

**EAST LYME WATER & SEWER COMMISSION
REGULAR MEETING
TUESDAY, DECEMBER 14th, 2021
MINUTES**

The East Lyme Water & Sewer Commission held a Regular Meeting on Tuesday, December 14, 2021. Chairman Seery called the Regular Meeting to order at 7:01 PM.

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

ALSO PRESENT: Joe Bragaw, Public Works Director
Ben North, Municipal Utility Engineer
Anna Johnson, Finance Director
Ann Santoro, Deputy First Selectman

ABSENT: No One

1. Call to Order / Pledge of Allegiance

Chairman Seery called the Regular Meeting of the East Lyme Water & Sewer Commission to order at 7:01 PM and led the assembly in the Pledge of Allegiance.

2. Approval of Minutes

▪ **Water rate Public Hearing Minutes & Sewer rate Public Hearing Minutes – November 16, 2021**

Mr. Seery called for a motion or any discussion on the Water rate Public Hearing Minutes & the Sewer rate Public Hearing Minutes of November 16, 2021

****MOTION (1)**

Mr. DiGiovanna moved to approve the Water rate Public Hearing Minutes & the Sewer rate Public Hearing Minutes of November 16, 2021 as presented.

Mr. Murphy seconded the motion.

Vote: 9 – 0 - 0. Motion passed.

▪ **Regular Meeting Minutes – November 16, 2021**

Mr. Seery called for a motion or any discussion on the Regular Meeting Minutes of November 16, 2021.

****MOTION (2)**

Mr. DiGiovanna moved to approve the Regular Meeting Minutes of November 16, 2021 as presented.

Mr. Murphy seconded the motion.

Vote: 9 – 0 - 0. Motion passed.

3. Delegations

Mr. Seery called for delegations.

There were none.

4. Billing Adjustments/Disputes

There were none.

5. Approval of Bills

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

FILED

DEC 21, 20 21 AT 10:01 (AM/PM)
Brooke Horan ATC
EAST LYME TOWN CLERK

****MOTION (3)**

Mr. DiGiovanna moved to approve the following Well 1A/6 Treatment Project bill: Tighe & Bond Inv. #122190001 in the amount of \$2,984.37.

Mr. Murphy seconded the motion.

Mr. DiGiovanna asked about retention noting that it looks like it is included in there.

Mr. North said that it did look that way and that he would check it out and get back to them on it.

Vote: 8 – 0 – 1. Motion passed.

Abstained: Mr. Bond

6. Finance Director Report

Ms. Johnson reviewed her report noting that the available cash balances for both water and sewer were a bit higher than in the previous year at this time.

Mr. Mingo asked why there was \$93,000 less in water billings.

Ms. Johnson said that the prison billing has gone down which affects the water use.

7. Potential Write-Off of Old Sewer Assessments with Small Balances

Mr. Bragaw explained that they transferred the old accounts to the GEMS system. In that process they identified 105 old accounts that had minimal balances where either the customer owed us or we owed them less than \$1. The total for all of these is \$1.04 and they are proposing to write off all of these minimal balances to zero. (Copy attached)

****MOTION (4)**

Mr. Mingo moved to approve writing off the remaining balances on all of the sewer assessment accounts as identified in the document provided.

Mr. DiGiovanna seconded the motion.

Vote: 9 – 0 – 0. Motion passed.

8. Project Updates

▪ **Meter Replacement Project**

Mr. North reported that 175 more new meters have been installed and they have hired another person to help with the installations so that they will have three people working full time on the installations. There are around 1380 out of the 6286 customers who have the new meters.

Mr. Bragaw added that they are also doing the back end of scheduling. So far the customers are pretty happy. There are a lot of people involved with this project; he noted that so far they have reached out to around 30 of the 400 people recently getting the new meters to notify them of leaks. He noted that they were also finding some 'quirks' such as with meters that they never knew existed.

Mr. DiGiovanna asked how people were signing up.

Mr. North said that they sent out post cards according to the 'books' and that they have been getting calls or emails from people to sign up. So far they are a bit higher than 50% - which is a decent number. He added that they have received good compliments on the people doing the installations.

