

**Meeting Minutes**  
**Central WUCC Convening Meeting**  
**Middletown City Hall – 245 deKoven Drive, Middletown, CT**  
**June 15, 2016 1:30 p.m.**

The Central Corridor ("Central") Water Utility Coordinating Committee (WUCC) was convened on June 15, 2016 at 1:30 p.m. The meeting was held at the Middletown City Hall in Middletown, Connecticut. Prior written notice of this meeting was given via mailings from the Department of Public Health (DPH) to eligible WUCC members, chief elected officials, local health departments and districts, town planners town clerks, planning and zoning officers, the Secretary of the 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 newspapers in the region. Finally, notice of the meeting was posted on the DPH website <http://www.ct.gov/dph/wucc>.

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

<b>WUCC Member Representative</b>	<b>Affiliation</b>
Dan Lawrence	Aquarion Water Company
Robert Wesneski	Avon Water Company
Ray Jarema	Berlin Water Control Commission
Joseph Pagliaruli	Bristol Water Department
Mary Ellen Kowalewski	Capitol Region Council of Governments
David Radka	Connecticut Water Company
Tim Smith	East Hampton Water Pollution Control Authority
Brendan Avery	Hazardville Water Company
Jonathan Avery	Hazardville Water Company
Mary Hiney	Hazardville Water Company
Steve Nagy	Hazardville Water Company
Bob Sherwood	Hazardville Water Company
Sam Gold	Lower Connecticut River Valley Council of Governments
Patrick Kearney	Manchester Water & Sewer Department
Dennis Waz	Meriden Public Utilities
David Banker	Metropolitan District Commission
Bart Halloran	Metropolitan District Commission
Guy Russo	Middletown Water & Sewer Department
Ray Esponda	New Britain Water Department
Rose Gavrilovic	South Central Connecticut Regional Water Authority
Carl Amento	South Central Regional Council of Governments
Rebecca Andreucci	South Central Regional Council of Governments
Eugene Koss	Tolland Water Commission
Bill Milardo	Town of Durham
Liz Glidden	Town of Haddam
Jason Coite	University of Connecticut
Stanley Nolan	University of Connecticut
Gene Roberts	University of Connecticut
Richard Meskill	Wallingford Water Department

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

Non-WUCC Member Representative	Affiliation
Louis Burch	Citizens Campaign for the Environment
Melissa Czarnowski	Connecticut Department of Energy & Environmental Protection
Corinne Fitting	Connecticut Department of Energy & Environmental Protection
Tom Chyra	Connecticut Department of Public Health
Lori Mathieu	Connecticut Department of Public Health
Eric McPhee	Connecticut Department of Public Health
Justin Milardo	Connecticut Department of Public Health
Rich Iozzo	Connecticut Department of Public Health
Alex Bauer	Connecticut Office of Policy and Management
Matt Pafford	Connecticut Office of Policy and Management
Nicholas Neely	Connecticut Public Utility Regulatory Authority
Alicia Charamut	Connecticut River Watershed Council
Rob Melvin	Durham Conservation Commission
Eileen Felding	Farmington River Watershed Association
Valerie Rossetti	Member of Public
Scott Bighinatti	Milone & MacBroom, Inc.
Jeanine Gouin	Milone & MacBroom, Inc.
David Murphy	Milone & MacBroom, Inc.
Mark Decker	Norwich Public Utilities
David James	Quinnipiac River Watershed Association
Martin Mador	River Advocates of South Central Connecticut
Mary Mushinsky	River Advocates of South Central Connecticut
Margaret Miner	Rivers Alliance
Charles Rotheberger	Rome, Smith, and Lutz Government Relations
Peter Galant	Tighe & Bond, Inc.
Sonia Marino	Town of Westbrook
Martha Smith	West River Watershed Coalition

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

**1. Welcome & Introduction**

Lori Mathieu from Connecticut DPH opened the meeting at 1:36 p.m.

Ms. Mathieu introduced her staff and the consultant team from Milone & MacBroom, Inc. (MMI). She also announced that although it was the intention to webcast this meeting live, it could not be done due to technical difficulties. The goal is to have all meetings webcast or at least recorded for later viewing by the public. She indicated 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. She also reviewed some of the discussions at the Western WUCC kickoff meeting.

