and has identified four companies with potential interest in addition to ones that may come about as a result from advertising. He noted that he contacted CDM Smith and requested the professional assistance of John Chudzik to assist with the evaluation of bid proposals. Mr. Butler explained that Mr. Chudzik ran the old plant while the new plant was being built and was the project manager during the construction of the new plant. Mr. Butler recommended that \$2K be allocated as a consulting fee in this regard. He noted that the RFP will likely be released the first week of May, 2016.

**2. CONTINUING REVIEW OF DRAFT REPORT – LINE EXTENSIONS:**

Mr. Butler reported that unless seasonal adjustment can be found, there is reason to believe that the average costs have been being misstates but a full year's worth of billing will need to be reviewed.

For the May meeting, Mr. Butler requested that Board members give some thought to the key assumptions included in the draft report regarding line extensions. He noted that Ms. Wagner had included a place holder of \$9K for the betterment assessments.

He reminded them that the WPCA's connection fee is at \$250 which is abnormally low and noted that Ms. Wagner had suggested a \$1K-3K is range as that is what she has seen in addition to seeing some towns with much higher rates.

Mr. Butler noted that he would like to see a WPCA Objectives Statement based on findings and lay out endorsed options based on key assumptions adopted.

Ms. Greenwood questioned whether the school has been included in the Pine Meadow section of the study. Mr. Butler noted that he would contact Ms. Wagner about more clearing stating that the school would receive an order to connect.

### **3. APPROVAL OF APRIL 7, 2016 MEETING MINUTES:**

The April 7, 2016 Minutes should be amended as follows:

Page 2, Second Full Paragraph, Fourth Line that reads, "...get submitted along to submit along with this report..." should instead read, "...get submitted along with this report...";

Page 2, Fourth Full Paragraph, First Line that reads, "...Ms. Smith explained the inclusion of tables regarding..." should instead read, "...Ms. Wagner explained the inclusion of tables regarding...";

Page 5, Second Full Paragraph, First Line that reads, "...to accept the February 17, 2016 Minutes..." should instead read, "...to accept the February 16, 2016 Minutes...";

**MOTION:** Mr. Toro, Ms. Pobuda second, **to accept the April 7, 2016 Minutes as amended; unanimously approved.**

### **4. DISCUSSION:**

#### **A. Hydrant Flow Testing.**

Ms. Pobuda had available for inspection, a February 1, 1996 Connecticut Water Company map depicting the location of fire hydrants. She questioned whether the town has private hydrants. Mr. LeClaire indicated that the town does. Ms. Pobuda reported that in some areas, private hydrants are charged higher fees than public hydrants and that this may be something the Board wants to consider. She also suggested that the charge on sprinklers may also be something that should be considered as part of budget discussions.

Ms. Pobuda opined that the Town ought to phone numbers of emergency contacts of all departments in town so that communication can be made if hydrants are tested or if a department has pumper trucks out of town for purposes of providing mutual aid to another company. Mr. Butler indicated that this is a practice already in place. Mr. Butler reported that Fire and Rescue Chief Mark Worsman has not returned his call seeking further discussion on fire hydrants and flow testing.

With regards to flow testing, Ms. Pobuda questioned whether fire companies working together with the water company, with advance notice, could check on the areas that were already an identified problem from the 1996 map as a means of setting priorities and picking away at the worst problems in town. Mr. Butler noted that he would like to reserve judgment until after having a chance to speak to Chief Worsman, noting he would like to compare notes of what is required and demanded of a flow test, what is the cost of a flow test, can the flow testing be done piece meal, and whether the sharing of the costs of doing that can be considered. Ms. Pobuda noted that she is still unsure about what is required of the WPCA and whether this Board is responsible for bringing the hydrants up to National Fire Protection Association (NFPA) standards in terms of just supplying water to the department or whether the WPCA is indeed responsible for providing a certain water pressure, too. Mr. Butler explained that he has

requested that Administrative Assistant to the First Selectman Christine Hayward consult with ISO to determine definition of responsibilities.

**B. Sewer Operation – Bid.**

Earlier in the meeting, Mr. Butler reported that he completed and finalized the Request for Proposal (RFP) for sewer operations bids and it will likely be release the first week of May, 2016.

**5. STANDING COMMITTEE REPORTS:**

Mr. LeClaire provided Board members with a working copy of a draft of proposed regulations.

**MOTION:** Mr. LeClaire, Mr. Toro second, **to adjourn at 8:06PM; unanimously approved.**

**Respectfully submitted,**

**Pamela A. Colombie**  
**Recording Clerk**