Meeting Minutes
Western WUCC Convening Meeting
Brookfield Municipal Center – 100 Pocono Road, Brookfield, CT
June 14, 2016 10:00 AM

The Western Water Utility Coordinating Committee (WUCC) was convened on June 14, 2016 at 10:00 a.m. The meeting was held at the Brookfield Municipal Center at 100 Pocono Road in Brookfield, Connecticut. Prior written notice of this meeting was given via mailings from the Department of Public Health (DPH) to eligible WUCC members, chief administrative officials, local health directors, town clerks, the Secretary of State, state agencies (OPM, PURA, DEEP, CT Office of Consumer Counsel, CT DOT, CT DECD, the Commissioner of Agriculture), and other interested persons. Notice of the meeting was also posted in the following newspapers: Danbury News-Times, Waterbury Republican, La Voz Hispana and Northeast News. Finally, notice of the meeting was posted on the DPH website http://www.dph.gov.

The following WUCC member representatives were in attendance (listed in alphabetical order of affiliation):

WUCC Member Representative	Affiliation
Dan Lawrence	Aquarion Water Company
Kenneth Skov	Aquarion Water Company
Robert Longo	Bristol Water Department
Doug Arndt	Town of Bethel
Leonard Assard	Town of Bethlehem
Raymond Sullivan	Town of Brookfield
Russ Posthauer	Candlewood Springs Property Owners Association
Dave Connors	Connecticut Water Company
David Radka	Connecticut Water Company
David Banker	Metropolitan District Commission
Steve Bonafonte	Metropolitan District Commission
Bart Halloran	Metropolitan District Commission
Carol Youell	Metropolitan District Commission
Aaron Budris	Naugatuck Valley COG
Mike Crespan	Town of New Milford
Donna Culbert	Town of Newtown
Michael Elliot	Norwalk 1st Taxing District
Joanna Wozniak-Brown	Northwest Hills COG
Scott Halstead	Town of Oxford
Tom Villa	South Norwalk Electric & Water
Steve Cerruto	Torrington Water Company
Susan Suhanovsky	Torrington Water Company
Chris Bogucki	Waterbury Water Department
Curtis Read	WestCOG
Mike Towle	WestCOG
Jim Rollins	Winsted Water Works
Laurie Bosco	Wolcott Water Department

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The following non-WUCC member representatives were in attendance (listed in alphabetical order of affiliation):

Non-WUCC Member Representative	Affiliation
Elaine Sistare	CDM Smith
Melissa Czarnowski	CT Department of Energy & Environmental Protection
Corinne Fitting	CT Department of Energy & Environmental Protection
Rich Iozzo	CT Department of Public Health
Lori Mathieu	CT Department of Public Health
Eric McPhee	CT Department of Public Health
Justin Milardo	CT Department of Public Health
Jonathan Steinberg	Connecticut General Assembly
Bruce Wittchen	CT Office of Policy & Management
Nick Neely	Connecticut Public Utilities Regulatory Authority
Eileen Fielding	Farmington Riv. Watershed Assoc.
Scott Bighinatti	Milone & MacBroom, Inc.
Jeanine Gouin	Milone & MacBroom, Inc.
David Murphy	Milone & MacBroom, Inc.
Simon Strucher	Member of Public
Kevin Zak	Naugatuck Riv. Revival Gr.
Dan Pullen	Photronics
Hugh Rogers	Rivers Alliance
Margaret Miner	Rivers Alliance
Peter Galant	Tighe & Bond, Inc.

A copy of the meeting agenda is attached. The following actions took place:

1. Welcome & Introduction

Lori Mathieu of DPH opened the meeting at 10:08 AM. Ms. Mathieu asked for a roll call of attendees and that any WUCC members come forward to fill out place card tent denoting which utility they represented. She introduced her staff and the consultant team from Milone & MacBroom, Inc. (MMI). Ms. Mathieu also announced that this meeting was being webcast live, and it was her hope that all meetings would be webcast or at least recorded for later viewing by the public. She announced that a WUCC webinar would be presented by DPH in July with full details on the process. A question and answer session will be included as part of the webinar.

Ms. Mathieu briefly reviewed the history and importance of the WUCC process, particularly with regard to the need to deliver safe, high quality water for drinking to where it is necessary, and having established utilities on standby to provide water through main extensions or through development of small satellite systems.

