

**New Hartford Water Pollution Control Authority  
TOWN OF NEW HARTFORD, CONNECTICUT  
REGULAR MEETING  
Thursday, November 6, 2014 at 7:00 PM  
New Hartford Town Hall  
530 Main Street, New Hartford, CT  
MINUTES**

**PRESENT:** Bill Michaud, Ken Krohner, Denton Butler, Steve Hanright, Mary Beth Greenwood, Robert Fulton, Michael LeClaire.

**ALSO PRESENT:** First Selectman Dan Jerram, Selectman Alesia Kennerson.

**ABSENT:** None.

Chairman Bill Michaud called the meeting to order at 7:00PM. All regular members present were seated for the meeting. The meeting was immediately recessed so that members might attend the Special Town Meeting held simultaneously in the Senior Center. The meeting reconvened at 7:30PM. The proceedings were recorded digitally and copies are available at Town Hall.

**1. Recess to attend Special Town Meeting:**

The Water Pollution Control Authority (WPCA) recessed their meeting to attend a Special Town Meeting held simultaneously in the Senior Center.

**2. Meeting Minutes:**

**MOTION:** Mr. Butler, Mr. Krohner second, **to approve the October 2, 2014 minutes with the following corrections:**

**A copy of the letter from Economic Development Commission Chair Dave Childs referenced on page 2 should be attached. A copy is attached herein to these minutes and marked Addendum 'A';**

**A correction to page 3, under "c. Back-charges and lien policies and procedures" should read: "...odd numbered properties on Main Street are not able to be connected."**

**A correction to page 4, under "g. FOG program" should reflect that it was Vicky Arel that visited the properties, not Wright Pierce; Mr. Butler, Mr. Krohner, Mr. LeClaire, Ms. Greenwood, and Mr. Fulton voted in favor, Mr. Michaud abstained, motion carried.**

**3. Opportunity for Public Comment:**

None.

**4. Operations:**

**a. Sewer Operations Monthly report - The Water Planet Company.**

Mr. Jason Hoffman, Manager of Operations of The Water Planet, submitted a report dated November 6, 2014, attached herein as Addendum 'B'. Mr. Michaud indicated that while Mr. Hoffman was not at the meeting, he had requested that two items be addressed by the WPCA. Mr. Michaud addressed the email chain from Mr. Hoffman commencing on October 16, 2014 regarding the New Hartford pump stations clean out.

**MOTION:** Mr. Butler, Mr. LeClaire second, **to authorize an expenditure not to exceed \$3,350.00 for the pump stations cleanout; unanimously approved.**

Mr. Michaud indicated that the second item Mr. Hoffman had requested the WPCA to review and consider is approval of a quote to service the instrumentation of the plant. Mr. Fulton inquired as to when the service partnership agreement with HACH is due. Mr. LeClaire indicated that the renewal would bring it to October, 2015 and that while the price provided is in line with what the WPCA typically spends, was unsure whether the warranties provided are worth the expenditure. Mr. Butler opined that deferring action on this item to the next meeting would be worthwhile. Mr. Krohner concurred. Mr. LeClaire shared with the WPCA his thoughts and opined that they ask Mr. Hoffman a series of questions about this service partnership quote, and the warranties provided through it, at the next meeting.

**b. Monthly Operations Monthly Report - Torrington Water Company.**

Mr. Steven Cerruto, Vice President of Operations, while not present at the meeting, submitted a monthly operations report. A copy of this report is attached herein as Addendum 'C', less the work order status portion. Mr. Michaud noted that he believes there was an error in this report regarding the average gallons per day should have read 115,000± rather than the figure listed (115,035,833).

**c. Tower Generator contract.**

This item was tabled until the next meeting.