## **2. Overview of Approach and Process**

Ms. Mathieu turned the meeting over to Jeanine Gouin from MMI. Ms. Gouin asked for a roll call of those in the audience before introducing the lead facilitators of the WUCC process within each of the three regions. David Murphy will primarily handle the Western WUCC, Ms. Gouin the Central WUCC, and Scott Bighinatti the Eastern WUCC. Each has an assigned backup. Ms. Gouin indicated that Mr. Bighinatti would be taking minutes at the convening meeting. In the future, this task will be conducted by the WUCC's elected Recording Secretary.

Ms. Gouin 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 the WUCC in adhering to the regulatory schedule and requirements.

Ms. Gouin indicated that in the planning process for the former Southeastern WUCC, the first 6 months were taken up with data collection. Statewide WUCC data collection was completed under contract in 2015; therefore, the current WUCC is in a significantly better position relative to initiation of the planning process.

Ms. Gouin noted that DPH has set up a website for the WUCC process where all agendas, correspondence, minutes, documents, etc. will be posted for public viewing. Although not all members may wish to directly participate in the process at meetings, they will have access to all materials through the website and will be able to provide comment.

The regulatory schedule requires the components of the Areawide Supplement to be completed within set timeframes. The Final Water Supply Assessment must be approved and submitted within 6 months of the initial meeting (December 2016). The preliminary Exclusive Service Area (ESA) boundaries must be developed within 9 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).

Ms. Gouin briefly provided an overview of the Central WUCC region, noting the combination of large private systems, large public regional systems, and municipal systems. She observed that although ESAs were established in the former WUCC processes, the regional boundaries have shifted and most of the northeastern part of the region has never established ESAs.

Ms. Gouin presented a high-level overview of the components of the Areawide Supplement and the Statewide Coordinated Plan. The Water Supply Assessment is essentially a "State of the Union" with respect to the status of public drinking water in the region today. All utilities serving greater than 1,000 people or 250 customers will soon receive information for review that represents the data collected to date as well as a request for 2015 water demands. Utilities are asked to review this information and provide corrections prior to the next meeting. She reiterated that a goal of the process is to be as paperless as possible. As such, this information will be conveyed via email.

Ms. Gouin noted that areas where service is currently provided will automatically convert to exclusive service areas. Part of the ESA process will be to inform and educate suppliers regarding responsibilities and to resolve conflicts between claims.

Ms. Gouin also described the Integrated Report, which will evaluate future needs and how they will be met. Areas to be considered include potential future sources, design standards, and water conservation. The potential environmental impact of future sources will also be considered.

Ms. Gouin discussed how the WUCC coordinated plans from the three regions would be used to create the first Statewide Coordinated Plan. This holistic plan would address issues that cross WUCC boundaries.

Ms. Gouin 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 inform the other. The State Water Plan has a broader scope than the Statewide Coordinated Water System Plan.

Finally, Ms. Gouin 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, and DPH will distribute it to WUCC members and the general public. Correspondence, meeting agendas, documents, etc. will be posted on the DPH WUCC Webpage under the appropriate WUCC region page. DPH intends to make the process as transparent as possible so that those stakeholders who cannot attend every meeting can remain current through the website.

### **3. Work Plan, Rules of Order, & Organizational Procedures**

Ms. Gouin noted that a work plan is required per the Statutes and Regulations, but is not specifically defined. She noted that the work plan will contain several components, including rules of order (which may take the form of bylaws), a schedule, meeting locations, protocols for public comment, and a communications plan. She introduced draft bylaws for consideration based on the rules of order from prior WUCCs. The draft bylaws are intended to serve as guidance for the WUCC; however, each WUCC may adopt its own set of bylaws which may differ from those of the other regional WUCCs. Copies of draft bylaws were distributed to attendees.

Ms. Gouin provided a high-level overview of each of the eight Articles of the draft bylaws. She reported that the Western WUCC had elected Co-Chairs. She further noted that the Western WUCC had removed a clause requiring a specific quorum in favor of having major decisions being properly noticed and voted upon by the attending members.