2. Overview of Approach and Process

Ms. Mathieu turned the meeting over to David Murphy from MMI. Mr. Murphy introduced the consultant team and who would be leading facilitation of the WUCC process within each of the three regions. Mr. Murphy will primarily handle the Western WUCC, Jeanine Gouin the Central WUCC, and Scott Bighinatti the Eastern WUCC. Each has an assigned backup. Mr. Murphy indicated that Mr.

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Bighinatti would be taking minutes at the convening meeting. In the future, this task will be conducted by the WUCC's elected recording secretary.

Mr. Murphy reviewed MMI's role in the process, which is to help the WUCC facilitate the planning process. MMI will assist the WUCC by developing planning documents, serving as a resource during meetings, and providing much of the "heavy lifting" between meetings in order assist each WUCC adhere to the regulatory schedule.

Mr. Murphy briefly discussed that in the previous planning process for the former Southeastern WUCC, the first six months were taken up with data collection. Statewide WUCC data collection was completed under contract in 2015. All utilities serving greater than 1,000 people will soon receive information for review that represents the information DPH has on file. Utilities should review and provide corrections prior to the next meeting.

The regulatory schedule requires the components of the Area-Wide Supplement to be completed within set timeframes. The Final Water Supply Assessment must be approved and submitted within six months of the initial meeting (December 2016). The preliminary Exclusive Service Area (ESA) boundaries must be developed within nine months of the initial meeting (March 2017), with the final ESA boundaries being submitted within 12 months of the initial meeting (June 2017). The Coordinated Water System Plan must be completed within 24 months of the initial meeting (June 2018).

Mr. Murphy briefly provided an overview of the Western WUCC region, commenting on the gradient for where public water is served from north to south of less densely served areas to very densely served areas along the shoreline. Mr. Murphy then presented a high-level overview of the components of the area-wide supplement and the Statewide Coordinated Plan.

Mr. Murphy discussed how the WUCC process will interface with the State Water Planning process, noting that the concurrent schedule is beneficial because each planning process will be able to influence the other, where appropriate. The State Water Plan has a broader scope than the Statewide Coordinated Water System Plan, which is focused on drinking water supply.

Finally, Mr. Murphy provided an overview of WUCC communications. For routine communications, WUCC members will contact their WUCC Officers (Chairs or Recording Secretary). The WUCC Officers will interface with other WUCCs, MMI, and DPH as necessary. For formal communications, the WUCC Officers (with MMI assistance) will provide correspondence to DPH who will distribute it to all WUCC members and the general public. Correspondence, meeting agendas, documents, etc. will be posted on the DPH WUCC Webpage under the appropriate WUCC. Connecticut DPH intends to make the process as transparent as possible so that those stakeholders who cannot attend every meeting can stay current through the website.

3. <u>Work Plan, Rules of Order, & Organizational Procedures</u>

Mr. Murphy noted that a work plan is required per the Statutes and Regulations, but is not defined in the Statutes and Regulations. He noted that the work plan will contain several components such as rules or order (which may take the form of bylaws), a schedule, meeting locations, protocols for public comment, and the like. He introduced draft bylaws that had been developed based on the rules of order from previous WUCCs. The draft bylaws were intended to serve as guidance for the WUCC;

however, each WUCC may adopt its own set of bylaws, which may differ from the other regional WUCCs. Copies of draft bylaws were distributed to attendees.

Mr. Murphy provided a high-level overview of each of the eight articles of the draft bylaws. The document containing the bylaws was placed on the projector screen. A discussion period regarding the bylaws ensued.

One WUCC member asked about the large number of public water systems (primarily non-community systems) who are WUCC members but were not in attendance. Ms. Gouin and Ms. Mathieu responded that although DPH gave notice to all WUCC members, they are not mandated to attend. It will be up to the WUCC to decide how much outreach should occur beyond notifications to small systems.

Russ Posthauer asked if a formal motion to consider the draft bylaws should be made through Robert's Rules. After brief discussion the WUCC members agreed that a formal motion should be made. Mr. Posthauer motioned to consider the draft bylaws for adoption and Laurie Bosco seconded. Formal discussion of the bylaws proceeded.