**d. Monthly Financial Report.**

Mr. Michaud distributed a summary through October, 2014 that he had prepared after the emergency repairs of July, 2014. He reported that he ran numbers through the end of the year and came up with better than expected projections. His report reflected a variance of \$20,722.31 in revenue, an excess likely the result of improved collection of past due accounts. The usage estimates were accurate according to Mr. Michaud. With regards to expenditures, the actual was \$234,413.62, a figure that is \$25,555.29 higher than what was projected. The primary source of the excess expenditures was the emergency repair to the sewer line in downtown New Hartford according to Mr. Michaud's summary.

He pointed out that the WPCA is right on target with expenditures for the water account. The general account was lean because the board has not used much of the expected consulting fees, according to Mr. Michaud. With regards to the sewer account, Mr. Michaud reported that the numbers are not as far off as expected, \$27,790.68 over budget. One reason Mr. Michaud attributed this number not being greater is that the sledge hauling costs were not as high as what was expected. Another reason, according to Mr. Michaud, that this number was not higher is because there had been a miscalculation in the payments on the wastewater treatment plant debt service. Should the rest of the year play out with no major unforeseen expenditures, Mr. Michaud projected the WPCA should finish the fiscal year with an ending balance of \$80,302.49 as opposed to the expected \$90,000±.

Mr. Michaud indicated that he had originally thought the board would need to consider modifying the rates but has subsequently changed his mind. He indicated that unless and until something goes awry, the WPCA can continue to monitor the revenue and expenditures.

Mr. Fulton asked whether the cost to check the trunk lines to see whether they could handle and sustain additional, new users was included in this report. Mr. Michaud indicated it was not. It was agreed that this work would also chip into the ending balance.

## **5. Correspondence:**

Mr. Michaud acknowledged a request from the Planning and Zoning Commission seeking input as they revise their Plan of Conservation and Development. He mentioned that the input the commission was seeking from the WPCA should be in writing and received by November 24, 2014.

Mr. Butler reported that the Planning and Zoning Commission was likely seeking the WPCA's plan of development for the sewers. Mr. Butler agreed to complete a position statement for submission to the WPCA. Mr. Michaud opined that economic development along the sewer lines should be encouraged and that there are several factors to consider in managing the growth.

## **6. Summary of meeting with Town Attorney and discussion of action items:**

Mr. Michaud reported that Ms. Greenwood, Mr. Butler, and he met with the town attorney on October 27, 2014 and that several legal concerns were discussed. Mr. Butler reported that Attorney Roraback is researching several of the concerns brought up.

### **a. Establishing a process for documenting billing records**

Mr. Michaud presented challenges created with generating the billing records as some may be with Connecticut Water, Computil and presently, Torrington Water Company. Mr. Michaud suggested that going forward, a monthly run of all bills generated by Torrington Water Company be forwarded to Town Hall. He also indicated that he would make either Christine Hayward or Lila Tuxbury aware that these should be filed somehow and made a part of the WPCA's record.

### **b. Separating bills for water and sewer usage and other charges**

Ms. Greenwood reported that Attorney Roraback suggested that the WPCA ought to consider how the invoices are generated and that separate bills should be prepared for water usage and sewer usage. Mr. Michaud concurred and added that the separate charges could be on one piece of paper. Mr. Michaud explained that while water could be shut off for nonpayment, shutting off the sewer is not practical. However he noted that one option to address nonpayment of sewer charges is a resulting lien on the property.

### **c. Establishing consistent back-billing policy and documenting usage basis**

Discussion on this item was tabled pending further information from Attorney Roraback.

### **d. Establishing lien process**

Discussion on this item was tabled pending further information from Attorney Roraback.

