

2013 DEC 13 A 10:01  
RECEIVED  
TOWN OF BETHEL  
TOWN CLERK

# PUBLIC UTILITIES COMMISSION

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

**SPECIAL MEETING**  
Monday, December 9, 2013  
4:00 p.m.

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

**Present:** Selectmen Richard Straiton, Paul Szatkowski, Commissioners Michael Gribbin and Peter Valenti. Also in attendance were Town Engineer Andrew Morosky, Town Comptroller Robert Kozlowski, Utility Supervisor Kelly Curtis and Town Attorney Martin Lawlor.

**Absent:** First Selectman Matthew Knickerbocker

**Call to Order:** Selectman Straiton called the Special Meeting to order at 4:03 p.m. and led the Pledge of Allegiance.

**Public Input:** None

**Correspondence:** None

*Meeting Minutes from Regular Meeting November 4, 2013: Selectman Szatkowski made a motion, which was seconded by Commissioner Gribbin to approve the minutes as presented. Vote, All in Favor, Motion Approved.*

**New Business:**

- **2014 Meeting Schedule:**

*Selectman Szatkowski made a motion, which was seconded by Selectman Straiton to approve the 2014 Meeting Schedule as presented with the exception of changing the July 7<sup>th</sup> meeting to July 14<sup>th</sup>. Vote, All in Favor, Motion Approved.*

**Old Business:**

- **Transfer Station:** No news to report other than one of the trucks is out of service. The Station will be received a bill from Winter Brothers for the hauling which is hauling 6 cans a week at \$1200. The truck has been out of service for 3 weeks, parts being researched. Selectman Szatkowski suggested if the truck cannot be corrected by our fleet maintenance by Wednesday then send the truck out to be repaired. Mr. Morosky will speak to fleet maintenance.

- **Consideration of RFP Leaf Composting:**

*Selectman Straiton made a motion, which was seconded by Selectman Szatkowski to Table for discussion. Vote, All in Favor, Motion Approved.*

- **Wright-Pierce / CIP Agreement:** Attorney Lawlor reviewed and discussed the agreement between Town of Bethel and Wright-Pierce, Mr. Lawlor referenced a few minor areas where he would like adjustments made.

*Selectman Straiton made a motion, which was seconded by Selectman Szatkowski to approve the Wright-Pierce Agreement subject to Town Attorney's Approval. Vote, All in Favor, Motion Approved.*

- **75 Greenwood Ave.:** See attached memo from Mr. Morosky. Mr. Morosky stated that the property is short 300 gallons a day per on sewer allocation per their Sewer Rules and Regulations. The Commission discussed the procedure needed to correct the shortage to the property. Attorney Lawlor suggested inviting the applicant of the property to a meeting and apply for an application for the required sewer allocation. The Commission discussed the need to have ZBA and Planning and Zoning update their applications regarding sewer allocations. The Commission proposed that the First Selectman send a letter to the Chairmen of the P&Z as well as the ZBA Boards regarding this matter.

*Commissioner Gribbin made a motion, which was seconded by Commissioner Valenti to request the property owner of 75 Greenwood Ave. to apply for the appropriate sewer allocation, per the Sewer Rules and Regulations. Vote, All in Favor, Motion Approved.*

**Financial Report:**

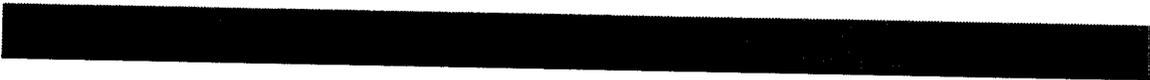
- **Water and Sewer Financials:** Comptroller Robert Kozlowski distributed the financials. The Commission discussed and reviewed the financials. The Commission agreed the need for appropriate accounting for capital improvement projects as well as all projects; the Commission would like detailed spreadsheets for all projects.

