

**Meeting Minutes**  
**Western WUCC Convening Meeting**  
**Brookfield Municipal Center – 100 Pocono Road, Brookfield, CT**  
**July 12, 2017 10:00 AM**

The Western Water Utility Coordinating Committee (WUCC) held a meeting on July 12, 2016 at 10:00 a.m. at the Brookfield Municipal Center at 100 Pocono Road in Brookfield, Connecticut. Prior written notice of this meeting was given via emails 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 on the DPH website <http://www.ct.gov/dph>.

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

<b>WUCC Member Representative</b>	<b>Affiliation</b>
Dan Lawrence (Co-Chair)	Aquarion Water Company
Kenneth Skov	Aquarion Water Company
Don Stein	Barkhamsted, First Selectman
Doug Arndt	Town of Bethel
Russ Posthauer (Co-Chair)	Candlewood Springs Property Owners Assoc.
Dave Connors	Connecticut Water Company
Matt Fulda	Metropolitan COG
Meghan Sloan	Metropolitan COG
David Banker (Recording Secretary)	Metropolitan District Commission
Carol Youell	Metropolitan District Commission
Aaron Budris	Naugatuck Valley COG
Mike Crespan	Town of New Milford, Health Director
Donna Culbert	Town of Newtown
Michael Elliot	Norwalk 1st Taxing District
Tom Villa	South Norwalk Electric & Water
Chris Bogucki	Waterbury Water Department
Curtis Read	WestCOG

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

<b>Non-WUCC Member Representative</b>	<b>Affiliation</b>
Melissa Czarnowski	CT Department of Energy & Environmental Protection
Corinne Fitting	CT Department of Energy & Environmental Protection
Eric McPhee	CT Department of Public Health
Nick Neely	Connecticut Public Utilities Regulatory Authority
Gail Lucchina	Connecticut Public Utilities Regulatory Authority
Brian Carey	Fairfield Conservation Department
Eileen Fielding	Farmington Riv. Watershed Assoc.
Jason Zylberman	Milone & MacBroom, Inc.

David Murphy	Milone & MacBroom, Inc.
Len Dejong	Pomperaug River Watershed Coalition
Dana Dessereaux	Pomperaug River Watershed Coalition
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 & Roll Call**

The Chairs opened the meeting at 10:05 AM. The chairs requested a roll call of attendees.

**2. Review of June Meeting Minutes**

Mr. Lawrence began by the discussion by mentioning the availability of draft meeting minutes from each WUCC meeting on the DPH website. The WUCC received two comments/requested changes to the draft meeting minutes. Mr. Lawrence presented the following changes:

- Mr. Posthauer requested a correction of the Candlewood Springs Property Owners, Inc. water system name under Section 5 Public Comment portion of the minutes.
- Ms. Miner requested a clarification to her reference to stakeholders, focusing on utility customers and environmental groups.

Mr. Lawrence requested any additional comments from the floor. No additional comments were received. Mr. Posthauer moved to approve the amended meeting minutes. Mr. Read seconded. All members voted in the affirmative.

**3. Review of Formal Correspondence**

The Western WUCC received an email from Corinne Fitting of the CT Department of Energy and Environmental Protection regarding the Western WUCC ByLaws, when a quorum is needed, and what is required for a quorum.

A copy of Ms. Fitting’s correspondence is attached.

Dan Lawrence discussed the WUCC officers drafting a by-law amendment for discussion at the next meeting in August, if needed. A vote to amend the bylaws could be conducted at the following meeting in September, after the proper public notice is conducted. Mr. Lawrence requested comments from attendees. No comments were received.

Mr. Murphy reminded the WUCC officers of the Notice of the Commencement of the Preliminary Water Assessment sent out by the Western WUCC dated June 24<sup>th</sup>, 2016. The notice was sent to all WUCC members, municipal officials and interested parties.

A copy of the Notice of Commencement for the Preliminary Water Supply Assessment of the Western WUCC is attached.

