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TOWN OF BETHEL
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PUBLIC UTILITIES COMMISSION

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

MINUTES OF SPECIAL MEETING

Thursday, June 11, 2009

4:30 p.m.

Bethel Municipal Center – Meeting Room “A”

Present:

Chairman Robert Burke, Commissioners Paul Szatkowski, Michael Gribbin and Billy Michael. Also in attendance Len Assard, Heitkamp; Andrew Morosky, Town Engineer; Kelly Curtis, Utilities Supervisor; Ann Scacco, Tax Collector.

Absent:

Commissioner Kevin Cleary

Call to Order:

First Selectman Burke called the regular meeting to order at 4:30 pm

Public Input:

Doug DiVesta, Engineer representing homeowner for 21 Nashville Road Extension. Mr. DiVesta requested that the PUC act on his client's application to connect from outside the Sewer Service Area. Commissioner Burke indicated that this item will be on the agenda of the Regular Meeting in July.

Selectman Szatkowski indicated that he will not be available for the July Meeting.

Correspondence:

None

Minutes:

Commissioner Gribbin made a motion which was seconded by First Selectman Szatkowski to move the approval of the minutes till after the Engineering Report. Vote, All in Favor, Motion Carries.

Old Business:

Proposed Sewer Regulations: Mr. Assard reviewed briefly some of the revised new rules and regulations and indicated that the changes requested at previous PUC meetings have been incorporated and the PUC may now schedule a Public Hearing.

First Selectman Burke made a motion which was seconded by Commissioner Gribbin to accept the rules and regulations and proceed to a Public Hearing as soon

as the Chairman can establish the date and time of the Public Hearing. Vote, All in Favor, Motion Carries.

Water Main Extension – Grassy Plain Street: Selectman Burke is still anticipating two (2) more signatures in the next day or two and the remaining two signatures shortly thereafter. Mr. Assard indicated that the offer made to the Commission for establishing water service will not be held indefinitely. Carry forward for next meeting.

101 Wooster: Nothing new to review, carry forward to next meeting.

Financial Report:

Water and Sewer Financial Status: Comptroller Barry Curina forwarded a one page snapshot of the financials for the commission. The Sewer fund has made a strong comeback from a year ago in terms of what is owed to the Town's General Fund but the Water fund is lagging.

Commissioner Michael asked about the usage in the third quarter for 2008 because of the decline in the usage. Mr. Curtis indicated that the users just used less water and weather has an effect on that as well. Ann Scacco, Bethel's Tax Collector, indicated that water usage was down from other quarters but in the end it all averages out. The difference may only be due to the timing of the meter readings.

Ms. Scacco attended the meeting to discuss potential updates to the Tax Department's software program for utility billing. The system the Town has now is outdated and not compatible with software from any other department. In addition, the company behind the software is very small (two people) and Ms. Scacco is concerned that she will need immediate help with the software someday and no one from the company will be there to help her. In her opinion, the Town of Bethel deserves a more reliable solution for utility billing.

The proposed program is a module that works with the Munis software which the Finance Department has already purchased and are in the process of transferring their data. The Munis software, by Tyler Technologies, is used by a number of Fairfield County municipalities, including Norwalk. By using the utility billing module, the Water and Sewer Department billings and collections would be directly linked to the Finance Department's system, which should lead to better reporting of financial data. Commissioner Gribbin inquired about the cost; Ms. Scacco indicated the cost for the software is approximately \$80,000; with setup and training the cost is approximately \$90,000. There is an annual licensing fee, currently \$3,800, which includes any updates to the software. Mr. Curtis suggested the Town could lease/purchase the software, which amounts to approximately \$20,000 per year for five years plus annual licensing fees.

Commissioner Michael left the meeting at 5:00 p.m.

Selectman Szatkowski asked whether the Town has any legal obligations to the Software company we are presently with. Ann indicated there were no obligations.

Selectman Szakowski also asked whether any other Town's have Munis System, Ms. Scacco indicated that Norwalk has this software system and all the departments in their Town are connected to each other.

