

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

**UNAPPROVED
SPECIAL MEETING MINUTES
TUESDAY JANUARY 26, 2016**

Members Present: Christopher Wester, Derek Brown and Carl Montagano

Members Absent: Louis Booth, Scott Martin

Others Present: Paul Santoro

Chairman Wester called the meeting to order at 6:01 p.m.

Approval of Meeting Minutes: The minutes from October 27, 2015, December 22, 2015 and January 6, 2016 were reviewed. Chairman Wester requests a motion be made for approval.

Motion by D. Brown to approve the meeting minutes from January 6, 2016, **seconded by C. Montagano, Unanimous.** Motion carries

Motion by C. Montagno to approve the meeting minutes from October 27, 2015, **seconded by D. Brown, Unanimous.** Motion carries.

Motion by C. Montagano to approve the meeting minutes from December 22, 2015, **seconded by D. Brown, Unanimous.** Motion carries.

Administrators Report: The Administrator reviewed the attached report. Brief discussion followed regarding the expected letter from the Waterbury WPC regarding the Pond Place station. Chairman Wester states he will be in contact with Denis Cuevas of the Waterbury WPC to discuss the letter further. Chairman Wester requests a motion to approve the Administrators Report for January.

Motion by D. Brown, to approve the Administrators Report for January 2016, **seconded by C. Montagano, Unanimous.** Motion carries

Correspondence:

- Bank Statements for Capital Improvement and Sewer Use accounts from October 1, 2015 through November 30, 2015. Chairman Wester reviewed all account balances.
- The October summary of failures and repairs from the Chesprocott Health District citing one failure and one repair inspected.
- The November summary of failures and repairs from the Chesprocott Health District citing no failures and one repair inspected.
- The December summary of failures and repairs from the Chesprocott Health District citing 2 failures and one repair inspected. Chairman Wester requests the Administrator see if she can get from Gena Mann the GIS file she was using to add these reports into and ask the Land Use office if they would be willing to continue to add these reports into the GIS system.
- An email from DEEP regarding the authorized sewer bypass reporter agreement. Discussion followed. Chairman Wester would like the Administrator to fill out the report and submit it back to him for review before it is sent to DEEP.
- A letter dated November 15, 2015 notifying all town boards and commissions of meetings to be held to collect opinions and information for the town Charter revisions.
- A letter from Mayor Chatfield requesting budgets for the 2016-2017 fiscal year. The adopted budget for 2015-2016 was reviewed. Discussion followed and Chairman Wester feels as though all items can be carrier over. D. Brown suggests looking into the salaries of other town employees to see if any increases have been given across the board so that our Administrator and Clerk are not left out. Chairman Wester agrees that is fair and requests a motion be made indicating approval of the budget with an adjustment to the salaries of the Administrator and Clerk to be commensurate with any salary adjustments made to other town employees. **Motion by D. Brown** to accept the proposed budget for 2016-2017 and vote to adjust the Administrator's and Clerk's salary commensurate with adjustments made to other positions in town with all other budget line items remaining consistent with last year's adopted budget, **seconded by C. Montagano, Unanimous.** Motion carries. D. Brown states he will be in contact with the town to see if any adjustments were made to other town employee salaries.

Old Business:

Discuss Replacement of Telemetry for Aria and Progress Lane: Chairman Wester states that Paul Santoro is present to review options for replacing the telemetry at Aria and Progress Lane. He welcomes Mr. Santoro and asks him since he has worked on both sites what are his thoughts and recommendations for replacing the telemetry. Mr. Santoro states he recommends doing away with the Telog system all together because it just doesn't work well and is unreliable. He presents an alternate option for a Pribusin flow totalizer system, which is an RTU totalizer with a battery back up. He states that it requires AC power, a modem and a phone line to work. Once the software is installed on a computer the computer needs to be left on at all times and the software will automatically dial up the recorder each night at midnight and download the data into an excel spreadsheet. It will record the date and time, total daily flow, the total accumulated flow and it will indicate the communication status. He states it will work at any of the metering stations and all three stations can be hooked up to get reports. Chairman Wester asks if the system is installed anywhere else and how it has worked. Mr. Santoro states that the Town of Wolcott has one and as far as he knows it has worked pretty flawlessly. Chairman Wester states it sounds like a good alternative to what is currently being used, however we are currently in the process of gaining ownership of the meters and there is some work that needs to be done with the attorney before they can officially be acquired so we are unfortunately not ready to submit a PO tonight but will hopefully be ready to do so within the next 30 days. The board then reviewed a quote for the system that was provided by Mr. Santoro back in October 2015. Mr. Santoro states he feels the pricing would be very similar and possibly even a little less.

