

**EAST LYME WATER & SEWER COMMISSION
REGULAR MEETING
TUESDAY, OCTOBER 23rd, 2018
MINUTES**

The East Lyme Water & Sewer Commission held a Regular Meeting on Tuesday, October 23, 2018, at the East Lyme Town Hall, 108 Pennsylvania Avenue, Niantic, CT. Acting Chairman Seery called the Regular Meeting to order at 6:58 PM immediately following the previously scheduled Public Hearing.

PRESENT: Kevin Seery, Acting Chairman, Dave Bond, Steve DiGiovanna, Dave Murphy, Joe Mingo, Carol Russell, Roger Spencer, Dave Zoller

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

ABSENT: Mark Nickerson, Chairman, Dave Jacques

1. Call to Order / Pledge of Allegiance

Acting Chairman Seery called the Regular Meeting of the East Lyme Water & Sewer Commission to order at 6:58 PM immediately following the previously scheduled Public Hearing. The Pledge was previously observed.

2. Approval of Minutes

▪ **Regular Meeting Minutes – September 25, 2018**

Mr. Seery called for a motion or any discussion or corrections to the Regular Meeting Minutes of September 25, 2018.

****MOTION (1)**

Mr. DiGiovanna moved to approve the Regular Meeting Minutes of August 28, 2018 as presented.

Mr. Murphy seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

▪ **Special Meeting Minutes – October 9, 2018**

Mr. Seery called for a motion or any discussion or corrections to the Special Meeting Minutes of October 9, 2018.

Ms. Russell said that she had typed out a page of additions that she wanted added to the minutes to areas where she was speaking – See attached.

****MOTION (2)**

Mr. DiGiovanna moved to approve the Special Meeting Minutes of September 18, 2018 as amended.

Mr. Zoller seconded the motion.

Vote: 6 – 0 – 2. Motion passed.

Abstained: Mr. DiGiovanna, Mr. Seery


3. Delegations

Mr. Seery called for delegations.

There were no delegations.

4. Consider Adoption of Water Rates

Mr. Seery called for a motion on the new water rates presented at Public Hearing.

FILED
OCT 26 20 18 AT 2:37 AM/PM

EAST LYME TOWN CLERK

****MOTION (3)**

Mr. Mingo moved to adopt the new water rates as presented.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed. (Attached to Minutes)

5. Consider Adoption of Sewer Rates

Mr. Seery called for a motion on the Sewer Rates (no increase).

****MOTION (4)**

Mr. Murphy moved to approve the sewer rates with no increase.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed. (Attached to Minutes)

6. Set Public Hearing Date for Costco Sewer Capacity

Mr. Seery suggested that they hold the Public Hearing prior to the next Regular Meeting on November 13, 2018 commencing at 6:30 PM.

****MOTION (5)**

Ms. Russell moved to set the Public Hearing for Costco at 6:30 PM on November 13, 2018.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

7. Billing Adjustments

There were none.

8. Approval of Bills – from Attachment B

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

****MOTION (6)**

Mr. DiGiovanna moved to approve payment of the following Water Main Improvement bills: IMTL, Inv. #3923-A in the amount of \$642.50 and IMTL Inv. #3742-B in the amount of \$275.00.

Mr. Zoller seconded the motion.

Vote: 8 - 0 – 0. Motion passed.

****MOTION (7)**

Mr. DiGiovanna moved to approve payment of Niantic Tool Inv. #34676 in the amount of \$125.00.

Mr. Zoller seconded the motion.

Vote: 8 - 0 – 0. Motion passed.

****MOTION (8)**

Mr. DiGiovanna moved to approve payment of Core & Main Inv. #J506812 in the amount of \$5,423.80

Mr. Zoller seconded the motion.

Vote: 8 - 0 – 0. Motion passed.

Mr. Seery called for a motion on the Pattagansett Bridge Water Main Relocation bill.

****MOTION (9)**

Mr. DiGiovanna moved to approve payment of the following Pattagansett Bridge Water Main Relocation bill: Lenard Engineering, Inc., #67808 in the amount of \$500.00.

Mr. Zoller seconded the motion.

Vote: 8 - 0 – 0. Motion passed.

9. Finance Director Report

Ms. Johnson said that they had her report. She noted that the sewer balance continues to increase.

10. Water & Sewer Operating Budget Status Reports

Mr. Bragaw said that he would start the updates soon as it was still early in the new fiscal year.

11. Water and Sewer Commission Regular Meeting Schedule for 2019

Mr. Seery said that this was the typical schedule that they have been meeting under.

