



PUBLIC UTILITIES COMMISSION

Bethel Municipal Center, 1 School Street
Bethel, Connecticut 06801 Telephone: (203) 794-8501

SPECIAL MEETING

Thursday, May 10, 2012
4:00 p.m.

C.J. Hurgin Municipal Center – Meeting Room “A”

Present: Selectman Richard Straiton, Selectman Paul Szatkowski, Commissioner Gribbin and Commissioner Peter Valenti. Also in attendance were Utilities Superintendent Kelly Curtis; Town Attorney Martin Lawlor, Utilities Consultant Len Assard, Town Engineer Andrew Morosky and Town Comptroller Robert Kozlowski.

Absent: First Selectman Matthew Knickerbocker

Call to Order: called the Meeting to order at 4:00 p.m. and led the Pledge of Allegiance.

Public Input: None

Meeting Minutes from Special Meeting April 16, 2012: Selectman Szatkowski made a motion, which was seconded by Commissioner Gribbin- to approve the minutes as presented. Vote All in Favor, Motion Approved.

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2012 MAY 15 P 3:23
TOWN OF BETHEL
TOWN CLERK

New Business

- **Strategic Planning:** Mr. Morosky informed the Commission that as a follow up to discussions he has had with the First Selectman, he would like to begin working with the Commission on a Strategic Plan for Public Utilities as part of his planning of all aspects of Public Works. Mr. Morosky distributed a template for a Strategic Plan and stated it would be helpful for the Commission to review the document and begin to think about the needs, strengths, weaknesses and opportunities the organization has or should plan to address.

Selectman Szatkowski made a motion, which was seconded by Selectman Straiton to Table the discussion to next month's meeting. Vote, All in Favor, Motion Approved.

Old Business

Transfer Station: Selectman Szatkowski informed the Commission of his concerns with HRRRA, noting that the contract will be up for renewal shortly. Mr. Morosky indicated that the First Selectman has been in communication with Cheryl Reedy of HRRRA, and Bethel's goal for the recyclables is to be, at worst, cost neutral. Anything less than that will be deemed unacceptable. HRRRA is now in the process of obtaining proposals. Commissioner Gribbin informed the Commission he attended a local meeting where the problems State-wide with single streaming were discussed. The State is assessing dual streaming to mitigate problems with glass shards getting into the paper stream. Selectman Szatkowski inquired about the financials to the Comptroller. Mr. Kozlowski updated the Commission on the financials. The Commission inquired as to the status of the part-time worker. Mr. Morosky indicated that a grievance had been filed by the union regarding this proposed non-union position and the Town's labor attorney would be following up.

Sewer Allocations –Establish Public Hearing Date: Discussion took place between the Commissioners regarding calendar dates.

Selectman Szatkowski made a motion, which was seconded by Selectman Straiton to hold the Public Hearing on the Sewer Allocations as well as Transfer Station Fees and Permits on June 4, 2012 at 5:30p.m. in Meeting Room A, after next month's regular meeting. Vote, All in Favor, Motion Approved.

Plumtrees Pump Station: Mr. Morosky discussed the budgetary analysis with the Commission that was distributed prior to last month's Special Meeting. Selectman Straiton inquired about the timeframe of the project, Mr. Morosky stated Kovacs has started work and expected it to be complete within a couple of months. Selectman Szatkowski inquired about the cost difference in having a brick building vs. a wooden building. Mr. Morosky will get an estimate for the wooden building and present to the Commission for their review. Selectman Szatkowski is concerned about what was bonded for and what the project will actually cost. Mr. Morosky noted that the project was anticipated by the Woodcock Rate Study to be bonded for half a million dollars, with the balance to come out of the operating budget. Mr. Kozlowski indicated the project was bonded for \$525,000 per the meeting minutes. Discussion about the contingency took place. Commissioner Gribbin inquired about the start of the construction of wet well. Mr. Morosky indicated that when they are ready for that step they will bring in the by-pass pumping system; then they will be working in the wet well.

Bethel Meadows; Status Water and Sewer Construction/Improvement: Mr. Lawlor indicated to the Commission that all of the Inflow and Infiltration fees have been paid by Toll Brothers with the exception of the one for the club house, which will be paid prior to the acceptance of the work. Mr. Lawlor will have all as-built drawings and maps needed for this project as well. Once all documents are in place the Town can accept the project.

Financial Report

- **Water and Sewer Financials:** Comptroller; Robert Kozlowski distributed the Financials and updated the Commission. Mr. Kozlowski indicated that, as expected, revenue is up on the water side. Selectman Szatkowski inquired about the sewer assessments, Mr. Kozlowski stated that the Tax Collector is ready with their new computer system to send out the assessments in August for payment in September.

Special Meeting; May 10, 2012			PUC INVOICES		
Item #	Vendor	Inv. Date	Amount	Description	Account
1	Roald Haestad	10/31/2011	\$100.00	Plumtree Sewer Pump Station	Plumtree Sewer
2	Roald Haestad	11/30/2011	\$3,794.89	Plumtree Sewer Pump Station	Plumtree Sewer
3	Roald Haestad	28-Dec-11	\$4,570.08	Plumtree Sewer Pump Station Plumtree Pump Station	Plumtree Sewer
4	Kovacs Construction	1/13/2012	\$1,298.06	Change Order 1	Sewer Capital
5	Heitkamp	4/2/2012	\$1,338.40	Professional Services	Water/Sewer
6	Wright-Pierce	4/19/2012	\$1,896.00	professional services	Water Capital
7	URS	4/18/2012	\$6,723.33	professional services	Contract 3 Stony Hill
8	American Pavement	4-May-12	\$2,850.00	23 Bethpage Drive driveway Replace Shed @ 1	Water Capital
9	Lowe's	2-May-12	\$300.57	Hawleyville	Contract 3 Stony Hill
10	Martin Lawlor	1-May-12	\$1,117.25	Professional Services	Contract 3 Stony Hill
11	Martin Lawlor	1-May-12	\$1,194.13	Professional Services	Sewer Dept.
12	Martin Lawlor	5/1/2012	\$452.03	Professional Services	Water Dept.
13	Heitkamp	5/3/2012	\$1,548.40	Professional Services	Water / Sewer split
TOTAL FOR APPROVAL			\$18,718.17		

Selectman Straiton made a motion, which was seconded by Commissioner Gribbin to approve the Public Utilities invoices in the amount of \$27,183.14. Discussion took place and the Commission would like to hold off payments on items 1 thru 3. Selectman Straiton would like to amend his motion to only approve items 4 thru 13 in the amount of \$18,718.17. Vote: All in Favor, Motion Unanimously Approved.

May 10, 2012 Special Meeting **TRANSFER STATION INVOICES**

Item #	Vendor	Inv. Date	Amount	Description
1	Martin Lawlor	5/1/2012	\$112.75	Professional Services
Total For Approval			\$112.75	

Selectman Szatkowski made a motion, which was seconded by Selectman Straiton to approve the Transfer Station Invoices in the amount of \$112.75. Vote: All in Favor, Motion Unanimously Approved.

Engineering/Utility Consultant Report:

Eureka Water Storage Tank: Mr. Morosky updated the Commission on the new renderings for the proposed water storage tank from Wright–Pierce, the engineering consultant. Mr. Morosky handed out a rendering from Wright – Pierce showing two (2) twenty foot trees that are proposed to be placed on a new embankment where the existing access road gate is. Selectman Straiton inquired about the status of the white concrete block building located at the base of the dam. Utility Supervisor Mr. Curtis indicated that building is no longer in use and can be knocked down. The Commission is in agreement to add to the application for the water storage tank and inform the residents that the building will be knocked down. Mr. Morosky indicated that he is going to propose to the residents that the revised renderings represent Bethel’s best effort to meet their request to hide the tank as much as possible and, rather than schedule another meeting, proceed to an application with the City.

Stony Hill Sewer Project – Financials: Mr. Morosky distributed a budgetary analysis to the Commission as well as various proposals and the remaining items left on Contracts 2 and 3. Discussion took place between the Commissioners regarding the line items on the projects. Commissioner Valenti inquired in relation to one of the proposals submitted for the sewer main which may not include air testing and video inspection of the sewer pipe. The Commission requests that Mr. Morosky ensure that testing be part of the proposal. Commissioner Gribbin inquired about Ludlow’s price compared to the proposals. It was noted that the Maple Row easement area is completely off road and requires minimal restoration expense.

Stony Hill Sewer Project Easements: Attorney Lawlor informed the Commission he sent out all easement agreements as well as maps to the residents on Shelter Rock Road and Payne Road. Mr. Lawlor indicated that two easements were complete. Mr. Lawlor stated he is working on the easements with the Steiner family which is complex. Mr. Lawlor has no final map to date and needs a dozen signatures to obtain from all who are named as trustees on the various lots.

Supervisors Report: Mr. Curtis updated the Commission on the flushing of Chestnut Ridge side of the system. Mr. Curtis noted that the State inspected the entire system and sent their Sanitary Survey report back for his, Mr. Ed Knapp and Mr. Morosky’s review. There are some items which need to be addressed, nothing to be concerned about. Mr. Curtis updated the Commission regarding 4 Grand Street indicating that an agreement is needed to start the work on the water service main. Mr. Lawlor is waiting for the cost and item of the job to be completed. The owner is in the process of agreeing to formalize the agreement. Also, Mr. Curtis informed the Commission that Mr. Knapp will be sending out the Consumer Confidence Report within the next month which will be place in the penny saver as well as the Town’s Website.

Water and Sewer Budgets: This will be held over for next month's meeting.

Adjourn:

*Selectman Szatkowski made a motion, which was seconded by Selectman Straiton to adjourn the meeting at 5:30 p.m.
Vote: All in Favor, Motion Unanimously Approved.*

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Tracy Rogalski".

Tracy Rogalski, Recording Secretary

**TOWN OF BETHEL
WATER DEPARTMENT
5/1/2012 PRELIMINARY**

			From Financials FY 2010-2011	June 30, 2011 Prelim to PUC
REVENUE		\$ 1,148,923.67	1,067,147.00	1,002,957.21
Revenue Detail				
	Use of Sewer	1,126,217.67		
		-		
	Liens	1,656.00		
	Permits & Installation	21,050.00		
	Interest on Investments	-		
		-		
		<u>1,148,923.67</u>		
EXPENDITURES				
	SALARIES	\$ 265,500.62	515,055.00	237,000.73
	BENEFITS	113,760.48	379,261.10	89,557.71
	UTILITIES	90,949.82	131,438.00	119,101.84
	SUPPLIES	43,572.10	62,217.00	59,244.40
	MAINTENANCE	77,422.30	99,256.00	76,619.14
	SERVICES	80,957.06	120,523.00	82,864.98
	CAPITAL IMPROVEMENT	57,706.64	25,746.00	137,658.55
	UTILITY COLLECTOR/OFFICE	6,832.49	-	22,933.64
	DEBT SERVICE			
	ALLOCATED EXPENSE			22,200.00
	INSURANCE	<i>EST</i> -	30,790.00	30,000.00
	DEPRECIATION	-	96,490.00	110,000.00
	INTEREST EXPENSE	-	6,871.00	-
		<u>736,701.51</u>	1,088,386.00	987,180.99
NET REVENUE		\$ 412,222.16	\$ (21,239.00)	\$ 15,776.22

**TOWN OF BETHEL
SEWER DEPARTMENT
5/1/2012 PRELIMINARY**

		From Financials FY 2010-2011	June 30, 2011 Prelim to PUC
REVENUE	\$ 1,979,604.49	2,600,931.00	2,573,533.35
Revenue Detail			
Use of Sewer	1,612,377.75	2,281,735.07	
Sewer Assessments	333,796.07	197,571.70	
Liens	1,632.00	3,240.00	
Permits & Installation	29,824.99	87,685.00	
Interest on Investments	1,973.68		
	-	30,699.23	
	1,979,604.49	2,600,931.00	
EXPENDITURES			
SALARIES	\$ 164,249.58	352,168.00	153,565.88
BENEFITS	57,984.75		113,438.92
UTILITIES	55,846.90	71,445.00	64,055.76
SUPPLIES	31,839.71	27,259.00	18,387.09
MAINTENANCE	63,992.52	33,946.00	58,699.30
SERVICES	11,522.61	1,330,434.00	241,408.72
CAPITAL IMPROVEMENT	115,243.29	15,103.00	73,173.72
UTILITY COLLECTOR			43,173.89
DEBT SERVICE	362,272.28	-	1,053,437.32
ACCOUNTS PAYABLE-DANBURY	931,943.93		711,793.65
OFFICE	7,974.24		
ALLOCATED EXPENSE			22,200.00
INTEREST EXPENSE	-	744,350.00	
INSURANCE	-	31,650.00	25,400.00
DEPRECIATION	-	312,508.00	310,000.00
	1,802,869.81	2,918,863.00	2,888,734.25
NET REVENUE	\$ 176,734.68	\$ (317,932.00)	\$ (315,200.90)

**TOWN OF BETHEL
TRANSFER STATION
5/1/2012 PRELIMINARY**

**From Financials
FY 2010-2011**

**June 30, 2011
Prelim to PUC**

REVENUE	\$ 159,439.56	\$ 248,237.00	248,737.09
Revenue Detail			
Permits	36,850.00	68,375.00	
Bulk Waste	2,920.00	4,560.00	
Dumping Charges	113,551.26	167,225.21	
Scrap Metal	3,363.30	4,628.28	
Brush	650.00	985.00	
Appliances	2,105.00	2,463.00	
	159,439.56	248,236.49	
 EXPENDITURES			
SALARIES	\$ 79,235.20	177,353.00	102,584.27
BENEFITS	39,876.90		61,884.49
UTILITIES	416.55	639.00	283.26
OFFICE	166.30		2,720.26
DEPRECIATION	-	2,332.00	3,200.00
MATERIALS & SUPPLIES	1,845.00	6,718.00	1,137.00
REPAIRS & MAINTENANCE	-	18,193.00	18,193.00
CONTRACTED SERVICES	50,939.91	92,063.00	87,956.93
INSURANCE	-	8,603.00	8,238.00
ALLOCATED EXPENSES	-	-	14,293.93
	172,479.86	305,901.00	300,491.14
 NET REVENUE	 \$ (13,040.30)	 \$ (57,664.00)	 \$ (51,754.05)