

**EAST LYME WATER & SEWER COMMISSION
REGULAR MEETING
Tuesday, APRIL 24th, 2018
MINUTES**

The East Lyme Water & Sewer Commission held a Regular Meeting on Tuesday, April 24, 2018, 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, Dave Jacques, Joe Mingo, Dave Murphy, Carol Russell, Dave Zoller

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

ABSENT: No one

1. Call to Order / Pledge of Allegiance

Acting Chairman Seery 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 – March 27, 2018**

Mr. Seery called for a motion or any discussion or corrections to the Regular Meeting Minutes of March 27, 2018.

Mr. Zoller said that he had abstained in the approval of the February 27, 2018 minutes changing the vote to: 7 – 0 – 1.

Ms. Russell asked that in the third paragraph on Page 4 where she is speaking that 'over' be added before \$70,000.

****MOTION (1)**

Mr. DiGiovanna moved to approve the Regular Meeting Minutes of March 27, 2018 as amended.

Mr. Zoller seconded the motion.

Vote: 8 – 0 – 1. Motion passed.

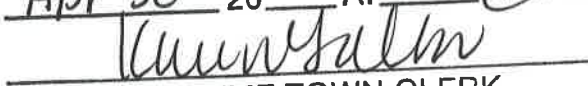
Abstained: Mr. Spencer

FILED

3. Delegations

Mr. Seery called for delegations.

There were no delegations.

APR 30 20 18 AT 10:10 AM/PM

EAST LYME TOWN CLERK

4. Billing Adjustments

There were none.

5. Approval of Bills – from Attachment B

Mr. Seery called for a motion on the Well 1A Treatment Project bill.

****MOTION (2)**

Mr. DiGiovanna moved to approve payment of the following Well 1A Treatment Project bill: Tighe & Bond, Inv. #031890094-095 in the amount of \$10,228.34.

Mr. Zoller seconded the motion.

Vote: 9 - 0 - 0. Motion passed.

Mr. Seery called for a motion on the Niantic Pump Station Upgrade bill.

****MOTION (3)**

Mr. DiGiovanna moved to approve payment of the following Niantic Pump Station Upgrade bill: Xylem, Inv. #400793548 in the amount of \$9,121.68.

Mr. Zoller seconded the motion.

Vote: 9 - 0 - 0. Motion passed.

6. Finance Director Report

Ms. Johnson said that she had provided them with her report. She reviewed the contributions that were made and paid. She noted that the March prison billing was less due only to the timing of the reading.

7. Water & Sewer Operating Budgets

▪ Proposed Water Operating Budget – FY19

Mr. Bragaw recalled that he had discussed this at their previous meeting and that he had said that he would have an estimate of revenues. He said that the biggest problem with the Water side is the debt service principal which has had a spike with Well 1A & 6 coming on. He said that they are gaining momentum on the meter project and that they have been trying to correct the issues that they have been having. A person is retiring on June first and the position will not be refilled however they will look at bringing on a seasonal person just as Parks & Rec does. The spike of \$135,382 in bonds/principal is driving the overall large increase. He noted that the hydrant fees in FY 14/15 brought in \$17,000 and for FY 18/19 it is \$40,000 which is a significant increase. He said that they are still looking at a 4% rate increase plus a meter fee for the new meters.

Mr. Jacques asked if the goal was to have all the new meters connected in this fiscal year.

Mr. Bragaw said that they are making significant progress and the goal is to have it out by they May billing of next year.

Mr. Jacques asked if they are planning on putting the \$25 meter fee all in the May bill.

Mr. Bragaw said that is the plan, due to the timing of the project.

Mr. Bond said that the MDC bills each quarter for insurance for the water line going into the house and that 90% of the people pay for it.

Mr. Bragaw said that the first years are the ones that are gong to be hit with all of the problems and that they would eventually work their way out of it.

Mr. Bond said that he thinks that they should explore offering this to their customers.

Mr. Kargl said that it is something that they can explore.

Mr. Spencer asked if the \$25 meter service fee is an annual fee.

Mr. Bragaw said yes.

Mr. Spencer said that it seems rather high and a tough number to 'digest'.

Mr. Bragaw said that right now – for the budget that they do not have it in.

