BOARD OF WATER COMMISSIONERS
REGULAR MEETING ON APRIL 21, 2015

ATTENDANCE: Acting Chairman Steven A. Posa
Commissioner Elizabeth Phelan
Commissioner Jim Brown
Commissioner Jon Fitzgerald
Council Liaison, Eric Carlson
Superintendent Robert Longo

Also In Attendance: Michael Lynch, Assistant Superintendent
Joseph Pagliaruli, Assistant Superintendent
Joyce DeFelippi, Office Manager

Absent: Chairman Robert A. Badal

Acting Chairman Posa called the meeting to order at 6:30 p.m.

1) PLEDGE OF ALLEGIANCE

2) MOMENT OF SILENCE

Acting Chairman Posa requested a moment of silence for Chairman Robert Badal wishing him a speedy recovery.

3) APPROVAL OF THE MINUTES OF THE MARCH 17, 2015 REGULAR MEETING OF THE BOARD OF WATER COMMISSIONERS

Motion made by Commissioner Brown to approve the March 17, 2015 Regular Meeting minutes.
Motion seconded by Commissioner Phelan.
A discussion ensued to the production report from 2014 to 2015.
Motion passed unanimously.

4) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF MARCH 2015

Motion made by Commissioner Phelan to approve the Department Reports for the month of March 2015.
Motion seconded by Commissioner Fitzgerald.
Motion passed unanimously.

5) PUBLIC PARTICIPATION

None
6) CROLLE & ASSOCIATES – INVESTMENT PRESENTATION

Mr. Charles Crolle, Crolle & Associates handed out a Report Package (see Attachment A) and gave an explanation to the investments. A discussion ensued on the report and no action was taken.

7) COMMITTEE REPORTS:
A) Customer Complaint: None

B) Investment Committee: Acting Chairman Posa gave a brief report to the investments. No action was taken.

C) Cell Tower Committee: Acting Chairman Posa noted they met with MCM for the possible install of a cell tower on Blueberry Hill Road. He stated they are still negotiating a price and was given a draft lease agreement during their meeting with MCM. Acting Chairman Posa stated they will be submitting the draft lease to Corporation Counsel for review and MCM would still need to accept the Committee’s recommendation on the lease agreement dollar amount. No action was taken.

Superintendent Longo noted that former Metro PCS is now T-Mobile and they have finished construction.

D) Level A Mapping Committee: Superintendent Longo noted it is still in the works and there was nothing new to report.

E) Dam Committee: Superintendent Longo noted they held interviews with six firms and graded them based on expertise. Based on that grading, the top firm was Milone and McBoo. He then stated they looked at the pricing for all six and Milone and McBoo was the lowest coming in at $22,500.00. He noted that their bid amount fell well below the budgeted amount. A discussion ensued and it was recommended by the Dam Committee to award the contract to Milone & McBoo.

Motion made by Commissioner Phelan to hereby move to award Contract 2P15-064 Dam Inspection Services for Bristol Water Department to Milone & McBoo, Inc. in the amount of $22,500.00 and to authorize the Chairman or Acting Chairman to execute any and all documents necessary to effectuate said contract.
Motion seconded by Commissioner Fitzgerald.
Motion passed unanimously.

8) TIMBER BID RESULTS

Acting Chairman Posa noted the top bidder on the 2015 Timber Harvest was Gutchess Lumber. A brief discussion ensued and it was recommended to award Gutchess Lumber the 2015 Timber Harvest bid.

Motion made by Commissioner Phelan to award Gutchess Lumber the 2015 Timber Harvest bid in the amount of $40,271.10.
Motion seconded by Commissioner Brown.
Motion passed unanimously.
9) BURLINGTON TAX APPEAL

Superintendent Longo noted that he and Chairman Badal went before the Board of Assessment Appeals for the Town of Burlington regarding the tax increase. He referred to a letter he received from Burlington which was not dated (see Attachment B) with their decision. Superintendent Longo recommended that the Board should file with the Superior Court to further pursue the matter.

Motion made by Commissioner Phelan to appeal the Town of Burlington’s decision and bring the matter to court.
Motion seconded by Commissioner Brown.
A lengthy discussion ensued about the tax increase and what avenues they could take.
Motion passed unanimously.

10) APPROVAL OF THE WATER DEPARTMENT RATES, RATE STRUCTURE AND MISCELLANEOUS CHARGES FOR 2015-2016 FISCAL YEAR

Acting Chairman Posa noted there was a Public Hearing regarding the 2015-2016 Water Department Rates, Rate Structure and Miscellaneous Charges. It was noted that there was no one from the public in attendance and language changes and proposed increases were discussed in the Public Hearing. It was stated that two changes needed to be made on the proposed increased. A language change for Item XII Unauthorized Use or Tampering Charges was proposed as “C” but should read “B”. Item XVI Proposed Lien Charge needed to be increased from $40.00 to $50.00.

Motion made by Commissioner Fitzgerald to accept the proposed Miscellaneous Charges and the discussed changes for the 2015-2016 Fiscal Year.
Motion seconded by Commissioner Phelan.
Motion passed unanimously.

11) PEQUABUCK LEASE

A discussion ensued to a letter that was received by the Pequabuck Golf Club regarding the land lease. Superintendent Longo explained how the lease dollar amount is determined. He stated that Pequabuck would like to meet to discuss the lease. Superintendent Longo requested a Committee to be formed to meet with Pequabuck Golf Club. Acting Chairman Posa nominated himself and Commissioner Fitzgerald to serve on this Committee and asked Superintendent Longo to add this Committee to the next meeting agenda.

12) FIRE HYDRANT SNOW REMOVAL

A discussion ensued to the pros and cons to have the residents of Bristol be responsible to clear out the hydrants located on their property. After a lengthy discussion the Board felt instead of the residents being responsible to clear the hydrants, that the Department would work on ways in the fall to ask for customer assistance such as a “Adopt a Hydrant” program. No action was taken.

13) GROVE STREET TANK DEMOLITION PROJECT – DPH FUNDING AND APPROVALS

Superintendent Longo informed the Board the project will be starting the first week of May. No action
14) ACTIVITY REPORT – WESTON & SAMPSON ENGINEERING

Acting Chairman Posa noted that there was nothing new to report but wanted to know why the Energy Audit hasn’t been completed. Superintendent Longo noted he has meeting scheduled with Ingrid Jacobs and will discuss it with her then. No action was taken.

15) ACTIVITY REPORT – TIGHE & BOND

Nothing new to report.

16) CHAIRMAN’S REPORT

A discussion ensued to the outstanding water and sewer bills on properties owned by Anthony Cammariere. Superintendent Longo informed the Board that the Department is actively pursuing them as well as other landlords and following the PURA procedure.

Joyce DeFelippi, Office Manager updated the Board there are currently 1,616 customers signed up for paperless billing. A discussion ensued as to what the office staff could do to bring those numbers up. No action was taken.

Assistant Superintendent Lynch noted the construction division is currently flushing the eastern half of the City and will continue to do so till the end of June. He also noted that the City has started their paving program and the Department is actively raising gate boxes in those areas.

Assistant Superintendent Pagliarulli noted the meter shop is changing out meters at a rate of three per hour and that one employee is doing cross connections. He also noted that the extended hours on Tuesdays are going well and the Department has appointments scheduled a month in half in advance.

17) SUPERINTENDENT’S REPORT

Superintendent Longo informed the Board that new chairs have been purchased for the Filter Plant, Conference room and a new desk for the office manager.

Superintendent Longo informed the Board that Chris McCarthy was the first Group Leader in the Construction Division to obtain a Distribution Class III license and there are currently four more employees going for their license. He also informed them that the Construction Division has approximately 80 services that need to have the curb stops repaired.

Superintendent Longo informed the Board that he has met with the Assistant City Engineer and the Director of Public Works regarding changes to the City Patch Program and they are supposed to get back to him as to whether the Department should be exempt from part of it. The Mayor attended the meeting.
Superintendent Longo informed the Board of a water main break in the Poland Brook in Plymouth. He explained how the break happened and what needs to be done to fix it. He estimated that the cost could be around $80,000.00. No action was taken.

Superintendent Longo informed the Board that he received a fax from Pool Water Pat regarding the cost of bulk water. The company is requesting for a reduced price for the bulk water it would like to purchase approximately 4 million gallons per year and cannot afford to do so under the current rate. Superintendent Longo asked for the Board’s approval to meet with him to work out some sort of arrangement for a bulk water discounted rate. The discussion ensued and the Board gave Superintendent Longo approval to meet with Pool Water Pat to discuss a reduced rate. It was noted that no formal motion was needed.

18) OLD BUSINESS

Commissioner Phelan asked when the Commissioners would be setup for email notifications. Superintendent Longo assured her they would be set up by the end of the week.

19) NEW BUSINESS

None

20) ADJOURNMENT

Motion made by Commissioner Brown to adjourn at 8:11 p.m.
Motion seconded by Commissioner Fitzgerald.
Motion passed unanimously.

Attested by,

Elizabeth Phelan
Secretary
Report Package 1
01/01/2015–04/16/2015
Combined Account Portfolio

Prepared For
Water Bristol

Prepared By
Charles Crolle
500 Winding Brook Drive
P.O. Box 1032
Glastonbury, CT 06033
### Holdings by Investor

**Water Bristol**

**Acct Name:** CITY OF BRISTOL WATER DEPARTMENT  PO Box 58  Bristol, CT 060110059  
**Acct No:** 1009039267  
**Acct Type:** Individual

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**Account Total**  
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**Account Total**   $2,197,322.80

**Investor Total**    $4,909,962.11

Incomplete if presented without accompanying disclosure pages
Portfolio Snapshot

As of: 04/16/2015

Portfolio Value: $4,909,962.11

Gain/Loss
Realized: $5,341.88
Unrealized: $1,089,118.61

Performance By Account

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Portfolio and Benchmark
Selected Period: 01/01/2015-04/16/2015

Asset Allocation
As of: 04/16/15  100% = $4,909,962

Investment Objective

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Incomplete if presented without accompanying disclosure pages

Page 3 of 6
Board of Assessment Appeals  
Town of Burlington  
200 Spielman Highway  
Burlington, CT 06013

Bristol Water Department  
119 Riverside Ave  
Bristol, CT 06010

RE: Land Value

Dear Bristol Water Department,

As a result of your recent hearing with the Board of Assessment Appeals for the Town of Burlington, the following determination has been made.

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<th>New Assessment</th>
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<td>6100 /acre</td>
<td>6100 /acre</td>
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Appeals from the Board of Assessment Appeals are to be filed with the Superior Court within two (2) months of the Board’s action.

Roy Merritt, Chairman  
Board of Assessment Appeals