**Transfer Station Invoices; December, 2013**

Item #	Vendor	Inv. Date	Amount	Description
1	Martin Lawlor	12/2/2013	\$94.30	Professional Services
2	News Times	11/30/2013	\$576.05	Advertisement leaf composting



*Selectman Straiton made a motion, which was seconded by Commissioner Valenti approve the invoice in the amount of \$670.35. Discussion took place. Vote, All in Favor, Motion Approved.*



**Special Meeting December 2013**

Item #	Vendor	Inv. Date	Amount	Description	Account
1	Martin Lawlor	12/2/2013	\$289.56	Professional Services	Sewer Project
2	Martin Lawlor	12/2/2013	\$320.31	Professional Services	Sewer Dept
3	Martin Lawlor	12/2/2013	\$544.91	Professional Services	Water Dept.
4	Roald Haestad, Inc.	10/29/2013	\$212.50	Professional Services	Sewer Dept.
5	Heitkamp	11/4/2013	\$1,549.10	Professional Services	1/2 Water-1/2 Sewer South St. Pump Station
6	Wright-Pierce	11/11/2013	\$1,333.00	Professional Services	Level A Mapping - Water Department
7	HRP Assoc.	11/1/2013	\$8,751.52	Professional Services	Water Storage Tank
8	Wright-Pierce	11/18/2013	\$1,060.00	Professional Services	Plumtrees Pump Station
9	Roald Haestad	11/28/2013	\$451.87	Professional Services	

**TOTAL \$14,512.77**

*Selectman Straiton made a motion, which was seconded by Selectman Szatkowski to approve the invoices in the amount of \$14,512.77. Discussion once more regarding line item accounting for projects. Vote, All in Favor, Motion Approved.*

#### Engineering/Utility Consultant Report:

- **Stony Hill Sewer Project:** The Commission inquired to the total cost of the Piera Property and would like a spreadsheet for the upcoming Town Meeting. Mr. Morosky discussed the recent activities at the pond.
- **Stony Hill Sewer Project Easements:** Attorney Lawlor stated two more easements have been signed and recorded since the last meeting.

#### Supervisor's Report:

Mr. Curtis explained to the Commission that Stephen B. Church Company has started redevelopment work on Well number 2 on Maple Ave. Water main replacement on Route 302 contract with Butterworth and Scheck has been signed. Mr. Morosky indicated that the East Swamp Aquifer Well Test had been completed and the consultant was working on the hydraulic model for Level A Mapping purposes and which will be used for the Diversion Permit process.

*Adjourn: As there was no further business on the agenda Selectman Straiton made a motion, which was seconded by Commissioner Valenti to adjourn the meeting at p.m. Vote: All in Favor, Motion Unanimously Approved.*

Respectfully submitted,

Tracy Rogalski, Recording Secretary



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

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**2014 MEETING SCHEDULE**

***All meetings will be held at 4:00 P.M. in the Clifford J. Hurgin Municipal Center Meeting Room "A"***

**January 6, 2014**

**February 3, 2014**

**March 3, 2014**

**April 7, 2014**

**May 12, 2014**

**June 2, 2014**

**July 14, 2014**

**August 4, 2014**

**September 8, 2014**

**October 6, 2014**

**November 3, 2014**

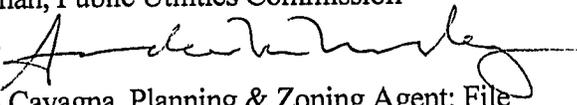
**December 1, 2014**

**January 5, 2015**



DEPARTMENT OF PUBLIC WORKS  
Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801  
Telephone (203) 794-8549 Fax (203) 794-8767

# Memo

To: Matthew S. Knickerbocker, Chairman, Public Utilities Commission  
From: Andrew Morosky, Town Engineer   
CC: Steve Palmer, Town Planner; Beth Cavagna, Planning & Zoning Agent; File  
Date: December 9, 2013  
Re: 75 Greenwood Avenue

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In response to an inquiry from the Commission at last month's meeting with respect to sewer allocation at the referenced development, I offer the following:

75 Greenwood Avenue, sitting at the northeast corner of Greenwood Avenue's intersection with Chestnut Street, was originally a single commercial unit on the first floor with a single residential apartment upstairs. At some point in time, the living unit upstairs was split in two, without Town approval. This left the building with three distinct units, although the building has been virtually unoccupied for years.

