

Minutes of the Special Meeting of the  
Suffield Water Pollution Control Authority  
Suffield Water Pollution Treatment Facility  
844 East St. South, Suffield, CT 06078  
October 18, 2016

**MEMBERS PRESENT:** Chairman Bruce Remington, Wallace Rodger, Kris Barthelmeß, Roger Ives, Janet Davis, John P Murphy, Charles Roumas

**ALSO PRESENT:** Superintendent Shane McCannon, Business Administrator Julie Nigro, Assistant Business Administrator Kira Kilosky

**CALL TO ORDER:** Chairman Bruce Remington called the Special Meeting for October 18, 2016 to order at 7:00 p.m., and requested that Julie Nigro read the Roll Call. Ms. Nigro noted the presence of Chairman Bruce Remington, Commissioners Wallace Rodger, Kris Barthelmeß, Roger Ives, Janet Davis, John P Murphy and Charles Roumas. Also present, Superintendent Shane McCannon, Assistant Business Administrator Kira Kilosky, and herself, Julie Nigro, Business Administrator.

**DISCUSSION OF RATE STUDY PROPOSALS:** Janet Davis began by stating her ultimate question: is the intent to raise the rates or implement whatever is found in this rate study in 2017? Shane McCannon replied that the intent is not necessarily to increase rates. Our intent is to take what the engineering firm creates for us, as a tool, and implement what they advise us to do. All the engineers are doing is using all the data from our WPCA (which we will provide for them) and they will create this tool, giving us different methods to select for calculating bills. Mr. McCannon explained that we are not asking the engineers what our rate should be. We are asking for a tool and correct strategy to make the best decision starting in 2017, then going forward because we have a developing Capital plan and we have various projects that need to be addressed. We will have a sound mathematical basis for the rates and fees we charge, which will enable us to manage our assets moving forward. Mr. McCannon explained that we will be receiving a mathematical formula - a set of mathematical processes - to arrive at a number that is the most defensible number to the people that pay our rates and to the people that are affected by our rates. That is our goal with the rate study.

Janet Davis expressed concern that in each proposal it states that they need information from the water company. Ms. Davis stated she can envision people calling and complaining about their rates because of their water consumption - if it is based on water consumption. Ms. Davis feels we need to determine what we want done and what needs to be done.

John P Murphy asked what type of tool the engineers will be creating - is it a type of software? Shane McCannon stated that the engineers will be creating an Excel spreadsheet that will have the major variables that can affect the rates, and we will be able to manipulate it based on a variety of factors to forecast out as our Capital plan changes.

Kris Barthelmeß states that we don't know what we don't know. We know we base our assessments on certain variables, but we don't know how many variables are out there or how

other Town's compute those variables. We also don't know if our customers have any idea of what those variables are. Mr. Barthelmess continued stating that if we hire someone, they can give us a process for things we don't know, and a process for looking at all the variables. He believes that for the cost, it would be smart to have the rate study done.

Charles Roumas stated that his concern is that some engineers are to keep ownership of the actual model; he feels the WPCA should own it so it can be dynamic with the ability to input additional factors as needed over the years.

Janet Davis mentioned that certain companies do not pay for training of the program they create. Shane McCannon stated that he believes we received the boiler plate of proposals because he asked that we would have ownership; but, before anything is signed, Mr. McCannon stated that he will make sure that ownership will be the WPCA's.

Kris Barthelmess stated that this methodology will help us determine use fees and assessment rates. Once we know everything we can simplify. Janet Davis mentioned that in the bids, they mention doing water consumption studies; what if that causes separate fees for different homeowners if it's based on water consumption. John P Murphy mentioned that people won't understand the factors that create their fee; they will just be focused on their cost possibly being different than their neighbor's. Julie Nigro stated that that is only one way to calculate the use fee. We may look at it and keep it at a flat rate. Shane McCannon stated that he advises keeping the use fee a flat rate.

Shane McCannon would also like to advise Tighe & Bond as our rate study engineers. They have the most experience, they have a sound basis and they have completed many rate studies for the State. Kris Barthelmess made a motion to hire Tighe & Bond to do the sewer rate study as proposed. Wallace Rodger seconded the motion. The motion passed; five yes, one abstention; Janet Davis abstained as she wanted more information. Charles Roumas made a motion that the terms and conditions of the Tighe & Bond contract are reviewed by the Superintendent and ensure that the ownership of all documents and models belong to the WPCA Commission for its own use. Kris Barthelmess seconded the motion; it passed unanimously.

**ADJOURNMENT:** Kris Barthelmess made a motion to adjourn the Special Meeting of October 18, 2016 at 7:48 p.m. Charles Roumas seconded the motion; it passed unanimously.

Respectfully submitted,

Kira Kilosky, Assistant Business Administrator