

**EAST LYME WATER & SEWER COMMISSION
REGULAR MEETING
Tuesday, MARCH 27, 2018
MINUTES**

The East Lyme Water & Sewer Commission held a Regular Meeting on Tuesday, March 27, 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

ABSENT: Mark Nickerson, Chairman, Roger Spencer

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 – February 27, 2018**

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

Ms. Russell asked that in the next to the last paragraph on the bottom of Page 2 that the word dean be changed to read 'dead'.

Ms. Russell asked that on Page 4 under her discussion of the community water fluoridation thesis paper that after the word topical, the words: 'and water fluoridation remains controversial' replaces 'however it is still a controversial issue'.....

In the last sentence she asked that the words 'information about current funded' be added after NIH.

****MOTION (1)**

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

Ms. Russell seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

3. Delegations

Mr. Seery called for delegations.

There were no delegations.

4. Sewer Benefit Assessment Payment Adjustments

▪ **33 Crescent Avenue / 57 Prospect Avenue**

Mr. Bragaw explained that this was with respect to what Mr. Sudal had brought up at their November meeting last year. He said that he had answered all of his questions in January of this year. He recalled to the Commission that there were two issues: the sewer assessment and the water and the fact that he does not have a meter so he is assessed at 25,000 gallons however he chooses to come up with his own figure and fees instead. With respect to the sewer assessment, he said that he answered Mr.

FILED

Apr 3 2018 AT 10:10 AM/PM

[Handwritten Signature]

EAST LYME TOWN CLERK

Sudal however he feels that the question and the answer had nothing to do with the fact that he still owed the last payment to his sewer assessment. He said that his suggestion as this has been in dispute by the customer for about a year now would be to waive the late fees and lien for each property to bring the balance to zero. The assessed sewer late and lien fees for each of the properties are \$80.40.

Mr. Mingo said that he feels that they should have a legal opinion on this as he does not feel that they have the authority to do this.

****MOTION (2)**

Mr. DiGiovanna moved to waive the remaining interest and lien fees (\$80.40 for each property) for sewer assessments at 33 Crescent Ave. and 57 Prospect subject to approval by Town Counsel.

Mr. Zoller seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

▪ 20 South Lee Road

Mr. Bragaw explained that he is looking for the Commission to approve an extension of the annual payment period on this sewer assessment by nine years due to a clerical error where they were not billed since March 2008. For whatever the reason it fell out of the system.

Mr. Murphy asked if it would normally have a lien on the property for the sewer.

Mr. Kargl said that it is not the intent to penalize them for the clerical error.

Ms. Russell asked if the house was sold and ownership transferred – why was the arrears not made up at that point.

Mr. Jacques concurred noting that they knew that they owe the bill as the house transferred to the son and daughter.

Mr. Murphy suggested formalizing this and having them sign off on it and also offer to them that they could pay off the remaining balance if they should desire.

Mr. Jacques agreed that there should be a sign off on this.

****MOTION (3)**

Mr. Murphy moved to extend the annual payment period for the sewer assessment at 20 South Lee Road (Account #007467) for an additional nine years to the year 2027 for the years not billed due to a clerical error.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

5. Approval of Bills – from Attachment B

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

****MOTION (4)**

Mr. DiGiovanna moved to approve payment of the following Well 1A Treatment Project bill: Tighe & Bond, Inv. #021890082-083 in the amount of \$16,230.49.

Mr. Zoller seconded the motion.

Vote: 8 - 0 – 0. Motion passed.

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

****MOTION (5)**

Mr. DiGiovanna moved to approve payment of the following Niantic Pump Station Upgrade bills: Xylem, Inv. #400785805 in the amount of \$9,121.68; and a Xylem Credit #800035510 in the amount of \$81.00.

Mr. Zoller seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

Mr. Seery called for a motion on the Niantic & Pattagansett Pump Station PER bill.

****MOTION (6)**

Mr. DiGiovanna moved to approve payment of the following Niantic & Pattagansett Pump Station PER bill: Weston & Sampson Inv. #479178 in the amount of \$10,425.00.

Mr. Zoller seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

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

****MOTION (7)**

Mr. DiGiovanna moved to approve payment of the following Booster Station Upgrade bill: Woodard & Curran, Inv. #147417 in the amount of \$3600.00.

Mr. Zoller seconded the motion.

Vote: 8 – 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.

Ms. Russell asked about the private hydrant fees of zero for 2017.

Ms. Johnson and Mr. Bragaw said that they would get back to them on this as that is not correct.

Mr. Bragaw noted that the sewer position has improved greatly.

7. Water & Sewer Operating Budgets

▪ FY18 Water Operating Budget – Approval of Additional Revenue Allocation

Mr. Bragaw said that he did put in an insurance claim for the large break they had and that they received \$10,430 from that and they put the money in contingency. He said that it was covered by insurance due to the proximity to the pump station. They need to make a motion for this.

****MOTION (8)**

Mr. Murphy moved to increase the Water Operating Budget Account 07-01-300-930-999 (Contingency) in the amount of \$10,430.16 received from CIRMA for the water main break at the Chesterfield Pump Station.

Mr. Mingo seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

▪ Approval to Reallocate a Portion of Salary Costs from Water to Sewer Operating Budget

Mr. Bragaw explained that the water budget is not doing well. He said that they have 7.5 employees on the water side and 3.5 employees on the sewer side. He proposed that they move the .5 water mechanic to the sewer side so that he would be totally on the sewer side.