The current owner petitioned the Zoning Board of Appeals in 2013 to allow for three units to be renovated as residential space. No outside referral was made to the Public Utilities Commission because the matter was not heard by the Planning & Zoning Commission. The ZBA approved the third unit at their meeting on July 16, 2013, noting that parking for the existing structure did not meet requirements for a multi-family building.

During the detailed analysis of sewer allocations performed by Public Works and Planning & Zoning last year, this lot was assigned an allocation of 150 gallons per day, based on the formula for a Commercial property which was 1300 gallons/day/acre for 0.115 acres. This allocation appears to be insufficient to accommodate three residential units.

Based on the above, it is recommended that the application process for the Zoning Board of Appeals include a review by the Public Utilities Commission or its agent of any proposed change in use or change in density that may trigger a larger daily volume of sanitary sewage than for which was planned.

# REQUEST FOR PROPOSAL

**Town of Bethel  
County, Fairfield  
State of Connecticut**

Notice is hereby given that Proposal packages will be received at the Purchasing Office, Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT. 06801 until 4.00p.m. Dec. 6, 2013 for the following purpose:

## LEAF COMPOSTING OPERATION

The Town of Bethel is seeking a third party leaf composting operation to be located on Town property adjoining the Bethel Transfer Station. The proposal should include a timeline for designing a site plan, preparing, submitting and obtaining DEEP and local approvals; and, length of time for construction until operation commences. Proposal should also include the volume of compost expected to be processed per year. The proposal will contain expected compensation to be paid to the Town in exchange for allowing the operation on Town property. The details of such compensation plan are left to the discretion of the vendor, and may include a flat monthly rent, a revenue sharing plan or some combination.

Request for Proposal documents are available in the Bethel Public Works Department & Purchasing Office, Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT. 06801. Public Works Phone: 203-794-8549/ Purchasing's Phone: 203-794-8514 Hours: Monday - Friday 8:30 a.m. till 4:30 p.m. All questions, inquiries and requests for clarification shall be e-mailed to Andrew Morosky, Public Works Director / Town Engineer [moroskya@bethel-ct.gov](mailto:moroskya@bethel-ct.gov), on or before Nov. 26, 2013.

Sealed Proposals (3-copies) must be submitted no later than 4.00 p.m. on Friday Dec. 6, 2013 to the Purchasing Office, Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT. 06801. The Town of Bethel reserves the right to accept and/or reject any and all packages, waive any informalities and select applicants that it determines best meets their needs as provided for in Section 8-13c of the Charter of the Town of Bethel.

Dated at Bethel, Connecticut, this 8<sup>th</sup> day of November 2013

**Town of Bethel  
Purchasing Authority  
Matthew S. Knickerbocker  
First Selectman  
Robert V. Kozlowski  
Comptroller**

**TOWN OF BETHEL  
WATER DEPARTMENT  
November 30, 2013**

<b>REVENUE</b>		<b>\$ 442,865.63</b>
<b>Revenue Detail</b>		
Use of Water	439,993.63	
Liens	72.00	
Permits & Installation	2,800.00	
Interest on Investments	-	
BAN Revenue	-	
	<b>442,865.63</b>	
<b>EXPENDITURES</b>		
SALARIES	\$ 151,899.96	
BENEFITS	60,099.86	211,999.82
UTILITIES	31,691.50	
SUPPLIES	31,797.87	
MAINTENANCE	36,702.57	
SERVICES	77,223.85	
CAPITAL IMPROVEMENT	-	
UTILITY COLLECTOR/OFFICE	2,481.62	
DEBT SERVICE		
ALLOCATED EXPENSE	56,250.00	
INSURANCE	-	
DEPRECIATION EST	52,083.33	
INTEREST EXPENSE	-	
	<b>500,230.56</b>	
<b>NET REVENUE</b>		<b>\$ (57,364.93)</b>

December 3, 2012	Difference	2012 vs 2013
359,515.63		83,350.00
402,075.83		
10,590.00		
2,285.79		
414,861.67		
147,954.48		3,945.48
46,359.29		13,740.57
26,056.58		5,634.92
33,867.00		(2,069.13)
34,000.44		2,702.13
22,259.06		54,964.79
5,030.00		(5,030.00)
1,893.07		588.55
56,250.00		
41,666.67		10,416.66
415,336.59		84,893.97
\$ (55,820.96)		\$ (1,543.97)

