

WATERFORD UTILITY COMMISSION  
REGULAR MEETING MINUTES

DATE: November 16, 2010

PLACE 1000 Hartford Road Complex

TIME: 6:00 p.m.

PRESIDING: Peter M. Green, Chairman

PRESENT: Bruce Kruszewski, John Doroski, Raymond Valentini

OTHERS PRESENT: Neftali Soto, Chief Engineer, James Bartelli, Assistant Director, Bill Sheehan, Board of Finance Liaison, Ken Kirkman, Mark Davies, Stahlman Group and Mark Smith, Fleet Manager at Coca-Cola

ABSENT: Dominic Fraioli

Chairman Green called the meeting to order at 6:00 p.m.

CITIZENS SESSION

No citizens present.

SECRETARY REPORT

MOTION made by Mr. Doroski to approve the secretary report & minutes dated October 14, 2010.

VOTE Unanimous. Motion Carried.

ACCOUNTING ADJUSTMENTS

ADJ	DATE-PAID	MON	BATCH	DESCRIPTION
-2,833.58	10/21/2010	APR	536	Incorrect consumption charged
52.5	10/21/2010	OCT	539	Consumption charge
49	10/21/2010	OCT	537	Consumption charge
45.5	10/21/2010	OCT	538	Consumption charge
-115.5	10/25/2010	OCT	541	Seasonal NL customer
-28.07	10/26/2010	OCT	543	Incorrect consumption charged
-45	10/27/2010	OCT	544	One family house charged as 2
-0.04	10/28/2010	OCT	546	incorrect principal balance
-0.68	10/29/2010	OCT	548	incorrect principal balance
-45	10/29/2010	OCT	547	One family house charged as 2
-146.41	11/4/2010	NOV	553	Incorrect consumption charge
146.41	11/4/2010	NOV	554	Incorrect consumption charge
-128.9	11/4/2010	NOV	552	Incorrect consumption charge
115.5	11/4/2010	NOV	559	Added consumption
-328.72	11/4/2010	NOV	555	Incorrect consumption charge
133	11/4/2010	NOV	560	Added consumption
133	11/4/2010	NOV	556	Added consumption
10.5	11/4/2010	NOV	558	Added consumption
140	11/4/2010	NOV	557	Added consumption
-115	11/8/2010	NOV	561	Incorrect consumption charge

ACCOUNTING ADJUSTMENTS CONT.

-0.5	11/8/2010	NOV	562	Incorrect principal balance
-5.86	11/8/2010	NOV	564	Incorrect consumption charge
-2.68	11/8/2010	NOV	563	Reversed principal from lien

#### EXPENDITURES – BILL LIST

There was a discussion regarding the Cherry Hill Construction bill in the amount of \$10,434.71 - half of the original bill, the other half to be paid by the City of New London. Mr. Kruszewski requested a copy of the letter denying payment under ARRA. Mr. Green suggested the bill be paid but the commission should pursue this further, and add this to the agenda for the next meeting.

MOTION made by Mr. Doroski to put on file and approve the bill list of November 16, 2010, seconded by Mr. Valentini.

VOTE 1 – NO – Mr. Kruszewski, 2- YES – Mr. Doroski, Mr. Valentini  
Motion Carried.

#### UNFINISHED BUSINESS

##### Coca-Cola Sewer Connection Fee

Mark Davies, Stahlman Group and Mark Smith, Fleet Manager at Coca-Cola presented a weighted average of five sites similar to the proposed Waterford facility, and requested that the Commission consider a weighted average for the sewer connection fee. Mr. Bartelli explained that it would be consistent with past practice. Discussion ensued.

MOTION made by Mr. Valentini to go with the presented weighted average formula of 2.5 ERU's times the residential assessment of \$1821 for a total sewer connection fee of \$4,552.50. Seconded by Mr. Doroski.

VOTE Unanimous. Motion Carried.

#### OLD BUSINESS

##### Finances – Revenues/ Expenditures Progress Report.

Graphs were presented by Mr. Soto, and discussed. Mr. Soto pointed out that it has been a dry summer and the effects of the new I & I program would be seen during wet weather in March through mid-May.

## NEW BUSINESS

### Calendar Year 2011 – Utility Commission Meetings Schedule

Mr. Green suggested the commissioners take home the new schedule for review and add finalization of the calendar to the agenda for the next meeting in December. Mr. Soto pointed out that the calendar must be submitted before the next meeting. Mr. Green stated to submit the current schedule and alterations may be made by members at the next meeting.

### Purchasing – Approval of list of Sole Source and other Vendors

The Sole Source Provider List was explained by Mr. Soto. The Pre-Approved Vendor List was discussed. The list consists of companies that provide parts in a timely manner and at reasonable prices, recognizing that the Utility Commission is a 24/7 operation. Discussion ensued. Mr. Kruszewski suggested that there be more than one pre-approved vendor for each category of service to better compare prices. It was decided to place a revised list back on the agenda for the next meeting in December.

