



PUBLIC UTILITIES COMMISSION

Bethel Municipal Center, 1 School Street

Bethel, Connecticut 06801 Telephone: (203) 794-8501

SPECIAL MEETING

Monday, November 29, 2011

4:00 p.m.

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

RECEIVED
NOV 29 2011
TOWN OF BETHEL
TOWN CLERK

Present: First Selectman Matthew Knickerbocker; Selectman Richard Straiton, Selectman Paul Szatkowski and Commissioner Michael Gribbin. Also in attendance were Town Comptroller Bob Kozlowski, Town Engineer Andrew Morosky, Utilities Superintendent Kelly Curtis, Utility Consultant Len Assard and Town Attorney Martin Lawlor.

Absent: Commissioner Peter Valenti

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

Public Input: None

Correspondence: Inland Wetlands Commission - Aquifer Protection Agency
Attorney Martin Lawlor indicated to the Commission that the State is updating the language for the regulations for the Aquifer Protection Areas. Bethel’s Inland Wetlands Commission is also its Aquifer Protection Agency.

Meeting Minutes from Special Meeting October 12, 2011: *Selectman Straiton made a motion, which was seconded by Selectman Szatkowski to approve the Special Meeting of October 12, 2011. Discussion took place. Vote, All in Favor, Motion Approved.*

Old Business:

- **Proposed Sewer Bank Regulations:** First Selectman Knickerbocker asked the Commission to consider drafting a motion for a temporary Sewer Bank Regulation. This temporary regulation would allow for applicants who need a relatively small adjustment to their allocation prior to any permanent Sewer Bank Regulation going into effect. It was noted that a Public Hearing will have to be scheduled, even for temporary regulations, because of the proposed fees associated with the regulations. For example, the application fee could be \$250 or more, to cover the costs of reviewing the impact, and a per gallon fee could be \$15 for each gallon over and above their allocation. These fees could then be set aside for maintenance, primarily Inflow and Infiltration reduction projects. After further discussion with respect to the starting point of a sewer bank, it was agreed that Tighe & Bond, the consultant that established the allocations, should advise the Commission on certain aspects of the regulations.

Commissioner Michael Gribbin made a motion, which was seconded by Selectman Szatkowski to table the Proposed Sewer Bank Regulations for the December 12th meeting. Vote, All in Favor, Motion Approved.

- **2011-2012 Budget approval:** Comptroller Bob Kozlowski distributed the budget for the Water and Sewer departments with updated information on salaries and insurances included. Commissioner Gribbin requested that the income numbers be included in the budget before a vote is taken. At next month's meeting, Mr. Kozlowski will have the income figures and distribute to the commission.

First Selectman Knickerbocker made a motion, which was seconded by Commissioner Gribbin to table 2011-2012 Budget approval for next month's meeting. Vote, All in favor, Motion Approved.

Financial Report:

Water and Sewer Financial Status: Comptroller Bob Kozlowski distributed financial statements for Water and Sewer Department. Discussion took place.

Invoices:

Water & Sewer

November 29, 2011 Special Meeting					
Item #	Vendor	Inv. Date	Amount	Description	Account
1	All Seasons Tree Care		\$6,970.00	Tree work for Pond at Piera Property - Walnut Hill Rd.	Stony Hill #3
2	Roald Haestad	10/31/2011	\$2,069.79	Plumtrees Pump Station	Sewer
3	Kovacs Construction Corp	11/7/2011	\$10,450.00	Plumtrees Pump Station	Sewer
4	Underwater Solutions	10/26/2011	\$12,840.00	Cleaning wells	Water
5	NEPCCO - Heitkamp	11/16/2011	\$4,485.00	Clean and Inspect 15" pipe	Sewer
6	New England Land Surveying	11/17/2011	\$650.00	Paul St., Sewer Pump Station	Sewer
7	TD and Sons	11/15/2011	\$8,400.00	Easement Dator	Stony Hill #3
8	Martin Lawlor	11/2/2011	\$502.13	Professional Services	Water
9	Martin Lawlor	11/2/2011	\$619.13	Professional Services	Sewer
10	Martin Lawlor	11/2/2011	\$1,277.25	Professional Services	Stony Hill Project
	TOTAL INVOICES		\$48,263.30		

First Selectman Knickerbocker made a motion, seconded by Commissioner Gribbin, to approve invoices totaling \$48,263.30. Vote, All in Favor Motion Approved.