## **7. Report of subcommittee on analysis of sewer extension alternatives**

Mr. Butler reported the subcommittee is comprised of Mr. Roy Litchfield, Mr. Joe Toro, and himself. Mr. Butler distributed a report drafted by this subcommittee entitled, "Line Extension: Problem/Opportunity Analysis", a copy of which is attached herein, identified as Addendum 'D'. Mr. Butler reported to the WPCA that the subcommittee has made contact with USDA to inquire as to whether there were funds available for line extensions, the same question as he indicated was asked back in 2009. The response from the USDA provided both in 2009 and more recently was negative, according to Mr. Butler. Inquiry made of USDA as to whether funds were available to protect an aquifer in an area where there are aging and failing septic systems, with Pine Meadow in mind,

resulted in an initial confirmation that funds were available in the next federal budget. Mr. Butler was advised that the group ought to be in the planning stages and that applying for and seeking funds from both the Clean Water Fund as well as USDA should not be a problem.

Mr. Butler further explained that Facilities Planning Grants are available from the DEEP on a first come first served basis to cover 55% of the initial planning process. He referenced the Priority List Planning document that was released late spring/early summer and indicated funds within these grants with an initial set aside of \$15M continue to exist. With a statement of work and preliminary planning, Mr. Butler advised that it is possible that the town could gain some engineering assistance with maps and project plans, up to a 55% reimbursement from the state.

Mr. Butler reviewed the outlined key assumptions from the subcommittee's report. Mr. Michaud praised the report and opined that it was a great start. Mr. Butler reported that the subcommittee is now in the process of securing maps to delineate where the existing trunk lines are and that they are doing a related count in each of the areas where phases may develop. Further, they are starting to draw some lines on possible routing. Discussion of the canal on Wickett Street followed.

Mr. Michaud presented a brief overview of a draft of a Statement of Work. He described its intent as a review of two alternatives, Cottage Street versus Pine Meadow, and to review them on a cost-benefit basis. He explained that the costs (engineering costs, construction costs, financing costs, etc.) of the two were reviewed through a comparative analysis. With regards to benefits, he reviewed what impacts a larger broader system would have with the rates as well as the effects of possible capital generation to become more proactive in maintenance of the system. Mr. Michaud also sought to address the effect of reduced rates on the marketability of businesses and whether it would help in economic development. Mr. Michaud continued, stating that what should be reviewed and considered is how reduced rates affect the economy. To this end, he explained that what should be considered is direct impact, new businesses coming into town and existing businesses expanding as well as indirect impact, people from new business coming into town utilizing existing businesses. Also reviewed in exploring the two alternatives is public safety, a factor he explained that is difficult to put into a cost-benefit analysis as it is more difficult to monetize.

Discussion followed around benefit assessments.

First Selectman Dan Jerram acknowledged the WPCA's request for funding for the study phase of the sewer line extension, or the project's Anticipation Plan, and explained that Board of Selectman had been curious about a timeline for the same. Mr. Michaud questioned the group that using the quality based selection process, how long it would take to get feedback on scope. Mr. Jerram indicated that the Board of Selectman is seeking a better understanding of the dollar figure the WPCA will be requesting in terms of an appropriation. Mr. Butler responded that the WPCA would very likely be able to provide to the Board of Selectman a figure by January, 2015 to aid in the drafting of the budget.

Mr. Jerram, on behalf of the Board of Selectman, acknowledged the volunteer efforts of the WPCA. He expressed sincere thanks to the members for the time and efforts put forth through their service on this board. Embroidered New Hartford caps were distributed to members.

## **8. Input on Town Plan of Conservation and Development**

This item was discussed as part of Agenda item 5. Correspondence.

**9. Discussion of benefit assessments versus connection fees**

This item was tabled to the next meeting.

**10. Ongoing business:**

**a. Orders to connect**

Ms. Greenwood distributed a list of properties that should be getting an order to connect. The list was created based on street listings provided by the New Hartford Assessor, the Torrington Water Company lists, and the smoke test results. It was determined that at most, ten addresses were identified as properties that should begin paying. Mr. Michaud indicated that he would forward the list provided to confirm that the addresses provided are not customers and will let Ms. Greenwood know.

**b. FOG program**

This item was tabled until the next meeting.

