

**TOWN OF EAST HAMPTON
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
May 5, 2015**

APPROVED MINUTES

The Regular Meeting of the Town of East Hampton Water Pollution Control Authority was held at the Colchester - East Hampton Waste Water Treatment Plant Meeting Room on Tuesday, May 5, 2015 at 6:00 P.M.

In Attendance: Mark Barmasse, Daniel Valentine, Ralph Nesci and John Suprono

Other Attendee(s) Vincent Susco Jr., Public Utilities Administrator

1. Call to Order

Chairman Barmasse called the meeting to order at 6:08 p.m.

2. Approval of Minutes: Regular Meeting of April 7, 2015

Upon motion by Mr. Valentine seconded by Mr. Suprono the member's approved the Meeting Minutes as presented from April 7, 2015. **Vote 4-0 Motion Passed.**

3. Public Remarks

None

4. Review of Correspondence

Mr. Susco shared a violation notice for failure to obtain the necessary tests (nitrate and nitrite and lead and copper for the Village Center and lead and copper for the Royal Oaks system) within the calendar year. He stated that the cause was "operator error" and contributed to the voluntary resignation of the Chief Operator. Since the violation was received, all necessary paperwork has been completed and submitted to the State Department of Health and the customers of the water system will be notified as part of the May billing cycle (5/15/2015).

5. Discussion/Action on the following Committee Reports

A. Joint Facilities Committee

Mr. Susco indicated there was no regular scheduled meeting for April and the next Joint Facilities Committee regular meeting will be May 19, 2015.

Chairman Barmasse mentioned that there was a Special Executive Session Meeting of the Joint Facilities held on April 9, 2015 to discuss the Public Utilities Administrator Candidate. Information on that, however, will be discussed during Agenda item 8 later in this meeting.

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B. Operations, Management & Budget Committee

1. 14/15 WPCA Budget Status

Mr. Susco reported on several WPCA Operating Budget line item variances. Including **#5110 – Full Time Salaries, #5120 - PT and Seasonal Salaries, #5480 - Software Maintenance Agreement and #5595 – Inter-fund Service Charges**. He indicated these variances will not affect the bottom line and expects the budget to end the year in the black.

Mr. Susco reported the transfer from the Operating Budget to the Capital Budget, **#5980 – Res. for Capital**, will take place at the next monthly meeting.

2. Follow-up on Fiscal Year Water Revenues

Mr. Susco reported expenses are trending slightly ahead of schedule and the effect on the end of the year is too early to predict.

Referring to his follow up email send out after the last meeting, management indicated revenues for both the Village Center and Royal Oaks water systems are greater than indicated in the accounting reports that were presented.

Mr. Susco explained the unusual amount of snow received over the winter prevented the termination of service for non-payment and that UBS has been instructed to accelerate the process for the remainder of the fiscal year.

3. 15/16 Proposed Public Water System Operations Budget

Management presented the 2015/16 Water Operation Budget for the Village Center and Royal Oaks water system. He explained the process starting with the recommendation of the budget by the WPCA. The water budget would then receive a first reading before the Town Council, a Public Hearing and a second reading before the Town Council leading to an adopted budget including water rates.

Mr. Susco explained over the years this budget has been presented, an offset for the Village Center Water System (VCWS) revenues has been included from the Town's General Fund. In the early years when the

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VCWS was the only water system the Town operated, it was in excess of \$65,000.00. Over the years with improvements to treatment/operations, the addition of a second water system and increases in the water rate structure, that number has been steadily decreasing. Last year the Town cut the number to under \$15,000.00 and increased the rate structure dramatically. This year the current proposed Town Budget has eliminated the offset entirely. This self-sufficient, standalone request for the balancing of the water budget is impossible as the VCWS has not been utilized to its full daily potential.

When the VCWS treatment plant was upgraded in 2009, it resulted in an excess safe yield of 7,100 gallons per day. Under current rates this excess would generate over \$1,450.00 per month or \$17,400.00 per year. When the utilization of the excess safe yield is accomplished the current rate schedule will produce the revenues necessary to offset the Towns contribution and produce the desired balanced water budget. To increase the rates without maximizing safe yield is to place an undue hardship on the customers of both water systems for reasons that are out of their control.

After a lengthy discussion action was tabled pending the development of the following information:

Members requested the following addition to expenses:

- Increase expenses by \$1,400.00 by including account #5110–Full Time Salaries. This brings the recommended budget for both systems total to \$122,415.00 and represents an increase of 2.87% or \$3,421.00.

Members requested the following revenue projections:

- Exhibit to show increase in water rates equal to expenses (i.e. 2.87%).
- Exhibit to show an increase in the water rates to cover the loss of the Town Contribution
- Exhibit to show existing rates produce a balanced budget if VCWS is utilized to its' full potential (safe yield, 14,600 gpd)
- Exhibit showing no change in the residential/commercial rate and an increase in the institutional rate to cover the loss of the Town Contribution.

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1. Village Center

Management reported on several operational issues that developed at the treatment plant and the loss of a fire hydrant at the intersection of Walnut Street and Watrous Street. Mr. Susco explained outside services have been contacted to resolve the backwash cycle on the green sand filters and repair the fire hydrant.

2. Royal Oaks

Management reported there were no operations issues at the Royal Oaks treatment plant. We are still awaiting an estimate to replace the 1.5 cubic foot greensand filter #2 with a 3.0 cubic filter.

Mr. Susco indicated annual spring flushing is being planned for later in the month.

3. Villages at Long Crossing

No action has taken place since the last meeting.

4. Hampton Woods

The State Health Department has raised several issues with the proposal that must be responded to by the Developer. Management review of the issues brought up mirror concerns the WPCA has brought up.

5. Water System Operator Update/Recommendation

Management reported Mr. Kyle Armstrong has worked out very well and has assumed all duties. This will set the stage for the retirement of one operator and we have already made arrangement to go back to the Connecticut Section of American Water Works for another "Boot Camp" graduate.

Mr. Susco shared a proposal to operate the water systems through a third party, assuming the role of "*Chief Operator*". After a lengthy discussion Mr. Susco was requested to prepare an operating contract that would utilize his services as "*Chief Operator*" for the next meeting.

C. Sewer Development

Mr. Susco informed the members that no new proposals were received. The only activity was some change orders submitted for modifications.

6. Old Business

A. WPCA Membership

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Mr. Susco reminded Chairman Barmasse and Mr. Valentine that with their current terms coming to an end (June 30, 2015), they would need to notify Cathy Sirois at the Town Hall if they wish to seek another term. It was discussed that 1 or 2 applications have been received expressing interest in the WPCA but interviews have not yet occurred.

7. New Business

None

8. ~~Executive Session~~ – Discussion of PUA Candidates

In lieu of an Executive Session, which Chairman Barmasse did not feel was warranted; the members were updated on the start date for Tim Smith. Mr. Smith was in the process of traveling from Colorado to Connecticut and was expected to be available for his pre-employment physical on Thursday, May 7th. Pending physical results, all necessary paperwork would be signed on Friday, May 8th and Tim would begin on Monday, May 11th. Mr. Susco informed the members that Scott Clayton would be on vacation the last week in May and first two weeks in June which, in turn, would require him to stay on until at least Mr. Clayton's return. A transition plan will be created and reviewed with everyone for acceptance.

9. Adjournment:

On a motion made by Mr. Nesci, seconded by Mr. Suprono and unanimously carried, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Renee Bafumi
Recording Secretary

Minutes approved by a unanimous vote of the East Hampton Water Pollution Control Authority on 6/9/2015.