

**EAST LYME WATER & SEWER COMMISSION
REGULAR MEETING
Tuesday, MARCH 24th, 2015
MINUTES**

The East Lyme Water & Sewer Commission held a Special Meeting on Tuesday, March 24, 2015 at Town Hall, 108 Pennsylvania Avenue, Niantic, CT. Chairman Nickerson called the Regular Meeting to order at 7:00 PM.

PRESENT: Mark Nickerson, Chairman, Dave Bond, Dave Murphy, Joe Mingo,
Roger Spencer

ALSO PRESENT: Joe Bragaw, Public Works Director
Attorney Edward O'Connell, Town Counsel
Anna Johnson, Finance Director
Kevin Seery, Ex-Officio, Board of Selectmen

FILED IN EAST LYME
CONNECTICUT
MAR 30 2015 AT 2:15 AM/PM
Kevin Seery
EAST LYME TOWN CLERK

ABSENT: Steve DiGiovanna, Carol Russell, Dave Zoller

1. Call to Order

Chairman Nickerson called the Regular Meeting of the East Lyme Water & Sewer Commission to order at 7:00 PM and led the assembly in the Pledge. He noted that he would have to leave the meeting at 7:30 PM and that Mr. Seery would take over chairing of the meeting.

2. Approval of Minutes

▪ **Informational Meeting Minutes – February 24, 2015**

Mr. Nickerson called for a motion or any discussion or corrections to the Informational Meeting Minutes of February 24, 2015.

****MOTION (1)**

Mr. Spencer moved to approve the Informational Meeting Minutes of February 24, 2015 as presented.

Mr. Murphy seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **Regular Meeting Minutes – February 24, 2015**

Mr. Nickerson called for a motion or any discussion or corrections to the Regular Meeting Minutes of February 24, 2015.

****MOTION (2)**

Mr. Spencer moved to approve the Regular Meeting Minutes of February 24, 2015 as presented.

Mr. Murphy seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

3. Delegations

Mr. Nickerson called for anyone who wished to speak under Delegations. There were no delegations.

4. Billing Adjustment Requests – Attachment A

There were none.

5. Approval of Bills – from Attachment B

Mr. Nickerson called for a motion on the Regional Interconnection bills.

****MOTION (3)**

Mr. Murphy moved to approve payment of the following Regional Interconnection bills: Tighe & Bond, Inv. #021593063 in the amount of \$1,286.86; D'Amato Construction, Payment Appl. 13 in the amount of \$6,253.88; D'Amato Construction, Payment Appl. 14 in the amount of \$24,500.00 and State of Connecticut, Inv. #DPS34335 in the amount of \$2,444.30.

Mr. Spencer seconded the motion.

Mr. Kargl noted that these are close out costs.

Vote: 5 – 0 – 0. Motion passed.

6. Set Public Hearing Date – 11 Industrial Park Road Sewer Extension

Mr. Nickerson said that they would need to set a Public Hearing for this application.

Mr. Kargl said that this is pretty straight forward – it is a pressure/force main and is for a proposed medical office complex at this address. They intend to connect a sewer force main service from the site through the Town right-of-way to the existing gravity sewer system located within Industrial Park Road. This would be an extension for this customer only and at the customer's expense.

****MOTION (4)**

Mr. Spencer moved to authorize the Chairman to sign the public notice for a Public Hearing to be held on April 28, 2015 at 6:30 PM for the 11 Industrial Park Road sewer extension.

Mr. Murphy seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

7. Set Public Hearing Date – Park Place Sewer Extension

Mr. Kargl said that this has been put off as the applicant is not yet ready.

8. Water Project Updates

▪ Regional Interconnection

Mr. Kargl noted that the billing attachment indicates where they stand and the punch list items that are getting wrapped up. He said that they are pumping and trying to meet their 17M gallons by the end of May even though they got a late start.

▪ Columbus Avenue Bridge Water Main

Mr. Kargl said that Machnik is still working with Amtrak on the final permitting and coordination of the work.

▪ Bride lake Treatment Plant Filter Upgrades

Mr. Kargl reported that this work has been completed and the filters are back on line. Having done these filters, it gives them a good idea of what to expect with others.

