MINUTES

REGULAR MEETING

WATER POLLUTION CONTROL AUTHORITY

December 5, 2019

PRESENT:
Director, Joseph Fazzino
Deputy Director, Donald Fisco
Chief Engineer, Brian Robillard
Chairman, Dale Aldieri
Vice Chairman, Scott Bishel
Councilmatic Representative, Eugene Nocera
Councilmatic Representative, Phil Pessina
Commissioner, Jack Pieper
Commissioner, Brian Gartner

I. Open Meeting (started at 7:17pm)

Chairman Aldieri opened the public portion of the meeting.

John Giuliano was present regarding three items to discuss. Mr. Giuliano was present and noted that people are upset with the increases in the water and sewer bills. He explained he overheard waitresses talking about their increase. He explained why the bills increase, but they were still upset. John Giuliano suggested that the department develop a flyer explaining the increase that would be mailed with the bills. Director Fazzino stated that we do not currently send anything out other than the pipeline.

Mr. Giuliano asked about our estimated bill policy. Someone came to him with a complaint about their bill. They received many estimated bills. When the meter was change, he owed $6,000. There should be a way to catch this type of error sooner. Director Fazziro indicated that certified letters are sent to customers after two estimated bills. Chairman Aldieri stated that we increase the estimates to encourage customers to call us sooner, but he wasn’t sure this method was a good idea. Accounts Supervisor Bruton is currently working on the billing software for estimating bills. There were some further discussions on this matter.
Then John Giuliano indicated that awhile back it was discussed that there was discussion of offering some type of protection/insurance plan to our customers. Director Fazzino stated that he has some information that will be discussed under new business.

There were also some more discussions on how to educate and inform our customers for future rate increases. There was a suggestion that a public relations firm be hired to help with this effort.

No one else from the public was present so the public portion of the meeting was closed.

II. Reports, Minutes and Correspondence--

1. Minutes of Regular Meeting of October 3, 2019

A motion was made by Vice Chairman Bishel and seconded by Councilmatic Representative Pessina to approve the Minutes of Regular Meeting of October 3, 2019. Motion was approved unanimously.

III. Transfers/Fund Updates

1. Monthly Fund Balance Reports-November

The monthly fund balance report was submitted to the WPCA for informational purposes.

2. Collection Report – Status Update

This report was submitted to the WPCA for informational purposes only.

3. Consumption Report

This report was submitted to the WPCA for informational purposes only.

IV. Old Business

1. Durham Water - Update
Director Fazzino indicated that Chief Engineer Robillard has been managing the Durham Water Project during construction. Chief Engineer Robillard gave a description on what was currently taking place. The project will be shutting down for the winter. The contractor plans to finish clearing the tank site, pump station site and meter site before the shutdown.

2. Mattabassett Pump Station Project

Director Fazzino indicated that the department had the dedication in November. The pump station is nearly complete and is pumping a portion of the flow to the Mattabassett treatment plant. The department has been very busy with the decommissioning of the old treatment plant. There were some further discussions on these issues.

3. Old Mill Project-Update

Chief Engineer Robillard indicated all the utilities are done and the roads have been paved. The contractor will come back in the spring to complete punch list items including curbing on Westfield Street.

4. John S. Roth Plant

Director Fazzino stated that the contractor has the purchase order and started work on the roof replacement. The contractor, Gold Seal, is planning to work through the winter as long as the weather is acceptable. When the roof is complete, portions of the plant exterior will be painted under a different contract. There were some further discussions on this matter.

V. New Business

1. Approval of Meeting Schedule of WPCA for 2020

A motion was made by Councilmatic Representative Nocera and seconded by Councilmatic Representative Pessina to approve the meeting schedule of WPCA for 2020. Motion was approved unanimously.

2. Appointing Land Sub-Committee for WPCA for Easements

A motion was made by Councilmatic Representative Nocera and seconded by Vice Chairman Bishel to approve the new appointed Land-Sub Committee for WPCA for Easements and Councilmatic Representative Pessina will be added as part of the committee. Motion was approved unanimously.
3. **Sewer Flat Rate Memo from Chief Engineer Robillard regarding Sewer**

Chief Engineer Robillard submitted a memo analyzing the current flat rate charged by the department. The rate is based on a standard consumption that appears to be a reasonable average of actual and estimated usage. The WPCA agreed that the current flat rate consumption of 4,700 cubic feet is reasonable and should not be changed at this time.

4. **Safety Value Protection Plans-booklet from Edward Michalek of Safety Valve Company**

Director Fazzino indicated that Safety Valve offers a protection plan for water and sewer services. Customers can sign up with this company as a type of insurance. Director Fazzino indicated that the department was not interested in making money from this endeavor, but wanted to offer some protection to our customers. Director Fazzino will contact the company to let them know we may be interested in this approach.

5. **42 Azalea Drive-Good Will Adjustment**

A motion was made by Vice Chairman Bishel and second by Councilmatic Representative Pessina to approve the one-time good will adjustment for 42 Azalea Drive, Lucy Ranger, in the amount of $977.10. Motion was approved unanimously.

6. **23 Meech Road-Good Will Adjustment**

A motion was made by Vice Chairman Bishel and second by Councilmatic Representative Pessina to approve the one-time good will adjustment for 23 Meech Road, Jean Thrall, in the amount of $317.57. Motion was approved unanimously.

7. **11 Omo Street-Letter of denial of Good Will Adjustment**

This letter was for informational purposes only.

8. **Memo regarding Sewer Payment Plan**

A policy discrepancy noticed by our Assistant Chief Engineer Lentz. City Ordinance allows customers to pay for the sewer connection fee over a 5-year period. However, in practice, the department allows for a 10 year payback period for sewer and 5 year for water. Chief Engineer’s memo indicated that there isn’t any reason to change back to a 5-year plan, but is requested clarification from the WPCA.
A motion was made by Councilmatic Representative Pessina and seconded by Vice Chairman Bishel to approve the 10-year sewer payment plan and five-year water payment plan. Motion was approved unanimously.

9. **Land Option Agreement-82 Berlin Street**

There were some discussions on this matter. This will be tabled for next month’s meeting.

This was for informational purposes only.

VI. **Executive Session-None**

VII. **Adjournment**

There being no further business, a motion was made by Councilmatic Representative Nocera and seconded by Councilmatic Representative Pessina to adjourn the meeting. The motion was approved unanimously.

The meeting adjourned at 8:12 p.m.

Respectfully submitted:  

Brian Robillard  
Chief Engineer/  
Acting Secretary for the W.P.C.A.