- Donna Culbert noted that it was very difficult for a Secretary to fully participate in a meeting.
- Rob Longo noted that the City of Bristol has issues with using WebEx for meetings where voting is to occur, and that votes should likely not be made through WebEx.
- Dan Lawrence noted that voting could be required in person, but that WebEX could allow for participation.
- Ms. Mathieu noted that DPH has arranged for meetings through the consultant contract, and that these should be the standard. Although the WUCC is free to use this technology, she discouraged it.
- Mr. Posthauer suggested removing all mention of WebEx and telephone meetings from the Bylaws.
- One member noted that comments occurring during a WebEx can be very disruptive and that a moderator is needed to manage discussion.
- Doug Arndt suggested that WebEx could be used for passive participation only, such as informational sessions. Such meetings should not take the place of monthly formal meetings.
- Mike Elliot concurred in that web meetings are acceptable but that they should not take the place of formal meetings.
- Raymond Sullivan concurred that voting should not occur via WebEx or telephone conference call. He noted that he participates in conference calls with 50+ attendees and discussion/voting would be time consuming for the WUCC. He also noted that attendees can be muted on WebEx and that the host can open or close individual lines to allow comment or questions.
- One member asked for clarification that all public water systems could vote or a particular group of public water systems (such as restaurants) could side track the process. Ms. Gouin noted that during the Southeastern WUCC, the members adopted a rule that defined "active membership" such that attendance at a certain number of consecutive meetings allowed that member to vote. "Inactive" members were not allowed to vote. This is something that the WUCC may wish to consider. After some discussion, the member noted that allowing voting by telephone should not be allowed.
- Dave Connors asked if the same member representative needed to attend every meeting. Mr. Murphy indicated that no, only the Officers need to be a consistent person. Individuals sign on to be officers, whereas members are representatives of public water systems or Councils of Government (COGs).
- Mr. Posthauer reiterated that removing the sentence regarding WebEx and conference calls would eliminate the issue.

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- Joanna Wozniak-Brown inquired about COG members, who are elected by the chief elected officials who comprise their COG. Mr. Bighinatti suggested asking the chief elected officials of each COG to authorize one or two backups to ensure meeting coverage.

Ms. Gouin asked if there was consensus regarding striking the WebEx/conference call sentence from the draft Bylaws. There was no objection. Additional discussion followed:

- Mr. Connors asked for more details regarding active/inactive membership, as he wants to ensure that the ESA process is not disrupted. Ms. Gouin volunteered to look up the minutes from the Southeastern WUCC to determine the intent and rules that they followed in that process.
- David Radka asked about a potential discrepancy in that there was a specified quorum of 12 to adopt amendments, but under the Amendment Article it required ten members to sign off on a potential amendment. Discussion followed.

Hugh Rogers (non-member) asked if he could participate in the discussion. Mr. Murphy asked the WUCC members if they would allow members of the public to participate at this time and the attending WUCC members concurred that comments from the public on the Bylaws were acceptable.

- Mr. Rogers expressed concern regarding that other than regional COGs, the WUCC membership consists of "extractors and deliverers" and not "consumers" of water. Mr. Rogers asked how this might be rectified.
- Ms. Mathieu reiterated that the WUCC membership is defined by statute and regulation. However, DPH has notified numerous state agencies and stakeholders as part of this process, including local Planning and Zoning Commissions, CT OPM, CT PURA, CT DEEP, CT Office of Consumer Counsel, CT DOT, CT DECD, the Commissioner of Agriculture, etc. Minimum public comment periods of 30 days are built into the statutes and regulations governing the process.
- Margaret Miner noted that the removal of officers clause in the Bylaws did not require a quorum or a specific number.
- Mr. Radka noted that 12 may not be the best number for a quorum. He asked how many members were currently present. Ms. Gouin counted 16.
- Susan Suhanovsky suggested that a quorum of nine may be more appropriate for the Western WUCC.
- A member asked if the quorum of nine would include those who are contesting an ESA.
- Ms. Wozniak-Brown was in favor of removing the quorum entirely, as the number is arbitrary as the majority of members will not attend.
- Mr. Posthauer noted that would mean that if only two utilities came to a WUCC meeting (the chairs, for example), they could amend the Bylaws. Discussion ensued where it was again reiterated that it will be the WUCC's responsibility to get people to attend.
- Mr. Radka noted that although he likes the concept of a quorum, he would be ok without one.
- Leonard Assard noted that "the world belongs to those who show up". A quorum number is not critical to the process.
- Laurie Bosco concurred that a quorum number was not relevant to the process.
- Bart Halloran expressed concern that it is easy to amend agendas such that a Bylaw discussion could be added without anyone knowing. Mr. Murphy explained that the draft bylaws require a formal notice period for any changes. With that clarification, Mr. Halloran expressed acceptance to not having a defined quorum number.
- Mr. Longo asked for clarification that these Bylaws would be specific to the Western WUCC. Ms. Miner concurred with this request for clarification. Ms. Mathieu answered yes, although the

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discussion today will help inform the Bylaw discussion at the other WUCC kickoff meetings. Mr. Longo requested that the final version of the Bylaws specifically state that they are for the Western WUCC.