Transfer Station

November 29, 2011 Special Meeting				
Item #	Vendor	Inv. Date	Amount	Description
1	Winter Brothers	9/30/2011	\$2,981.32	Trailer Dump/ Return
2	Winter Brothers	10/15/2011	\$2,528.57	Trailer Dump/ Return
3	Winter Brothers	10/31/2011	\$1,758.03	Trailer Dump/ Return

4	Scotts Company	10/27/2011	\$1,325.00	Waste Material
5	Winter Brothers	10/31/2011	\$0.00	Trailer Dump/Return
6	Winter Brothers	10/31/2011	\$702.00	Recycling
7	Advance Sign and Graphics	11/19/2011	\$225.00	Magnetic Signs for bins
8	Winter Brothers	11/15/2011	\$1,948.12	Trailer Dump/Return
	TOTAL INVOICES		\$11,468.04	

- **Assessments for Phase 2 and 3:** Mr. Morosky indicated that nineteen assessments from Phase 2 were erroneously filed on the land records this past summer and these will be removed due to the fact they were not part of the Public Hearing process and are not able connect to the sewer system. Discussion took place on when phase 3 assessments will be able to be sent out. Mr. Morosky indicated that he and Mr. Kozlowksi have recently worked on the list with the Tax Assessor and the list is ready for when the Commission decides to set a Public Hearing date.
- **Stony Hill Sewer Project:** Mr. Morosky indicated that Ludlow Construction Company is back in town and working on the Oak Ridge Road to Adams Drive easement area. The tree company working for Ludlow has started their portion of the project. Installation of the sewer system is expected to start on Thursday and hook-up is possible for late December. Mr. Morosky updated the Commission with respect to the system located at the lower portion of Payne Road, he noted that all of the property owners have responded favorably to the proposed pipe route and indicated that they will grant easements to the Town. The Town's Attorney noted that the Town is waiting on the final maps from URS for this before the easement language and the Agreement letters can be finalized. In response to a question about performing the proposed work, Mr. Morosky indicated that there are proposals from three contractors for the work: Ludlow Construction – approximately \$140,000.00 (based on a previously submitted change order proposal) -- Pembroke Pumping Services \$100,000+ (verbal quote from Bill Coffey) -- TD and Sons submitted a written quote for under \$60,000. Mr. Morosky was asked if all the work in the Ludlow quote was included in the T.D. & Sons quote. Mr. Morosky indicated that T.D. & Sons proposal was based on the same information that Ludlow and Pembroke based their price on (URS site plan and specifications for the force main and appurtenances).

Selectman Straiton made a motion, seconded by Commissioner Gribbin, to authorize the force main installation on Shelter Rock Road and the lower portion of Payne Road force main with T.D. & Sons being awarded the work, pending final easement acquisitions. Vote, All in Favor Motion Approved.

- **Easements for Phase 2 and 3:** Attorney Lawlor discussed with the Commission why it is essential to obtain subordination agreements for each easement the Town is acquiring. There are active easements in the Stony Hill project that still need to have subordinations completed.
 - Phase 3 - Hawleyville Road to Route 6 – Two of the three easements are complete. The only outstanding signature required is from 28 Stony Hill Road. The attorney representing this client was away recently and should be acquiring necessary signatures this week.
 - Phase 3 - Maple Row to Research Drive – URS has presented a revised map to the Town that keeps the sewer out of the portion of the “paper” Maple Row whose ownership is uncertain. This map will be reviewed for accuracy and then finalized for easement and agreement purposes.
 - Phase 2 – Payne Road / Shelter Rock Road – Progress noted above.

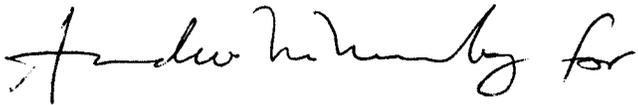
Selectman Szatkowski indicated once again he would like to see URS at the next Public Utility Meeting. Mr. Morosky indicated that he has been in contact regularly with URS but the short notice schedule for this Special Meeting did not work. They will be expected at the meeting on December

12th. Attorney Lawlor also indicated that they have now three locations in the sewer project with sink holes in new roads. Mr. Morosky indicated to the Commission he will contact URS and Ludlow and will ask to have a representative from each company at next month's meeting or will set up a meeting with the First Selectman and URS/Ludlow to discuss beforehand.