**c. Fire hydrant condition assessment, improvements, and planning**

Mr. Butler reported on his meeting with the fire commissioners seeking financial assistance in a review and analysis of the state of the fire hydrants in town. He stated that he fielded numerous questions but has not received a decision from them.

**d. Sewer system assessment**

Mr. Fulton reported that he received a response from Mr. Jerram on the Revolving Loan Sewer Lateral, or RLSSL. Mr. Jerram surveyed the Connecticut Conference of Municipalities, or CCM, to see if other towns have implemented a similar program, according to Mr. Fulton. Mr. Jerram reported back recently that this canvas resulted in a finding that no other town has had such a program, according to Mr. Fulton. Mr. Jerram also had indicated to Mr. Fulton that the Board of Selectman unanimously agreed that the information would be forwarded to the town's counsel for review and comment to see if the proposal falls within Roraback & Roraback's area of expertise. Mr. Fulton stated that upon receipt of advice from the town's attorney, Mr. Jerram would be following up with him on this initiative.

**e. Sewer service area map.**

Mr. LeClaire reported that he has not heard anything on the sewer service map.

**11. Other business.**

Mr. Krohner reported that he will be looking into electrical rates on behalf of the WPCA again.

**MOTION:** Mr. LeClaire, Mr. Krohner second, **to adjourn at 9:30PM; unanimously approved.**

**Respectfully Submitted,**

**Pam Colombie  
Commission Clerk**

## ADDENDUM A



### NEW HARTFORD ECONOMIC DEVELOPMENT COMMISSION

Town Hall

New Hartford, Ct. 06057

(860) 379-3389

Hand delivered  
9/30/14

Mr. William Michaud, Chairman  
Water Pollution Control Authority  
119 Town Hill Rd  
New Hartford, CT 06057

Dear Bill,

My perception is that the biggest problem we have in New Hartford relates to the underutilization of our sewer plant. The high costs of water and sewer usage adversely impacts economic development and residential costs.

I urge you to seek financial aid from the town so the number of users can be substantially increased in order to lower the unit costs. The Economic Development Commission will enthusiastically support this effort.

Sincerely,

David Childs

cc: Denton Butler

## ADDENDUM B



November 6, 2014

111 Huntington Street

New London • Connecticut 06320

Office: 860.444.0866 • Fax: 860.444.0896

[www.thewaterplanetcompany.com](http://www.thewaterplanetcompany.com)

Chairman Bill Michaud and Members of the WPCA:

Routine operation and maintenance work continues. All permit conditions were met for the month of October. The average daily flow for the month of October was 41,000 gallons and the total flow was 1.26 MG. We did not remove any sludge for final disposal during the month of October.

- October 1, 2014 High water alarm at the prospect pump station due to grease build up.
- October 10, 2014 Stationary generator and the 219 generator were serviced.
- October 20, 2014 Responded to a call for a broken sewer line in the property of 564 Main Street.

Please see the attached quotes from HACH and Skips Septic.

Respectfully Submitted,



Jason Hofmann  
Manager of Operations  
The Water Planet Company  
(860) 777-6546

## ADDENDUM B (con't)

	<b>HACH SERVICE PARTNERSHIP QUOTATION</b>  <i>Headquarters</i> P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389  <i>Purchase Orders</i> 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone: 800-227-4224 Ext. 6180 Fax: 970-669-2932	Page : 1 of 3 Partnership Number : HACH396710  WebSite: <a href="http://www.hach.com">www.hach.com</a>	<i>Remittance</i> 2207 Collections Center Dr Chicago, IL 60693  <i>Wire Transfers</i> Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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**Partnership Number :** HACH396710  
**Quotation Date :** 08-OCT-14  
**Expiration Date :** 24-OCT-14  
**Hach Company Contact :** Cooper, Cindy A  
**Service Partnership Phone :**  
**Email :** Ccooper@hach.com  
**Customer Ref :** RENEWAL QUOTE  
**Customer Contact :** GOULET, PAUL  
**Customer Phone :** 203-640-8754  
**Customer Fax :**  
**Customer Email :** newhartfordwwttr@gmail.com

