

**WATER POLLUTION CONTROL AUTHORITY
Town Of Prospect, Connecticut**

**APPROVED
MEETING MINUTES
TUESDAY MARCH 24, 2015**

Members Present: Christopher Wester, Derek Brown and Carl Montagano

Members Absent: Louis Booth and Chuck Witkowski

Chairman Wester called the meeting to order at 6:02 p.m.

Approval of Meeting Minutes:

Motion by D. Brown to approve the meeting minutes from February 24, 2015, **seconded by C. Montagano**
Unanimous. Motion Carries.

Administrator's Report: The Administrator reviewed the attached report. Discussion followed with regards to the Aria metering station. The Administrator states she is still working on tracking down keys to open the cabinet so the phone line can be checked and hopes the issue is resolved within the next week. Discussion continued regarding the installation of QuickBooks onto the WPCA computer and the need to upgrade the current operating system from Windows XP to Windows 7. Chairman Wester thinks it is most definitely something that should be upgraded. The Administrator states that there has still been no contact from the Auditor. She adds that the Mayors office has also been trying to contact him. Regarding the Computer Maintenance Plan Agreement from Lightning PC Chairman Wester states it is something he will review before our next meeting to discuss then. The most recent phone and utility bills for the Progress Lane station were reviewed.

Chairman Wester requests a motion be made to move the item "Toll Brothers Sewer Construction Update" ahead of Correspondence to accommodate Gene McCarthy who had a report to present. **Motion by C. Montagano** to move "Toll Brothers Sewer Construction Update" ahead of Correspondence, **seconded by D. Brown,**
Unanimous. Motion Carries.

Toll Brothers Sewer Construction Update: Gene McCarthy was present to provide an update on the Toll Sewer Construction for Phase IV and V. He presents a letter as well a map of Phase IV for review. With regards to Phase IV he states the map shows what has been completed and hooked to sewer thus far adding that no new buildings are underway at this time. He states most of the units in Phase IV are occupied. With regards to Phase V he states the installation began in November and ended in December adding all lines have been air tested although they have yet to do a video test. He adds the pads for two buildings have been started. C. Wester questions if there has been any trouble with rock and installing the lines. G. McCarthy states every foot of the sewer line was in ledge and he estimates about 37,000 cubic yards of rock have been taken out, but they have been blowing through it with no issues. C. Wester reads the letter from Gene McCarthy dated March 23, 2015 into the record. D. Brown

questions if G. McCarthy has heard any discussions regarding the discrepancy on sewer flow to water consumption. G. McCarthy states he hasn't really heard anything but adds there were two areas in Phase I and one section in Phase III where pipes were replaced, but it was noticeable that rock was on the pipes making a bubble when the pipes were videoed, however he adds there were no breaks and that's not to say that something hasn't occurred since those lines were videoed. There was no further discussion.

Correspondence:

- A Computer Maintenance Plan agreement from Lightning PC. Chairman Wester states he will review the agreement prior to next month's meeting.
- An invoice from PJS LLC dated 3/10/15 in the amount of \$188.00 for a requested inspection of the Aria flow meter stating a defective phone line was found. **Motion by D. Brown** to pay the invoice amount of \$188.00 from the sewer Use Account, **seconded by C. Montagano, Unanimous.** Motion Carries.
- The February 2015 summary of failures and repairs from the Chesprocott Health District citing no failures and no repairs inspected.
- An invoice from Frontier in the amount of \$70.49 for the Progress Lane phone line dated 3/11/15. As stated in the Administrator's Report the total due is \$44.59. The Administrator has been approved to submit payment.
- An invoice from Frontier in the amount of \$25.90 for the Progress Lane phone line dated 2/11/15. As stated in the Administrator's report the bill was paid on 3/16/15.
- An invoice from Eversource dated February 20, 2015 in the amount of \$19.98 for the Progress Lane utilities. As reported by the Administrator the invoice was paid on 3/16/15.
- A copy of the proposed expense for sewer software support and printing of sewer bills from Quality Data Services, Inc for July 2015 - June 2016.

Old Business:

Aria Flow Meter Status: Chairman Wester states this item was discussed under the Administrator's report. There was no further discussion.

Sewer Use Account and Capital Improvement Account Reconciliation: Chairman Wester states the item was discussed under the Administrator's report. There was no further discussion.

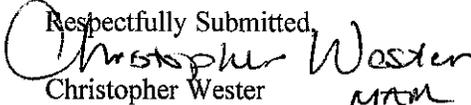
Sewer Use Billing Status: There was no business to discuss.

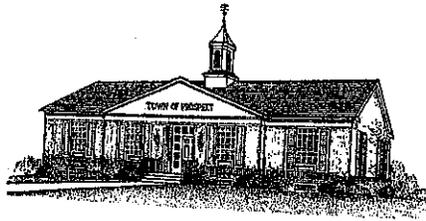
Sewer System Permit Applications: There were no applications to review.

Open: C. Montagano briefly address an issue with the Aria site plan that was recently addressed at a Planning and Zoning meeting. Discussion followed.

Approve WPCA Clerk for reimbursement: **Motion by C. Montagano** to approve reimbursement for the WPCA clerk, **seconded by D. Brown, Unanimous.** Motion carries.

Adjournment: **Motion by D. Brown** to adjourn the meeting at 6:51 p.m., **seconded by C. Montagano Unanimous.** Motion carries.

Respectfully Submitted,

Christopher Wester
Chairman



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ADMINISTRATOR'S REPORT
MARCH 2015

I have been able to connect just fine with The Progress Lane and Pond Place metering stations. Both stations seem to be functioning as expected. With regards to the Aria metering station it has been determined that there is an issue with the phone connection. However, the cause of the problem is still unknown because the phone company has not been able to access the cabinet. Mr. Geloso called someone out to check the lines per my request after Ed Davis and Paul Santoro went out to the meter a few weeks ago. Ed was able to download all of the Telog readings onto his laptop. Paul said everything looked fine however there was no power to the phone line. Mr. Geloso said the phone company indicated it could either be an issue within the cabinet or within another box that was buried under snow. Mr. Geloso indicated he would have the phone company come back out once the cabinet was unlocked. I was trying to arrange to get keys to Mr. Geloso however when I went looking for a set they were missing from Town Hall. I am currently trying to figure out who took the keys. Diane did mention to me it is possible we don't have a copy because the lock had gotten changed and she wasn't positive Waterbury ever gave us a copy. Upon further discussion with Diane regarding the keys we are beginning to think it might be better to keep them in her office with a sign-out sheet rather than the Mayors office.

I ordered the QuickBooks software for the WPCA computer. I was in contact with Mark Wither to get it installed. He recommended we install it on the server as well as the computer because the server does a nightly backup. The problem is the software is not compatible with the computers current operating system, which is Windows XP so we need to upgrade to Windows 7. The issue with upgrading the system is the Telog software. We are not sure if the version we have will run on Windows 7. I have e-mailed Ed Davis to see what operating system they are using and if they are running the same version of Telog.

We received a Computer Maintenance Plan Agreement from Lightning PC. We need to review and sign if we would like Lightning PC to continue all maintenance on the WPCA computer. Diane indicated she doesn't generally sign the agreement until after the budget has been passed.

I received from Diane a copy of the proposed expense for sewer software support and printing for July 2015-June 2016. She indicated it is usually billed in July for payment and the annual subscription fee is not necessary.

We did receive our first payable bill from Frontier in the amount of \$25.90. I received the bill rather late and was not able to pay it until 3/16. It was due on 3/10. The balance for April is \$44.59 although the bill indicates a balance of \$70.49, which includes the March bill. The Eversource bill due on 3/20 in the amount of \$19.98 was paid on 3/16.



Michelle Marchese
Administrator

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2015 APR 30 PM 12:37
Margaret L. Ordway
TOWN CLERK