Adjourn:

As there was no further business on the agenda, *Selectman Straiton made a motion, seconded by Selectman Szatkowski, to adjourn the meeting at 5:25 p.m.; hearing no objections, the meeting was adjourned.*

Respectfully submitted,

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

Tracy Rogalski, Recording Secretary

WATER DEPARTMENT
PROPOSED BUDGET
FISCAL YEAR 2011 - 2012



TOWN OF BETHEL
WATER DEPARTMENT
PROPOSED EXPENSES
FISCAL YEAR 2011 - 2012

ACCOUNT #	ACCOUNT TITLE	2010 - 2011	2011 - 2012
	SUPPLY, TREATMENT AND DISTRIBUTION		
070-101	SUPERINTENDENTS SALARY	\$ 39,914.00	\$ 41,111.00
070-102	WATER PLANT SUPERVISOR SALARY	\$ 64,418.00	\$ 66,350.00
070-106	OPERATORS SALARIES	\$ 164,818.00	\$ 165,380.00
070-107	OVERTIME	\$ 10,000.00	\$ 10,000.00
070-109	LONGEVITY	\$ 2,050.00	\$ 2,050.00
071-112	SOCIAL SECURITY - MEDICARE	\$ 23,614.00	\$ 24,386.00
071-113	HOSPITALIZATION AND RELATED BENEFITS	\$ 107,052.00	\$ 107,052.00
071-115	PENSION	\$ 45,993.00	\$ 45,993.00
071-308	CLOTHING RENTAL - SAFETY SHOES	\$ 2,070.00	\$ 2,070.00
071-325	WORKERS COMP & OTHER INSURANCES	\$ 21,299.00	\$ 21,299.00
	TOTAL PERSONNEL COSTS	\$481,228.00	\$ 485,691.00
072-205	HEATING OIL	\$ 20,000.00	\$ 20,000.00
072-321	ELECTRICITY	\$ 100,000.00	\$ 120,000.00
072-322	OTHER UTILITIES	\$ 5,000.00	\$ 5,000.00
073-201	CHEMICAL SUPPLIES	\$ 45,000.00	\$ 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 (RENAMED)	\$ 40,000.00	\$ 40,000.00
074- 213	METER AND SERVICE LINE MAINTENANCE (NEW)	\$ 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	\$ 5,000.00
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 PERSONEL COSTS	\$ 909,228.00	\$ 948,691.00

TOWN OF BETHEL
 WATER DEPARTMENT
 PROPOSED EXPENSES
 FISCAL YEAR 2011 - 2012

ACCOUNT #	ACCOUNT TITLE	2010 - 2011	2011 - 2012
	CAPITAL IMPROVEMENT		
077-405	CAPITAL OUTLAY	\$ 1,005,000.00	\$ 1,349,000.00
TOTALS	OFFICE - CAPITAL IMPROVEMENT	\$ 1,005,000.00	\$ 1,349,000.00
	OFFICE - COLLECTION		
077-105	ALLOCATION SALARY (Comptroller)		\$ 5,000.00
077-106	COLLECTION SALARIES (Delaney)	\$ 39,530.00	\$ 40,932.00
077-201	OFFICE EXPENSE	\$ 10,000.00	\$ 10,000.00
TOTALS	OFFICE - COLLECTION	\$ 49,530.00	\$ 55,932.00
	DEBT SERVICE		
080-629	INTEREST PAYMENT	\$ 805.00	\$ 240.00
080-630	PRINCIPAL PAYMENT	\$ 48,732.00	\$ 80,000.00
TOTALS	DEBT SERVICE	\$ 49,537.00	\$ 80,240.00
	TOTAL EXPENSE BUDGET	\$ 2,013,295.00	\$ 2,433,863.00

