

**CITY OF GROTON UTILITIES COMMISSION
/WATER POLLUTION CONTROL AUTHORITY**

Minutes of **SPECIAL** Meeting

April 17, 2018

1. CALL TO ORDER

Chairperson Hedrick called the meeting to order at 10:00 a.m.

ROLL CALL

Present: Chairperson Mayor Keith Hedrick

Commissioners: Paul Duarte, Jeffrey Godley, George Scully

Staff present: Director of Utilities Ronald A. Gaudet
Executive Administrator Deborah J. Damm
General Manager-Information Technology Susan G. Blanchette
General Manager-Utility Finance David F. Collard
General Manager-Key Accounts Leonard J. Mediavilla
General Manager-Customer Service Tina M. Daniels
Manager-Engineering Brian J. Roche
Manager-Water/PAF Richard M. Stevens
Manager-Operations Randall S. Surprenant
Manager-Operations Raymond L. Valentini
Economic Development Manager Frank E. Winkler
Energy Engineer Hollis McKee
Accounting Manager Yi Xiang

2. APPROVAL OF MINUTES

Commissioner Duarte moved, **Commissioner Scully** seconded a motion to approve the minutes of the regular meeting of March 23, 2018. **Motion carried unanimously.**

3. COMMUNICATIONS AND CORRESPONDENCE

Director Gaudet informed the Commission of the groundbreaking enactment ceremony to be held on Monday, April 30, 2018 at the Water Treatment Plant. The Commissioners are invited to attend.

4. PUBLIC COMMUNICATIONS

Michael Boucher – 16 Hillside Drive, Groton – Mr. Boucher requested copies of the proposed budgets for the Electric, Water, and Sewer divisions. Chairperson Hedrick stated copies would be made available, but noted the proposed budgets are in draft form and as such are unapproved at this time.

5. OLD BUSINESS

There was no old business to discuss.

6. NEW BUSINESS

Agenda Item 11A – GUC-18-04-04: Consideration of and action to authorize Groton Utilities management to issue a purchase order to Calgon Carbon Corporation, 500 Calgon Carbon Drive, Pittsburgh, Pennsylvania, for the purchase of Granular Activated Carbon for Filters No. 6 and No. 11 at the Water Treatment Plant in the quoted amount not to exceed Seventy-Eight Thousand, Two Hundred Ten Dollars and No Cents (\$78,210.00) to be paid from funds available in the approved Fiscal Year 2018 Water Division budget, and furthermore that the City Council be apprised of this action with the recommendation that it concur

Commissioner Godley moved, **Commissioner Scully** seconded that the City of Groton Utilities Commission / Water Pollution Control Authority authorize Groton Utilities management to issue a purchase order to

Calgon Carbon Corporation, 500 Calgon Carbon Drive, Pittsburgh, Pennsylvania, for the purchase of Granular Activated Carbon for Filters No. 6 and No. 11 at the Water Treatment Plant in the quoted amount not to exceed Seventy-Eight Thousand, Two Hundred Ten Dollars and No Cents (\$78,210.00) to be paid from funds available in the approved Fiscal Year 2018 Water Division budget, and furthermore that the City Council be apprised of this action with the recommendation that it concur.

Commissioner Duarte asked how long the carbon lasts. Manager Stevens replied the carbon usually lasts a few year, but can be affected by manganese control efforts. The new plant will utilize new filtration methods that will last longer.

Motion carried unanimously.

Agenda Item 11B - GUC-18-04-05: Consideration of and action to set Monday, May 7, 2018 at 7:00 p.m. as the date and time for a Public Hearing on the proposed Sewer Rate Schedule for Groton Utilities

Commissioner Godley moved, **Commissioner Duarte** seconded that the City of Groton Utilities Commission / Water Pollution Control Authority set Monday, May 7, 2018 at 7:00 p.m. as the date and time for a Public Hearing on the proposed Sewer Rate Schedule for Groton Utilities.

Director Gaudet noted the Commissioners packages include the City Ordinance designating the Utilities Commission as the Water Pollution Control Authority effective March 5, 2018, as well as the City Ordinance setting the new user fee process.

Motion carried unanimously.

Agenda Item 11C - GUC-18-04-06: Consideration of and action to set Monday, May 7, 2018 at 7:15 p.m. as the date and time for a Special Groton Utilities Commission / WPCA meeting on the proposed Sewer Rate Schedule for Groton Utilities

Commissioner Godley moved, **Commissioner Duarte** seconded that the City of Groton Utilities Commission / Water Pollution Control Authority set Monday, May 7, 2018 at 7:15 p.m. as the date and time for a Special Groton Utilities Commission / WPCA meeting on the proposed Sewer Rate Schedule for Groton Utilities. **Motion carried unanimously.**

Agenda Item 11D - Management Review of the Proposed Operating and Capital Budgets for the Electric Division for Fiscal Year 2018-2019

General Manager Collard gave an overview of the proposed Electric Division budgets for fiscal year 2018-2019 including capital projects, bond fund projects, the return to the City, and the new allocation to include the sewer division, which was determined by customer meter counts.

The Commission discussed the rate stabilization fund and the benefits and earnings that the Connecticut Municipal Electric Energy Cooperative (CMEEC) brings to Groton Utilities and customers' bills.

The Commission also discussed the open, budgeted positions that include a General Manager, Electrical Engineer, SCADA Engineer, CBYD/GIS Project Manager, Learner Lineperson, and Apprentice Electrician. Commissioner Duarte asked if the compliance administrator position being eliminated was currently vacant. Director Gaudet responded it was, and that the position was created two (2) years ago and was never filled due to current space issue at the municipal building. General Manager Blanchette stated her objections to the position being eliminated from the budget due to the volume of documentation required for various compliance requirements with the North American Electric Reliability Corporation (NERC) Critical

Infrastructure Protection (CIP), Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPPA) and security awareness training, as well as Department of Energy (DOE) grant requirements.

Commissioner Duarte asked where Management was proposing to relocate Groton Utilities staff to. Director Gaudet stated one option was the first floor of 15 Thames Street. Rent is very competitive and the area is poised for economic development as well. Chairperson Hedrick noted the anticipated move is part of a larger plan to address space issues within multiple City departments. A committee has been formed to look at the issue and make a recommendation to the City Council.

Agenda Item 11E - Management Review of the Proposed Operating and Capital Budgets for the Water Division for Fiscal Year 2018-2019

General Manager Collard gave an overview of the proposed Water Division budgets for fiscal year 2018-2019 and answered Commissioners questions on gravel revenues and consent agreements for the interconnections required as part of the State of Connecticut Drinking Water State Revolving Fund (DWSRF) loan.

Agenda Item 11F - Management Review of the Proposed Operating and Capital Budgets for the Sewer Division for Fiscal Year 2018-2019

General Manager Collard gave an overview of the propose Sewer Division budgets for fiscal year 2018-2019. The sewer use charges were designed by Raftelis Financial Consultants, Incorporated. General Manager Daniels gave an overview of how fees were designed.

Chairperson Hedrick recognized the heavy lift needed to accomplish this task and how it will benefit the City and its citizens in the future.

7. EXECUTIVE SESSION

There was no executive session.

8. ADJOURNMENT

There being no further business, at 11:54 a.m., **Commissioner Duarte** moved, **Commissioner Godley** seconded a motion to adjourn. **Motion carried.**

Attest:

Paul Duarte
Clerk