



**Town of Berlin – Water Control Commission
Meeting Minutes
July 25, 2023**

The Berlin Water Control Commission Special Meeting was called to order by Commissioner Barry Fairwood, at 6:00 p.m., July 25, 2023 in the Public Works Department (Room 120), 240 Kensington Road.

ATTENDANCE:

Commissioners: Barry Fairwood, Tom Lasker, Liam Mitchell and Bruce Laroche (arriving later)
Absent: Alvaro Garcia, Jr.. Staff – Ray Jarema, P.E., Berlin Water Control.

APPROVAL OF MINUTES:

The minutes of the June 27, 2023 meeting were previously mailed (and e-mailed) to the Commissioners for review.

Commissioner Lasker made a motion to accept the minutes of the June 27, 2023 meeting, seconded by Commissioner Mitchell. The motion was unanimously approved.

NEW BUSINESS:

Waiver of assessment – 65 Savage Hill Road

Mr. Jarema explained to the Commissioners that the property owner of 65 Savage Hill Road is requesting an adjustment to the assessment fees for connecting water and sewer lines. Mr. Eric Kucharzyk introduced himself and provided a print of the property. He is willing to give the small strip of property back to the town in order to not have to pay the full assessment length of approximately 513'. Mr. Jarema took the average frontages from the neighbors and found 126' to be a fair assessment. Commissioner Lasker wanted a caveat added that if the remaining footage is developed in the future, they would be assessed separately. Mr. Kucharzyk didn't believe anyone would ever be able to develop anything else on that land.

Commissioner Fairwood made a motion to reduce the assessment for water and sewer at 65 Savage Hill Road to 126', and if there was any future development, an assessment fee would be applied to the remaining area of the property, seconded by Commissioner Lasker. The motion was unanimously approved.

Baxter Avenue – meter upgrade

Mr. Jarema reported the Wright-Pierce has performed an extensive study of the Baxter Avenue meter station and have provided a proposal for a full upgrade to the meter station in the amount of \$35,000. This would include a new meter and a new/improved location for the meter installation (which requires coring the 24" inlet pipe to relocate the meter transducer- this work will be done within a confined space). The goal is to have a dependable/defensible billing meter.

Leak Detection

Mr. Jarema reported that he has procured a company to perform preventative leak detection in late August. Commissioner Lasker asked how often Mr. Jarema wanted to use these services, and Mr. Jarema answered that every couple of years seems practical. We have benefited by finding substantial leaks in the past.

Drinking Water State Revolving Fund (DWSRF) – Intended Use Plan (IUP) Status

Mr. Jarema reported that the State has approved the Meriden Connection project for DWSRF funding and Haley-Ward (formerly Lenard Engineering) will be continuing their design and oversight of the project. An Agreement will need to be formalized with Meriden. We anticipate starting in August.

Mattabassett District Tour

Mr. Jarema reported Liam Mitchell (Mattabassett District Director for Berlin) would like to arrange a tour of their facility/treatment plant for the Commissioners and the Water Department personnel. They will look for a tour (in the early afternoon) sometime in late August.

Rate Changes (assessment, connection, and permit fees)

Mr. Jarema mentioned again that it has been at least ten years or more that certain rates have not changed, namely assessment, connection, and permit fees. He has done some comparisons with surrounding utilities and found that we are well behind others with certain fees. He will put together a proposal for the Commissioners review and approval.

OLD BUSINESS:

Deming Road Pump Station

Mr. Jarema reported that C.H. Nickerson is the Contractor for the pump station project. Permitting is mostly proceeding right now and materials are being ordered. The first payment from the MDC (70%) will be due in September and thereafter two payments will be paid by MDC annually in April and September.

RFP – Award to DPC Engineering, LLC

Mr. Jarema reported that DPC Engineering, LLC was the sole bidder for the Evaluation of the Berlin Water Control Assets Infrastructure at a bid price of \$118,749.94. Since this proposal cost was higher than the budgeted amount, it was determined to divide the project into two phases (water and sewer). The water system is of greater interest because more land is associated with it. The sewer assets will be evaluated next fiscal year.

RFP – District Study - Status

Mr. Jarema reported that a District Study is on hold because the other two districts are unlikely to participate. We are waiting for a report from Haley-Ward identifying available data.

Good of the Order:

16” Water Main Replacement- Status

Commissioner Lasker requested that Mr. Jarema try to have a final bill realized by the August meeting. The last submission for State reimbursement is anticipated in early August. A formal closing will be held later in the month. No timeframe at this point.

ADJOURNMENT:

Commissioner Lasker made a motion to adjourn the meeting at 6:30 p.m., seconded by Commissioner Fairwood. The motion was unanimously approved.

Lecia Paonessa
Recording Secretary

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Kathy Wall
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