

**EAST LYME WATER & SEWER COMMISSION  
REGULAR MEETING  
Tuesday, DECEMBER 13th, 2016  
MINUTES**


The East Lyme Water & Sewer Commission held a Regular Meeting on Tuesday, December 13, 2016 at the East Lyme Town Hall, 108 Pennsylvania Avenue, Niantic, CT. Acting Chairman Seery called the Regular Meeting to order at 7 PM.

**PRESENT:** Kevin Seery, Acting Chairman, Dave Bond, Steve DiGiovanna,  
David Jacques, Dave Murphy, Carol Russell, Roger Spencer, Dave  
Zoller

**ALSO PRESENT:** Brad Kargl, Municipal Utility Engineer  
Joe Bragaw, Public Works Director  
Anna Johnson, Finance Director

FILED

DEC 16 2016 AT 10:07 AM/PM

  
EAST LYME TOWN CLERK

**ABSENT:** Mark Nickerson, Chairman, Joe Mingo

**1. Call to Order**

Chairman Nickerson called the Regular Meeting of the East Lyme Water & Sewer Commission to order at 7 PM and led the assembly in the Pledge of Allegiance.

**2. Approval of Minutes**

- **Regular Meeting Minutes – November 15, 2016**

Mr. Seery called for a motion or any discussion or corrections to the Regular Meeting Minutes of November 15, 2016.

**\*\*MOTION (1)**

Mr. Zoller moved to approve the Regular Meeting Minutes of November 15, 2016 as presented.

Mr. DiGiovanna seconded the motion.

Vote: 7 – 0 – 0. Motion passed.

**3. Delegations**

Mr. Seery called for delegations.

There were no delegations.

**4. Finance Director Report**

Ms. Johnson said that she has provided them with her report. She noted that Sewer Operations paid back the cash flow loan of \$359,169 on 11/22/16. Year to date sewer operations is \$100,000 less than the previous year and water operations are some \$70,000 less than the previous year.

(Note: Mr. Murphy arrived and was seated)

Ms. Russell asked if with the loss of the prison dollars due to the population reduction at the prison if there was nay opportunity to get some funds from the State to offset it.

Mr. Seery said that it would be a good thing to mention to Mr. Formica and Ms. Cheeseman.

Mr. Bragaw said that even though the numbers dropped from 1400 to 900 population wise that there is also a rate increase that everyone is subject to with the next billing period. He recalled that they had held public hearings on the rate increases and had passed them in October and that they were effective for November 1, 2016.

## 5. Billing Adjustments – Schedule A

- Attachment A – Consent Calendar and –
- Review of Policies and Procedures

Mr. Kargl said that there were 25 properties that were adjusted and explained the sheet (attached). He noted that the process is an extremely time consuming and cumbersome one with regard to determining the '1 in 10' adjustment and that they had been backlogged. Additionally, the customers need to know and understand the policy because there really is not much of a difference when the water goes into the sewer system and people tend to think that they are going to be exonerated from the billing, and they are not.

Mr. Bragaw further said that he would like to have people sign a form stating that they have read and understand the '1 in 10' policy and also have them submit a form applying for a review and potential adjustment under the policy. Additionally, if they feel that for some reason they deserve more than the calculated adjustment then they could appeal it to the entire Commission and the Commissioners will be able to ask questions and decide.

Mr. DiGiovanna suggested that there should be a point where allowing for a leaking toilet has to be the owner's responsibility and that seasonal homes have to be winterized and allowances should not be granted for negligence.

Mr. Seery added that if people are away for months then someone should be checking the property each week to make sure that there are no issues.

Mr. Jacques said that he agreed with Mr. DiGiovanna that the policy needs to be reviewed and changed.

Mr. Bond said that he recalled that they had discussed even abolishing the '1 in 10' system and wondered what happened to that.

Mr. Bragaw said that if they get the new FLEX meter system that they will know when a leak is happening and alert the owner and they will know if it is promptly fixed or not.

Mr. Kargl noted that there is one item (306 Flanders Rd) that requires the approval of the Commission as it does not fall under the true sense of the '1 in 10'.

Mr. DiGiovanna said that he could not agree with granting that.

Mr. Seery said that they could not make a negative motion, but could make a motion to accept and see where that ends up.

### **\*\*MOTION (2)**

**Mr. DiGiovanna moved to accept the '1 in 10' for 306 Flanders Road in the amount of \$301.04. There was no Second.**

Mr. Jacques said that he could not agree with any reimbursement for the leaking toilets and that there has to be some responsibility on the part of the owner or the business to take care of those items as they are homeowner issues.

Mr. Murphy asked why if they are a business and they are cleaning the restroom toilets all the time that they do not see that they are constantly running or leaking.

Mr. Jacques asked what happens now as the motion was not passed.

Mr. Kargl said that they would send a letter to the owner letting them know that the request was denied and that they have to pay the bill in full.

Mr. Bragaw said that he would be bringing forth the suggestions that they had discussed regarding the policy and procedures so that they could update them accordingly.

## **6. Approval of Bills – from Attachment B**

Mr. Seery called for a motion on the Water Main Improvements bills.

### **\*\*MOTION (3)**

Mr. DiGiovanna moved to approve payment of the following Water Main Improvements bills: HD Supply, Inv. #G0470072 in the amount of \$1,678.62; HD Supply, Inv. #G423326 in the amount of \$2,605.70 and HD Supply, Inv. #G502076 in the amount of \$500.12.

Mr. Zoller seconded the motion.

Mr. Jacques asked what these items were for.

Mr. Kargl said that this was for the Pattagansett River Bridge Water Main Relocation Project and that it is a reimbursable item through CTDOT.