<b>Bill-To Account # 40202866</b>		<b>Ship-To Account # 40202866</b>		<b>Payment Terms:</b> Net 45
Customer Name	NEW HARTFORD TOWN HALL	Customer Name	NEW HARTFORD TOWN HALL	<b>Billing Method:</b> Annually
Address4		Address4	NEW HARTFORD WPCA	<b>Currency:</b> USD
Address1	PO BOX 316	Address1	238 MAIN ST	
Address2		Address2		
Address3		Address3		
City,State, PostalCode	NEW HARTFORD-CT-06057	City,State, Postalcode	NEW HARTFORD-CT-06057	
Province/Country	US	Province/Country	US	

Line	Service Name	Start Date	End Date	Description/Serial Number	Line Total
1	FSPSC200 1.1 LXV404.99.00552	09-OCT-14	08-OCT-15	Fid Svc-1V SC200 Controller sc200 CONTROLLER, AC-DC, 2 DIG, HACH : 1308C0093114	\$225.00
2	FSPSONATAXSC	09-OCT-14	08-OCT-15	Fid Svc-1V SONATAXSC Field Service includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements.	\$1,120.00



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	2.1	LXV431.99.00002			db SONATAX sc SLUDGE LEVEL PROBE ; 1507710	
	2.2	LXV431.99.00002			db SONATAX sc SLUDGE LEVEL PROBE ; 1508220	
3	FSPSOLITAX		09-OCT-14	08-OCT-15	Fld Svc-2V Solitax Sensor	\$1,822.00
	3.1	LXV423.99.00100			db TS-LINE sc/IMMERSION 50g/l WIPER SS ; 1506877	
	3.2	LXV423.99.00100			db TS-LINE sc/IMMERSION 50g/l WIPER SS ; 1507015	
4	FSPUVASPRB		09-OCT-14	08-OCT-15	Fld Svc-2V UVAS Sensor	\$995.00
	4.1	LXV418.99.90002			db UVAS sc PROBE, 50mm ; 1504140	
5	HACH PM 2 VISIT		09-OCT-14	08-OCT-15	2 ON SITE VISITS: 09-OCT-2014: 08-OCT-2015	\$0.00
	5.1	FIELD CONTRACT SITE			Field Service Contract site visit ; HACH396710	
						<b>Sub Total :</b> \$4,162.00
						<b>Tax:</b> \$0.00
						<b>Total :</b> \$4,162.00

**Partnership Notes :**

CONFIRMATION OF TYPE OF PAYMENT IS DUE AT THE TIME OF PARTNERSHIP ACTIVATION.

SEND CONFIRMING PURCHASE ORDER FOR ORDERS \$25,000 OR MORE TO MY EMAIL ADDRESS OR FAX NUMBER 970-669-2932.

FOR IMMEDIATE TECHNICAL ASSISTANCE, CONTACT OUR EXCLUSIVE PARTNERSHIP TECHNICAL SUPPORT GROUP AT 1-866-902-HACH (4224). PLEASE REFERENCE YOUR PARTNERSHIP AGREEMENT NUMBER WHEN CALLING IN.

TO SCHEDULE SERVICE PLEASE CONTACT FIELD SERVICE COORDINATOR, LESLIE VELASQUEZ AT: 1-800-227-4224, PRESS # AND THEN EXT. 6486.


THE DIVISION MANAGER FOR YOUR AREA IS KEN MEUSE AND HE CAN BE REACHED AT 1-800-227-4224, PRESS # AND THEN EXT. 2888

PLEASE CONTACT ME IF I CAN BE OF ANY FURTHER ASSISTANCE.  
HAVE A WONDERFUL DAY.

