

Meeting Minutes
Western WUCC Convening Meeting
Brookfield Municipal Center – 100 Pocono Road, Brookfield, CT
March 20, 2018 10:00 AM

The Western Water Utility Coordinating Committee (WUCC) held a meeting on March 20th, 2018 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/wucc/>.

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

| WUCC Member Representative | Affiliation |
|-----------------------------------|---|
| Dan Lawrence (Co-Chair) | Aquarion Water Company |
| Tom Villa | Town of Bethel |
| Russell Posthauer (Co-Chair) | Candlewood Springs Property Owners Assoc. |
| David Connors | CT Water Company |
| Mike Elliot | First District Water Department |
| Meghan Sloan | Metro COG |
| David Banker | Metropolitan District Commission |
| Aaron Budris | Naugatuck Valley Council of Government |
| Joanna Wozniak-Brown | Northwest Hills Council of Government |
| Tiffany Lufkin | South Central CT Regional Water Authority |
| Michael Tanuis | Watertown Fire District |
| Vincent Tanuis | Watertown Fire District |
| Jim Rollins | Winsted Water Works |
| Richard Nalette | Winsted Water Works |

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

| Non-WUCC Member Representative | Affiliation |
|---------------------------------------|--|
| Doug Hoskins | CT Department of Energy & Environmental Protection |
| Eric McPhee | CT Department of Public Health |
| Gail Lucchina | CT Public Utilities Regulatory Authority |
| David Murphy | Milone & MacBroom, Inc. (MMI) |
| Erick Toledo | RCAP Solutions |

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

1. Welcome & Roll Call

The Chair opened the meeting at 10:03 AM. The chairs requested a roll call of attendees. Mr. Murphy provided a brief refresher of the process to date and an overview of the goals of the meeting.

2. Review of February Meeting Minutes

Mr. Lawrence asked if there were any comments or changes from the floor. Ms. Lufkin corrected a statement on page three of the minutes regarding the Regional Water Authority to state that some changes to RWA's rate structure "may require a change" to RWA's Charter instead of "will require a change". Mr. Posthauer moved to approve the minutes as amended. Mr. Elliot seconded. Members voted unanimously to approve. Mr. Connors abstained from the vote.

3. Review of Formal Correspondence

Mr. Banker stated that two correspondences had been sent or received by the Western WUCC since the last meeting:

- 2018-02-20 – Letter from Reale Demay, Water System Specialties regarding Newport Academy North Campus, a new NTNC system to serve a facility in Bethlehem.
- 2018-03-16 – Copied on DPH Phase IB approval for Wheels Store 14 in Southbury, TNC system.

Newport Academy discussion occurred under agenda item 5 and no action was needed regarding the Wheels Store system.

4. Public Comment

The Chairs opened the public comment period, no public comment was offered.

5. Discuss Newport Academy North Campus - Bethlehem

- Mr. Murphy showed a map with the approximate location of the Newport Academy North Campus, adjacent to an existing Newport Academy system and within Aquarion Water Company's Exclusive Service Area.
- A brief discussion of the type of development and location ensued.
- Mr. Lawrence stated that Aquarion has not been contacted by the development and he will reach out to the developer.

6. Review & Discuss Draft Preliminary Integrated Report & Executive Summary

- Mr. Murphy reviewed the revised schedule for completion of the Integrated Report and Executive Summary, which included public comment period from March 21 to April 20th.
- A discussion ensued regarding moving the date of the next WUCC meeting from April 10th to April 24th to allow for the close of the public comment period and the assembly of comments received for review by the WUCC.
- Ms. Wozniak-Brown stated that she had a competing meeting on April 24th
- There was consensus among members to move the next WUCC meeting to April 24th.
- There was additional discussion among members regarding moving the May meeting date.
- Mr. Murphy suggested that the WUCC wait until the April meeting to review comments received to see the extent of revision required, before moving the May meeting date.
- There was consensus among members to review the May meeting date at the April WUCC meeting.
- Mr. Murphy presented a table for the Prioritization and Implementation of Non-Capital Improvement Recommendations with comments from the other WUCCs.
- Ms. Lufkin asked why the prioritization column had been removed by other WUCCs.
- Mr. Murphy stated that the other WUCCs decided to use the timeframe as a setting for prioritization of recommendations.