**4. Public Comment**

The Chairs opened the public comment period.

- Margaret Miner raised a concern that the WUCC should consider more public voices, which are not WUCC members. Additionally, she discussed that her review of state statutes concluded that the WUCCs are a state agency housed under the Department of Public Health and as such, state agency rulings apply to the WUCCs. The WUCCs should check their requirements for quorum, FOI, subcommittee/workgroup public meeting notice requirements with state requirements. Additionally, all data utilized in the development of the WUCC plans should be publically available for review. Lastly, Ms. Miner reminded the WUCCs that the updated WUCC statute requires the consideration of environmental impacts in the Coordinated Water Supply Plan process.
- Len Dejong had comments to present, but decided to hold off until a later agenda item, after Mr. Lawrence assured him that he would have the opportunity.
- Mr. Lawrence presented and discussed the CWWA FOIA Data Security Plan Recommendations which the WUCC received a copy of from DPH. Discussion was held regarding the use of the CWWA security standards for information presented in the Water Supply Assessment.

A copy of the CWWA FOIA Data Security Policy is attached.

#### **5. Discussion Regarding Input from Individuals that are Not Members outside the Public Comment Portion of the Meeting**

The Chairs opened a discussion regarding when Non-Members should be allowed to comment

- Mr. Read stated that public comment is helpful in WUCC discussions, but it should be allowed at the discretion of the Chairs.
- Mr. Posthauer stated that public comment could be allowed at the end of each discussion topic, prior to voting.
- Mr. Read indicated that at times there may be a need to control comments to prevent a free-for-all
- Mr. Lawrence presented two options for consideration. Option one would allow non-members to actively comment at any time. Option two would allow WUCC members to discuss an issue first and provide an opportunity for public comment at the end of discussion. Two WUCC members stated their support for option two.
- Mr. Posthauer stated that the WUCC could also ask non-members questions or for input at any time

The Chairs asked for any additional comments. No comments were received.

#### **6. Discussion and Approval of Work Plan**

Mr. Murphy reviewed the components of the work plan, including the statutory requirement, the approved WUCC bylaws, procedures, draft schedule and deliverable dates for the Water Assessment, Exclusive Service Area assignment and development of the Coordinated Water System Plan.

Mr. Murphy conducted a detailed review of the draft meeting schedule, which does not have any projected date conflicts with meeting the projected deliverables for the Water Supply Assessment (WSA) or the Exclusive Service Area (ESA) Assignment. A detailed review of the WSA timeline was conducted, with a focus on the upcoming draft preliminary WSA due to the WUCC members on 8/1/2016. Mr. Murphy discussed the projected extended timeline for ESA establishment in order to allow for more discussion.

The Chairs opened the floor for questions and discussion of the draft work plan.

