

# MEETING OF THE SPRAGUE WATER AND SEWER AUTHORITY

Date: July 17, 2013  
Time: 4:00 PM  
Place: Sprague Town Hall  
Present: Tom Hannon, Manny Meneses, Christine Kurtz and Anthony Vanna from  
Wright Pierce, Todd LaPointe, Todd Hastings, Catherine Osten, First  
Selectman, Dennison Allen  
Absent: none

## **Call to Order:**

The meeting was called to order at 4:03 p.m. by Tom Hannon, Secretary-Treasurer.

## **Minutes and Disbursements:**

Todd LaPointe made a motion to approve the minutes of the regular meeting held on June 19, 2013 and the disbursements for June in the amount of \$51,006.34. This motion was seconded by Manny Meneses. A vote was called and the motion passed by all members voting in favor.

## **Wright Pierce:**

Christine updated the board members on the various projects that they are currently working on.

The DOT project on Rt. 97 over the bridge has been delayed and right now there is no set schedule as to when they will begin this project.

The dam at the reservoir has been repaired on the wet side. Tony Vanna told the board that on the dry side ivy is starting to grow and if that is not attended to it could do damage. Discussion followed. Cathy Osten asked that she would like to keep the water table up as high as possible to keep the vegetation at bay.

Pump Station #1 update: Christine updated the board on the progress and what is left to be done. Cathy Osten, First Selectman said that the project will come in under the bonded out amount and she would like the board to consider taking care of some of the items related to sewer on the capitol projects list with the remaining funds. Since we have already figured the cost of paying this back she thought it would be a good time to get some needed things done. Discussion followed on paving the road leading to the pump station and a higher fence down at the ball field along with capitol projects. Tony Vanna spoke to the board about the contingency figured into the project amount. Todd

spoke to the board about projects that he would like to see done at Pump Station #4 in Versailles. He would like to remove some overgrown trees and plant some new ones, a shed for the generator and electrical and estimates the cost between \$11,000 and 30,000. More discussion followed.

On the I & I project Cathy Osten said that we continue to get complaints about the flaggers doing traffic control. Discussion followed. Kathleen said that at our monthly meeting this morning she spoke with Lynn from VMS Construction and she asked that we contact her immediately when complaints come in. Kathleen said she will call Lynn in the morning.

Christine said that this project is nearing completion. A discussion ensued on what items were left and the schedule.

Pump Station #2 update, permitting is not complete but she hopes to have this project go out to bid sometime in September. Discussion followed. A discussion on the SCADA system that is to be included in this project followed. Tony Vanna said that they will be doing a radio path study on August 5. Cathy Osten added to this discussion informing Wright Pierce that the Town is taking over some new cell towers and this might help. The possibility of adding Stations #3 & #4 was discussed.

#### **Discuss and evaluate engineering firm with departure of Anthony Vanna:**

Tony Vanna addressed the board members and informed them that due to personal reasons he is leaving Wright Pierce and moving back to his hometown in Wisconsin. He would like the board to know that this in no way has anything to do with Wright Pierce as a company and he spoke very highly of the company. He said that John Braccio wanted to be at our meeting but was unable to attend and he came in his place to let us know that we are a very important client of theirs and he hopes that we continue the relationship with Wright Pierce in his absence. Discussion followed. Tom Hannon spoke and told Tony and Christine that he has had problems with Justin the project engineer on PS#1. He has encountered a defensive attitude when asking questions and is very uncomfortable with him. More discussion. Tony said that he will address this and that Justin is just starting out and just needs guidance and if we are uncomfortable we can request a change of personnel and that they have many highly qualified people within Wright Pierce that can handle our account. The board took in what Tony had to say under advisement. They thanked him for his service and expressed that it was a pleasure working with him for these past years and wished him well with his future endeavors.

#### **Discuss and possible act on water system shut off valves between High Street and Baltic Heights:**

A discussion followed on concerns we have with our shut off valves in this area. Todd explained that some of the shut offs in this area if used would not shut off just one house but many and this presents a problem when the customer does not pay and we want to shut them off.

Cathy informed the board that the town will be doing work in High Street and proceeded to explain what they would be doing and said that another problem that we have in this area with a water line could be addressed in this project. More discussion.

### **First Selectman's Report:**

Cathy Osten informed the board members that she had received a call from Mrs. Messier from 176 High Street regarding her late charge on her bill and Mrs. Messier would like to have them waived. Cathy told the board members that Mrs. Messier is handicapped and said that she never received her bill informing her of the initial charge. Kathleen told the board members that she had spoken to Mrs. Messier and informed her that she could not refund the late charges. A discussion followed.

Dennison Allen made a motion that due to a precedent we will not waive the late charge on this account. This motion was seconded by Tom Hannon. A vote was called and the motion was passed by all members voting in favor.

Cathy Osten said that she received a call from a Mr. Dominic Passarello who was very upset. She told the board that he was approached by someone riding in a Sprague Water & Sewer vehicle and was accused of stealing water from a hydrant. He would like a call from someone on the board. Todd told the board of the incident and why he did what he did and discussion followed. Dennison said that he would call Mr. Passarello about this incident.

Cathy informed the board that as soon as the I & I ins finished she will be starting a project at the Sprague Housing Authority.