Mr. Spencer said that he thinks that it is the first complaint that they will hear – they have a 4% increase plus a \$25 meter service fee.

Mr. Bragaw said that the meter service fee is something that will be decided in October – not tonight.

Ms. Russell said that she had prepared a memo on how they got to where they are with the hydrant fees (not submitted) and presented it to the Commissioners and Mr. Bragaw. She said that she wants a subcommittee to work on getting the hydrant fees back to where they were in 1999.

Mr. Seery said that they then would have to figure out what Water & Sewer uses of the Town's (equipment from PW; office space, etc) and how much that costs and we would find that we would be on the losing end.

Ms. Russell said that she wanted it worked on –

Mr. Zoller said that we would be on the losing end if you go there and figure out everything.

****MOTION (4)**

Mr. Bond moved to approve the FY 2018-2019 Water budget as proposed at \$3,108,456.

Mr. DiGiovanna seconded the motion.

Vote: 9 – 0 – 0. Motion passed.

▪ **Proposed Sewer Operating Budget – FY19**

Mr. Bragaw reviewed the sewer side noting that there was a \$58,000 drop in treatment chemicals and that he was still projecting a zero increase.

Mr. Murphy asked if with the new meter system and more accurate flow readings if the figures would change.

Mr. Bragaw said that they are not taking that information into account here – old meters typically under read; not over read.

Mr. Mingo suggested putting solar on the pump stations to save costs.

Mr. Spencer said that there are a whole set of things that would to with such a project and the cost is excessive; further solar has limitations and our pump stations do not have enough land to support what might even be needed.

****MOTION (5)**

Mr. Mingo moved to approve the FY 2018-2019 Sewer budget as proposed at \$2,090,733.

Ms. Russell seconded the motion.

Vote: 9 – 0 – 0. Motion passed.

8. Sewer Project Updates

▪ **Niantic Pump Station Emergency Upgrades**

Mr. Kargl reported that they are waiting on the delivery of the valves and that this has set them back \$9000 for the month of April with the bypass pumps.

Mr. Bond asked if Webb Co. would abate some of the profit to make up our loss for the delayed delivery on the valves.

Mr. Kargl said that Weston & Sampson is working with them but as of now they do not have confirmation of delivery.

Mr. Murphy said that the only recourse is to contact Weston & Sampson and get on them about it.

Mr. Bond concurred noting that we are a good customer of Weston & Sampson and that they need to make good on this.

Mr. Murphy suggested that Weston & Sampson come to a meeting and explain where they fell down on this.

Mr. Spencer said that coming to the next meeting would be too late – they need to contact Weston & Sampson now and get an answer and proof on when procurement was done of the valves with FW Webb.

Mr. Seery said that the consensus was to contact Weston & Sampson.

Mr. Spencer asked about the State letter and the fee on water customers as there are different numbers.

Mr. Kargl said that it is \$4 for each water connection.

▪ **Niantic and Pattagansett PS – Draft Preliminary Engineering Reports**

Mr. Kargl noted that they had met regarding the preliminary reports and are in the process of refining them. As they have asked for additional items, the budget numbers will probably be going up.

▪ **Weston & Sampson Proposal for Niantic Force Main Study**

Mr. Kargl said that he would like to conduct a Niantic force main study and focus on it in the future. It has an approximate \$49,000 cost attached to it.

9. Water Project Updates

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

Mr. Kargl reported that nothing has changed except that the DPH approved Amendment #3 which the Commission approved at their January meeting. This pushes the schedule back - the project completion is now expected for the end of 2019.

▪ **Meter Replacement Project**

This was previously discussed.

10. Correspondence Log

There were no comments.

11. Chairman's Report

Mr. Seery noted that the hydrant listing was included in their packets. He reported that the public hearing on the budget would be held on Monday April 30, 2018 at the EL Middle School cafeteria at 7 PM; May 14th is the Annual Town Meeting on the Budget.

Mr. Murphy asked about the Old Lyme sewers and if there was any information.

Mr. Nickerson and Mr. Seery said that there has been no movement on it.

12. Assistant Utility Engineer Update

Mr. Bragaw updated that they are looking into a few things here and that they may have some interest – he will update them next month.

