

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

**UNAPPROVED
MEETING MINUTES
TUESDAY FEBRUARY 24, 2015**

Members Present: Christopher Wester (arrived 6:25), Derek Brown, Carl Montagano and Louis Booth

Members Absent: Chuck Witkowski

Vice Chairman Brown states Chairman Wester is running late and called the meeting to order at 6:01 p.m.

Approval of Meeting Minutes:

Motion by C. Montagano to approve the meeting minutes from December 14, 2014, **seconded by L. Booth Unanimous.** Motion Carries.

Administrator's Report: The Administrator reviewed the attached report. Discussion followed regarding issues with connecting to the Aria meter station. Vice Chairman Brown suggests contacting Waterbury to see if they can send someone out to look at it and if that is unsuccessful then to go ahead and contact Paul Santoro. The Administrator agrees to contact Waterbury. She states he will keep the board updated. There was no further discussion. **Motion by C. Montagano** to approve The Administrators Report for February 2015, **seconded by L. Booth, Unanimous.** Motion Carries.

Correspondence:

- A letter from Attorney Knott dated January 14, 2015 regarding the Harper's Ferry Pump Station Escrow Release.
- A letter and two maps from Toll Brothers dated January 28, 2015 stating the Land Use Office had approved a configuration change for 3 units. The change did not impact the total number of units or lots in the development just the configuration of the buildings and number of lots within Phases 4 and 6 of the construction.
- An invoice from Frontier in the amount of \$44.53 for the Progress Lane phone line dated 12/11/14. As stated in the Administrator's Report no action needs to be taken due to a credit on the account.
- An invoice from Frontier in the amount of \$44.59 for the Progress Lane phone line dated 1/11/15. As stated in the Administrators Report no action needs to be taken due to a credit on the account.
- An invoice from CL&P dated January 21, 2015 in the amount of \$18.83. As stated in the Administrators Report the invoice was paid on 2/11/15.
- The December 2014 summary of failures and repairs from the Chesprocott Health District citing no failures and 1 repair inspected.

- The January 2015 summary of failures and repairs from the Chesprocott Health District citing no failures and 2 repairs inspected.
- A copy of an email from the CAWPCA regarding the 2015 Connecticut Clean Water Forum.
- Sewer Use and Capital Improvement account statements from ION bank for 1/01/2015-1/30/2015.
- Telog readings from 12/1/2014 thru 2/19/2015 for the Aria, Progress Lane and Pond Place metering stations

New Business:

Approve Transfer of Money to Toll Brothers for Harpers Ferry Escrow Release: Vice Chairman Brown reads into the record the letter received from Attorney John Knott dated January 14, 2015 approving the release of the remaining Harpers Ferry Escrow funds to Toll Brothers totaling \$9,201.97. **Motion by C. Wester** to write a check in the amount of \$9,201.97 to Toll Brothers for the remaining Harpers Ferry Pump Station Escrow balance, **seconded by L Booth, Unanimous.** Motion Carries.

Review Budget for 2015/2016: Chairman Wester reviews the budget for the 2015/2016 fiscal year. He questions if there is any reason not to carry over the values from the approved 2014/2015 budget to the proposed 2015/2016 budget. There was no objection to keeping all values the same. The only item that will change in value is the HYD Rental from \$120,724.00 to \$125,907.00. **Motion by L. Booth** to approve the proposed budget for the 2015/2016 fiscal year in the amount of \$135,737.00, **seconded by C. Montagano, Unanimous.** Motion carries. Chairman Wester requests the Administrator prepare the proposed budget and deliver it to the Mayors Office.

Old Business:

Sewer Use Account and Capital Improvement Account Reconciliation: The Administrator states that she has been unable to contact the Auditor but believes he has been working on something. She adds he was planning to attend the January meeting, which was cancelled. She states she invited him to attend the February meeting but never received a response. She states she will continue to try and contact him and set up a time to met and review what he has done.

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

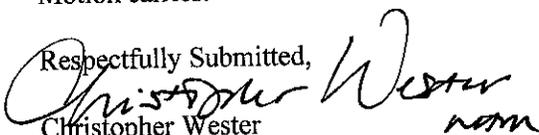
Sewer System Permit Applications: There were no applications to review.

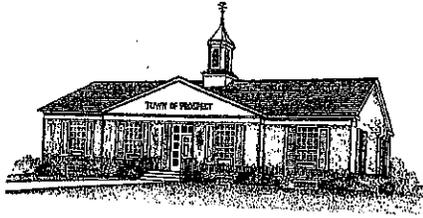
Toll Brothers Sewer Construction Update: Chairman Wester reviews the letter from Toll Brothers dated January 28,2015 as well as the maps. Brief Discussion followed. No Action was taken.

Open: There was a brief discussion regarding the CAWPCA workshop to be held on February 25, 2015.

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

Respectfully Submitted,

 Christopher Wester
 Chairman



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**ADMINISTRATOR'S REPORT
FEBRUARY 2015**

Since our last meeting I did receive a letter from Attorney Knott indicating the remainder balance of the Harper's Ferry Pump Station Escrow is to be returned to Toll Brothers in full. Upon approval I will prepare all necessary correspondence and ensure the monies are reimbursed. Total to be paid is \$9,201.97.

I was informed that some changes had been made regarding the Toll Construction. Apparently there was a building configuration change approved by the Land Use Office. We did receive a letter from Kellee McLean the Project Manager explaining the change. It does not appear that the change has affected the sanitary sewer construction in anyway.

Earlier this month Mayor Chatfield pulled me aside to briefly review the proposed WPCA budget for 2015/2016. He indicated to me the only change was an increase in the HYD Rental of \$5,183.00. Everything else we decided shouldn't need to change. The total proposed WPCA budget for 2015/2016 is \$135,737.00.

Regarding the metering stations I have been having a problem connecting with Aria. I have not been able to make a connection for a month now. I contacted Ed Davis with the Waterbury WPC to see if he was having a similar problem. Turns out he is, his feeling is that the line may be disconnected however the phone company has indicated no problem with the line. Ed also indicated to me that he was having a similar problem with the Pond Place meter; however I have not had any issues connecting with that station. Progress Lane has been connecting with no problems and those readings seem routine.

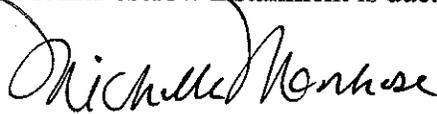
Regarding the electric bill for the Progress Lane station I did ensure the bill was paid for January in the amount of \$16.87. I did not receive a bill for February. I went looking for it at Town Hall and was told that some of the bills had been coming in late. The next time I went up to see if it had come in I had a copy of the paid bill in my mailbox. Apparently the bill was mixed up with Anne's other electric bills.

Since she knew I was looking for it to be paid she just went ahead and took care of it. The bill did increase about \$2.00. The total amount paid was \$18.83.

Regarding the Toll Brothers telephone bill I have been monitoring the bills from Frontier. It looks as though the bill for March will be the first one that will need to be paid. There is currently a credit of \$18.69 on the account however the bills have been running around \$44.50 a month. I have not received the March bill yet but will ensure it is paid.

Just as an update the current total of building permits issued for Toll is 224. We have 26 more permits to go before another escrow installment is due.

Michelle Marchese
Administrator



~~PROSPECT OWN
TOWN CLERK OFFICE
2015 FEB 16 PM 2:40
Town of Shelburne
TOWN CLERK~~

PROSPECT OWN
TOWN CLERK OFFICE
2015 FEB 26 PM 3:52
Town of Shelburne
TOWN CLERK