

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

**UNAPPROVED
MEETING MINUTES
TUESDAY APRIL 28, 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 March 24, 2015, **seconded by C. Montagano Unanimous.** Motion Carries.

Administrator's Report: The Administrator reviewed in detail the attached report. Discussion followed with regards to the connectivity problems with all three metering stations. Chairman Wester advised the Administrator to contact Paul Santoro to see what other options might be available for connecting with the stations since the Telog system seems unreliable. With regards to the dead battery at the Pond Place Station the Administrator is to contact Paul Santoro and request the battery be replaced.

Regarding the upgrading of the Operating System on the WPCA computer Chairman Wester states he would like to hold off on approving any costs until a formal quote is received from Lightning PC. Hopefully next month everything will be in place to approve the upgrade so QuickBooks can be installed sometime in June.

Correspondence:

- Water Quality Testing reports from EML for Pond Place dated 4/2/15 as well as reports for Aria and Progress Lane dated 4/1/15. Chairman Wester reviewed all of the reports. Brief discussion followed.
- Three invoices from EML dated 4/9/15 for the water quality testing done at Pond Place, Aria and Progress Lane. Each invoice totaled \$445.41 for a combined total of \$1,336.23. **Motion by C. Montagano** to approve a total payment of \$1,336.23 to EML for the water quality testing done at Pond Place, Aria and Progress Lane, **seconded by D. Brown, Unanimous.** Motion carries.
- A field service report from INTROL dated 4/27/15. The report was reviewed and discussed.
- An invoice from INTROL dated 4/27/15 for the bi-annual calibration services to Aria, Pond Place and Progress Lane in the amount of \$600.00. **Motion by D. Brown** to approve payment of \$600.00 to PJS, LLC dba INTROL for the bi-annual calibration services to Aria, Pond Place and Progress Lane, **seconded by C. Montagano, Unanimous.** Motion carries.
- An invoice from Frontier in the amount of \$44.59 for the Progress Lane phone line dated 4/11/15. Chairman Wester states the Administrator has pre approval to pay the bill.

- The March summary of failures and repairs from the Chesprocott Health District dated 4/1/15 citing 1 failure 1 repair inspected.
- The Sewer Use and Capital Improvement account bank statements from ION bank from 2/28/15 through 3/31/15. The account balances were reviewed.
- A copy of the sewer account ratebook. Showing the complete 2014 billing.

Old Business:

Aria Flow Meter Status: Chairman Wester states the item was discussed under the Administrators report. The Administrator will be contacting Paul Santoro of INTROL to discuss any possibilities in finding a better way to establish communications with the metering stations.

Sewer Use Account and Capital Improvement Account Reconciliation: There was no business to report.

Sewer Use Billing Status: Chairman Wester states all accounts are paid in full.

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

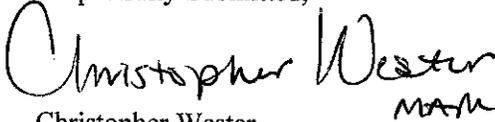
Toll Brothers Sewer Construction Update: There was no update.

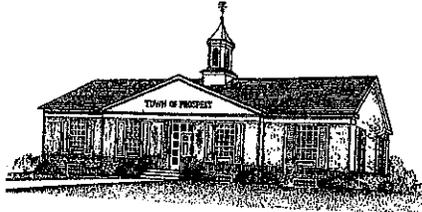
Open: There was no open discussion.

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

Adjournment: Motion by **C. Montagano** to adjourn the meeting at 6:42 p.m., **seconded by D. Brown Unanimous.** Motion carries.

Respectfully Submitted,


Christopher Wester
Chairman



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

**ADMINISTRATOR'S REPORT
APRIL 2015**

We have been having some connectivity issues with all three metering stations since the beginning of the month. EML returned the keys to the Town Hall for the Aria station on April 7. I immediately called Mr. Geloso to let him know they were available for him to pick up at any time to get the Aria phone line checked. Two weeks later I was still unable to dial in and had not heard from Mr. Geloso so I gave him a call and was told he had been away on vacation and was unable to take care of the problem, but he assured me someone would be coming out this week to check out the line. In the meanwhile Ed Davis contacted me to see if I was having issues connecting with Pond Place and Progress Lane. I responded letting him know that I was also having no luck dialing in. After a couple weeks of not being able to make any connection I was getting concerned something was wrong. I contacted Paul Santoro and was told it was time for him to do the calibrations anyway so he would check everything out. I received his report on April 27 stating the calibrations were done and Progress Lane looked fine, Aria still had the disconnected phone line and at Pond Place the power supply to the Teloger was unplugged resulting in a drained battery.

Regarding the keys for all of the stations Diane is now in charge of them. She plans on signing them out, as needed however we have discovered that the town doesn't have a key for the Pond Place Station. Paul Santoro has confirmed that he does have a key for Pond Place but I'd like to get him a copy of the keys for Aria and Progress Lane.

Semi Annual Water Quality testing has been done at all three stations. I contacted Andy Burke from EML soon after receiving their water quality reports because I had a few questions concerning them. First and foremost I wanted to ensure they would change the mailing address so that the reports will no longer go directly to the Mayors office. I was also curious as to why there was no cover letter to accompany the Aria and Progress Lane reports. I was told this was because there was no pass/fail report

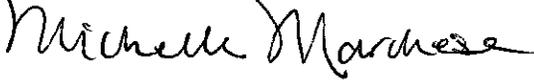
for those two stations. I also wanted to know exactly how EML was accessing the Progress Lane station if there was no key available at Town Hall. Andy informed me that he has always contacted Scott Karmuza, the property manager a day or two before heading over to do the testing. Scott has always unlocked it for him.

I did forward onto Denis Cuevas all of the reports we received from EML as per the Intermunicipal agreement. There are three invoices from EML that will need to be approved for payment total for all three stations is \$1,336.23. This is an increase of \$63.63 from last year.

I have requested a quote from Mark Wither for the cost of upgrading the current operating system software. I have yet to receive a formal quote but he did e-mail me that the software cost would be approximately 169.00 and then there would be an additional 2-4 hours of install time to upgrade the operating system and install QuickBooks. I'm not sure what the hourly service rate is. I also need to clarify with the Mayors office who will be responsible for the charge. Once the software is installed we can hopefully upgrade the Telog software and install QuickBooks. I have heard nothing from the Auditor.

Diane let me know that the last two payments for sewer use bills were received from the Regency Homeowners Association. She provided a copy of the ratebook showing the complete 2014 billing.

The March Eversource Bill for the Progress Lane meter was paid on 4/9/15 in the amount of \$39.96. I requested only \$19.98 be paid but unfortunately there was some confusion and the total bill which was for both February and March was paid. I'm assuming there will be no bill due for April. The April Frontier bill is due on 5/9/15 and totals \$44.59 I have not approved it for payment yet.



Michelle Marchese
Administrator

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2015 APR 30 PM 12:36
Theresa L. Anderson
TOWN CLERK