13. Staff Updates

a. **Water Department Monthly Report**

Mr. Kargl said that they are on target with the numbers on the water sent to New London.

b. **Sewer Department Monthly Report**

Mr. Murphy asked Mr. Kargl if he had heard anything on the re-rating of the NL plant.

Mr. Bond said that he knew that the number did come out.

Mr. Nickerson noted that the tri-Town agreement is coming up for re-negotiation in the next 18 months time so they will be sitting down soon on this.

14. Future Agenda Items

None at this time.

15. ADJOURNMENT

Mr. Seery called for a motion to adjourn.

****MOTION (6)**

Mr. Mingo moved to adjourn the April 24, 2018 Regular Meeting of the East Lyme Water & Sewer Commission at 8:31 PM.

Mr. DiGiovanna seconded the motion.

Vote: 9 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

TOWN OF EAST LYME WATER DEPT (Act 07-01)



PROPOSED FY 18-19 OPERATING BUDGET

Account Description	Acct #	Actual FY 16-17	Proj EOY FY 17-18	Adptd Bdgt FY 17-18	Prop Bdgt FY 18-19	VARIANCE		COMMENTS	
						AMOUNT	%		
ICA/Medicare	114-100-121	\$ 54,709	\$ 54,423	\$ 55,600	\$ 57,400	\$ 1,800	3.24%		
Bonds/Principal	300-200-201	\$ 353,603	\$ 386,291	\$ 386,291	\$ 521,673	\$ 135,382	35.05%	spike year	
State Assessment Fee					\$ 21,784	\$ 21,784		new state fee, offsetting rev.	
Meter Rep Project	300-200-202	\$ -	\$ 80,500	\$ 80,500	\$ 163,711	\$ 83,211	103.37%	from meter rep spreadsht	
New Services	300-340-345	\$ 6,321	\$ 14,000	\$ 14,000	\$ 7,500	\$ (6,500)	-46.43%		
New Meters	300-340-346	\$ 15,446	\$ 17,500	\$ 12,500	\$ 7,500	\$ (5,000)	-40.00%		
Tools & Equip	300-390-394	\$ 7,031	\$ 9,000	\$ 9,000	\$ 8,000	\$ (1,000)	-11.11%		
Communications Equip	300-390-397	\$ 4,436	\$ 4,100	\$ 4,100	\$ 4,100	\$ -	0.00%		
Bonds Interest	300-400-427	\$ 129,967	\$ 119,722	\$ 119,722	\$ 108,770	\$ (10,952)	-9.15%		
Operating Transfers Out	300-500-520	\$ 52,000	\$ 56,160	\$ 56,160	\$ 57,845	\$ 1,685	3.00%	rev from sewer	
Payment to SAF		\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%		
Maintenance of Wells	300-610-614	\$ 52,672	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	0.00%		
Fuels	300-620-622	\$ 29,449	\$ 29,480	\$ 26,560	\$ 33,900	\$ 7,340	27.64%	increase fuel cost/heating wells	
Power	300-620-623	\$ 310,118	\$ 302,200	\$ 302,200	\$ 302,200	\$ -	0.00%		
Maint. Of Pumping Sta.	300-630-631	\$ 11,522	\$ 12,500	\$ 12,500	\$ 17,500	\$ 5,000	40.00%	gateway maint contract	
Maint of Pumping Equip	300-630-633	\$ 14,279	\$ 15,500	\$ 13,000	\$ 15,000	\$ 2,000	15.38%	need increase	
Chemicals	300-640-641	\$ 273,122	\$ 280,000	\$ 280,000	\$ 274,000	\$ (6,000)	-2.14%		