****MOTION (10)**

Mr. Zoller moved to approve the 2019 Meeting Schedule for the Water & Sewer Commission as presented.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

12. Water Project Updates

▪ **Well 1A and 6 Treatment Plant Modifications and Upgrades – Discussion and Possible Project Authorization for Construction Phase**

Mr. Kargl noted that they had the project schedule information in their packets. He said that now that the new water rates have been adopted that Mr. Bragaw will look over the dollar issues so that they can discuss this project next month and potentially take action on it. He also further reviewed the reverse osmosis process noting that many of the usual items would also have to be removed regardless. He noted the project schedule in the \$4M to \$5M range.

Mr. Bragaw said that he wanted to review this in relation to the debt service and the impact that this would have on the rates over the next 10 years. He noted that while the micro-grid would represent a \$400,000 reduction and the potential for us to get it may be good due to having so many facilities in the one area – there are other factors to consider. He said that he will look into it further and come back with more information.

13. Correspondence Log

There were no comments.

14. Chairman's Report

Mr. Seery reported that he and Mr. Bragaw had attended a meeting with the CT DOT regarding the Route 156 paving. It will begin this week Thursday during the day and the road will be open on alternate lanes. They estimate it will take 10 days and that there will be delays.

Mr. Bragaw said that due to the shim coat being so high that they will have to adjust all of their fixtures. The paving company has also damaged a few of our structures so we will bill back to the State to be reimbursed by the contractor that the State hired for the job. They will be paving over our manholes with the next 2" that they put down.

He also said that the Saunders Point paving is done with the touch-up being completed at this time

15. Assistant Utility Engineer Update

Mr. Bragaw said that they held interviews on October 17, 2018 and are still doing their due diligence.

16. Staff Updates

a. Water Department Monthly Report

Mr. Kargl noted that they received 10.99" of rain.

b. Sewer Department Monthly Report

There were no comments.

17. Future Agenda Items

There were none.

18. ADJOURNMENT

Mr. Seery called for a motion to adjourn.

****MOTION (11)**

Mr. DiGiovanna moved to adjourn this Regular Meeting of the East Lyme Water & Sewer Commission at 7:38 PM.

Mr. Zoller seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

Proposed Modification of the Minutes for the October 9, 2018 Special Meeting Minutes

Please replace the sentence that begins, "Ms. Russell passed out a paper on the hydrant fees..." with the following sentence:

Ms. Russell passed out a proposal regarding hydrant fees pointing out the annual Town payment for the 850 public fire hydrants continues to be well below what the Town was paying for fewer hydrants in 1999.

Under Motion (2), after the sentence with the comments from Mr. Bond, please add the following comments from Ms. Russell:

Ms. Russell responded that W&S also helps the Town. She gave as an example how use of the O/M Building historically has been shared with other Town departments, but W&S has paid 100% of the insurance, utility, and maintenance costs for the building.

Ms. Russell also pointed out that the low hydrant payments from the Town impacts what we can charge Montville and Waterford for fire hydrants installed along the regional interconnection.

Submitted by C. Russell - 10/23/18 W&S

**TOWN OF EAST LYME
WATER AND SEWER COMMISSION
NOTICE OF PROPOSED WATER RATES**

NOTICE IS HEREBY GIVEN of a public hearing to be held by the East Lyme Water and Sewer Commission at the East Lyme Town Hall on Tuesday October 23, 2018 at 6:45pm to consider proposed revisions to the rates and charges for connection to and the use of the East Lyme water system. The proposed water rates and charges are as follows:

SCHEDULE I – RATES FOR USAGE based on meter readings at six month intervals.

	<u>Rate</u>
<u>Minimum charge</u> per six month period, for usage up to a maximum of 3,500 gallons per six month period	\$62.87
<u>3,501 gallons</u> , to 40,000 gallons per six month period	\$4.63/1,000 gallons
<u>3,501 gallons</u> , to 675,000 gallons per six month period	\$5.11/1,000 gallons
<u>3,501 gallons</u> to 2,500,000 gallons per six month period	\$5.58/1,000 gallons
<u>3,501 gallons</u> to over 2,500,000 gallons per six month period	\$6.73/1,000 gallons

SCHEDULE II – MISCELLANEOUS WATER CHARGES

<i>CT Department of Public Health Safe Drinking Water Primacy Assessment divided up equally over the year (\$1 per 6 month bill)</i>	\$2.00/customer/year
<i>Meter Service/Maintenance Fee divided up equally over the year (\$12.50 per 6 month bill)</i>	\$25.00/customer/year
Application for Connection Permit	
Class 'A'- Residential	\$105.00
Class 'B'- Multi Family and Commercial	\$210.00
Class 'C'- Industrial	\$525.00
Demolition/Disconnect-Any Class	\$55.00
 ANNUAL PRIVATE HYDRANT CHARGE	 \$210.00
 ANNUAL FIRE SPRINKLER CHARGE	 \$210.00
 SALE OF WATER DEPT. STOCKED MATERIALS	 Cost, incl. shipping, plus 12% admin. fee

Attachment +

W&S

10/23/18

→
3pg.

