

**Minutes  
Regular Meeting  
Bolton Lakes Water Pollution Control Authority**

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March 1 11:25 PM 2011

**February 23, 2011**

**7:00 PM**

**Bolton Town Hall**

Attendees: Chairman Robert Morra, Richard Hayes, Mike Morris, Daniel Wright, Noel Gessay, Mark Turkington and Alternates Cheryl Udin and John Ward. Also present was Marshall Gaston of Fuss & O'Neill, Inc. and David Ignatowicz Vernon WPCA Director.

**1. CALL TO ORDER**

Chairman Robert Morra called the meeting to order at 7:00 P.M. Alternate members were approved as voting members (Cheryl Udin for Carmine Pellegrino and John Ward for Jason McCoy).

**2. PUBLIC COMMENT**

None

**3. ELECTION OF OFFICERS**

Chairman Morra called for the election of officers for 2011.

**Mike Morris nominated Robert Morra to continue to serve as Chairman. The nomination was seconded by Noel Gessay. All voted in favor, the motion carried.**

**Richard Hayes nominated Jason McCoy to continue to serve as Vice-Chairman. The nomination was seconded by Noel Gessay. All voted in favor, the motion carried.**

**Noel Gessay nominated Richard Hayes to continue to serve as Secretary. The motion was seconded by Mike Morris. All voted in favor with Mr. Hayes abstaining. The motion passed.**

**4. ACCEPTANCE OF MINUTES OF DECEMBER 1, 2010 REGULAR MEETING**

**A motion was made by John Ward moved to accept the minutes of the December 1, 2010 regular meeting as presented and seconded by Noel Gessay. The motion passed with Richard Hayes and Cheryl Udin abstaining.**

**5. PENDING BUSINESS**

- A) Marshall Gaston presented a Bolton Lakes Sewer Project Report dated February 23, 2011 and commented on Phases 1,2,and 3 and a financial report. The report is here-by incorporated into the minutes.
- B) Discussion regarding Rural Development closing for Phase 1 Construction  
Mr. Gaston and Chairman Morra reported that the closing was held on December 15, 2010.
- C) Review of Rules and Regulations  
Marshall Gaston reported that the Rules and Regulations were in the process of being reviewed by Attorney Andrew Lord of Murtha-Cullina, LLP.

D) Review of Assessments

A draft Sewer Benefit Assessment Policy was handed out and reviewed by the Authority as well as a list of estimated EDU's for Contract 1.

After a lengthy discussion, **a motion was made by Richard Hayes and seconded by Noel Gessay, to adopt the Sewer Benefit Assessment Policy with the following amendments:**

**On Page 2, under Paragraph 4, ASSESSMENT ASSIGNED, add a period after "... the Water Pollution Control Authority", and delete the words "as the rates of inflation, prices and costs increase or decrease."**

**On Page 5, under Paragraph 11, DELINQUENT ASSESSMENTS, in the first paragraph after the words "...provided by Section 7-254 of the CGS", delete the period and add the words "or five dollars (\$5.00), whichever is greater." In the second paragraph, delete the entire first sentence "Whenever any installment...whichever is greater.", and further, to set a date for a Public Hearing to be held on March 15, 2011 at 7:00 PM at the Bolton Town Hall for the purpose of receiving public comment on the Sewer Benefit Assessment Policy.**

Chairman Morra then called for a vote on the motion. Carried unanimously

E) Discussion on Next Steps

Marshall Gaston and Chairman Morra commented on work to be completed on Phase I which included meter calibration, grinder pump testing and adoption of Rules and Regulations; boring under Bolton Pond Brook is scheduled next in Phase 2; setting a public hearing date, acquiring easements and bidding of Phase 3 construction and working toward final design in Phase 4.

