

**New Hartford Water Pollution Control Authority
TOWN OF NEW HARTFORD, CONNECTICUT
SPECIAL MEETING MINUTES
Thursday, May 21, 2015 at 7:00 PM
New Hartford Town Hall
530 Main Street, New Hartford, Connecticut**

PRESENT: Chairman Denton Butler, Ken Krohner, Joe Toro, Roy Litchfield, Mary Beth Greenwood, Michael LeClaire.

ABSENT: None.

Chairman Denton Butler called the meeting to order at 7:00PM. All regular members present were seated for the meeting. The proceedings were recorded digitally and copies are available at Town Hall.

1. Discussion – Update

A. Artel Engineering Group – Representing 443 Main Street (Mobil Station)

Mr. Butler reported that he, Mr. Toro, and Mr. Litchfield met with representatives from Artel Engineering this past Tuesday, May 19, 2015 and discussed their application to connect to the sewer line. Mr. Butler shared with board members the drawings on an application that he reported will be presented to the Planning and Zoning Commission on May 27, 2015, which includes a new building and three islands. The necessary pump up unit was discussed as well as a possible holding tank, according to Mr. Butler.

Mr. Butler explained that this property will be requesting a retermination as it currently has a shared lateral with the property adjacent to 443 Main Street, with 455 Main Street. Mr. Butler also reported that the owners of this property requested a credit due to frozen pipes at this location.

2. Discussion – First Segments of Revised Rules & Regulations

Mr. Butler distributed an initial draft containing twelve of what will likely be sixteen sections of the Revised Rules and Regulations, explaining that what is in black type is assumed that the group has no concern or issue with and that what is in red type, he perceives as open for discussion and dialogue. Mr. Butler explained that the attorney will review. Mr. Butler commented that he would like to review this draft with board members comments at the next regularly scheduled meeting.

3. Budget Recommendations

Mr. Butler reported that he has reached out to Mr. Cerutto, who was away this week at a conference, regarding questions posed by Ms. Greenwood in an email regarding routine non-recoverable fees. Mr. Butler also reported that \$9,993 was collected this week as a result of rectifying a non-compliance situation, and recovery on liens. He expressed his hope to keep rates where they are, and to not increase them. He noted that regarding non-routine calls, he is inclined to not have the WPCA be on the hook for service calls for high usage when it ends up being a homeowner's running toilet. He noted that calls, made outside the Torrington Water Company's normal 10:00AM-2:00PM hours, are billed as non-routine. He noted that Ms. Greenwood has a valid point in questioning a customer who would call to inquire about low usage.

4. Rate Schedule Recommendations –Base Rates & Fees

Mr. Butler noted that aside from the MDC issue, he doesn't see big issues when planning to set the base rate and fee schedule. The group agreed that the non-routine service call assessments needs to be further discussed.

Ms. Greenwood shared with the group a report she put together after reviewing a series of ten (10) invoices that Torrington Water Company provided to the New Hartford WPCA between October 24, 2014 and March 4, 2015. She noted that she identified a sampling of work orders from different categories of services and requested from Torrington Water Company the corresponding invoice. In her report, she shared a page reflecting current rates, too. She opined that the rates and categories they have right now are good.

Termination service fees, low consumption service fees, high consumption service fees, and shut off service fees were among the service fees discussed. Mr. Litchfield questioned whether Torrington Water Company informs customers that there may be a charge for service calls, such as a meter check. The board agreed that Torrington Water Company does not but that they should be doing so.

Consensus of the group was that there should be no differential between the hourly fee that the WPCA is going to pay and the fee that is going to be charged to the customer. Another fee, "Water Turn On", was deemed to be set at no more than \$10 more than actual cost. Mr. Butler reported that he sent an email to Torrington Water Company inquiring about how low consumption work orders are initiated. He reported that his email also sought information on calls "getting ready for billing" and "final billing service fee".

Mr. Butler noted that the group will have a fee schedule recommendation at the June 4, 2015 Regular Meeting of the WPCA.

5. Operations Updates

A. Sewer – (Blower Repairs – CDM-Smith Assessment)

Mr. Butler reported that CDM Smith was requested to review the blower repairs and to examine the maintenance records. Mr. Butler commented that feedback received reflected that the maintenance is in order and logs reflect preventative maintenance is being done. CDM Smith's recommendations regarding the blowers were explained by Mr. Butler.

B. Water – (Non-compliant – List)

Mr. Butler reported that he has not been able to meet with Torrington Water Company Vice President Steve Cerutto to verify the numbers on the hydrants. He acknowledged the efforts of First Selectman's Administrative Assistant Christine Hayward in coming up with a starting point from information from COMPUTIL in working on the non-compliant list.

6. Review & Approval Minutes - May 7, 2015

The Title of the Minutes on the top of the first page should have read May 7, 2015 Minutes, rather than April 7, 2015 Minutes.

MOTION: Mr. Toro, Ms. Greenwood second, **to approve the May 7, 2015 Minutes as amended; Mr. Toro, Ms. Greenwood, Mr. Litchfield, Mr. LeClaire voted aye, Mr. Krohner abstained, motion passed.**

7. Correspondence & Meeting Activity (if any)

A. CDM-Smith Organizational Meeting 5/19/15

Mr. Butler provided a summary to members of the WPCA of the CDM-Smith Organizational Meeting of May 19, 2015. He noted that they basically summarized the task functionality from the WPCA's Statement of Work. He noted that some ancillary issues, such as planning for future infrastructure and rehabilitation projects, were discussed.

B. Right-of-way Clearance

Mr. Butler noted that he spoke to representatives from Supreme Industries yesterday. He noted that they had expected to have completed the work by now but with the late Spring, and the delays arising from trying to locate the manholes. He noted that the work will be undertaken either the first week of June, 2015 or the first week of August, 2015.

C. Water Planet – "Budget Allocation Resolve"

Mr. Litchfield reminded the group that the Water Planet had requested previously a \$2,000 budget pass through allotment. Mr. Litchfield explained that the result was not clean, paperwork wise, and reminded the group that the Water Planet was brought in and reviewed the figures which reflected that the WPCA owes \$2,241 to them in non-routine charges. Mr. Litchfield and Mr. Toro reviewed the figures and how they were

derived, the end result being that since the WPCA ceased the pass through payments, a balance owed to the Water Plant of just over \$2,200 remains.

8. Any Other Business to Come Before the Authority

A. All remaining Standing Committee Updates

No business, aside from the earlier report provided from Ms. Greenwood, was discussed.

B. Member Suggestions – Replacement for Fulton

Mr. Butler reminded the group that an eventual replacement for Mr. Fulton will need to be a user. He further commented, and the group agreed, that it may not be the most practical thing to bring a new member in at this time, to try to bring a new person up to date at this juncture and that September, 2015 might be a better time. The group agreed to share with First Selectman Dan Jerram their hope to wait until September and the reasons for doing so.

MOTION: Mr. LeClaire, Mr. Krohner second, **to adjourn at 8:46PM; unanimously approved.**

Respectfully submitted,

**Pam Colombie
Recording Clerk**