METER CHARGES (FLAT RATE)

Meter Deposits

5/8-3/4"	\$70.00
1"	\$93.00
1 1/2"	\$140.00
2"	\$187.00
3"	\$280.00
Frozen Meter Repair (normal working hours)	\$105.00
Frozen Meter Repair (after normal working hours)	\$162.50
Install/Disconnect Meter (normal working hours)	\$105.00
Install/Disconnect Meter (after normal working hours)	\$162.50
All Meter Tests	\$80.00

INSPECTION SERVICES

During Normal Working Hours	\$73.50/hour
After Normal Working Hours	\$110.00/hour

TURN ON/SHUT OFF (FLAT RATE)

During Normal Dept. Working Hours (includes turn on & off and Charged at the time of the turn on)	\$80.00
After Normal Dept. Working Hours	\$125.00

CONNECTION CHARGES

All services	\$2,500.00 min (actual cost)
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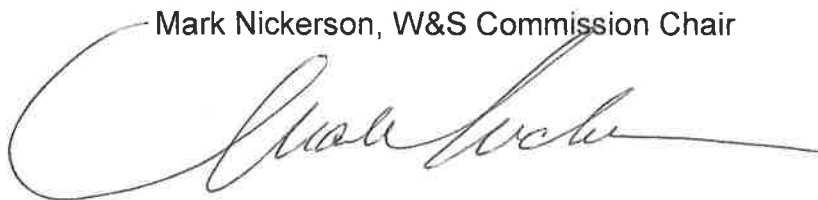
These proposed rates and charges would become effective on November 1, 2018 if approved. Rates for usage shall be payable at six months intervals. All other rates shall be payable at the time services are rendered unless otherwise noted.

The owners of properties against which the proposed rates and charges are to be levied and other interested persons are invited to attend and be heard.

Dated at East Lyme, Connecticut on this 10th day of October, 2018

EAST LYME WATER AND SEWER COMMISSION

Mark Nickerson, W&S Commission Chair



East Lyme Water and Sewer Commission

Analysis of Proposed Water Rates (3.5% increase)

Six Month Billing Period

10/23/2018

3.5%

Use Category	Gallons	Existing Rates (per 1000 gal)	Charge	Prop Rates (3.5% Incr.) (per 1000 gal)	Charge	Difference
1 Low User 10,000 gal/6 mn	3,500	\$60.74		\$75.37		
	10,000	\$4.47	\$89.80	\$4.63	\$105.44	\$15.64
2 Medium User 40,000 gal/6 mn	3,500	\$60.74		\$75.37		
	40,000	\$4.47	\$223.90	\$4.63	\$244.23	\$20.34
3 High User 150,000 gal/6 mn	3,500	\$60.74		\$75.37		
	150,000	\$4.94	\$784.45	\$5.11	\$824.41	\$39.96
4 Very High User 1,000,000 gal/6 mn	3,500	\$60.74		\$75.37		
	1,000,000	\$5.39	\$5,431.88	\$5.58	\$5,634.49	\$202.62
5 Highest Users 2,500,000 gal/6 mn	3,500	\$60.74		\$75.37		
	2,500,000	\$6.50	\$16,287.99	\$6.73	\$16,870.57	\$582.58

**TOWN OF EAST LYME
WATER AND SEWER COMMISSION
NOTICE OF ADOPTED SEWER RATES**

The following schedule of rates and charges for connection to and use of the East Lyme sewerage system were subject to a public hearing and became effective November 1, 2017, and remained unchanged for November 1, 2018.

SCHEDULE I – RATES FOR USAGE based on meter readings at six month intervals.

	<u>Rate</u>
Up to 2,500,000 gallons per six-month period	\$7.90/1,000 gallons
2,500,000 gallons and over per six-month period	\$8.59/1,000 gallons
Unmetered, per six 6 month period	\$208.00

SCHEDULE II – MISCELLANEOUS SEWER CHARGES

Application for Connection Permit	
Class 'A'- Residential	\$105.00
Class 'B'- Multi Family and Commercial	\$210.00
Class 'C'- Industrial	\$525.00
Demolition/Disconnect-Any Class	\$55.00
Sale of Stocked Material	Cost, incl. shipping, plus 12% admin fee
Inspection Services	
During Normal Working Hours	\$73.50/hour
After Normal Working Hours	\$110.00/hour

Rates for usage shall be payable at six month intervals. All other rates shall be payable at the time services are rendered.