SINCERELY,  
CINDY COOPER  
COORDINATOR 3, FIELD ADMINISTRATOR  
ccooper@hach.com  
1-800-227-4224, press# and then ext. 6752

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of

## ADDENDUM B (con't)

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	<b>Headquarters</b> P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389  <b>Purchase Orders</b> 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone: 800-227-4224 Ext. 6180 Fax: 970-669-2932	<b>WebSite:</b> <a href="http://www.hach.com">www.hach.com</a>	<b>Remittance</b> 2207 Collections Center Dr Chicago, IL 60693  <b>Wire Transfers</b> Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at [www.hach.com/terms](http://www.hach.com/terms). Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract

Customer Name : NEW HARTFORD TOWN HALL

Customer P.O. Number : \_\_\_\_\_

Customer Reference Number : \_\_\_\_\_

## ADDENDUM B (con't)



Jason Hofmann <jason.hofmann73@gmail.com>

### New Hartford pump stations clean out

3 messages

**Jason Hofmann** <jason.hofmann73@gmail.com>  
To: Skips Septic Wilma <wilma.skips@snet.net>

Thu, Oct 16, 2014 at 3:04 PM

Wilma

We have two pump stations in New Hartford that need to be cleaned.  
Could you please provide a price to clean I will need.  
1 pump truck  
1 jetter truck  
1 service truck for confined space entry  
Probably going to take a day with driving time.  
If I get the approval I will schedule with you.

Thanks

Jason Hofmann  
Operations Manager  
The Water Planet Company  
[j.hofmann@cleanwaterops.com](mailto:j.hofmann@cleanwaterops.com)  
[jason.hofmann73@gmail.com](mailto:jason.hofmann73@gmail.com)  
Cell # (860) 777-6546

**Wilma Matos** <wilma.skips@snet.net>  
Reply-To: Wilma Matos <wilma.skips@snet.net>  
To: Jason Hofmann <jason.hofmann73@gmail.com>

Fri, Oct 17, 2014 at 8:32 AM

ok I will check with Drew and get back to you  
[Quoted text hidden]

**Wilma Matos** <wilma.skips@snet.net>  
Reply-To: Wilma Matos <wilma.skips@snet.net>  
To: Jason Hofmann <jason.hofmann73@gmail.com>

Fri, Oct 17, 2014 at 9:47 AM

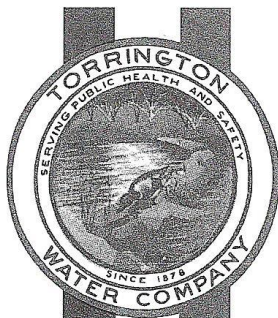
Hi Jason,

\$3000.00 for all 3 trucks for regular business hours. Over 8 hours will be an extra \$350.00  
per hour

## ADDENDUM C

### Torrington Water Company

P.O. BOX 867 - TORRINGTON, CONNECTICUT 06790 - (860) 489-4149



Steven F. Cerruto  
V. President/Operations

The Torrington Water Company  
277 Norfolk Rd., P.O. Box 867  
Torrington, CT 06790  
Fax # (860)496-7889  
[s.cerruto@torringtonwater.com](mailto:s.cerruto@torringtonwater.com)  
[www.torringtonwater.com](http://www.torringtonwater.com)

NEW HARTFORD WPCA  
Monthly Report  
October 2014

#### **Total System Production**

In October 2014 the two treatment plants produced a total of 3,566,100 gallons for an average of 115,035,833 gallons per day (gpd). The Diversion Permit limit is a maximum of 454,000 gpd. A total of 176 gallons of sodium hydroxide (caustic acid) was used and 51 gallons of hypochlorite was used.

#### **Black Bridge Well Production and Operations**

In September 2014 the Black Bridge Well produced a total of 1,805,900 gallons for an average of 60,664 gallons per day (gpd.)