▪ Sunrise Trail/Orchards Subdivision Water Main Connection

Mr. Kargl reported that he met with Carrier who is working with their engineer to provide an 8" water main to tie into Sunrise Trail (approximately 13 customers). This will allow them to eliminate the old Sunrise Trail booster station.

▪ General Permit for Diversion of Water for Emergency Use

Mr. Kargl reported that SECCOG funded a general diversion permit to be able to move water on an emergency basis without a lot of red tape. The DEEP has come back with some hefty conditions of the permit so they are still working on this and will have to wait to see where this will end up.

- **Dean Road/Lovers Lane Water Extension Feasibility**

Mr. Kargl noted that this preliminary information was in their packets and was based on a feasibility study of running water to the area. He asked that they review it and said that it would be placed on a future meeting agenda for further discussion.

Mr. Nickerson noted that they want to try to do projects that will pay for themselves as they are already in a crunch with the budgets.

(Note: 7:30 PM – Mr. Nickerson turned over the chairing of the meeting to Mr. Seery)

9. Finance Director Reports

Ms. Johnson explained that in their packets she had provide a transmittal letter for the Town's audited statements and that arrangements have been made for the Town's auditor to attend one of their meetings to explain this. Additionally she said that she had provided schedules of the water and sewer debt that Mr. Murphy had asked for. The debt payments are made two times per year in July and January except for the State's which are made monthly.

10. Sewer Budget Status Report

Mr. Bragaw said that it looks like they are doing well on the water side and they should come in on budget. The sewer side is not doing as well which he said is indicated by the yellow lined items on the report that he had provided them with. He said that they are also looking for a request for dollars from the sewer assessment fund to re-classify some money for repairs to take the stress off of the operating budget. He noted that the repairs that he is looking for the money for are for maintenance items and pump station repairs.

****MOTION (5)**

Mr. Murphy moved to appropriate \$60,613.00 from the Sewer Assessment fund to Account 03-70-724-700-308 (Sewer Pump Station Upgrades) for equipment replacement and repair.

Mr. Spencer seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

****MOTION (6)**

Mr. Murphy moved to reclassify operating expenditures in the amount of \$18,063.94 from Account 06-01-300-610-215 (Maintenance of Pump Station Equipment) to the Sewer Assessment fund as they are capital expenditures.

Mr. Spencer seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

11. Gateway Project Update

Mr. Kargl reported that they hired a third party consultant to oversee all of the work that needs to be done. This will be paid for by the developer. He noted that it has been very helpful having a third set of eyes on this; especially with the insurance company reviewing all of the items. In the end, this would have al new equipment, electrical, pumps, everything.

12. Water and Sewer Department Project Goals

Mr. Bragaw said that he had included this in their packets just to keep them up to date with what is going on.

Note was made of updates for the water rules and regulations and sewer rules and regulations.

Mr. Kargl said that he would like to set a Special Meeting for Tuesday, April 21, 2015 commencing at 6 PM for a budget workshop.

13. Communications

- **See Communications Log**

There were no comments on the log.

14. Chairman's Report

Mr. Seery noted that he was in California last week and that they have serious water issues there and severe water restrictions.

15. Staff Updates

▪ **Water Department Monthly Reports**

Mr. Kargl reported that this past February was the coldest February on record and the ground froze to a three and a half foot depth. They had three service freeze-ups. Water demand has been down as has sewer usage.

▪ **Sewer Department Monthly Reports**

There were no comments.

16. ADJOURNMENT

Mr. Seery called for a motion to adjourn.

****MOTION (6)**

Mr. Murphy moved to adjourn the March 24, 2015 Regular Meeting of the East Lyme Water & Sewer Commission at 8:15 PM.