- Mr. Lawrence asked what unacceptable correspondence would be considered in relation to Public Participation/Correspondence on page six of the draft work plan. Mr. Murphy indicated that the redacted correspondence could include profanity or be rejected for specific security concerns. Mr. McPhee indicated that the content could be rejected based on State of Connecticut content policies, but Mr. McPhee and Mr. Murphy will look into this matter further.
- Mr. Lawrence asked if the language under the Documentation section of page six of the work plan required a public response to each question. Mr. Murphy indicated that there is a potential to group similar questions into a single response. Mr. Posthauer suggested changing the end of the section from “a response” to “any response” to not require a response if none is needed.
- No further comments were received on this section of the Work Plan.
- Mr. Lawrence asked for clarification regarding the schedule and distribution of the preliminary draft Water Supply Assessment; will the assessment be publicly posted on 8/1 and there would be a preference for the utilities to see their sections prior to the draft being distributed. Mr. Murphy indicated that the intent is to ensure that no secure/protected information is included in the assessment, in Accordance with the CWWA standards suggested in their 11/3/2015 guidance document.
- Mr. Connors asked if the draft preliminary WSA will be a public document on 8/1. Mr. Murphy responded that the document will not be public until it is posted for public comment.
- Ms. Sloan recommended that MMI/DPH include a protected/confidential status on the draft preliminary WSA until the WUCC has an opportunity to review and address internal comments by members.
- Mr. Read asked what information is anticipated to need to remain secure. Mr. Lawrence indicated that the specific yield and location of water supplies, interconnections and other critical infrastructure.
- Ms. Miner indicated that MMI has signed confidentiality agreements for their role in assembling and reviewing water supply information. As such, WUCC members are not permitted to review critical/protected information from other WUCC members. Mr. Murphy stated that the WSA will not include any secure/protected information for the specific location or capacity of individual sources and data will be limited to the town/system level. As such, secure data will not be distributed to other WUCC members.
- Mr. Lawrence pointed out a typo on the spelling of Central in the “Types of Communication” graphic on page two of the draft work plan.
- Mr. Dejong requested that DPH/MMI add a reference to the State of Connecticut policy for the redaction of unacceptable postings discussed on page six of the work plan. Mr. Dejong also expressed concern regarding the WUCC bylaw section 4B which allows for adjustment of existing approved WUCC ESA boundaries without a formal WUCC vote. A discussion ensued among between several WUCC members regarding the need to make small ESA changes, but concerns by others that large changes could potentially be made. Mr. Read, Ms. Fitting and Aaron Budris explained that the provision is for minor changes to assigned WUCC ESA boundaries and support for allowing minor changes. The final resolution was a decision to table the discussion for a later time to be determined, since the WUCCs will need to complete ESA assignment before any adjustments will be needed.
- Mr. Lawrence confirmed with Mr. Murphy that the work plan is anticipated to be a working document requiring changes moving forward.

No additional comments were offered. Mr. Posthauer made a motion to accept the work plan as amended. Mr. Lawrence seconded the motion. The motion passed without exception.

## **7. Water Supply Assessment Overview**

Mr. Murphy made a presentation to outline the components and information to be included in the WUCC's water supply assessment. These components include water quality, water supply, water source, fire protection if supplied, DPH High Quality Supply list, projected growth, town and state POCD and challenges, needs and deficiencies. It will include 2015 water supply data and updated information from utilities, where available. The intent is to match the security level of information in the assessment with the allowed public information level outlined in CWWA's suggested security standard from 11/3/2015.

Mr. Murphy opened the floor to questions.

- Mr. Lawrence asked when DPH/MMI will require a response with updated data from utilities by. Mr. Murphy indicated that the response is needed immediately, but if a response is not received from a utility, it will not hold up the WSA. MMI and DPH will utilize the information on-hand to complete the analysis.

Mr. McPhee discussed DPH's system for evaluating small community water systems, which incorporate violations, sanitary survey results, water quality results, rates and other information. It will be the responsibility of ESA holders to assist and potentially take ownership of these systems, if needed. The evaluations change over time. Mr. Murphy indicated that none of the 330 small systems currently evaluated by DPH under this evaluation program are owned or operated by large utilities.

No further comments were received, the conversation moved to Current Issues.

## **8. Current Issues, Needs and Deficiencies**

Mr. Murphy made a high level presentation of potential regional challenges facing the WUCC and opened the floor to discuss known issues and identifying unknown issues.

- Mr. Posthauer stated that the WUCCs should send letters to local health departments in WUCC towns to identify water quality/health related issues.
- Dan Lawrence asked if the Councils of Government could reach out to towns in their areas to identify water supply and water quality related issues, but is there enough time to provide input for the water assessment? Mr. Murphy indicated that discussions at the August WUCC meeting will focus on existing supplies; there will be additional time during the public review period later to provide comments.
- Ms. Sloan indicated that the Metropolitan COG CTAC could assist the Western WUCC in contacting municipalities and identifying issues.
- Mr. Read asked if there will be a list of questions to provide to the towns to identify water issues. Mr. Murphy noted that the towns could use the items outlined in the presentation to identify a list of issues in the town. Also, several towns in the area are already considering developing small systems in their town centers to address these issues and foster economic development.
- Mr. Posthauer expressed interest in COGs contacting their municipalities to identify water supply issues. He also discussed a project by the Town of Brookfield to extend a water main to address a water quality issue and promote development.