- Ms. Wozniak-Brown asked if a sentence should be added regarding voting on policy recommendations to the state. Mr. Murphy suggesting keeping that out of the Bylaws as it may be too specific, and a member could request a vote on such a policy.

Mr. Halloran moved to adopt the Bylaws as amended by the discussion. This included removal of the second sentence of Article V, Section B (WebEx and telephone conferencing) and the second sentence of Article V, Section D (quorum number). Mr. Posthauer seconded. Mr. Murphy asked for a voice vote at 11:47 AM. All members said aye, none said nay, none abstained.

4. <u>Responsibilities/Election of Leadership</u>

Mr. Murphy reviewed the suggested qualifications for Officers (Chairs and the Recording Secretary). A provision in the Bylaws also allows for an Assistant Secretary, if warranted. Mr. Murphy asked the WUCC members if they would prefer Co-Chairs or Tri-Chairs. Mr. Bighinatti asked for a show of hands of who was interested in being a Chair. Mr. Posthauer and Mr. Lawrence raised their hands. Mr. Murphy asked for consensus that Co-Chairs would be acceptable. There were no comments.

Ms. Wozniak-Brown moved to elect Mr. Posthauer and Mr. Lawrence as Co-Chairs for the Western WUCC. Mr. Longo seconded. Mr. Murphy asked for a voice vote. All members voted in the affirmative.

Mr. Murphy asked for a show of hands of who would be interested in being Recording Secretary. No hands were raised. Mr. Murphy asked if anyone was interested in nominating a member to be the Recording Secretary. Mr. Halloran nominated David Banker to be Recording Secretary. Mr. Banker responded that he would accept. Mr. Elliot moved to elect Mr. Banker as Recording Secretary for the Western WUCC. Mr. Posthauer seconded. Mr. Murphy asked for a voice vote. All members voted in the affirmative.

Mr. Murphy turned the meeting over to the newly elected Co-Chairs.

5. <u>Public Comment</u>

Mr. Lawrence and Mr. Posthauer opened the public comment period.

- John Steinberg asked for the background and qualifications of each of the chairs. Mr. Lawrence responded that he has been in the water business for over 20 years as a consultant and with Aquarion Water Company. Mr. Posthauer responded that he is a Professional Engineer and also President of Candlewood Shores Tax District.
- Ms. Miner asked where and how the public would be able to address questions to the WUCC. The Chairs responded that it would be best to have public comment in writing whenever possible, preferably in advance of the meeting so that all members would have a chance to review. Such comments should be sent to the Recording Secretary (DBanker@themdc.com). A period for verbal public comments will also be offered at each meeting.
- Ms. Miner urged the WUCC to consider ways in which other stakeholders may have some input into the process, such as allowing them to join sub-committees where certain issues related to the planning documents may be discussed. She expressed concern that there is not enough voice in the

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process for water consumers. She believes that including stakeholders would help to round out the process.

- Kevin Zack concurred with Ms. Minor's comments. He also stated that the ability of the public to provide timely comment is important.
- Eileen Fielding asked if public comments would be available for public review. Ms. Mathieu indicated that public comments would be available via the WUCC websites for public review.

After calling for any additional comments, Mr. Lawrence and Mr. Posthauer closed the public comment period.

6. <u>Other Business</u>

Mr. Lawrence and Mr. Posthauer raised the question of when the next meeting should occur. After some discussion, it was determined that Tuesday, July 12th at 10:00 AM at the Brookfield Town Hall would be acceptable. This date should not conflict with Water Planning Council meeting schedules. The Co-Chairs will ensure that the meeting room is available.

Mr. Posthauer suggested that the second Tuesday of each month may be appropriate for regular meetings. Mr. Radka asked if night meetings could be held on those dates instead of day meetings. Mr. Posthauer suggested making such discussion an agenda item for the next meeting.

Several WUCC members expressed interest in having the Recording Secretary develop a mailing list to send copies of WUCC updates directly to their email, such as meeting minutes.

Mr. Lawrence asked for clarification on when utilities would receive their DPH database information packets. Mr. Murphy responded that these should go out within the week.

As there was no other business, the Chairs asked for a motion to adjourn. Ms. Wozniak-Brown moved to close the meeting, and several members seconded. The motion passed unanimously and the meeting closed at 12:13 PM.

Respectfully Submitted,

Scott Bighinatti, Milone & MacBroom, Inc.

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