Mr. Bond seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

TOWN OF EAST LYME

SEWER DEPARTMENT (Account 06-01)



REQUEST FOR SEWER ASSESSMENT FUNDS

Description of Work	Cost	* Reason
Pattagansett Pump Station Repair	\$ 30,000.00	E The main switch gear broke in 10/14 and is obsolete so needs to be repaired
Part PS - Muffin Monster replacement (Z)	\$ 25,000.00	P We replaced one already in NPS but Part PS needs to be done
Purchase of Grinder Pumps (Z)	\$ 5,613.00	P New construction at 309 Giants Neck Rd & 10 Champlain Hill Rd replacement
<i>Request use of sewer assessment funds</i>	\$ 60,613.00	<i>Give for this</i>
Replacement of Fuses at NPS - Prime Electric	\$ 4,218.00	A
Rebuilt pumps at Pumps Stations (Hayes Pump)		With the new mechanic, we rebuilt a number of pumps at the pump stations over the course of this fiscal year
<i>already repaired</i>		
Impellor - E. Shore PS	\$ 1,262.27	A
Parts - E. Shore PS	\$ 1,877.96	A
Parts - Bridebrook	\$ 2,238.43	A
Parts - Bridebrook	\$ 3,128.97	A
Parts - Woodbridge PS	\$ 1,922.65	A
Parts - Woodbridge PS	\$ 3,415.66	A
<i>Request to reclassify existing operating expenditures</i>	\$ 18,063.94	

* E - Estimated, P - we have a current proposal but have not yet done the work, A - Actual invoiced cost

These requests would have to be run through operating. Otherwise the operating budget doesn't have the funds to support this work

EAST LYME
WATER & SEWER COMMISSION

MAR 24 2015

AGENDA # 9

TOWN OF EAST LYME

SEWER DEPARTMENT (Account 06-01)

