

**New Hartford Water Pollution Control Authority
TOWN OF NEW HARTFORD, CONNECTICUT
SPECIAL MEETING MINUTES
Wednesday, May 18, 2016 at 7:00PM
New Hartford Town Hall
530 Main Street, New Hartford, Connecticut**

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

ABSENT: Michael LeClaire.

Chairman Denton Butler called the meeting to order at 7:00PM.

1. FINAL DRAFT REVIEW – LINE EXTENSION ANALYSIS – KRISTIE WAGNER, CDM SMITH:

Ms. Kristie Wagner, PE of CDM Smith was present to review a final draft of the sewer line extension analysis. She reviewed the changes made to the plan since the April 7, 2016 meeting. Betterment Assessments were also discussed.

2. CONTINUING REVIEW BUDGET – POSSIBLE ADOPTION:

Ms. Greenwood distributed a copy of the current financial statement, noting that the middle column reflects where the WPCA stands with regards to expenses and revenue. She noted that a change to the proposed budget for next year was the removal of the \$3500 for flow testing. Ms. Greenwood also reported that she and Mr. Toro significantly decreased the allocation for legal fees, from \$20K to \$3700. She reported that projected expenses in this budget draft reflect total expenses at \$688K and total revenue at \$703K. Ms. Greenwood noted that while those numbers seem favorable, the Board needs to be mindful that projected expenses were cut drastically at the last meeting. Mr. Toro noted that Tower Generator adds \$1200 on the water side and \$800 on the sewer side, bringing the total expenses to \$690K. Mr. Butler questioned the projection as to how this year will end. Ms. Greenwood noted that it appears the WPCA will end the year with a surplus of \$985.

MOTION: Ms. Pobuda, Mr. Marsh second, **to accept the 2016-2017 Budget as presented by the Budget Subcommittee, with the adjustment of the generator costs added; unanimously approved.**

3. APPROVALS – APRIL 21, 2016 SPECIAL MEETING MINUTES WITH CORRECTION NOTED AND MAY 5, 2016 REGULAR MEETING MINUTES:

The April 21, 2016 Special Meeting Minutes should be amended as follows:

First Page, Eighth Paragraph, the portion that reads, “...*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...*” should instead read, “...*Mr. Butler reported that unless seasonal adjustment can be found, there is reason to believe that the average costs have been misstated but a full year’s worth of billing will need to be reviewed to confirm this...*”.

MOTION: Mr. Toro, Mr. Surber second, **to approve the April 21, 2016 Special Meeting Minutes as amended; unanimously approved.**

MOTION: Ms. Greenwood, Mr. Marsh second, **to approve the May 5, 2016 Regular Meeting Minutes; Motion passed with Ms. Greenwood, Mr. Marsh, and Mr. Toro voting aye while Ms. Pobuda and Mr. Surber abstained.**

4. UPDATES:

A. Sewer Operations Request for Proposal.

Mr. Butler reported that five companies had representatives attended a mandatory pre-bidders conference on May 9, 2016. He noted that he anticipates the WPCA will receive five competitive bids on the submittal date during the first week of June, 2016. Mr. Butler indicated that he has asked Mr. Marsh to serve on the subcommittee in reviewing the bids.

B. Pending Department of Public Health Request Water Supply Plan.

Mr. Butler reported that he had conferred with Lori Matheiu of the Department of Health seeking relief from the 2016 due date for the update of the New Hartford water supply plan. He indicated that she has granted the extension and that he only needs to provide a formal written request to her and can expect a formal written confirmation in return.

C. System Flushing Update.

Mr. Butler reported that ever since the Atlanta company scheduled to do the system flushing had their equipment break down, a firm date has not been able to be rescheduled. Mr. Butler noted that he has informed Torrington Water Company Vice President Steve Cerutto that another week will be provided to secure a date with the Atlanta company but that after that, the two will have to meet to come up with an alternative.

5. STANDING COMMITTEE REPORTS:

Mr. Butler reported that he has gone through one iteration with Joe Rich of the document template and will be providing a revision to him this weekend. He also reported meeting with First Selectman Dan Jerram who has assured that the evaluation team will be appointed by the Board of Selectmen at their next regular meeting. Mr. Butler discussed a couple of individuals who have been identified as bringing useful management and/or financial skills to serve on the committee.

Mr. Toro provided an update on the electrical supplier, reminding the Board that an agreement runs through December 31, 2016 but that there is a "blended extend option" which may prove favorably. Mr. Toro is expecting information from the representative he has been dealing with that may provide for a lower number if the Board extends the contract. A special meeting may be called if the information Mr. Toro receives requires a decision be made prior to the June 2, 2016 regular meeting.

MOTION: Ms. Pobuda, Mr. Surber second, **to adjourn at 8:55PM; unanimously approved.**

Respectfully submitted,

**Pamela A. Colombie
Recording Clerk**