Chairman Wester states depending on finalized discussions with Attorney Knott we will be back in touch with Mr. Santoro and hope to make all three stations more user friendly.

Post discussion Mr. Santoro stated he has and would like to return the broken Teloger he took out of the Pond Place station for repair. Chairman Wester states for the record that the item has been received and will be disposed of since it is no longer any use to the WPCA.

Update from Attorney Knott RE: Ownership of Aria and Pond Place Stations: Chairman Wester states we are waiting for an update from Attorney Knott and adds he is aware that he needs to prepare a description of the Aria station for the deed adding he will do that as soon as possible.

Sewer Use Billing Status: There was no update.

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 to discuss.

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

Adjournment: Motion by C. Montagano to adjourn the meeting at 6:55 p.m., seconded by D. Brown, Unanimous. Motion carries.

Respectfully Submitted,


Christopher Wester
Chairman

MM



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

**ADMINISTRATOR'S REPORT
JANUARY 2016**

The last few months have been fairly quiet. I forwarded to Waterbury the EML testing reports. Denis Cuevas responded and has requested that we provide the total phosphorous in mg/l for the spring sampling results for each location. I will be contacting EML to see if this is possible. Currently Pond Place is the only one EML provides the phosphorus results for. The Semi Annual meter calibrations were done by Paul Santoro on October 29, 2015. I have paid the invoice in the amount of \$400.00 for those services. Payment was also made to the City of Waterbury for the 2015 Intermunicipal Services.

Maurice Fortier of the Waterbury WPC notified me that there was no power at the Pond Place meter when they went out to do their monthly readings. I called Paul Santoro who went out to the meter and reported back to me that power had been knocked out to the whole station. I then contacted Scott Karmuza the property manager for Pond Place and requested he get an engineer out there as soon as possible to restore power. I received a phone call from Mr. Karmuza this afternoon that the electricians were just finishing up restoring the power. I have notified Maurice that the situation has been taken care of.

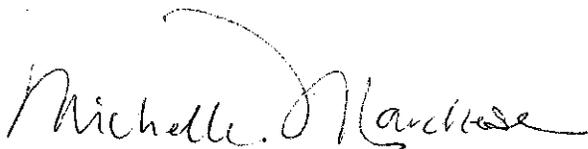
I also received an inquiry from Denis Cuevas requesting an update on the Toll Brothers Development. He requested the number of dwellings, units built thus far and the number of units being considered for the next year. He was also wondering if we had any information on when it is expected to be finished. I will be contacting the building department this week to try and get as many of his questions answered.

I received an e-mail today from Attorney Knott regarding a letter Denis Cuevas plans on sending to us regarding the Pond Place meter. However, the actual letter was not attached in the e-mail. He was looking for our feedback on it. I have requested he resend me the letter. I will forward it to all members

for review once I receive it. Attorney Knott informed me that he will not be attending this evenings meeting due to a prior commitment with the Charter Revision Board.

With regards to the missing Eversource bills we have finally begun to receive the monthly bills again. I have paid two so far. One for \$0.14 and one for \$20.00. The Frontier bills have been coming in as expected. The last one was paid on 1/7/16 in the amount of \$44.73.

We have received the 2016-2017 budget for review. Total 2015-2016 Adopted budget was \$137,502.00. The Mayor has requested all proposed budgets be submitted by January 20.



Michelle Marchese
Administrator

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2016 JAN 28 PM 1:33
Margaret L. Anderson
TOWN CLERK