Maint. Of Tr. Equip	300-650-652	\$ 13,222	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.00%		
Disc Maps & Records	300-660-665	\$ 3,484	\$ 3,120	\$ 3,120	\$ 2,900	\$ (220)	-7.05%		
Safety Equip & Training	300-660-666	\$ 9,483	\$ 10,900	\$ 10,900	\$ 9,000	\$ (1,900)	-17.43%		
Maint of O&M	300-670-671	\$ 12,460	\$ 6,640	\$ 14,140	\$ 14,140	\$ -	0.00%		
Maint of Storage Tank	300-670-672	\$ 4,723	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%		
Maint of Trans. & Dist	300-670-673	\$ 17,190	\$ 25,701	\$ 20,000	\$ 25,000	\$ 5,000	25.00%		
Maint of Services	300-670-675	\$ 12,180	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.00%		
Maint of Meters	300-670-676	\$ 608	\$ 14	\$ 2,500	\$ 1,000	\$ (1,500)	-60.00%		
Maint of Hydrants	300-670-677	\$ 4,567	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%		
Customer Records & coll	300-900-903	\$ 15,633	\$ 20,200	\$ 20,200	\$ 20,200	\$ -	0.00%		
Superintendents Salary		\$ 200	\$ -	\$ -	\$ -	\$ -			
Admin Asst(s) Salary	300-920-201	\$ 62,553	\$ 61,927	\$ 63,017	\$ 64,100	\$ 1,083	1.72%		
Util & Fin Dir, Util Eng	300-920-202	\$ 180,121	\$ 167,937	\$ 165,300	\$ 246,700	\$ 81,400	49.24%	addition of asst util mgr(11 mo)	
Field Per Salaries - Reg	300-920-204	\$ 430,504	\$ 438,991	\$ 441,100	\$ 376,100	\$ (65,000)	-14.74%	loss of 1 field, mech to sewer	
Field Per Salaries - OT	300-920-205	\$ 61,798	\$ 74,962	\$ 68,000	\$ 62,200	\$ (5,800)	-8.53%		
Office Supplies & Misc	300-920-210	\$ 629	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%		
Reconnection	300-920-220	\$ 74,354	\$ 78,157	\$ 76,860	\$ 81,300	\$ 4,440	5.78%	assume same amt of water ly	
Outside Services	300-920-230	\$ 90,911	\$ 90,000	\$ 90,000	\$ 82,500	\$ (7,500)	-8.33%	take out leak detection	
Insurance Property	300-920-240	\$ 25,777	\$ 26,473	\$ 26,600	\$ 27,267	\$ 667	2.51%		
Retiree Benefits & Pensions	300-920-260	\$ 223,691	\$ 255,200	\$ 255,200	\$ 297,571	\$ 42,371	16.60%	budget was underfunded ly	
Vehicle Exp	300-930-321	\$ 10,142	\$ 8,000	\$ 10,000	\$ 8,000	\$ (2,000)	-20.00%		
Portable Generator	300-930-322	\$ -	\$ 14,423	\$ 14,423	\$ -	\$ (14,423)		paid off, no matching rev	
1 Aqu. Program	300-930-323	\$ 31,545	\$ 29,528	\$ 29,528	\$ 38,094	\$ 8,566	29.01%	new body for dump truck	
Water Projects	300-930-325	\$ 4,400	\$ 24,835	\$ 10,000	\$ 10,000	\$ -	0.00%		
Contingency	300-930-999	\$ 34,373	\$ 62,957	\$ 25,000	\$ 40,000	\$ 15,000	60.00%	need more in cont.	
TOTAL		\$ 2,644,223	\$ 2,882,841	\$ 2,819,521	\$ 3,108,456	\$ 288,935	10.25%		
budget cut						not inc bonds	\$ 153,553	5.45%	
						not inc bonds/meter replacement/state assessment fee	\$ 48,558	1.72%	