SEWER DEPARTMENT
PROPOSED BUDGET
FISCAL YEAR 2011 - 2012



TOWN OF BETHEL

SEWER DEPARTMENT
PROPOSED EXPENSES
FISCAL YEAR 2011 - 2012

ACCOUNT #	ACCOUNT TITLE PLANT, PUMPING AND LINE MAINTENANCE	RECOMMENDED 2010 - 2011	RECOMMENDED 2011 - 2012
070-101	SUPERINTENDENTS SALARY	\$ 39,914.00	\$ 41,111.00
070-106	OPERATORS SALARIES	\$ 109,532.00	\$ 112,070.00
070-107	OVERTIME	\$ 10,000.00	\$ 10,000.00
070-109	LONGEVITY	\$ 1,400.00	\$ 1,400.00
071-112	SOCIAL SECURITY - MEDICARE	\$ 14,457.00	\$ 15,233.00
071-113	HOSPITALIZATION AND RELATED BENEFITS	\$ 52,780.00	\$ 52,780.00
071-115	PENSION	\$ 28,157.00	\$ 28,157.00
071-308	CLOTHING RENTAL - SAFETY SHOES	\$ 1,070.00	\$ 1,070.00
071-325	COMMERCIAL AND WORKERS COMPENSATION INSURANCE	\$ 8,712.00	\$ 8,712.00
	TOTAL PERSONNEL COSTS	\$ 266,022.00	\$ 270,533.00
072-205	HEATING OIL	\$ 8,000.00	\$ 8,000.00
072-321	ELECTRICITY	\$ 70,000.00	\$ 70,000.00
072-322	OTHER UTILITIES	\$ 5,000.00	\$ 7,500.00
073-201	CHEMICAL SUPPLIES	\$ 2,500.00	\$ 10,000.00
073-204	GASOLINE	\$ 3,000.00	\$ 3,000.00
073-356	OTHER SUPPLIES	\$ 4,000.00	\$ 5,000.00
074-207	PLANT MAINTENANCE	\$ 45,000.00	\$ 45,000.00
074-208	VEHICLE MAINTENANCE	\$ 5,000.00	\$ 5,000.00
074-209	ALARM MAINTENANCE	\$ 2,500.00	\$ 2,500.00
074-212	SEWER LINE MAINTENANCE (RENAMED)	\$ 25,000.00	\$ 25,000.00
074-357	CLAIMS		
075-301	DUES AND EDUCATION	\$ 1,500.00	\$ 2,000.00
075-307	AUDITING SERVICES	\$ 4,000.00	\$ 4,000.00
075-310	LEGAL SERVICES	\$ 15,000.00	\$ 15,000.00
075-312	PERMITS & MISC FEES	\$ 1,000.00	\$ 1,000.00
075-313	CONTRACTED SERVICES	\$ 50,000.00	\$ 50,000.00
?	TREATMENT COST CITY OF DANBURY (NEW)	\$ 800,000.00	\$ 900,000.00

075-314	PROFESSIONAL SERVICES (NEW)	\$ 75,000.00	\$ 75,000.00
075-350	CONTINGENCY	\$ 1,000.00	\$ 1,000.00
TOTALS	PERSONNEL, PLANT, PUMPING AND LINE MAINT.	\$ 1,383,522.00	\$ 1,499,533.00

TOWN OF BETHEL
SEWER DEPARTMENT
PROPOSED EXPENSES
FISCAL YEAR 2011 - 2012

New Line Items

- Stony Hill Phase # 1
- Stony Hill Phase # 2
- Stony Hill Phase # 3
- Stony Hill Phase # 4

ACCOUNT #	ACCOUNT TITLE	RECOMMENDED 2010 - 2012	RECOMMENDED 2011 - 2012
CAPITAL IMPROVEMENT			
076-405	CAPITAL OUTLAY	\$ 622,000.00	\$ 661,000.00
TOTALS	OFFICE - CAPITAL IMPROVEMENT	\$ 622,000.00	\$ 661,000.00
OFFICE - COLLECTION			
077-105	ALLOCATION SALARY (Comptroller)		\$ 5,000.00
077-106	COLLECTION SALARIES (Ventrella)	\$ 39,530.00	\$ 40,932.00
077-201	OFFICE EXPENSE	\$ 12,000.00	\$ 12,000.00
TOTALS	OFFICE - COLLECTION	\$ 51,530.00	\$ 57,932.00
DEBT SERVICE			
080-629	INTEREST PAYMENT	\$ 25,198.00	\$ 15,599.00
080-630	PRINCIPAL PAYMENT	\$ 479,967.00	\$ 479,967.00
TOTALS	DEBT SERVICE	\$ 505,165.00	\$ 495,566.00
TOTAL EXPENSE BUDGET		\$ 1,940,217.00	\$ 2,053,031.00