**TOWN OF BETHEL  
WATER DEPARTMENT  
November 30, 2013**

		\$	442,865.63	
<b>REVENUE</b>				
<u>Revenue Detail</u>				
Use of Water	439,993.63			
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MAINTENANCE	36,702.57			
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DEBT SERVICE				
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10,500.00	
2,285.79	
414,861.67	
147,954.48	3,945.48
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26,056.58	5,634.92
33,867.00	(2,069.13)
34,000.44	2,702.13
22,259.06	54,964.79
5,030.00	(5,030.00)
1,893.07	588.55
56,250.00	
41,666.67	10,416.66
415,336.59	84,893.97
<b>\$ (55,820.96)</b>	<b>\$ (1,543.97)</b>

**TOWN OF BETHEL  
SEWER DEPARTMENT  
November 30, 2013**

**REVENUE**

\$ 2,472,097.95

**Revenue Detail**

Use of Sewer	2,457,199.95
Sewer Assessments	-
Liens	48.00
Permits & Installation	14,850.00
Interest on Investments	-
BAN Premium	-
	<u>2,472,097.95</u>

**EXPENDITURES**

SALARIES	\$ 93,325.71	
BENEFITS	36,101.22	129,426.93
UTILITIES	24,260.60	
SUPPLIES	10,061.64	
MAINTENANCE	28,583.31	
SERVICES	439,314.25	
CAPITAL IMPROVEMENT	-	
OFFICE	4,895.44	
DEBT SERVICE	1,119,848.13	
ACCOUNTS PAYABLE-DANBURY	382,000.00	
ALLOCATED EXPENSE	37,500.00	
Insurance	-	
Allocated Expense- Auditing; IT ETC	-	
DEPRECIATION EST	<u>131,250.00</u>	
		<u>2,307,140.30</u>

**NET REVENUE**

\$ 164,957.65

December 3, 2012	Difference 2012 vs 2013
2,629,927.11	(157,829.16)
2,600,255.35	(143,055.40)
23,775.00	48.00
5,896.76	(8,925.00)
2,629,927.11	(5,896.76)
89,674.07	(157,829.16)
28,935.27	3,651.64
18,620.50	7,165.95
8,261.36	5,640.10
20,484.12	1,800.28
421,202.62	8,099.19
152,370.21	18,111.63
5,158.04	(152,370.21)
1,341,703.52	(262.60)
406,076.58	(221,855.39)
37,500.00	(24,076.58)
(152,370.21)	37,500.00
131,250.00	(152,370.21)
2,508,866.08	152,370.21
121,061.03	(201,725.78)
\$ 121,061.03	\$ 43,896.62

**TOWN OF BETHEL  
TRANSFER STATION  
November 30, 2013**

<b>REVENUE</b>		\$ 114,031.53
<b>Revenue Detail</b>		
Permits	53,130.00	
Bulk Waste	-	
Dumping Charges	56,181.87	
Scrap Metal	3,544.66	
Brush	1,175.00	
Appliances	-	
	<b>114,031.53</b>	
 <b>EXPENDITURES</b>		
SALARIES	\$ 42,933.11	
BENEFITS	21,209.67	
UTILITIES		
OFFICE	18.95	
DEPRECIATION	-	
MATERIALS & SUPPLIES	-	
REPAIRS & MAINTENANCE	-	
CONTRACTED SERVICES	23,089.41	
INSURANCE	-	
ALLOCATED EXPENSES	15,000.00	
	102,251.14	
<b>NET REVENUE</b>		<b>\$ 11,780.39</b>

REPORT AS OF December 3, 2012		Difference 2012 vs 2013
\$ 93,232.69		20,798.84
30,680.00		22,450.00
59,107.99		(2,926.12)
2,924.70		619.96
520.00		655.00
-		
93,232.69		
49,170.81		(6,237.70)
17,310.72		3,898.95
98.96		(75.01)
1,072.30		(1,072.30)
20,887.32		2,202.09
15,000.00		
103,535.11		(1,283.97)
\$ (10,302.42)	\$	22,082.81