Ms. Gouin also noted that the bylaws contain a provision for working out ESA boundary changes between two utilities without a vote of the WUCC membership. She noted voting for most matters requires a simple majority vote, although the Chairs may approve the creation of new public water systems within the management area without a formal meeting. The following discussion ensued:

- Ray Esponda (New Britain Water Department) asked if the same utility representative needs to attend each meeting. Ms. Gouin responded that the member representative from a utility may change from meeting to meeting.
- Mr. Esponda requested clarification regarding membership. Ms. Gouin explained that municipalities with water systems are members and COGs are members.

- Sam Gold (Lower Connecticut River Valley Council of Governments) noted that COG representatives must be elected by their Boards to act as members. Ms. Gouin recommended that COGs consider electing backup representatives in case the primary COG representative cannot make a meeting.
- Mr. Gold stated his opinion that a quorum number is necessary and should be placed back into the bylaws. He further noted that the current draft essentially requires the presence of two Officers to constitute a quorum. The number 12 was suggested. Ms. Gouin requested a count of the members present. A total of 21 members were present.
- Johnathan Avery (Hazardville Water Company) asked if there was a specific quorum for voting on ESA changes.
- David Radka (Connecticut Water Company) stated that work products and important matters should have a minimum quorum. He explained why it was included in the original draft bylaws. He acknowledged that the Western WUCC did not want a specific quorum.
- Mr. Gold reiterated that he wished to see a quorum number in the bylaws.
- Guy Russo (Middletown Water Department) stated that "decisions are made by those who show up." He stated that it should not be possible for Chairs to change the agenda without proper notice and supported not having a specific quorum number.
- Eugene Koss (Tolland Water Department) stated that the WUCC process is a very significant process for public water systems and that a quorum is needed. He stated his belief that 12 is the correct number.
- Liz Glidden (Town of Haddam) stated that she would support nine or 12 as the quorum number.
- Mr. Esponda stated that this process needs to meet the regulatory schedule and that unproductive meetings where a quorum is not achieved will delay the process. He suggested not having a quorum number.
- Mr. Gold reiterated that major actions by the WUCC should have the minimum quorum number.
- Mary Ellen Kowalewski (Capitol Region Council of Governments) concurred that a quorum number is important.
- Mr. Koss noted that the majority of the people in the room were attending within the capacities of their jobs, but many people who may have wanted to be present cannot attend due to other commitments. It is important to respect the process so that people can get involved. Ms. Gouin responded that part of the Work Plan will be to determine how to engage members, including scheduling meetings at publically available times. She noted that the public can also provide comments through correspondence.
- Margaret Miner (Rivers Alliance) asked for clarification regarding the WebEx and telephone conferencing provision which was in the previous draft used by the Western WUCC and noted that the Western WUCC struck this provision. Ms. Gouin stated that the provision was taken out of the draft for the Central Region, although the WUCC has the option to address WebEx and telephone conferencing as part of its Work Plan. She further noted that the WUCCs do not have a budget for audio/visual assistance, and such technology may not be available at all venues used for meetings or free of charge.
- Rose Gavrilovic (Regional Water Authority) stated that announcing major deadlines ahead of a meeting is important and will help get members to attend. She supports having a quorum number. Draft meeting agendas will be sent prior to each meeting and a general outline of meeting topics could be developed as well. Ms. Gouin further suggested that the WUCC decide on regular meeting dates to help members plan to attend on important dates.
- Mr. Avery noted that only a few meetings of the former Upper Connecticut WUCC had five or less attendees over a 25-year period. However, he conceded that getting 12 members to attend will be a challenge when meeting agendas are relatively quiet. A number less than 10 may be acceptable. He

concurred that early notifications will help but was concerned that for some meetings only a handful of people may really want to be involved.

As there was no further discussion, Ms. Gouin asked for a motion on the draft bylaws. Mr. Russo moved to adopt the bylaws as written. Mr. Esponda seconded. The motion entered formal discussion.