Danbury Intermunicipal Sewer Invoice: Mr. Morosky is in communications with the Finance Director of City of Danbury, Dave St. Hilaire as well as David Day, Danbury's Utilities Superintendent.

Selectman Szatkowski indicated the Town of Bethel is still waiting for their portion of the Interlocal Agreement payment of \$175,000.00.

Engineering/Utility Consultant Report:

Grants

Water Storage Tank: Mr. Morosky indicated the Danbury Inland and Wetland has approved the site as well as the Planning and Zoning on June 3rd. The residents that attended the meeting had several questions for the Engineering firm Wright Pierce.

Mr. Morosky indicated that the biologist reported back to the consultant regarding the tank site and there were no species from the DEP database that would be affected.

Stony Hill Sewer Project: Contract 3 is moving along and now working on Oak Ridge; Evergreen, Ridgedale and Hilldale areas.

Planning and Zoning has a meeting on June 23th set for the approval of the site of the Walnut Hill pump station, this will be the last approval needed for the pump station.

Contract 4: Mr. Morosky is working toward establishing the site for the pump station for Contract 4. Once the pump station site is established, URS can complete the design and the commission may wish to consider adding this portion to contract 3 through a change order, which could save money in the long term compared to putting a project out to bid.

Easements: No further information to report.

Supervisor's Report: Mr. Curtis indicated we have been having grease clogs occurring in the Knollwood Drive and Granite Drive area (thirty homes) for some time. New England Pipe Cleaning, Inc. sent a camera to investigate and located the problem. Some enzymes were put into the manholes to degrease the lines and manholes and clear the system out. Mr. Curtis also indicated that they have the same issue occurring on Fleetwood Avenue.

Mr. Curtis indicated the Utility Department is inspecting about two to three installations a day for the Stony Hill sewer project with no problems.

Nashville Road – the 4” water line was cut and capped the other day.

Mr. Assard indicated he has received a letter requesting a Plan of Action (POA) for data collection and aquifer modeling from DEP regarding the Diversion Permitting and Level “A” Aquifer mapping for the Town of Bethel water supply wells located in the East Swamp aquifer. The DEP has requested that the POA include additional detail describing the aquifer properties and extent. The cost of this additional work will be about \$23,000, according to an estimate from the PUC’s consultant for this work, HRP Associates. Mr. Assard indicated the PUC will need to generate a purchase order through the Finance Department to initiate this work.

Minutes:

Meeting Minutes from Special Meeting May 11, 2009: Selectman Szatkowski made a motion, which was seconded by Commissioner Gribbin, to approve the minutes as presented. Vote, All in Favor, Motion Carries

Meeting Minutes from Special Meeting May 18 2009: Selectman Szatkowski made a motion, which was seconded by Commissioner Gribbin, to approve the minutes as presented. Vote, All in Favor, Motion Carries

New Business:

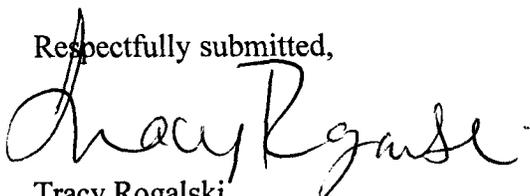
16 Grassy Plain Street: Plans call for a proposed two story commercial building connecting to the Town’s water and sewer system. Mr. Morosky indicated that this lot has previously been approved for development and is located next to the existing Union Savings Bank. There is a sewer allocation for this parcel and there is no problem supplying water to this site.

First Selectman Burke made a motion which was seconded by Commissioner Gribbin to notify Planning and Zoning that the application for 16 Grassy Plain Street is approved with a sewer allocation as indicated in the Water Pollution Control Plan. Vote, All in Favor, Motion Carries

Adjourn:

As there was no further business on today’s agenda, Commissioner Gribbin made a motion, which was seconded by Selectman Szatkowski, to adjourn the meeting at 5:15 p.m. Vote, All in Favor, Motion Carries.

Respectfully submitted,



Tracy Rogalski
Recording Secretary