▪ **Niantic Pump Station Storm Resiliency Project – Discussion and Possible Action on Study Findings**

Mr. North said that Weston & Sampson helped them come up with an opinion on probable cost for this project under the 500 year storm event which was required by the State of Connecticut. They look at the type of damage sustained and how much to mitigate. They are looking at some \$856,526 and are requesting a grant of \$642,192 with us committed to providing a match of \$214,131.50 or 25% of the total cost. The matching funds are in cash from the Sewer Assessment Fund. He noted the commitment letter that had in their packets and the resolution.

****MOTION (5)**

Mr. Murphy moved: Resolved that Kevin A Seery, Chairman of the East Lyme Water and Sewer Commission, be and hereby is authorized to execute on behalf of the East Lyme Water and Sewer commission an application for a FEMA Hazard Mitigation Grant Assessment (HMGA) and is authorized to execute any and all documents necessary to consummate the transaction above contemplated.

Mr. DiGiovanna seconded the motion.

Mr. Murphy asked if the \$800,000 is the final number of if it would be re-reviewed.

Mr. North said that he would think that it would be looked at further for hard numbers.

Ms. Russell asked when they might expect to hear about this grant.

Mr. North said that he would expect that it would be in the spring.

Mr. Bond speculated that if they had flooding of 15 feet that the entire Town area would be gone – with that in mind he asked if there is a benefit to having the station there.

Mr. North said that there are advantages to staying ahead of this.

Mr. Seery called for a vote on the motion.

Vote: 9 – 0 – 0. Motion passed.

▪ **Update on Well 5 Rehabilitation Project**

Mr. North reported that SB Church the well driller has ordered mats and that the well drilling will probably start in the end of January. The filters should be ready in early March. They are still moving forward; the painting will require proposals.

In a sidebar, he noted that they have completed sending this year's water to New London and have also sent 1M gallons for 2022 – they are in good shape.

▪ **American Rescue Plan Discussion on Upcoming Projects**

Mr. Seery noted the list of three items recommended by staff coming to \$1,250,000.

The Commissioners engaged in a varied discussion about these items and also adding others such as the directional drilling under the Niantic River.

9. Correspondence Log

There were no comments.

10. Chairman's Report

Mr. Seery reported that they had an FOIA presentation today for employees and that they would have another one on January 11, 2021 at 6:30 PM here for Boards and Commissions. Tom Hennick would give the FOIA presentation. He asked that they plan on attending it if they could.

He also reported that departmental budget reviews would be starting in early January – he noted the stresses with fuel and the like; and the upcoming bargaining unit negotiations.

11. Staff Updates

a. Water Department Monthly Report

Mr. Murphy asked if the numbers for October and November were due to pumping heavily to New London.

Mr. North said yes.

b. Sewer Department Monthly Report

Ms. Russell said that the DOC had a significant increase – some 60,000 gallons which is a big jump. She asked if there is a reason for that.

Mr. North said that he thinks that it has something to do with how they measure the flow. He added that they are responsible for maintaining that equipment.

Mr. Jacques said that the increase on the sewer side was up by 66%; then it went back down and now they are still seeing a 34% increase. He asked if this is a trend.

Mr. North said that they had a meter failure that went on for some time; they have calibrated the meter and he said that he feels that these numbers are more accurate than those from last year.

12. Future Agenda Items

No discussion.

13. ADJOURNMENT

Mr. Seery called for a motion to adjourn.

****MOTION (6)**

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: 9 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

TOWN OF EAST LYME SEWER DEPARTMENT

Write offs for Miniscule Sewer Assessment Balances - 12/21

No.	MSL Acct #	\$ to write off
1	21	\$ 0.45
2	113	\$ 0.04
3	540	\$ 0.09
4	570	\$ 0.32
5	830	\$ (0.20)
6	899	\$ 0.66
7	965	\$ 0.59
8	1028	\$ (0.01)
9	1087	\$ (0.12)
10	1335	\$ (0.16)
11	1365	\$ 0.32
12	1509	\$ 0.58
13	1560	\$ 0.07
14	1716	\$ (0.03)
15	2047	\$ (0.17)
16	2078	\$ 0.03
17	2084	\$ 0.01
18	2160	\$ 0.01
19	2289	\$ 0.04
20	2358	\$ (0.12)
21	2473	\$ 0.10
22	2477	\$ 0.07
23	2718	\$ 0.22
24	2766	\$ 0.18
25	2809	\$ 0.13
26	3005	\$ 0.01
27	3277	\$ (0.25)
28	3422	\$ (0.03)
29	3919	\$ (0.37)
30	3936	\$ (0.50)
31	4094	\$ (0.09)
32	4188	\$ 0.05
33	4200	\$ 0.05
34	4281	\$ 0.04
35	4578	\$ (0.34)
36	4653	\$ (0.72)
37	4712	\$ (0.17)
38	4741	\$ 0.10
39	5209	\$ 0.10
40	5228	\$ 0.06