- Mr. Koss noted that the Central WUCC is much larger than the two regions that preceded it. He urged a minimum quorum of 12 members. He noted that if the Central WUCC used Tri-Chairs and a Recording Secretary that accounts for four attendees. Eight more members attending seems achievable even for quiet meetings.
- Mr. Gold noted that he supports a quorum of 12 or nine for significant voting action.
- Bart Halloran (Metropolitan District Commission) noted that the regulatory schedule has tight deadlines and he has seen the MDC Board get stuck on issues when there is no quorum. He wants to ensure that the WUCC process will keep up with the State Water Plan and is supportive of not having a defined quorum. He noted that Chairs should act in a responsible manner and defer meeting times if people cannot attend a meeting.
- Dan Lawrence (Aquarion Water Company) reminded the group that with over 900 members, a quorum of nine or 12 is essentially 1% of the membership and is an insignificant number. He supports not having a defined quorum, since specifying a number does not make sense relative to the total number of members.
- Mr. Radka stated that using a quorum of nine is a good compromise. He believes that it will be necessary and helpful to have vigorous debate on some matters and concurred with Mr. Avery's prior comments.
- Bill Milardo (Town of Durham) noted that it may be possible to use a service like Survey Monkey to allow votes outside of defined meetings, such as requesting a response within a specified timeframe. Ms. Gouin stated that there may be security concerns with the service, including the inability to identify if survey participants are members and that only one vote per member is cast. She further noted that there may also be a cost for larger-sized polls.
- Mr. Russo suggested revising Article V, Section D.
- Mr. Radka read into the record the original draft of Article V, Section D. Mr. Radka suggested that a compromise could be using a quorum of nine.

Mr. Radka moved to reinsert into the bylaws the prior draft language but with a quorum of nine. Ms. Glidden seconded. Ms. Gouin asked if there was any formal discussion. There was none. Ms. Gouin asked for a hand vote of the members. As there was a close number of Ayes and Nays, Ms. Gouin asked for a roll-call vote. The motion passed in a vote of 10 to eight.

Ayes	Nays
Lower CT Valley Region Council of Governments	Metropolitan District Commission
Town of Haddam	Aquarion Water Company
Town of Durham	New Britain Water Department
Capitol Region Council of Governments	Wallingford Water Department
Meriden Public Utilities	Manchester Water & Sewer Department
Hazardville Water Company	Middletown Water Department
Berlin Water Control Commission	Tolland Water Commission
Avon Water Company	East Hampton Water & Sewer
Connecticut Water Company	
South Central CT Regional Water Authority	

Bristol Water Department, the South Central Regional Council of Governments, and the University of Connecticut abstained.

Ms. Gouin returned to the original motion to adopt the bylaws, as amended by the previous resolution to reinsert the additional language into Article V, Section D but with a quorum of nine. She asked for a roll-call vote. At least 15 members voted in favor; no members voted against; as many as six abstained. The motion passed.

#### **4. Responsibilities/Election of Leadership**

Ms. Gouin reviewed the suggested qualifications for Officers (Chairs and the Recording Secretary). A provision in the bylaws also allows for an Assistant Secretary, if warranted. Ms. Gouin asked for a show of hands of who had interested in being a Chair. Mr. Radka and Mr. Halloran volunteered.

Mr. Russo moved that nominations be closed and that the prospective candidates be proposed as Co-Chairs. Robert Wesneski (Avon Water Company) seconded. Following a brief discussion, Ms. Gouin asked for a voice vote. All members voted in favor and the motion carried.

Mr. Gold asked if the Co-Chairs are consistent with the preferences in the bylaws. Ms. Gouin indicated that they were, as the bylaws state a preferred composition of Chairs but not a mandatory one.

Ms. Gouin asked for a show of hands of who would be interested in being the WUCC's Recording Secretary. No hands were raised. Mark Decker indicated that the Recording Secretary merely needs to make motions publically available within 48 hours, not full meeting minutes. With no volunteers, Ms. Gouin turned the meeting over to the Co-Chairs.

Mr. Radka again asked if there were any volunteers for Recording Secretary. Brendan Avery (Hazardville Water Company) volunteered. Mr. Radka asked for a motion to elect Mr. Avery as Recording Secretary. Mr. Esponda and Ray Jarema (Berlin Water Control Commission) both moved to elect Mr. Avery as Recording Secretary and Mr. Russo seconded. Mr. Radka asked for a voice vote. The motion was unanimously passed.