#### **Pine Meadow Well Production and Operations**

In October 2014 the Pine Meadow Well produced a total of 1,760,200 gallons for an average of 56,760 gallons per day (gpd.)

#### **Quality and Treatment**

During the month all state and federal treatment standards were met. On November 3<sup>rd</sup> the October Treatment Plant Effluent Monitoring and Reporting Forms for Black Bridge and Pine Meadow were electronically submitted to CT Department of Public Health (CTDPH). Client copies are submitted with this monthly report. The two Routine Monthly Bacteriological and Physical Parameter Samples were collected on October 20, 2014. A table containing a summary of these routine monthly monitoring results is attached.

## **ADDENDUM C (con't)**

### **Distribution System**

Repaired service leak at 7 Black Bridge Rd. (leaking on copper service near water main).

Replace fire hydrant on Wickett St.

State D.P.H. has inspected the system on October 15<sup>th</sup> and their report will follow, they indicated that a violation may be filed because from the last inspection action was to be taken o contamination easements for Pine Meadow and Black Bridge wells.

Repaired air valve at Black Bridge well that was leaking.

Call Before You Digs – (8)  
Service calls (see attached list)

### **Work Order Report**

None

### **Meter Reading/Billing**

Late notices are being sent November 6<sup>th</sup>

### **Accounts Receivable**

The month end account summary is as follows:

Current	\$ 92,606.03
31 to 60 days	\$ 958.26
61 to 90 days	\$ 13,291.86
91 days and over	<u>\$ 37,136.35</u>
	\$143,992.50

\*28 accounts are on a payment plan.



## ADDENDUM D

### Line Extensions

#### Problem/Opportunity Analysis

##### **Problem/Opportunity: -**

New Hartford desires to expand its sewer collection system to provide more economical wastewater and sewage collection conveyance to its state-of-the-art treatment facility constructed in 2010.

Accordingly, it will be necessary to continue sewer system planning and expansion within the sewer district area, so that the costs of system expansions and increases in effluent trunk capacity will continue to be borne by existing users, new economic development and non-users alike.

While a "set-aside" of \$3.7M in Clean Water Funds, consisting of grant and low cost loan exists, along with possible USDA funding options, there are resident getting started costs of a yet to be defined amount that need to be approved and advanced by the Town. Facilities Planning Grants are available from the DEEP on a first come first served basis to cover 55% of the initial planning process.

##### **Current Situation: -**

- New Hartford's sewer district suffers from an insufficient number of users to financially support the operation and maintenance of physical facilities.
- Rates have risen to a level of unaffordability. Anecdotal evidence suggests this is discouraging Economic Development and the ability of downtown businesses to compete.
- The collection system suffers from age related malfunctions and has proven to fail without notice.
- A group of abutters (a significant source of potential users and revenues) remain unconnected. Recent analysis shows there are scofflaws, as well as overlooked users, who have benefited from service without payment.
- Collections have improved, but a lien process to protect uncollected revenues has failed to be implemented. Total revenues have not met expenses in ten of the last thirteen years.

##### **Key Assumptions:**

In order to resolve these outstanding issues, the WPCA must embark on a planned expansion program with an ultimate objective to add sufficient users to overcome a revenue deficit. In order to arrive at this outcome, this sub-committee assumes the following key assumptions:

- The Town in its entirety, accepts, promotes and garners the funds necessary for line extension events commensurate with the "Plan". This will include, but is not limited to: creation of funding to provide, design, construction, low cost loans to abutters and new users to finance their

## ADDENDUM D (con't)

### Line Extensions

#### Problem/Opportunity Analysis

connections; adoption of rates that provide the appropriate return to ultimately self fund operations; the mandatory hook-up of all abutters; lien provisions that protect the financial interest of the Town and WPCA.