No.	MSL Acct #	\$ to write off
41	5231	\$ 0.02
42	5436	\$ (0.01)
43	5516	\$ (0.01)
44	5599	\$ (0.17)
45	5665	\$ (0.45)
46	5840	\$ 0.09
47	5884	\$ (0.39)
48	5914	\$ 0.02
49	5974	\$ 0.01
50	6032	\$ 0.27
51	6107	\$ (0.03)
52	6255	\$ (0.01)
53	6534	\$ 0.06
54	6627	\$ 0.11
55	6783	\$ (0.69)
56	6843	\$ (0.23)
57	6869	\$ 0.12
58	7042	\$ 0.10
59	7053	\$ 0.03
60	7059	\$ 0.15
61	7228	\$ 0.10
62	7293	\$ 0.49
63	7329	\$ (0.02)
64	7787	\$ 0.07
65	7789	\$ 0.04
66	7796	\$ 0.03
67	7809	\$ 0.09
68	8029	\$ (0.01)
69	8108	\$ 0.14
70	8632	\$ (0.68)
71	8640	\$ 0.07
72	8710	\$ (0.15)
73	8717	\$ (0.05)
74	8718	\$ 0.05
75	8787	\$ 0.03
76	8819	\$ 0.01
77	8911	\$ (0.77)
78	9136	\$ (0.75)
79	9178	\$ 0.12
80	9184	\$ 0.12

No.	MSL Acct #	\$ to write off
81	9194	\$ 0.12
82	9208	\$ 0.04
83	9209	\$ 0.04
84	9324	\$ (0.02)
85	9329	\$ (0.05)
86	9340	\$ 0.01
87	9344	\$ (0.05)
88	9384	\$ 0.04
89	9389	\$ (0.05)
90	9393	\$ 0.13
91	9513	\$ 0.21
92	9521	\$ (0.05)
93	9530	\$ (0.21)
94	9533	\$ (0.38)
95	9544	\$ (0.01)
96	9559	\$ (0.03)
97	9573	\$ (0.15)
98	9580	\$ 0.28
99	9584	\$ (0.01)
100	9588	\$ (0.17)
101	9602	\$ (0.27)
102	9682	\$ (0.49)
103	9685	\$ 0.01
104	9762	\$ (0.01)
105	9864	\$ 0.58
Total to Write off		\$ 1.04

ISSUE

While going thru all the sewer assessment accounts in the old MLS system to convert them to GEMS, we identified 105 old accounts that had minimal balances (either we owed or the customer owed less than \$1). All in all the total \$1.04 We are proposing to write these all off to zero balances

MOTION

by *Uma*
Move to approve writing off the remaining balances on all of the sewer assessment accounts as identified in the document provided *S.A.S.*

Attachment was 12/14/21

**East Lyme Water and Sewer Commission
American Rescue Plan
Upcoming Staff Recommended Projects for Consideration
December 10 2021**

Project	Unit Price	Estimated Cost	Priority Level	Total Costs	Description
Upgrade Niantic Sewer Pump Station		\$350,000	1	\$350,000	Replace two original motor/driveshaft pumps, remove PARCO hydraulic actuating valve system, modify piping, add VFD controls.
Recoat Boston Post Rd Water Tank		\$600,000	2	\$950,000	Sand Blast and Paint Exterior of Tank. Recommended to be performed every 20 years.
Upgrade Pattaganset Sewer Pump Station		\$300,000	3	\$1,250,000	Replace three original motor/driveshaft pumps, modify piping, add VFD controls.
Total Costs of all Projects Considered:				\$1,250,000	

EAST LYME
WATER & SEWER COMMISSION

DEC 14 2021

AGENDA # 8d

Attachment was 12/14/21