## OTHER BUSINESS

### Utility Billing Software

Funding of new software was discussed. Mr. Soto would be attending the IT meeting on November 17, 2010, to request acceptance and funding of the CUSI software. Mr. Green stated IT would be the first choice for funding.

MOTION made by Mr. Kruszewski, subject to the approval by IT for the commission to purchase the CUSI software and contingent on funding from IT, the Commission should contract to buy the software utilizing Enterprise Funds as necessary. Seconded by Mr. Valentini.

VOTE Unanimous. Motion carried.

Revision of Policy No. 3011 – A Policy for the Installation of Private Water Meters

Mr. Bartelli discussed erroneous consumer meter readings being received by the Utility Commission. Errors have occurred with the placement of decimal points. Mr. Green indicated that any errors made by customers are not the problem of the commission.

Mr. Bartelli brought forth information regarding 172 Shore Road. The homeowner installed a secondary meter in June 2010 but did not submit the application until October 2010. The Commission denied the request for credit because the uniform policy was not followed.

MOTION made by Mr. Kruszewski to make changes to Policy No. 3011 as per outlined. Seconded by Mr. Valentini.

VOTE Unanimous. Motion Carried.

Amendments included: Page 3 insertion of 4<sup>th</sup> paragraph to read:

“For any given billing period, in the event that for any reason, the secondary meter reading (usage) exceeds that of the primary meter, credit will only be given for the consumption shown on the primary meter; and no carry-over will be allowed.”

CORRESPONDENCE LIST

Discussion regarding letter from Attorney Nicholas Kepple re:Sewer Assessment at 571 Vauxhall St DOT File No. 152-70-34.

MOTION made by Mr. Doroski per advice from Attorney Kepple that the assessment and liens on the property be removed. Seconded by Mr. Kruszewski.

VOTE Unanimous. Motion Carried.

Discussion regarding the Cost Benefit Analysis provided by Wright-Pierce for purchase of Television Inspection Truck and Appurtenances – Capital Improvements Plan. Mr. Soto stated that he had discussed the proposal with Rudie Beers, Director of Finance, and she looked favorably on the purchase. It was discussed that vendor bids should be procured, as it may be less costly than purchasing the equipment.

CHIEF ENGINEER'S REPORT

<p style="text-align: center;"><b>TOWN OF WATERFORD UTILITY COMMISSION CHIEF ENGINEER'S REPORT To November 16, 2010</b></p>
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The following report summarizes the activities, the status of planned projects, and the status of on-going projects, task orders and other issues that have come to the attention of the Utility Commission and staff since the September October 14, 2010 - Special Meeting.

- **Harrisons Landing Sewers** – Design in progress. Land acquisition in progress. Discussion under Executive Session.
- **Cross Country Manhole Repairs and Leaks Repairs** – On going – Work about 60-70% completed. Besides the contracted work, our own staff is also repairing manholes that were later found to be repaired (outside the scope of the contracted work).
- **Mago Point Pumping Station** – Mobilization to site on-going.
- **Blue Hills PS** – The process to call the payment and performance bonds is in progress.
- **Billing Software** – Request for approval of the CUSI software was made to the IT Committee. The Committee will take action on Nov. 17, 2010. A formal action for the waiving of the formal procurement process is hereby requested.
- **Roads and Trenches Reconstruction** – Repair work on-going. Because of the number of areas that still remain to be done, and the deteriorating weather conditions, some of the collapsed areas will be done early next spring.
- **DEP Draft Order** – The appropriation of \$47,267 from Capital Non Recurring Funds was approved by the BOF. This is our cost sharing for the evaluation of the New London Wastewater Treatment Plant. This item will be considered by the RTM during their December 2010 call. Once the (55%) DEP grant is applied [at the end of the study] the Town's net share will be \$21,270.
- **Conferences** – On November 30, 2010, Jim Bartelli and I will be attending the CT Water Pollution Control Authorities Association Annual meeting. Through the years these meeting have prove to be very informative.

Respectfully Submitted,



Neftali Soto, P.E., Chief Engineer

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CHIEF ENGINEER'S REPORT CONT.  
Discussion regarding the "Chief Engineer's Report":

PLANS REVIEW

None

PERSONNEL

Mr. Soto informed the Commission that our survey van had been involved in an accident earlier in the day.

EXECUTIVE SESSION

MOTION made by Mr. Kruszewski to enter into Executive Session at 8:00 to discuss Land Acquisition for Harrison's Landing. Seconded by Mr. Doroski.

VOTE Unanimous. Motion Carried.

MOTION made by Mr. Doroski to exit Executive Session at 8:20. Seconded by Mr. Valentini.

VOTE Unanimous. Motion Carried

It was discussed that the next RTM meeting plans to have 'total billing by consumption' on their agenda.

With no further business before the Commission, the meeting adjourned at 8:30 p.m.

MOTION made by Mr. Kruszewski. Seconded by Mr. Valentini.

VOTE Unanimous. Motion carried.

Respectfully Submitted By,

Janice Jones  
Recording Secretary