#### **5. Public Comment**

Mr. Radka opened the public comment period.

- Ms. Charamut (Connecticut River Watershed Council) asked if ESAs will cross WUCC boundaries. Mr. Radka responded that they currently do in some cases. She then asked how the WUCCs will coordinate such ESAs. Mr. Radka indicated that coordination between multiple WUCCs will be performed through the Chairs with the assistance of MMI. She asked if ESA selections will have different voting procedures within each WUCC. Mr. Radka indicated that it was possible, but reiterated that conflicts within each WUCC would be worked out within the regular meetings. Ms. Charamut noted that MMI is part of the team for the State Water Plan and asked for specifics on how policies would be brought between the two planning processes. Ms. Gouin indicated that MMI will bring policies to the State Water Plan only if asked to do so by WUCC members. Mr. Murphy indicated that potential policies would be brought to the existing Policy Committee.
- Mary Mushinsky (River Advocates of South Central Connecticut) noted that the timelines for the WUCC process and the State Water Planning Process do not match and asked if this would be a

concern. Mr. Radka indicated that it should not be an issue, as a lot of work has already been conducted with regard to data collection, and the assessment portion will be proceeding as the State Water Plan is being drafted. The planning processes need not end together. Ms. Mushinsky asked about potential resource conflicts and when stakeholders would be able to contribute. Mr. Radka indicated that there will be numerous opportunities for public comment. His preference is to have informal meetings. In addition, each document will have a minimum 30-day comment period.

- Eileen Fielding (Farmington River Watershed Association) asked if comments will be responded to. Ms. Mathieu indicated that DPH will review the WUCC documents and make a determination on whether public comments have been adequately addressed. Mr. Halloran cited the regulation.
- Ms. Miner noted that in the Western WUCC, comments can be provided through their Recording Secretary and asked if it would be the same in the Central WUCC. Mr. Halloran stated that this would occur. Mr. Radka asked for Mr. Avery's email ([bavery@hazardvillewater.com](mailto:bavery@hazardvillewater.com)). Ms. Miner asked about the potential for the schedule to be accelerated based on comments at the previous informational meetings. Ms. Gouin responded that the regulations set forth the schedule and that WUCC process needs to be completed within 24 months. Ms. Miner asked for a schedule to be prepared demonstrating the timing of the necessary elements of the planning process. She encouraged the members to review the statutes and regulations and believes that the plan will provide good information, but the regulations are burdensome. She is concerned that the planning process may be unenforceable and therefore have an uncertain outcome. She also believes that the process is exclusionary as membership is restricted. She noted that an Executive Session of 900 members would be untenable.
- Valerie Rossetti (a member of the public) asked if there would be a mailing list for interested parties. Ms. Mathieu stated that if she provided her email she would be added to it. Ms. Rossetti asked if the two statewide water planning processes were segregated. Ms. Mathieu discussed the history of the WUCC process which was partially begun due to the lack of coordinated water system planning in Connecticut. Many of the laws and regulations that exist today were passed in the 1980s to ensure that the state does not run out of potable drinking water. She discussed the value of having a coordinated plan. She noted that the State Water Plan regulations are relatively recent and that the State Water Plan is looking at a much bigger picture of statewide water use which will look to balance competing needs. She further noted that the data collection effort conducted for the WUCCs will help inform the State Water Plan.

## **6. Other Business**

Mr. Halloran asked when the next meeting should occur. After some discussion, it was determined that Wednesday, July 20 at 1:30 p.m. at the Middletown City Hall would be acceptable. Mr. Russo volunteered to check on the availability of the Council Chambers and report back to the Co-Chairs.

Mr. Radka asked about the meeting notice. Ms. Gouin responded that per the bylaws meetings must have a minimum 14-day notice period.

Mr. Gold asked if meeting minutes and agendas will be placed on the WUCC website. Mr. Radka indicated that this will occur. The meeting was adjourned at 3:35 p.m.

Respectfully Submitted,

Scott Bighinatti, Milone & MacBroom, Inc.