CURRENT FY 14/15 PROJECTIONS



	FY 13-14 Actual	FY 14/15 Adopted Budget	Carryover from 13-14	Transfers	Revised Budget	To Date 3/12/2015	%	Encumb	Proj Exp to End of Yr (3)	Proj End of Yr Total =(1)+(2)+(3)	Variance	Comments
FICA/Medicare	\$ 31,726	\$ 32,780	\$ -	\$ -	\$ 32,780	\$ 23,768.49	73%	\$ -	\$ 9,636	\$ 33,404	\$ 624	
Lease Generator Repair	\$ 5,829	\$ 5,829	\$ -	\$ -	\$ 5,829	\$ 3,886.08	67%	\$ -	\$ 1,943	\$ 5,829	\$ 0	5 yr payments (\$485.76/mo)
Vehicle Aquisition	\$ -	\$ 9,870	\$ -	\$ (2,550)	\$ 7,320	\$ 4,880.16	67%	\$ -	\$ 3,253	\$ 8,134	\$ 814	1st yr of 5 yr pymt
Salaries/Wages (Field)	\$ 210,790	\$ 184,990	\$ -	\$ -	\$ 184,990	\$ 131,666.79	71%	\$ -	\$ 53,745	\$ 185,412	\$ 422	
Field Personnel OT	\$ -	\$ 44,615	\$ -	\$ -	\$ 44,615	\$ 29,251.67	66%	\$ -	\$ 11,859	\$ 44,610	\$ (5)	
Personnel Benefits	\$ 62,008	\$ 50,382	\$ -	\$ -	\$ 50,382	\$ 30,337.87	60%	\$ 19,960	\$ 433	\$ 50,731	\$ 349	
Treatment Plant & Sys Fee	\$ 880,391	\$ 800,000	\$ -	\$ -	\$ 800,000	\$ 381,991.77	48%	\$ 82,587	\$ 329,772	\$ 794,351	\$ (5,649)	Brad to project coy
Maint. of Pump St Equip	\$ 56,200	\$ 60,000	\$ 100.00	\$ 5,000	\$ 65,100	\$ 54,490.27	84%	\$ 2,804	\$ 20,617	\$ 77,911	\$ 12,811	
Maint of Wet Wells	\$ 27,595	\$ 45,000	\$ -	\$ (5,000)	\$ 40,000	\$ 31,603.55	79%	\$ 936	\$ -	\$ 32,540	\$ (7,460)	
Maint of System	\$ 42,000	\$ 24,500	\$ -	\$ 17,050	\$ 41,550	\$ 33,505.37	81%	\$ 632	\$ 7,412	\$ 41,550	\$ -	
Infiltration/Inflow	\$ -	\$ 15,000	\$ -	\$ (10,000)	\$ 5,000	\$ -	0%	\$ -	\$ -	\$ -	\$ (5,000)	
Materials & Supplies	\$ 8,700	\$ 8,000	\$ 89.84	\$ -	\$ 8,090	\$ 7,104.47	88%	\$ 729	\$ 2,000	\$ 9,834	\$ 1,744	
Utilities	\$ 194,190	\$ 195,000	\$ -	\$ -	\$ 195,000	\$ 117,365.98	60%	\$ 77,634	\$ -	\$ 195,000	\$ -	absorbed \$16.5k from last yr
Fuel Oil & Gas	\$ 23,417	\$ 27,000	\$ -	\$ -	\$ 27,000	\$ 19,936.77	74%	\$ 6,736	\$ 4,202	\$ 30,875	\$ 3,875	gen fuel putting us over
Chemicals	\$ 91,388	\$ 76,500	\$ -	\$ -	\$ 76,500	\$ 67,283.60	88%	\$ 7,180	\$ 30,000	\$ 104,464	\$ 27,964	
O&M Exp	\$ 20,668	\$ 15,240	\$ 4.89	\$ -	\$ 15,245	\$ 5,447.35	36%	\$ 6,432	\$ 3,366	\$ 15,245	\$ (0)	
Communication (Phones)	\$ -	\$ 5,200	\$ -	\$ -	\$ 5,200	\$ 2,262.29	44%	\$ 2,938	\$ -	\$ 5,200	\$ -	
Maint of Vehicles	\$ 5,678	\$ 4,460	\$ -	\$ 7,148	\$ 11,608	\$ 7,747.68	67%	\$ -	\$ 3,860	\$ 11,608	\$ -	\$2,030 being processed
Salaries/Wages (Admin)	\$ 204,333	\$ 196,000	\$ -	\$ -	\$ 196,000	\$ 148,361.52	76%	\$ -	\$ 61,958	\$ 210,320	\$ 14,320	
Personnel Benefits	\$ 46,676	\$ 57,599	\$ -	\$ -	\$ 57,599	\$ 57,599.00	100%	\$ -	\$ -	\$ 57,599	\$ 0	
Legal & Accounting	\$ 46,380	\$ 33,225	\$ -	\$ (3,000)	\$ 30,225	\$ 17,844.75	59%	\$ 9,942	\$ 6,000	\$ 33,787	\$ 3,562	
Outside Services	\$ 9,012	\$ 10,165	\$ -	\$ -	\$ 10,165	\$ 7,124.45	70%	\$ 96	\$ 7,328	\$ 14,548	\$ 4,383	
Insurance PDL	\$ 26,120	\$ 29,254	\$ -	\$ -	\$ 29,254	\$ 21,431.25	73%	\$ 7,144	\$ 679	\$ 29,254	\$ -	
Prof Development	\$ 475	\$ 1,125	\$ -	\$ -	\$ 1,125	\$ 139.00	12%	\$ -	\$ 986	\$ 1,125	\$ -	
Supplies & Misc	\$ 1,697	\$ 1,000	\$ -	\$ 500	\$ 1,500	\$ 1,030.76	69%	\$ 27	\$ 442	\$ 1,500	\$ -	
Depreciation	\$ 877,452	\$ -	\$ -	\$ -	\$ -	\$ -						
Contingency	\$ 16,320	\$ 9,999	\$ 35.61	\$ (9,148)	\$ 887	\$ 851.40	96%	\$ 36	\$ -	\$ 887	\$ -	
GRAND TOTAL	\$ 2,889,042	\$ 1,942,733	\$ 230.34	\$ -	\$ 1,942,963	\$ 1,206,912	62%	\$ 225,814	\$ 559,491	\$ 1,995,717	\$ 52,753	

71.2% into the fiscal year

line items that we need to watch as they are well above the % of year complete... we will have to reassess the budget in the late spring when we get the latest treatment bills from NL

EAST LYME WATER & SEWER COMMISSION

MAR 24 2015

UPDATED ON 3/20/2015