**Vote: 8 – 0 – 0. Motion passed.**

## **7. Water Project Updates**

### **▪ Well 1A and 6 Treatment Plant Modifications and Upgrades**

Mr. Kargl reported that this is moving forward and will go before the Board of Finance tomorrow and then if passed to the Town Meeting the following week.

### **▪ Capital Project Considerations:**

Mr. Kargl noted that from time to time they review the priorities and that this is the current list that they have come up with.

#### **○ Ancient Highway Booster Station Upgrades**

Mr. Kargl suggested that they could take the \$36,000 for the Jean Drive pump station and use it for this one as it needs it more.

#### **○ Bride Lake Treatment Plant Filter control Upgrades**

Mr. Kargl said that they found that this could not be included in the bond project as they had thought and that it would cost around \$50,000 to do these upgrades.

#### **○ S. Washington Street Water Main Improvements**

Mr. Kargl said that this water main dead ends about 200 feet short of the end of the cul-de-sac and needs to be improved so that it ends with the cul-de-sac. It is estimated that this could cost around \$25,000 to do.

#### **○ Shore Rd (South of Manwaring Rd) Water Main Improvements**

Mr. Kargl recalled that they had fixed this a few years ago but there is about 100 feet of some original cast iron pipe that should be replaced. They had a recent break there that they had to fix. This is estimated to cost around \$15,000.

## **8. Sewer Project Updates**

There were no sewer project updates.

## **9. Request for an Appropriation in the amount of \$14,454.00 from the Sewer Assessment Fund for VFD Replacement at the Bride Brook Sewer Pump Station**

Mr. Kargl explained that in August they had to do a VFD replacement at the Bride Brook Pump Station when it failed. The cost was paid for out of the daily operations however it is a capital item so they would like to see it come from the sewer assessment fund.

Mr. Bond recalled that they had replaced this some 10 years ago and felt that it was not a long time.

Mr. Kargl said that they were told by Prime Electric that 10 years is an average time.

Mr. Bragaw noted that the \$14,450 reimbursement would help take the strain off the operating budget that still has six months left to go.

**\*\*MOTION (4)**

**Mr. Zoller moves to approve a special appropriation for a capital expenditure in the amount of \$14,454 from the Sewer Benefit Assessment Fund for the installation of a new Allen Bradley VFD and related electrical work at the Bride Brook Sewer Pump Station.**

**Mr. Jacques seconded the motion.**

**Vote: 8 – 0 – 0. Motion passed.**

**10. Correspondence Log**

There were no comments.

**11. Chairman's Report**

Mr. Seery reported:

- That if the Board of Finance passes the bonding request that it would go to Town Meeting the following week.
- The Light Parade was a success, as they were short a judge he was asked to judge. Sign Craft won the event.
- The Executive Assistant Darlene Stevens is retiring and they are all invited to attend an event in her honor on Friday December 30, 2016 from 11 AM to 2 PM here at the Town Hall. Ms. Stevens has worked for seven First Selectmen. Sandra Anderson has been hired to replace Ms. Stevens.

**12. Staff Updates**

**a. Water Department Monthly Report**

Mr. Bragaw reported that they would be meeting with the Board of Ed regarding the meters at the pool, High School and Middle School that were bypassed over the years. He said that all of those meters that were bypassed (water was not metered and not paid for) are now being locked so that it will not happen again. They are also looking to be reimbursed for the revenue lost (due to the water that was used) and that will probably be in the arena of \$45,000. Mr. Nickerson will also be at the meeting. He stressed that it is not an issue of the water not being used as it was used.

Mr. Bond and Mr. Spencer said that by code they could also put lead seals on them to prevent this from happening again.

Mr. Russell asked if they knew who had done this.

Mr. Kargl reported that they had started pumping to New London.

Mr. Bond asked if they had run over budget on water usage from New London this past summer.

Mr. Bragaw said that they had not and that they had stayed within what was budgeted.

**b. Sewer Department Monthly Report**

Mr. Kargl noted that both water and sewer flows are down which is reflective of the prison.

Mr. Murphy asked if there was any update on Old Lyme.

Mr. Kargl said that what they last discussed was the setting up of various agreements between the Towns and having them pay for the legal expense involved with those agreements.

**13. Future Agenda Items**

Mr. Seery said that there is nothing that says that they have to have Future Agenda Items on the agenda. They can bring up items and if there is a two thirds vote of the members, they can discuss an item. Further, Attorney O'Connell said that it is illegal to have New Business on an agenda with nothing under it and that they also cannot add to it at the meeting.

Mr. Seery asked if there were items that they might want on a future agenda that they could vote on having.

Ms. Russell said that she would like them to be briefed on the Costco project regarding the monitoring of the wells and water quality. She said that she sees this as a budget issue.

Mr. Seery said that any issue or problem is on the onus of Costco and that they bear all liability.

**\*\*MOTION (5)**

**Mr. Murphy moved to schedule updates on the Costco project as it pertains to Water & Sewer.**

**Mr. Bond seconded the motion.**

**Vote: 8 – 0 – 0. Motion passed.**

Ms. Russell said that she wants them to have discussion on the hydrant fees and how they are being handled.

**\*\*MOTION (6)**

**Ms. Russell moved to have a budget discussion on all of the hydrant fees.**

**Mr. Bond seconded the motion.**

**Vote: 8 – 0 – 0. Motion passed.**

**14. ADJOURNMENT**

Mr. Seery called for a motion to adjourn.

**\*\*MOTION (7)**

**Mr. Murphy moved to adjourn the December 13, 2016 Regular Meeting of the East Lyme Water & Sewer Commission at 8:10 PM.**

**Mr. Bond seconded the motion.**

**Vote: 8 – 0 – 0. Motion passed.**

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary