

**EAST LYME WATER & SEWER COMMISSION
REGULAR MEETING
TUESDAY, OCTOBER 26th, 2021
MINUTES**

The East Lyme Water & Sewer Commission held a Regular Meeting on Tuesday, October 26, 2021. Acting Chairman Seery called the Regular Meeting to order at 7:00 PM.

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

ALSO PRESENT: Joe Bragaw, Public Works Director
Ben North, Municipal Utility Engineer
Anna Johnson, Finance Director

ABSENT: Joe Mingo, Mark Nickerson, Chairman

1. Call to Order / Pledge of Allegiance

Chairman Seery called the Regular Meeting of the East Lyme Water & Sewer Commission to order at 7:00 PM and led the assembly in the Pledge of Allegiance.

2. Approval of Minutes

▪ **Regular Meeting Minutes – September 28, 2021**

Mr. Seery called for a motion or any discussion on the Regular Meeting Minutes of September 28, 2021.

Mr. North asked that on Page 3 under the American Rescue Plan where he is speaking that the 540 gpm be corrected to read 120 gpm.

****MOTION (1)**

Mr. DiGiovanna moved to approve the Regular Meeting Minutes of September 28, 2021 as amended.

Mr. Zoller seconded the motion.

Vote: 6 – 0 - 2. Motion passed.

Abstained: Mr. Seery, Mr. Spencer

FILED

3. Delegations

Mr. Seery called for delegations.

There were none.

Nov. 4, 2021 AT 10:22 AM/PM
Brooke Thomas ATC
EAST LYME TOWN CLERK

4. Billing Adjustments/Disputes

There were none.

5. Approval of Bills

Mr. Seery called for a motion on the Well 1A/6 Treatment Project bills.

****MOTION (2)**

Mr. DiGiovanna moved to approve the following Well 1A/6 Treatment Project bills: Tighe & Bond Inv. #102190006 in the amount of \$8360.31; and RH White Inv. Appl. #18 in the amount of \$114,053.87.

Mr. Zoller seconded the motion.

Vote: 7 – 0 – 1. Motion passed.

Abstained: Mr. Bond

Mr. Seery called for a motion on the Meter Replacement Project bills.

****MOTION (3)**

Mr. DiGiovanna moved to approve the following Meter Replacement Project bill: Robinson and Cole, File 00963.1538 Closing of DWSRF 2020-7082 in the amount of \$21,600.00.

Mr. Zoller seconded the motion.

Mr. DiGiovanna asked why this bill is so high.

Ms. Johnson said that it is a flat fee that they charge.

Vote: 8 – 0 – 0. Motion passed

****MOTION (4)**

Mr. DiGiovanna moved to approve the EJ Prescott Invoice AMR – Final Work in the amount of 82,011.00.

Mr. Zoller seconded the motion.

Vote: 8 – 0 – 0. Motion passed

6. Finance Director Report

Ms. Johnson reviewed her report noting once again that the water side revenues were a bit higher than the previous year.

Mr. Murphy asked if the expenditures on the sewer side were higher this year.

Ms. Johnson said that we did expend a bit more this year on the sewer side than last year.

7. Discussion on Proposed Water and Sewer Rates

Mr. Bragaw noted that they had not advertised for the Public Hearings on the rates in time to hold them and that this had actually worked out as he wanted to review and discuss them with the Commission prior to holding the Public Hearings.

On the **Water side** he noted the 2.5% increase in the minimum charge from \$65.41 for up to 3500 gallons to \$67.05 for up to 3500 gallons; a change in the tier 3 level from 3501 gallons to 150,00 gallons (previously 675,000 gallons); meter service maintenance fee increase of \$1.00 per year from \$25 to \$26 (\$13 per half year vs. \$12.50); Application for CT Permits – Class A from \$110 to \$125, Class B from \$220 to \$250, Class C from \$550 to \$600, and Demolition from \$60 to \$70. Also the Annual private hydrant charge is increased from \$225 to \$250 and the Annual Sprinkler Charge from \$225 to \$250. The sale of water dept stocked materials is at cost including shipping plus a 15% admin fee (a 3% increase). The connection charges fee for all services would be increased from \$3100 to \$3500 so that they are covering their costs.

Mr. Murphy asked about having a 2.75% rate increase and if that would help them since the 2.5% was so tight.

Mr. Bragaw said that it would.

Mr. Jacques suggested that the Install/Disconnect meter rates should be higher.

Mr. Bragaw said that they are at a reasonable rate.

After further discussion, the Commissioners decided that the water rate increase should be increased by 2.75% rather than the 2.5%.

****MOTION (5)**

Mr. Murphy moved to accept the water rate increases as presented by Staff including the 2.75% minimum charge (from 2.5%); the annual private hydrant fee and annual sprinkler charge both increased to \$250 and the connection charge for all services increased to \$3500.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

Mr. Bragaw then discussed the Sewer side noting the proposed 3.25% rate increase. He said that the flows are trending upward and suggested changing that increase to 3.5% instead.

****MOTION (6)**

Mr. Murphy moved to accept the sewer rate increases as presented by Staff except that the 3.25% usage rate increase is changed to a 3.50% usage rate increase instead.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

8. Set Public Hearing for Water and Sewer Rates

Mr. Bragaw noted that due to the holidays that our next Regular Meeting is on November 16, 2021. He suggested that they set the Public Hearing for the rates commencing at 6:30 PM on November 16, 2021 with the Regular Meeting immediately following the Public Hearings.

****MOTION (7)**

Mr. DiGiovanna moved to set the Public Hearings for the Water & Sewer rates commencing at 6:30 PM on November 16, 2021.

Mr. Murphy seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

9. Project Updates

▪ **Meter Replacement Project - Discussion**

Mr. North reported that they started last week with one person and that to date they have installed 62 meters. They are training 2 more people to do installs and looking to get one more. He said that the data that they are getting in is pinpointed to time of day, etc. Things are moving along well.

Mr. Spencer asked if the meters are going on line as soon as they are installed.

Mr. North said yes.

Mr. Jacques asked if it is too early to tell if the installs are at the rate that they thought.

Mr. Bragaw said that they are actually faster.

▪ **Continuing Sewer Pump Station Controls and Communications Upgrade Project to be funded by the Sewer Assessment Fund – Discussion and Possible Action**

Mr. North reported that they did four and they are now operating well. With respect to the 12 additional – Integrated Control Systems said that they could hold the price on as they have purchased them.

Mr. DiGiovanna asked how the \$7800 matches up with what we have already done.

Mr. North said that it matches up.

Mr. DiGiovanna asked if we are locked in with Integrated Control Systems.

Mr. North said that they have done all of our water and sewer work and are familiar with it and also reliable.

****MOTION (8)**

Mr. Murphy moved to appropriate and transfer an additional \$93,600 in the sewer assessment fund from resources available to the account titled, 'Sewer PS Controls and Communications Upgrade' for the continued installation of Sewer Pump Station Controls and Communications Equipment at twelve (12) additional sewer pump stations. This will increase the original amount appropriated on May 25, 2021 from \$83,589 to \$177,189.

Mr. DiGiovanna seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

▪ **American Rescue Plan – Update on Potential Projects**

Mr. North reported that Well 5 was held up for a few months at the Board of Finance. He did talk with the well driller about having approval soon. He also spoke with the State and was told that they can resubmit the application if they can't get started.

Mr. Bond asked what constitutes starting.

Mr. North said it seems that they would not reimburse for anything that was done without funding first being in place.

10. Correspondence Log

There were no comments.

11. Chairman's Report

Mr. Seery reported that they have a Tri-Town agreement and that they also had a Well 1A/6 ribbon cutting.

12. Staff Updates

a. Water Department Monthly Report

Mr. DiGiovanna asked about the meters in the system and if it is possible to see how many new meters are in the system.

Mr. North said yes.

Ms. Russell said that on the water report that there wasn't much data on phosphates.

Mr. North said that it is a corrosion control inhibitor.

Ms. Russell asked if that could instead report on sodium.

Mr. North said that they could but cautioned that it really does not change that much. They can report it quarterly.

b. Sewer Department Monthly Report

Ms. Russell said that in July and September we were really tight in GPD flow and asked if those months were also the high rain amount months – and – was that due in part to infiltration (due to the wet weather).

Mr. North said yes, certainly.

13. Future Agenda Items

It was suggested to have a discussion on Irrigation Systems and Mr. Bond suggested an Insurance Program spread out over the four reading periods with the new meters.

14. ADJOURNMENT

Mr. Seery called for a motion to adjourn.

****MOTION (8)**

Mr. DiGiovanna moved to adjourn this Regular Meeting of the East Lyme Water & Sewer Commission at 8:20 PM.

Mr. Murphy seconded the motion.

Vote: 8 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary