

WATER POLLUTION CONTROL AUTHORITY
Town Of Prospect, Connecticut

APPROVED
MEETING MINUTES
TUESDAY OCTOBER 27, 2015

Members Present: Christopher Wester, Derek Brown and Carl Montagano

Members Absent: Louis Booth

Others Present: Attorney John Knott

Chairman Wester called the meeting to order at 6:03 p.m.

Approval of Meeting Minutes: The minutes from September 22, 2015 were reviewed Chairman Wester requests a motion be made for approval. **Motion by D. Brown** to approve the meeting minutes from September 22, 2015, **seconded by C. Montagano, Unanimous.** Motion Carries

Administrators Report: The Administrator reviewed the attached report. Discussion followed. With regards to the quote received for replacement telemetry Chairman Wester states he would like to have Paul Santoro answer all of our questions before moving forward. With regards to the semi annual meter calibrations the Administrator states she spoke with Paul Santoro before the meeting as was told that he is planning on completing the calibrations before the end of the month. Chairman Wester states the report was well done and requests a motion to approve the October Administrators Report. **Motion by C. Montagano,** to approve the Administrators Report for October 2015, **seconded by D. Brown, Unanimous.** Motion Carries

Correspondence:

- A quote from Introl dated October 12, 2015 for Replacement Telemetry totaling \$4,610.00.
- The Sewer Use bill from the City of Waterbury dated August 20, 2015 for Inter-municipal sewer services provided in FY 2015 totaling \$28,771.60. **Motion by D. Brown** to approve payment to the City of Waterbury in the amount of \$28,771.60 for Inter-municipal sewer services from the Sewer Use account, **seconded by C. Montagano.** Motion Carries.
- A copy of a letter from the Mayors Office to Attorney John Knott dated October 20, 2015 granting him authorization to review the Inter-municipal and Owner Developer Agreements for Aria and Toll Brothers.
- Three invoices from EML for semi annual water quality testing services at Aria, Pond Place, and Progress Lane each in the amount of \$445.41 totaling \$1,336.23. **Motion by D. Brown** to approve a total payment of \$1,336.23 to EML for the semi annual water quality testing services, **seconded by C. Montagano.** Motion Carries

- Semi annual water quality testing results from EML for Aria, Progress Lane and Pond Place. Chairman Wester reviewed the reports and stated Aria has a very high Biochemical Oxygen Demand (BOD). The Administrator pulled reports from April's testing to compare results. Chairman Wester states the BOD for Aria was high then as well. He requests the Administrator send the reports to the City of Waterbury for their review per the Inter-municipal agreement.
- Copies of bank statements from Ion Bank for the Sewer Use and Capital Improvement accounts through September 30, 2015.
- The Eversource Bill for the Progress Lane station in the amount of \$19.86
- The Frontier bill for the Progress Lane station in the amount of \$44.73.
- A notice for the CAWPCA Fall Workshop to be held on November 6, 2015. Chairman Wester states he is unable to attend the event and invites any interested board members to go.

New Business:

Discuss Replacement of Telemetry for Aria and Progress Lane: Chairman Wester welcomes Attorney Knott to the meeting and opens the discussion to him. Attorney Knott states he is here to narrow down exactly what the WPCA wants to do with the Aria and Progress Lane meter stations that is different from how things are currently being handled. Chairman Wester states that the WPCA is looking to assume responsibility for the meter stations; meaning taking ownership over the pipe and flow meter as well as all hardware, control systems and communications associated with the meters. He states the he is aware that eventually the Progress Lane station will belong to the town however he is unsure if the same language exists for the Aria meter and the WPCA feels as though it should become ours. Attorney Knott states that the last agreement made a lot of modifications that applied to all of the stations. One way or another we were responsible to Waterbury, the meters the effluent, etc., but it allowed us to have third parties that were approved by Waterbury pay for and perform functions at the stations. Attorney Knott states that he feels as though what the WPCA wants can be done without having to change the current Inter-municipal agreement. The discussion continued regarding how the current owners would be assessed for any charges associated with the meters if they no longer own the equipment and how those charges are currently being handled. Attorney Knott suggests the possibility of separating things into districts. Chairman Wester states he believes it is the WPCA's responsibility to maintain own and operate the equipment, which we charge our customers for, adding currently all three districts are spread amongst all users because it is a system that benefits everyone connected to it. He continues to say the WPCA has been trying patiently to get someone in to figure out the districting but until we get that established we are spreading costs for maintenance testing, etc across everyone. Attorney Knott questions why the WPCA is not looking to acquire ownership of the Pond Place station as well. Chairman Wester states the Pond Place station is a special situation. Due to its diminutive flow the City of Waterbury has agreed to engage the use of the Connecticut Water Company meter records in lieu of operating and trying to maintain that station. Attorney Knott states that is fine however you need to send a letter out stating per a recent meeting regarding the Pond Place station it has been agreed upon to disengage the station and bill based upon the water company readings. Chairman Wester requests the Administrator send out correspondence to the City of Waterbury. Discussion continued as to when Attorney Knott could meet with the WPCA again. It is decided that because he will be unable to attend the November Regular Meeting a Special Meeting date will be chosen for sometime in early December.