F) Consider and Act on a Public Hearing Date

The Authority discussed the need to schedule two public hearings. One is required for the levying of Phase 1 Sewer Benefit Assessments and the other is for bidding the Phase 3 construction contract. After discussion, **a motion was made by Richard Hayes and seconded by Noel Gessay, to set a date for a Public Hearing to be held on March 30, 2011 at 7:00 PM at the Bolton Town Hall for the purpose of receiving public comment concerning the levy of Sewer Benefit Assessments for Phase 1 of the Bolton Lakes Area Sewer Project and; to set a date for a Public Hearing to be held on March 30, 2011 at 7:30 PM at the Bolton Town Hall for the purpose of receiving public comment regarding the Phase 3 construction contract.**

Chairman Morra then called for a vote on the motion. Carried unanimously

G) Discussion on Administrator

Chairman Morra reported that he had interviewed a candidate for the position that he felt met the needs of the Authority. Scott Dolphin of Vernon is a person with field experience who could negotiate easements and agreements; would be a sub-contractor to the BLRWPCA; carry his own liability and workers compensation insurance; work flexible hours approximately 20 hours per week to start with no-benefits, and at a rate between \$20 - \$25 per hour. The position will be funded through the Rural Development package.

After discussion, **Richard Hayes moved to increase the hourly rate for the Administrator's wage to a maximum of \$30 per hour. Mike Morris seconded and the motion carried.** It was the consensus of the Authority to move forward with the hiring of Mr. Dolphin.

**6. REPORT OF THE CHAIR**

Chairman Morra reported that he has looked over the main line layouts for Phase 3 with Marshall Gaston. There is a concern about the level of road restoration that will need to be done, particularly on some of the roads in Vernon. Many are dirt or gravel and are inconsistent with the rights-of-way. Earlier in the project, some residents expressed that they wanted to keep the existing gravel roads as they were. Mr. Morra also noted that Rural Development and the DEP will only fund the restoration of trench cuts, not complete road overlays, so there needs to be careful consideration as to how roads will be restored after the installation of the sewer lines.

**7. ANY ADDITIONAL MATTERS**

Richard Hayes questioned what the criterion is for residential houses to expand once they are connected to the sewer system. It is clear, that in order for a new house to be built on a lot with sewers, it has to have been able to be built with an approved on-site system. However, this does not address expansion of an existing house. Mr. Morra stated the property needs to meet the current zoning standards and felt that this was a zoning issue. There was no action taken by the WPCA at this time.

**8. ADJOURNMENT**

**A motion was made by Cheryl Udin and seconded by John Ward to adjourn the meeting at 8:50 pm. Carried unanimously.**

Respectfully Submitted,

  
David R. Ignatowicz  
Director, Vernon WPCD

**NOT ORIGINAL SIGNATURE**



**Bolton Lakes Sewer Project  
Progress Report for BLRWPA Meeting  
February 23, 2011**

**1. Funding Update**

- a. **CWF**
  - i. CWF 21 Reimbursement was submitted for processing.
- b. **Rural Development**
  - i. RD 21 Budget Summary report was submitted for processing.
- c. **STAG**
  - i. Approximately 86% of the funds have been expended.
- d. **STEAP**
  - i. No activity.

**2. Project Progress - Phase 1**

- a. The 3 grinder pumps have been installed. We are waiting for some electrical work to be performed by one of the owners.
- b. The electrical enclosure cabinet was delivered and work will commence as weather permits.
- c. Paving is tentatively scheduled for May 2011. The agreement was delivered on Tuesday 2/22/11 for signature by the Town of Manchester.
- d. Change Order 2 was approved by RD and is under review by DEP.

**3. Project Progress - Phase 2**

- a. The wall shop drawings were reviewed and released to the contractor, who is in the process of ordering materials. The contractor has since reevaluated the system and is considering a "block" modification.
- b. Grinder Pump agreement acquisitions are ongoing. We are currently working with property owners to stay ahead of the contractors needs. We have met with a number of homeowners to address their concerns. (7 outstanding agreements; 666 Boston Turnpike, 674 Boston Turnpike, 91 Quarry Rd, 25 Howard, 733 Boston Turnpike, 753 Boston Turnpike and 890 Boston Turnpike).
- c. Directional Drilling along with the mainline crews have been on a temporary work winter. The boring under the Bolton Pond Brook is scheduled as next part of the installation. The contractor plans on drilling rock areas consecutively.

**4. Project Progress - Phase 3**

- a. The recombined phase 2 and 3 plans have been approved for bidding by RD and DEP.
- b. Draft easements were prepared by the attorney and submitted to BLRWPCA for acquisition.
- c. Next steps would include holding a Public Hearing, acquiring the easements, and bidding the project.

**5. Project Progress - Phase 4**

- a. Met preliminarily with EHHD and NCHD to discuss procedures
- b. Have sent out the second round of lateral location forms.
- c. Final design in process.