- Mr. Stein discussed an inter-town agreement for Winsted to provide water and sewer service to Barkhamsted; however, the project has not moved forward due to a lack of available funds
- Mr. Read discussed an ongoing issue with DPH frequently changing the data submission requirements for water quality sampling results from laboratories, leading to higher costs and the potential for violations.
- Mr. Lawrence asked if the town Plans of Conservation and Development address where water system extension/development is needed. Mr. Murphy stated that some POCD contain this information
- Donna Culbert asked if the assessment will review and prioritize water quality/health issues versus water supply by towns for troubled public water systems and water supply desired for other purposes such as economic development. She further explained that there is an important distinction to make in this regard.
- Mr. Lawrence asked if the WUCC can capture and identify how many transient and non-transient public water systems are in the service area, as well as their proximity to existing community systems. Mr. McPhee indicated that DPH has locational information on all public water systems and can provide information on clusters of non-community systems. Mr. Murphy stated that MMI/DPH can find a way to bring this information to the WUCC.
- Mr. Read asked if the WUCC will address conservation/metering issues. Mr. Murphy responded that these items could be addressed in the Coordinated Water Supply Plan.
- Mr. Read asked if conservation could be used to address areas with limited water supply. Mr. Lawrence stated that conservation can be hard to enforce, especially for private utilities. Mr. Murphy stated that the best way for the WUCC to track these suggestions may be for the Secretary and MMI to maintain a record for future reference
- Mr. McPhee provided a description of DPH's capital assessment/score card evaluation of small systems based on a 0-100 scale. DPH would ideally provide a breakdown of these scores for the small systems within the WUCC area for consideration in the assessment.
- Mr. Murphy discussed bringing maps to the next WUCC meeting with color coded small systems for discussion.
- Mr. Crespan discussed an issue with requiring developers to extend water mains when properties are not within 200 feet of an existing water main, and the need to incentivize water main extension. Requiring water main extensions would help close the gaps in existing water systems and reduce the development of troubled small systems.

The Chairs moved the discussion to Other Business

## **9. Other Business**

Mr. Posthauer asked the WUCC if there were any objections to continuing to hold the WUCC meetings at the Brookfield Municipal Center. No opposition was raised to continuing meetings at the Brookfield facility.

Mr. Read asked if the WUCC could utilize the existing microphones in the meeting room to amplify voices of those speaking. The group discussed the experience at the convening meeting and confirmed that the microphones could only be used to record, but not amplify. Attempts will be made at the next meeting to seat attendees to one side of the room to focus the conversation in a smaller area.

Ms. Miner stated that she would provide a letter to the WUCC to confirm the state statute requiring the consideration of environmental impact in the WUCC water supply planning process.

Mr. Banker, recording secretary stated that he would not be present at the next meeting. Mr. Lawrence and Mr. Posthauer opened the floor to nominations for an assistant secretary position to assist the recording secretary. No nominations were made. The Chairs opened the floor to anyone interested in serving as secretary at the next meeting only. No nominations were made.

As there was no more business, the Chairs requested a motion to adjourn. Mr. Lawrence made a motion to adjourn. Mr. Read seconded the motion. The motion passed unanimously and the meeting closed at 11:50 AM.

The next scheduled Western WUCC Meeting is scheduled for Tuesday August 9<sup>th</sup>, 2016 to be held at the Brookfield Municipal Center at 100 Pocono Road in Brookfield, Connecticut.

Respectfully Submitted,

David Banker, Recording Secretary – Western WUCC