Attachment EC WES 4/24/18

TOWN OF EAST LYME

SEWER DEPT BUDGET EXPENDITURES (Account 06)



Acct #	Act Exp. FY 15-16	Act Exp. FY 16-17	Proj EOY FY 17-18	Adopted FY 17-18	Proposed FY 18-19	Variance		Comment
						Amount	%	
FICA/Medicare	\$ 34,819	\$ 33,105	\$ 33,578	\$ 34,942	\$ 35,800	\$ 858	2.3%	
Lease Generator Repair	\$ 5,829	\$ 5,829	\$ 972	\$ 5,829	\$ -	\$ (5,829)		done paying off this bill
Vehicle - lease Payment	\$ 10,247	\$ 10,247	\$ 10,247	\$ 10,247	\$ 20,500	\$ 10,253	100.1%	includes one new truck
Salaries/Wages	\$ 192,965	\$ 199,796	\$ 202,675	\$ 203,800	\$ 237,000	\$ 33,200	16.3%	remove W&S mech to sewer.
Field OT	\$ 43,323	\$ 46,733	\$ 46,996	\$ 47,000	\$ 48,800	\$ 1,800	3.8%	
SUBTOTAL	\$ 236,288	\$ 246,529	\$ 249,671	\$ 250,800	\$ 285,800	\$ 35,000	14.0%	
Personnel Benefits	\$ 62,359	\$ 58,589	\$ 65,000	\$ 65,000	\$ 71,000	\$ 6,000	9.2%	Hlth up 15.8%
Treatment Pnt & Sys Fee	\$ 820,000	\$ 688,784	\$ 649,561	\$ 775,000	\$ 716,468	\$ (58,532)	-7.6%	decrease flows to NL
Maint. of Pump St Equip	\$ 79,170	\$ 79,926	\$ 66,068	\$ 60,000	\$ 60,000	\$ -	0.0%	
Maint of Wet Wells	\$ 37,451	\$ 29,871	\$ 38,000	\$ 38,000	\$ 38,000	\$ -	0.0%	
Maint of System	\$ 21,920	\$ 25,069	\$ 24,500	\$ 24,500	\$ 24,500	\$ -	0.0%	
W Improvements	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 1,000	\$ (1,500)	-60.0%	
Materials & Supplies	\$ 7,927	\$ 8,841	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.0%	
Utilities	\$ 188,093	\$ 150,938	\$ 140,949	\$ 139,000	\$ 145,000	\$ 6,000	4.3%	trending up with power
Telephones	\$ 5,225	\$ 5,186	\$ 8,141	\$ 5,900	\$ 5,900	\$ -	0.0%	
Fuel Oil & Gas	\$ 15,675	\$ 18,324	\$ 23,125	\$ 23,125	\$ 24,125	\$ 1,000	4.3%	
Chemicals	\$ 118,500	\$ 125,637	\$ 115,000	\$ 115,000	\$ 110,000	\$ (5,000)	-4.3%	trending down with chemicals
O&M Exp	\$ 13,432	\$ 12,846	\$ 19,323	\$ 14,140	\$ 14,140	\$ -	0.0%	
Maint of Vehicles	\$ 9,276	\$ 6,023	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.0%	
Salaries/Wages	\$ 225,563	\$ 192,304	\$ 197,168	\$ 196,000	\$ 201,300	\$ 5,300	2.7%	added Admin Asst OT
Personnel Benefits	\$ 68,462	\$ 82,535	\$ 93,000	\$ 93,000	\$ 107,800	\$ 14,800	15.9%	Hlth up 15.8%, WC down 3%
Legal & Accounting	\$ 27,343	\$ 19,668	\$ 28,245	\$ 22,300	\$ 22,300	\$ -	0.0%	
Outside Services	\$ 11,914	\$ 9,439	\$ 12,600	\$ 12,600	\$ 12,600	\$ -	0.0%	
Insurance PDL	\$ 28,979	\$ 37,234	\$ 38,350	\$ 38,350	\$ 39,500	\$ 1,150	3.0%	Liability up 3%
Prof Development	\$ 667	\$ 648	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%	
Supplies & Misc	\$ 1,000	\$ 1,221	\$ 1,741	\$ 1,500	\$ 1,500	\$ -	0.0%	
New Services/Projects			\$ 20,000	\$ 80,500	\$ 80,500	\$ -	0.0%	new Asst Util Migr out of this line
Contingency	\$ 34,917	\$ 45,896	\$ 41,206	\$ 39,500	\$ 30,000	\$ (9,500)	-24.1%	
Op Transfer Out	\$ -	\$ 118,535	\$ 85,500	\$ 25,000	\$ 25,000	\$ -	0.0%	
SUBTOTAL	\$ 1,777,873	\$ 1,717,514	\$ 1,687,978	\$ 1,788,915	\$ 1,748,633	\$ (40,282)	-2.3%	
GRAND TOTAL	\$ 2,065,056	\$ 2,013,224	\$ 1,982,445	\$ 2,090,733	\$ 2,090,733	\$ (0)	0.00%	\$ -

EAST LYME WATER & SEWER COMMISSION

APR 24 2018

AGENDA # 7.6