****MOTION (9)**

Mr. Murphy moved to authorize payment of 100% of the water and sewer mechanic's salary from the sewer operations account 06-01-400-100-101 (field salaries) for the remainder of the fiscal year 2017-2018.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

▪ Preliminary Discussion on FY19 Operating Budgets

Mr. Bragaw said that he does not have the revenue figures yet. He started with the Water budget noting that the biggest problem 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 instead they will look at bringing on a seasonal person just as Parks & Rec does. This would save them considerably. Of interest is that employee benefits/health is sitting at a 15% increase. The spike of \$135,382 in bonds/principal is driving the overall large increase. He said that overall the budget increase is 4.3% which he expects will be passed on to the ratepayers however he is hoping to not have to increase rates on the sewer side providing things continue as they have been.

Mr. Mingo said that he felt that Public Safety should be painting the hydrants like they do in other Towns. Also the hydrants on Rte. 85 and 161 are providing a benefit to those people and they should be reimbursing us for them as the ratepayers are getting stuck with this.

Mr. Seery said that this has been discussed and that he would look into it further.

Mr. Kargl suggested that he work with the First Selectman and the Mayor to discuss this issue further.

Ms. Russell said that with regard to the hydrants that in 1999 the Town was paying \$70,000 for hydrants and that it was then reduced to \$12,000 and they are only very slowly crawling back up.

Mr. Bragaw said that they are at \$40,000 for the upcoming year.

Mr. Seery said that the Town does not have the resources to pay more as we have a zero-based budget and further we are reducing positions and not filling others to try to make ends meet.

Mr. Bragaw said that they have an \$180,000 bill from New London and it is the charge for the facility rental/usage. He noted that water & sewer has an office here and the O & M building and that perhaps they need to figure out how much that would cost.

Ms. Russell said that her point is that it would not be that much of an increase if it had not been reduced so low in 2000.

Mr. Bragaw reviewed the Sewer budget noting that it does propose a new vehicle and the full salary for the mechanic. There have been decreased flows to New London which has been good and they are looking to pay back the sewer assessment fund this year and to have that stay flat. With no increase here the only increase would be with the Water side of 4 to 5%.

Mr. Seery asked if it was necessary to schedule a workshop as they have had this presentation.

Mr. Mingo said that he does not think that they need a workshop but would like to see the revenue report.

Mr. Seery and Mr. Bragaw agreed.

Mr. Seery said that he would schedule that for discussion and action hopefully at the next meeting.

8. Sewer Project Updates

▪ Niantic Pump Station Emergency Upgrades

Mr. Kargl reported that he would need another month for this so it would now exceed the \$400,000 that they had originally thought. They will get another bill from Xylem as this will carry well into April. He suggested taking the cost from the operating budget as there is some there that should be able to cover it. This should be fully complete by the end of April.

Mr. Mingo asked if they are looking at a 20 or 30 year life on this.

Mr. Kargl said that he looks at 20 years.

▪ Niantic and Pattagansett PS – Draft Preliminary Engineering Reports

Mr. Kargl said that in looking at the schedules for each of these that they are two-year time frame schedules. The estimate for Niantic is \$2.02M and for Pattagansett the estimate is \$1.59M. This gives a good snapshot of how they need to figure where they may be able to fit this in and how they will pay for it. He said that he has had some very preliminary discussion on it.

9. Water Project Updates

▪ Well 1A and 6 Treatment Plant Modifications and Upgrades

Mr. Kargl reported that they approved some design work subject to DPH review. He has had verbal acknowledgement from the DPH to proceed but that set them back a month. The project completion is now expected for the end of 2019.

▪ **Orchards Booster Station**

Mr. Kargl noted that they gave authorization for the ultrasonic data meter on the station to get information on the flow rate. He said that he should get those readings in by the end of next month.

▪ **Meter Replacement Project**

Mr. Kargl reported that Mr. Scheer is helping out with this. The DPH has been holding the DWSRF dollars and wants it moved along. They have been meeting with the DPH and Sensus on the meters. They are thinking of sole sourcing with Sensus and doing an RFP on the installation but the DPH said that they would have to do an RFQ due to the DWSRF funding so they will be going out for qualifications on the installation with sealed bids and negotiations after the opening.

Mr. Jacques asked who would come up with the estimate on the value of the installation.

Mr. Kargl said that they would work on that and that the plan is for the RFQ in the late fall with construction next year.

Mr. Mingo asked if they would be all plastic meters.

Mr. Kargl said yes.

Mr. Bond said that they are actually better as they do not rust.

▪ **Capital Projects Update**

Mr. Kargl said that they are working on proposals for the Boston Post Road tank and noted that he would like to do some other things besides pressure washing. It was last painted in 2006.

10. Correspondence Log

There were no comments.

11. Chairman's Report

Mr. Seery reported that this Thursday Ron Pringle will be retiring after 41 years with the Town.

Mr. Murphy asked about an update on Old Lyme.

Mr. Seery said that there is nothing new to report – they are still working on it.

12. Assistant Utility Engineer Update

Mr. Bragaw updated that they have received two resumes however neither had the qualifications that they are looking for.

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

There were no comments.

14. Future Agenda Items

None at this time.

15. ADJOURNMENT

Mr. Seery called for a motion to adjourn.

****MOTION (10)**

Mr. DiGiovanna moved to adjourn the March 27, 2018 Regular Meeting of the East Lyme Water & Sewer Commission at 8:25 PM.

Mr. Jacques seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary