



TOWN OF BETHEL
TOWN CLERK
2012 JUN 4 2 22
PUBLIC UTILITIES COMMISSION
Bethel Municipal Center, 1 School Street
Bethel, Connecticut 06801 Telephone: (203) 794-8501

REGULAR MEETING

Monday, June 4, 2012
4:00 p.m.

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

Present: First Selectman Matthew Knickerbocker, 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:

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

Public Input: Mrs. Gloria Wellington, property owner of 45 Juniper, approached the Commission with the concern of her water service. She indicated that there is one line and one meter going into her home that also supplies her neighbor in a side by side duplex. She explained the difficulty in dividing the bill between herself and her neighbor. Mrs. Wellington inquired whether it is possible for her and her neighbor to have two separate meters. Mr. Curtis spoke stating that this issue has come to the Commission previously. Mr. Curtis indicated that it is the homeowner's responsibility to correct this matter and he will be happy to assist with obtaining a few different companies to handle the job.

Mrs. Mills of 4 Colonial Drive. She is concerned with the limited sewer allocations to merchants along Route 6 Corridor. Mrs. Mills indicated that in past years the property owners spent \$3.6 Million for the installation of the sewers on Route 6. She would like to see support with this matter not opposition for the businesses.

Meeting Minutes from Special Meeting May 10, 2012: Selectman Szatkowski made a motion, which was seconded by Selectman Straiton to approve the minutes as presented. First Selectman Knickerbocker Abstained, Vote All in Favor, Motion Approved.

New Business

- **Strategic Planning:** Mr. Morosky indicated that at the prior meeting he distributed to the Commission a template for Strategic Planning. Mr. Morosky stated he will put together a computer based form that will be a way to receive feedback from the Commission into the Public Works Office. The information can be collected over the next several weeks. Selectman Szatkowski stated this is a long term planning device. Mr. Morosky also indicated that this can be used for the Transfer Station.

Old Business

- **Transfer Station:** First Selectman Knickerbocker informed the Commission that one of the employees at the Transfer Station was injured and now they are short staffed. Selectman Szatkowski inquired about the part-time position which the Town advertised in April. First Selectman informed the

Commission that the Union for the Highway Department has submitted a grievance regarding the position because for years the Highway Department has supplemented the Transfer Station with its personnel. First Selectman Knickerbocker indicated that this will be handled through negotiations.

- **Sewer Allocations:** First Selectman Knickerbocker indicated that this will be discussed during the Public Hearing.
- **Plumtrees Pump Station:** Mr. Morosky informed the Commission the floor at the Pump Station has been poured and the masonry is on the site. Mr. Morosky also informed the Commission per their request he contacted the Contractor regarding the cost difference between using masonry vs. carpentry (wood building), Mr. Morosky stated that Kovacs indicated the masonry offers an \$11,000.00 savings compared to a stick framed structure. Commissioner Valenti inquired to the size of the building which Mr. Curtis indicated it is 12'x16'. Selectman Szatkowski would like a project date of completion, Mr. Morosky stated by the end of July. Selectman Straiton inquired whether the pumps were on site and Mr. Morosky affirmed that all the key equipment is in the Contractor's possession.
- **Bethel Meadows; Status Water and Sewer Construction/Improvement:** Mr. Lawlor updated the Commission commenting that he has received all the mylar maps, two (2) easement maps as well as signed agreements and will be filing them this week

Financial Report

- **Water and Sewer Financials:** Mr. Kozlowski distributed and updated the Commission on the Financials. Selectman Szatkowski inquired to whether the Sewer Assessments will still be going out in August for payment in September, Mr. Kozlowski indicated that he as well as the Tax Collector's office are prepared. Commissioner Gribbin inquired to the outstanding payment owed to the Town; Mr. Kozlowski stated it is the same as last year, approximately \$3.2 million.
- **Invoices:**

Regular Mtg. PUC Invoices June, 4, 2012

	Vendor	Inv. Date	Amount	Description	Account
1	Roald Haestad	10/31/2011	\$100.00	Plumtree SewerPump Station	Plumtree Sewer
2	Roald Haestad	11/30/2011	\$3,794.89	Plumtree SewerPump Station	Plumtree Sewer
3	Roald Haestad	28-Dec-11	\$4,570.08	Plumtree SewerPump Station	Plumtree Sewer
4	Kovacs Payment	3/1/2012	\$69,249.30		Plumtrees Pump Station -- App #4
5	Martin Lawlor	6/1/2012	\$595.53	Professional Services	Water Dept
6	Martin Lawlor	6/1/2012	\$1,577.00	Professional Services	Stony Hill Sewer Proj.
7	Martin Lawlor	6/1/2012	\$1,440.13	Professional Services	Sewer

8	Wright-Pierce	5/15/2012	\$2,974.00	Professional Services	Water Storage Tank
9	Tom's Paint	5/17/2012	\$240.57	Paint Reservoir Pump Station	Sewer Dept
10	Rings End	17-May	\$43.50	Reservoir Pump Station	Sewer Dept
11	PennySaver	5/24/2012	\$2,995.00	Consumer Confidence Report	Water Dept.
12	Special Testing Labs.	5/24/2012	\$360.00	Testings/Inspection	Plumtrees Pump Station
13	Bethel Printing	5/11/2012	\$89.00	Business Cards	1/2 Water -- 1/2 Sewer

TOTAL FOR APPROVAL \$88,029.00

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton to approve the Public Utilities invoices in the amount of \$88,029.00. Discussion took place. Vote: All in Favor, Motion Unanimously Approved.

TRANSFER STATION

Regular Meeting; June 4, 2012 Transfer Station

Item #	Vendor	Inv. Date	Amount	Description
1	Martin Lawlor	6/1/2012	\$564.78	Professional Services
TOTAL APPROVED			\$564.78	

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski to approve the Transfer Station Invoices in the amount of \$564.78. Vote: All in Favor, Motion Unanimously Approved.

Engineering/Utility Consultant Report:

- Eureka Water Storage Tank:** Mr. Morosky updated the Commission stating that the low bidder, Natgun will be holding their price from the original bid. The engineering company, Wright-Pierce, completed all the renderings for the application to the Danbury Planning Commission, noting that minor changes were made. Selectman Szatkowski inquired to the cost of Wright- Pierce's work, Mr. Morosky will have an estimate of costs for the next meeting. Mr. Morosky also noted that the application will be going to Danbury this month.

- **Stony Hill Sewer Project – Financials:** Discussion took place about the assessments for contract 3
- **Stony Hill Sewer Project Easements:** Discussion took place about the easements which connect the 40+ homes in the Maple Row area. Mr. Lawlor indicated that there are several signatures still needed for the easements on Steiner's property as well as for Rizzo's property. Mr. Kozlowksi inquired whether it is possible to hold off the 40 homes for the assessments going out in August until obtaining the easements required, Mr. Kozlowksi noted that he spoke to the Tax Collector and they can send out the assessment for payment in November along with the Old Hawleyville assessments.
- **Supervisors Report:** Mr. Curtis informed the Commission that there was 1 service leak on Cherry Lane, which the property owner has taken action and corrected the issue.

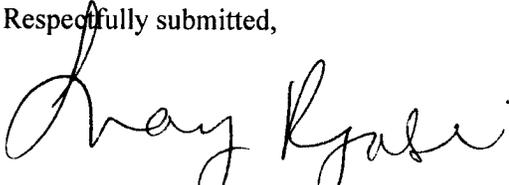
Water and Sewer Budgets: Discussion took place of budgets, which were updated by Mr. Kozlowski.

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski to approve the 2012-2013 Water and Sewer Budgets.. Vote: All in Favor, Motion Unanimously Approved

Adjourn:

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski to adjourn the meeting at 5:00 p.m. Vote: All in Favor, Motion Unanimously Approved.

Respectfully submitted,



Tracy Rogalski, Recording Secretary

TOWN OF BETHEL
SEWER DEPARTMENT
PROPOSED EXPENSES
FISCAL YEAR 2012 - 2013

ACCOUNT #	ACCOUNT TITLE	2011 - 2012	2012 - 2013
	PLANT, PUMPING AND LINE MAINTENANCE		
070-101	SUPERINTENDENTS SALARY (Curtis)		\$ 41,933.00
070-106	OPERATORS SALARIES (Cook, Benzing, Cudzilo)		\$ 166,425.00
070-107	OVERTIME		\$ 10,000.00
070-109	LONGEVITY		\$ 1,400.00
071-112	SOCIAL SECURITY - MEDICARE		\$ 15,862.00
071-113	HOSPITALIZATION AND RELATED BENEFITS		\$ 83,945.00
071-115	PENSION		\$ 37,143.00
071-308	CLOTHING RENTAL - SAFETY SHOES		\$ 1,500.00
071-325	COMMERCIAL AND WORKERS COMPENSATION INSURANCE		\$ 13,253.00
	TOTAL PERSONNEL COSTS		\$ 371,461.00
072-205	HEATING OIL	\$ 8,000.00	\$ 8,000.00
072-321	ELECTRICITY	\$ 70,000.00	\$ 60,000.00
072-322	OTHER UTILITIES	\$ 7,500.00	\$ 6,000.00
073-201	CHEMICAL SUPPLIES	\$ 10,000.00	\$ 15,000.00
073-204	GASOLINE	\$ 3,000.00	\$ 10,000.00
073-356	OTHER SUPPLIES	\$ 5,000.00	\$ 7,500.00
074-207	PLANT MAINTENANCE	\$ 45,000.00	\$ 45,000.00
074-208	VEHICLE MAINTENANCE	\$ 5,000.00	\$ 6,000.00
074-209	ALARM MAINTENANCE	\$ 2,500.00	\$ 2,500.00
074-212	SEWER LINE MAINTENANCE	\$ 25,000.00	\$ 25,000.00
074-357	CLAIMS		\$ 25,000.00
075-301	DUES AND EDUCATION	\$ 2,000.00	\$ 2,000.00
075-307	AUDITING SERVICES	\$ 4,000.00	\$ 4,000.00
075-310	LEGAL SERVICES	\$ 15,000.00	\$ 10,000.00
075-312	PERMITS & MISC FEES	\$ 1,000.00	\$ 1,000.00
075-313	CONTRACTED SERVICES	\$ 50,000.00	\$ 20,000.00
?	TREATMENT COST CITY OF DANBURY	\$ 800,000.00	\$ 925,000.00

075-314	PROFESSIONAL SERVICES	\$ 75,000.00	\$ 75,000.00
075-350	CONTINGENCY	\$ 1,000.00	\$ 1,000.00
TOTALS	PERSONNEL, PLANT, PUMPING AND LINE MAINT.	\$ 1,129,000.00	\$ 1,619,461.00

TOWN OF BETHEL
SEWER DEPARTMENT
PROPOSED EXPENSES
FISCAL YEAR 2012 - 2013

ACCOUNT #	ACCOUNT TITLE	2011 - 2012	RECOMMENDED 2012 - 2013
	CAPITAL IMPROVEMENT		
076-405	CAPITAL OUTLAY	\$ 661,000.00	\$ -
TOTALS	OFFICE - CAPITAL IMPROVEMENT	\$ 661,000.00	\$ -
	OFFICE - COLLECTION		
077-105	ALLOCATED SALARY (Kozlowski)	\$ 5,000.00	\$ 5,000.00
	ALLOCATED SALARY (Andrew & Tracy)	\$ 10,500.00	\$ 10,500.00
077-106	COLLECTION SALARIES (Ventrella)		\$ 40,932.00
077-201	OFFICE EXPENSE	\$ 12,000.00	\$ 12,000.00
TOTALS	OFFICE - COLLECTION	\$ 12,000.00	\$ 68,432.00
	DEBT SERVICE		
080-629	INTEREST PAYMENT		6,000.00
080-630	PRINCIPAL PAYMENT		479,967.00
	BAN's - SHORT TERM DEBT HAWLEYVILLE SEWER		50,000.00
TOTALS	DEBT SERVICE		\$ 535,967.00
	TOTAL EXPENSE BUDGET		\$ 2,223,860.00

TOTALS		
Personnel	\$	371,461.00
Plant, Pumping, and Line Maintenance	\$	1,248,000.00
Capital Improvement	\$	-
Office Collection	\$	68,432.00
Debt Service	\$	535,967.00
	\$	<u>2,223,860.00</u>

TOWN OF BETHEL
SEWER DEPARTMENT
PROPOSED REVENUE
FISCAL YEAR 2012 - 2013

ACCOUNT #	ACCOUNT TITLE	RECOMMENDED 2011 - 2012	RECOMMENDED 2012 - 2013
	SEWER USAGE FEES	2,281,735.07	2,404,351.00
	SEWER ASSESSMENTS	-	-
	LIENS	3,240.00	2,500.00
	PERMITS & INSTALLATION	87,685.00	50,000.00
		-	-
	TOTAL REVENUE	<u>2,372,660.07</u>	<u>2,456,851.00</u>

TOWN OF BEIHEL
 WATER DEPARTMENT
 PROPOSED EXPENSES
 FISCAL YEAR 2012 - 2013

ACCOUNT #	ACCOUNT TITLE	2011-2012	2012-2013
	SUPPLY, TREATMENT AND DISTRIBUTION		
070-101	SUPERINTENDENTS SALARY		\$ 41,933.00
070-102	WATER PLANT SUPERVISOR SALARY		\$ 66,350.00
070-106	OPERATORS SALARIES		\$ 112,590.00
070-107	OVERTIME		\$ 10,000.00
070-109	LONGEVITY		\$ 2,300.00
071-112	SOCIAL SECURITY - MEDICARE		\$ 20,028.00
071-113	HOSPITALIZATION AND RELATED BENEFITS		\$ 93,277.00
071-115	PENSION		\$ 39,009.00
071-308	CLOTHING RENTAL - SAFETY SHOES		\$ 1,500.00
071-325	WORKERS COMP & OTHER INSURANCES		\$ 17,507.00
	TOTAL PERSONNEL COSTS		\$ 404,494.00
072-205	HEATING OIL	\$ 20,000.00	\$ 30,000.00
072-321	ELECTRICITY	\$ 120,000.00	\$ 100,000.00
072-322	OTHER UTILITIES	\$ 5,000.00	\$ 4,000.00
073-201	CHEMICAL SUPPLIES	\$ 60,000.00	\$ 60,000.00
073-204	GASOLINE	\$ 10,000.00	\$ 10,000.00
073-356	OTHER SUPPLIES	\$ 9,000.00	\$ 9,000.00
074-202	EQUIPMENT MAINTENANCE	\$ 7,000.00	\$ 7,000.00
074-207	PLANT MAINTENANCE	\$ 50,000.00	\$ 50,000.00
074-208	VEHICLE MAINTENANCE	\$ 9,000.00	\$ 9,000.00
074-211	WELLS AND RESERVOIR MAINTENANCE	\$ 25,000.00	\$ 25,000.00
074-212	WATER MAIN AND HYDRANT MAINTENANCE	\$ 40,000.00	\$ 40,000.00
074-213	METER AND SERVICE LINE MAINTENANCE	\$ 40,000.00	\$ 40,000.00
075-301	DUES AND EDUCATION	\$4,000.00	\$4,000.00
075-307	AUDITING SERVICES	\$ 4,000.00	\$ 4,000.00
075-310	LEGAL SERVICES	\$ 5,000.00	\$ 7,500.00
075-313	CONTRACTED SERVICES	\$ 50,000.00	\$ 50,000.00
075-350	CONTINGENCY	\$1,000.00	\$1,000.00
075-356	MISCELLANEOUS SERVICES	\$ 4,000.00	\$ 4,000.00
TOTALS	SUPPLY, DISTRIBUTION AND TREATMENT	\$ 463,000.00	\$ 454,500.00

TOWN OF BETHEL
 WATER DEPARTMENT
 PROPOSED EXPENSES
 FISCAL YEAR 2012 - 2013

ACCOUNT #	ACCOUNT TITLE	2011-2012	2012-2013
	CAPITAL IMPROVEMENT		
077-405	CAPITAL OUTLAY-Water Storage Tank	\$ 1,349,000.00	\$ 1,463,000.00
TOTALS	OFFICE - CAPITAL IMPROVEMENT	\$ 1,349,000.00	\$ 1,463,000.00
	OFFICE - COLLECTION		
077-105	ALLOCATED SALARY (Kozlowski)		\$ 5,000.00
	ALLOCATED SALARY (Andrew & Tracy)		\$ 10,500.00
077-106	COLLECTION SALARIES (Delaney)		\$ 40,932.00
077-201	OFFICE EXPENSE	\$ 10,000.00	\$ 10,000.00
TOTALS	OFFICE - COLLECTION	\$ 10,000.00	\$ 66,432.00
	DEBT SERVICE		
080-629	INTEREST PAYMENT		\$ -
080-630	PRINCIPAL PAYMENT		\$ -
	BAN's SHORT TERM DEBT		\$ 80,000.00
TOTALS	DEBT SERVICE		\$ 80,000.00
	TOTAL EXPENSE BUDGET		\$ 2,468,426.00

\$ 1,463,000.00
 \$ 1,005,426.00

TOTALS		
Personel		\$ 404,494.00
Supply, Distrubution, Treatment		\$ 454,500.00
Capital Improvement		\$ 1,463,000.00
Office Collection		\$ 66,432.00
Debt Service		\$ 80,000.00
		\$ 2,468,426.00

TOWN OF BETHEL
 WATER DEPARTMENT
 PROPOSED REVENUE
 FISCAL YEAR 2012 - 2013

ACCOUNT #	ACCOUNT TITLE	2011 - 2012	2012-2013
	WATER BILLING		890,407.00
	HYDRANT BILLING		300,987.00
	PERMITS & INSTALLATION		12,500.00
	TOTAL WATER AND HYDRANTS REVENUE		1,203,894.00

**TOWN OF BETHEL
TRANSFER STATION
6/1/2012 PRELIMINARY**

REVENUE **\$ 175,177.13**

Revenue Detail

Permits	37,540.00
Bulk Waste	2,995.00
Dumping Charges	127,383.11
Scrap Metal	4,209.02
Brush	735.00
Appliances	2,315.00
	<u>175,177.13</u>

EXPENDITURES

SALARIES	\$ 88,239.20
BENEFITS	44,408.37
UTILITIES	519.03
OFFICE	230.28
DEPRECIATION	-
MATERIALS & SUPPLIES	1,925.00
REPAIRS & MAINTENANCE	-
CONTRACTED SERVICES	55,515.07
INSURANCE	-
ALLOCATED EXPENSES	-

190,836.95

NET REVENUE **\$ (15,659.82)**

**TOWN OF BETHEL
SEWER DEPARTMENT
6/1/2012 PRELIMINARY**

REVENUE

\$ 2,008,369.78

Revenue Detail

Use of Sewer	1,622,625.34
Sewer Assessments	346,867.83
Liens	3,792.00
Permits & Installation	32,624.99
Interest on Investments	2,459.62
	-

2,008,369.78

EXPENDITURES

SALARIES	\$ 182,914.31	
BENEFITS	64,568.82	247,483.12
UTILITIES	60,011.30	
SUPPLIES	33,475.35	
MAINTENANCE	63,992.52	
SERVICES	12,806.26	
CAPITAL IMPROVEMENT	116,541.35	
UTILITY COLLECTOR		
DEBT SERVICE	625,175.34	
ACCOUNTS PAYABLE-DANBURY	933,387.33	
OFFICE	7,974.24	
ALLOCATED EXPENSE	-	
INTEREST EXPENSE	-	
INSURANCE	-	
DEPRECIATION	-	
	-	
	<u>2,100,846.81</u>	

NET REVENUE

\$ (92,477.03)