EAST LYME WATER AND SEWER COMMISSION

By _____
Mark Nickerson, W&S Commission Chair

Attachment W&S 10/23/18

CONNECTICUT DEPARTMENT OF PUBLIC HEALTH SAFE DRINKING WATER PRIMACY ASSESSMENT FAQ

What is the Safe Drinking Water Primacy Assessment (SDWPA)?

- The SDWPA is a fee that is collected by the Department of Public Health (DPH) to support the department's ability to maintain primacy of the Federal Safe Drinking Water Act.

What is primacy?

- Primacy is the responsibility to implement and enforce the Federal Safe Drinking Water Act. Since 1977, the DPH has been delegated primacy from the U.S. Environmental Protection Agency (US EPA).

What does the fee go toward?

- The fee goes toward funding existing staff that carry out critical functions of the Connecticut DPH Drinking Water Section. These include, but are not limited to:
 - Operating an enforcement program to ensure the public water systems comply with all safe drinking water requirements;
 - Maintaining an inventory of public water systems throughout the state;
 - Compiling a database to contain compliance information on public water systems;
 - Conducting sanitary surveys of public water systems;
 - Reviewing and approving public water system plans and specifications;
 - Providing technical assistance to managers and operators of public water systems;
 - Enforcing public notification, ensuring that public water systems regularly inform their consumers about the quality of the water that they are providing;
 - Certifying laboratories that test drinking water samples;
 - Administering Connecticut's Drinking Water State Revolving Fund program, which provides low interest loans to public water systems for planning, design and construction projects;
 - Administering an Operator Certification, Backflow Prevention and Cross-Connection Program;
 - Public interaction with citizens, chief elected officials, school officials and local health directors including addressing consumer complaints and water quality concerns;
 - Education of all entities regarding new requirements; and
 - Source water assessment and protection.

When and how would customers be billed?

- The fee amount is based upon system classification and number of service connections and comprises of the following for state fiscal year 2019 (July 1, 2018 through June 30, 2019):
 - All Non Transient Non Community Systems = \$125 annual fee
 - Community Water Systems (CWSs) with less than 50 service connections = \$125 annual fee

Attachment was 10/23/18

CONNECTICUT DEPARTMENT OF PUBLIC HEALTH SAFE DRINKING WATER PRIMACY ASSESSMENT FAQ

- CWSs with 50 to 99 service connections = \$150 annual fee
- CWSs with 100 or more service connections = \$2.57 per service connection (SFY '19)
- The fee is being invoiced by the DPH and due dates are set by system classification as follows:
 - On or before October 1, 2018 DPH issues invoices to CWSs
 - On or before January 1, 2019 CWS payments are due (50%)
 - On or before January 1, 2019 DPH issues invoices to NTNC systems
 - On or before March 1, 2019 NTNC payments are due
 - On or before May 31, 2019 CWS payments are due (remaining 50%)

Why are fees suddenly being charged to Public Water Systems?

- Historically, the DPH Drinking Water Section had been primarily funded by the US EPA grant funds. Approximately seven years ago the DPH prepared budget projections that showed a downward trend in federal funding and began proposing a fee collection program to cover the gap. Recently, the projections came to fruition and the legislature recognized the need to fund the DPH Drinking Water Section through collection of fees by enacting Public Act 17-2 for the year 2019.

What will happen in future years?

- The DPH is currently working with the Office of Policy and Management and water utility stakeholders to develop a methodology for future years.

Do other state drinking water programs charge fees?

- Yes, many other states charge fees to support primacy. The DPH published a fee study in 2017. Visit the following link to view the study: http://www.portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/drinking_water/pdf/DPHReportonFeesPDF.PDF?la=en

Where can I go to get further information?

- Please visit the DPH's dedicated Safe Drinking Water Primacy Assessment webpage at the following link: <http://www.portal.ct.gov/DPH/Drinking-Water/DWS/Safe-Drinking-Water-Primacy-Assessment>

Will the SDWPA cover the costs of the entire drinking water program?

- No. The SDWPA will cover approximately 21% of the costs required to fund the drinking water program.

Town of East Lyme
Water & Sewer Commission
Meeting Schedule
2019

Meetings will be held at the East Lyme Town Hall
Meeting Room #1 (upstairs)
on the following listed Tuesdays at **7:00 PM**
(4th Tuesday of the Month unless otherwise noted*)

January 22, 2019

February 26, 2019

March 26, 2019

April 23, 2019

May 28, 2019

June 25, 2019

July 23, 2019

August 27, 2019

September 24, 2019

October 22, 2019

***November 19, 2019**
(Third Tuesday due to holidays)

***December 10, 2019**

(*Note: Due to the holidays the December meeting is on the Second Tuesday)

FILED

Oct 26 2018 AT 10:00 AM/PM

EAST LYME TOWN CLERK