A discussion followed on the Authority's generators regarding their age and hours.

Cathy also addressed the board on the regionalization meeting that she has been attending and informed the board that a draft agreement from Norwich was handed out. She said that she will forward this to Kathleen and Christine. Discussion followed. Cathy indicated that the mandatory upgrade charge that we have been paying monthly in our bill to NDPU will be used to defray the cost to connect to Norwich. Cathy expressed to the board that they really should have a discussion on this as it will become a reality.

### **Status Report from Todd Hastings:**

Todd informed the board that last week state exams were held and he took the test for a higher license but will not get the results for four weeks. He indicated that David Trainor was late to the exam but took the exam for his license.

Todd told the board that he has spoken to David and that he has received notice that he is to return to work on the 23<sup>rd</sup> of July with no restrictions. Todd explained that David had

a doctor's appointment on the 11<sup>th</sup> of July but did not call him to inform him of the results and only found out upon doing his rounds the evening of the 11<sup>th</sup> and found David at the sewer plant after hours making copies. David told Todd at that time after Todd asked him and said that he would bring the doctors note to him the next day. Discussion followed.

Todd told the board that he and seasonal worker Joe Lussier Sr. were doing what they can in this heat.

**Review, discuss and act on 2012-2013 Fiscal Year Budget adjustments:**

Kathleen handed out copies of adjustments that she would like to make to the 2012-2013 fiscal year budget and they are as follows.

**Sewer Budget**

**Move from:**

<b>7001-1 Unemployment</b>	<b>\$1,110.20</b>
<b>7003-1 Overtime Salaries</b>	<b>\$ 225.61</b>
<b>7035-1 Station #2</b>	<b>\$2,156.36</b>
<b>7055-1 Sewer Mains</b>	<b>\$1,250.00</b>
<b>7060-1 Utilities</b>	<b><u>\$2,704.46</u></b>
	<b>\$7,446.63</b>

**To:**

**7000-1 Salaries**

**Move from:**

<b>7230-1 Advertising Exp.</b>	<b>\$1,000.00</b>
<b>7020-1 Chemicals</b>	<b>\$ 363.00</b>
<b>7255-1 Sundry &amp; Contingency</b>	<b><u>\$ 478.14</u></b>
	<b>\$1,814.14</b>

**To:**

**7030-1 Station #1**

**Move from:**

<b>7240-1 Dues, Sub, &amp; Education</b>	<b>\$469.83</b>
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**To:**

**7025-1 Lab Supplies**

**Move from:**

<b>7200-1 Admin. Salary</b>	<b>\$652.56</b>
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**To:**

**7210-1 FICA**

**Move from:**

<b>7200-1 Admin. Salary</b>	<b>\$ 15.24</b>
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**To:**

**7212-1 Deferred Comp.**

**Move from:**  
7242-1 NPDES Permitting fees \$584.34  
**To:**  
7052-1 Sludge disposal

**Move from:**  
7225-1 Postage \$179.03  
**To:**  
7220-1 Insurance & Bonds

**Move from:**  
7235-1 Office Supplies \$ 97.22  
**To:**  
7220-1 Insurance & Bonds

**Water Budget**

**Move from:**  
7060-2 Utilities \$2,718.15  
**To:**  
7010-2 Contracted Services

**Move from:**  
7060-2 Utilities \$ 356.00  
**To:**  
7020-2 Chemicals

**Move from:**  
7060-2 Utilities \$ 742.62  
**To:**  
7051-2 Well House Maintenance

**Move from:**  
7060-2 Utilities \$ 500.00  
**To:**  
7055-2 Water Main Maintenance

**Move from:**  
7060-2 Utilities \$ 339.35  
**To:**  
7080-2 97 Pickup truck

**Move from:**  
7060-2 Utilities \$ 68.49  
**To:**  
7212-2 Deferred Comp

**Move from:**  
7060-2 Utilities \$67.92  
**To:**  
7245-2 Telephone

Dennison Allen made a motion to accept the changes to the 2012-2013 Fiscal year budget as presented. Manny Meneses seconded this motion. A vote was called and the changes to the budget passed by all members voting in favor.

**Set date and time for Public Hearing for rate change:**

The date for the public hearing was set for August 21<sup>st</sup> immediately following our monthly meeting which will be held at 4:00 p.m.

**Review bills for payment:**

A list of all bills paid since the last meeting was handed out and reviewed. No one had any questions. A discussion of the Xylem bill for rental of a pump due to excessive rain was held. Since the coverage was at the end of June into July she was wondering if she should pay half out of last years budget and half out of this years budget. The board agreed that it should be split.

**Review past due accounts:**

A report was handed out to all board members. The amount of accounts past due is \$66,219.39 of that amount \$6,056.29 is with our Attorney, \$7,670.16 of that amount currently has payment plans in place, \$3,094.43 of that amount the water has been shut off and \$5,174.73 of that amount is pending either shut off or foreclosure. Versailles past due accounts total is \$1,846.57. Discussion followed.

**Any other business to come before said meeting:**

Dennison addressed the board on the possible ordinance and that the town will make the decision as to whether to go forward with it. Discussion followed.

Manny Meneses made a motion to adjourn the meeting. This motion was seconded by Dennison Allen. The meeting was adjourned at 6:30 p.m.