Old Business:

Sewer Use Billing Status: Chairman Wester asks if since Diane Lauber (Tax Collector) is in attendance if she could give an update on the bills. D. Lauber states that the money is coming in and there have only been a handful of questions regarding the bills. With regards to the billing spreadsheet she asks if it would be possible to change the number of digits in the percentage column from three to two as it causes some slight differentials when the information is handed over to the data company. Chairman Wester states we can take a look at that when it comes time to do next years bills.

Approve payment of Sewer Bill for the City of Waterbury: The item was addressed under "Correspondence". Payment was approved in the amount of \$28,771.60 and the Administrator will see that payment is sent to the City of Waterbury in a timely manner.

Sewer System Permit Applications: There were no new permits to discuss.

Toll Brothers Sewer Construction Update: There was no update received.

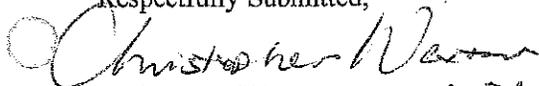
Sewer Use Account and Capital Improvement Account Reconciliation: There were no updates

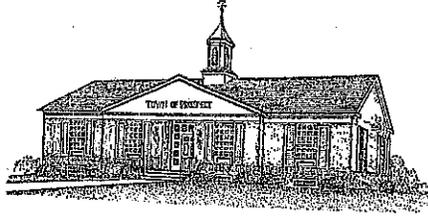
Open: Chairman Wester states the Regular Meeting of the WPCA to be held on November 24, 2015 will be cancelled. As discussed earlier under "New Business" with Attorney John Knott a Special Meeting will be held sometime in early December.

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

Adjournment: Motion by D. Brown to adjourn the meeting at 6:49 p.m., seconded by C. Montagano, Unanimous. Motion carries.

Respectfully Submitted,


Christopher Wester
Chairman



WATER POLLUTION CONTROL AUTHORITY
Town Of Prospect, Connecticut

ADMINISTRATOR'S REPORT
OCTOBER 2015

After our last meeting I was in contact with Paul Santoro of Introl to request a quote for replacing the telemetry at the Progress Lane and Aria stations. He has provided a quote totaling \$4,610.00 and a delivery time of 4-6 weeks after the order is received. The specifics of that quote can be reviewed under New Business. I believe the \$4,1610 is per station. I do have an e-mail into Paul to verify that is true. I was also in contact with Attorney John Knott regarding taking ownership of the equipment for both the Aria and Progress Lane meters. He told me to request a letter be sent from the Mayors office giving him the authorization to review the Inter-municipal and Owner/Developer Agreements for Aria and Toll Brothers. Attorney Knott has received the letter and will be joining us this evening to discuss how we will proceed.

Mr. Honyotski, who represents the condo association at Regency, contacted me regarding the Eversource bills for the Progress Lane meter. He seemed confused as to why their property management company was receiving the bills as he was under the impression we had agreed to and had taken care of ensuring the bills were paid. I explained that according to Eversource an address change was done back in April and I have been trying to contact REI as to why the change was made. He informed me that he would be speaking to a representative from REI to request the address be changed back. I did receive this month's Eversource bill however it appears to have been dropped in my mail box by someone other than the mailman since the mailing address is still incorrect. Anne Fortier was not in on the day I retrieved the mail but I intend on asking her who left it for me. I'm guessing it was Mr. Honyotski.

I was also contacted by Mr. Santoro regarding a question he had on his bill. I did respond with an appropriate explanation as to why his was coming up with a different total than what he was billed. He does however have a question as to why there was a 400,000 gallon differential between the water

consumption and the sewer output. Because of Mr. Santoro contacting me it was brought to my attention that we have a problem with the WPCA phone line. I was told it rang and that there was a message for me. So I tried to dial into our voicemail to retrieve the message and was unable to do so. I was told my password was invalid. I then called the number and was surprised to find that the voicemail greeting I had recorded is no longer there. I immediately contacted Mark Fortier who is the one who set up the phone line and voice mail however I have not heard back from him.

EML did the water quality testing at Progress Lane and Aria on October 2 and at Pond Place on October 8. Included in correspondence are the reports as well as the invoices due for a total amount of \$1,336.23. I received an invoice from Quality Data in the amount of \$163.71 for the printing and processing of sewer bills. I did submit payment for that invoice on October 15. The Frontier bill has been received and totals \$44.73 and The Eversource bill totals \$19.86. I will be submitting payment for both invoices this week. Approval needs to be made this evening to pay the sewer bill for the City of Waterbury in the amount of \$28,177.60.

As I typed up this report I realized I never heard from Paul Santoro regarding the semi annual meter calibrations. He typically does them at the beginning of October. I have contacted him to see if he has calibrated the meters yet. I'm thinking he was under the impression we wouldn't calibrate them until the new telemetry was ordered and installed.

Michelle Marchese

Michelle Marchese
Administrator

Raymond L. Anderson
TOWN CLERK
PROSPECT, CONN
TOWN CLERKS OFFICE
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