- The WPCA selects an engineering firm through the Quality Based Selection (QBS) as required by the DEEP.
- That a Planning Grant, through the DEEP is available to fund 55% of a "Facilities Plan" with a pre-approved local share in place, in advance of the WPCA's DEEP Application.
- The set-aside of the Clean Water Fund remains available to New Hartford until such time as planning and execution for expansion can be completed. Additionally, the Committee has determined that New Hartford may qualify for alternate sources (USDA) of grants and loans.
- The choices revealed in the line extension analysis yield the outcome envisioned by the planners. (Revenues will meet (or) exceed costs.)

(More To Follow)

#### Resources Required/Provided & Charged With:

- (1) First Phase work effort of the current sub-committee to create awareness, frame the magnitude of the project, create a timeline, and present issues to be defined & resolved.
- (2) WPCA development of an approved Statement of Work (SOW).
- (3) WPCA, BOF, BOS, and general taxpayer review and approval to a generally accepted and funded go forward plan.
- (4) Access to professional engineering resources and capital to fund essential analysis beyond topical planning executed by the sub-committee.
- (5) Selection of Design Engineers through the QBS Process.
- (6) Financial approvals from the Town's legislative body.
- (7) Regulatory & Permitting approvals.
- (8) Final design, bid specs, bid review & approval – start construction.

## ADDENDUM D (con't)

### Line Extensions

#### Problem/Opportunity Analysis

**Discovery Required – Resolution Provided:** Line Extension Checklist – Actionable Items

- Develop a Project “Anticipation Plan” (define area to be covered, project the number of users, increment the Plan, estimate of costs, project revenues, ongoing maintenance costs, establish role of Town & non-users in funding, create a timeline, topically explain all other anticipated issues, financial (or) mechanical in nature). Plan to be prepared by the WPCA and accepted by Town Agencies and Regulators involved in the approval process – marks the ability to proceed with down stream initiatives shown below.
- Highlight and amend Rules & Regulations and Ordinances, Assessments, and Rate Plans that require change to make the Plan work effectively. Formally adopt Statutes that are needed to guide and direct WPCA activities. Define, adopt & follow refined Policies that clearly enunciate WPCA positions. Construct the necessary forms, permits and applications necessary to effectively execute the role between users, contractors and the WPCA.
- Conduct a pre-condition assessment of the sewer collection system’s ability to accept proposed effluent quantities. Confirm Plant readiness to accept.
- Qualify & retain Design Engineers to develop plans for trunk routes, easements, pump stations, lateral stubs, manholes, inverts, cleanouts, & re-alignment of water pipes if required. Support with estimates of financial resources required to execute the Plan.
- Outline coordination steps with DEEP re: Permitting, Regulatory Issues; Grant & Loan qualification to access available funds for both remediation of existing trunk lines (if any) and line extensions.
- (Any additional items not yet included.)

**Due Date** – TBD

**Feedback Should Include:**

**Proposed Solution(s)/The Approach(s):** Y TBD [Enter elements of a description of the proposed solution/new approach/alternative ways of doing business, refinement of the process, etc.]

*Yet To Be Determined (YTBD) By The Participants of This Analysis*



## ADDENDUM D (con't)

### Line Extensions

#### Problem/Opportunity Analysis

**Projected Outcome: YTBD** - *but this includes* -

*Upside Potential:* [Assess outcomes – etc.]

*Downside Risk:* [Anticipate issues – “Murphy’s Law – What could go wrong?]

**Costs Saved: YTBD** [Complete to the extent applicable – improved contract conditions, faster turn-around time, cost avoidance, improved rates, etc.]

**Revenue Produced: YTBD** [Complete to the extent applicable – Recovery of labor costs, one-time payments, new ratepayers. Also include the possible use of any new proceeds (or) recurring annual revenues.]

**Cost To Implement: YTBD** - [one-time & recurring annual costs]

**Advantages Created For Recipients: YTBD** [Users, Residents, Vendor Partners, Town, WPCA]