Topic Area: Responsible Planning

- Mr. Murphy reviewed the goals, leads and timelines.
- A discussion occurred among members regarding the need to increase the minimum design standards/requirements for non-community water systems.
- Mr. McPhee discussed DPH's regulation review process, schedule and limitations.
- Mr. Murphy stated that both DPH and the WUCC could be the lead for this item.
- Ms. Wozniak-Brown suggested the WUCC provide DPH a letter to emphasize priorities such as non-community system standards.
- Mr. McPhee stated that items such as non-community system standards could be hurt by not including prioritization, and items like this should be included in a top ten list for the WUCC.
- Ms. Lufkin added that this item has a higher priority in the Western WUCC than in other regions.
- Mr. Murphy provided an overview of the five-percent rule.
- Mr. McPhee stated that there are better processes which could be used to review small system expansion other than the five-percent rule.
- Mr. Murphy discussed reviewing data reporting requirements for utility, WUCC and statewide planning.
- Mr. Lawrence asked Mr. Hoskins about data gaps regarding registered diversions.
- Mr. Hoskins agreed that it would be beneficial to collect the data.
- Mr. Lawrence asked if DPH will have the capacity to review the small system Capacity Assessment Tool scores and provide updates annually.
- Mr. McPhee responded that DPH is working on a standard questionnaire and a schedule.
- A discussion of GIS data, availability and accuracy occurred.

- Ms. Wozniak-Brown stated that it would be beneficial if the WUCCs and DPH could provide GIS data with source water protection areas including watershed and aquifer protection areas to the regional councils of government and towns to help the towns with watershed protection.
- Mr. McPhee stated that some GIS data from the state may be outdated and piecemeal.
- Ms. Sloan suggested that the WUCC could start by developing a list of trusted data, as well as a list of other data which should be added.
- Ms. Wozniak-Brown stated that the WUCC should make the state data coordinator aware of any data that is needed.
- Mr. Lawrence stated that the WUCC could prioritize data needs in the timeline to ensure that it is done in the near term.
- Mr. Villa stated that the information assembled for the Coordinated Water Supply Plan should be prioritized to add to the state data sources.
- A brief discussion of non-community water system location occurred.
- Mr. McPhee stated that data is available and asked if property/parcel level information would be sufficient.
- Mr. Murphy responded affirmatively.
- A discussion of the need for small systems to meter and report water usage occurred.
- Mr. Lawrence stated that metering and reporting requirements could be included in the regulation revision for non-community system standards.
- Ms. Sloan asked the typical cost for a water meter.
- Mr. Tanuis replied that the cost depends on the size, but ranges from a couple hundred to a couple thousand dollars.
- Mr. Hoskins added that DEEP would likely support an effort to meter and report small system withdrawals.
- A discussion of risk based small system takeover occurred.
- Ms. Lucchina stated that PURA has a pending docket to update the small system takeover process.
- Mr. Villa suggested moving up the timeframe to 2023 to work with the PURA docket.
- Mr. Posthauer suggested adding records keeping to small system training in asset management.
- Mr. Lawrence added that it would be nice if small systems self-evaluated their status with reporting through DPH, but we may need the WUCC to reach out to these systems to explain the alternatives and update their status.
- Mr. Lawrence added that volunteer run small systems are often at a higher risk and may require additional assistance when the operator leaves the system.

Topic Area: Source Protection

- Mr. Murphy reviewed the goals, leads and timelines.
- Mr. Lawrence stated that many towns are missing coordination steps/processes for watershed/aquifer protection with water systems and local regulations need stronger language for drinking water watershed protection.
- Mr. Budris added this could be an area best handled by providing better data and GIS layers to towns.

- Mr. Connors stated that it would be difficult to improve this process in the WUCC, and it should be managed at the town planning & zoning level.
- Ms. Wozniak-Brown suggested creating source protection data and checklists for local towns and health departments to utilize.
- Mr. Murphy responded that he would add an item to create a checklist for town P&Z and health departments to utilize for development in drinking water watersheds.

Topic Area: Drought Management

- Mr. Murphy reviewed the goals, leads and timelines.

Topic Area: Water Conservation

- Mr. Murphy reviewed the goals, leads and timelines.
- Mr. Lawrence asked if there are any items related to water audits on high usage accounts.
- Mr. Murphy replied that audits could be included in water efficiency.
- Ms. Wozniak-Brown asked if use of Class B water in potable sources.
- Mr. Lawrence stated that the use of Class B waters would be encouraged for large non-potable uses such as power generation, golf courses, etc.
- Ms. Wozniak-Brown stated that the WUCC could use the building code to encourage improvements in efficiency and reuse. Grey water reuse would need to be included in the checklist/handout to towns.

Topic Area: Resiliency (Climate Change)

- Mr. Murphy reviewed the goals, leads and timelines.
- Mr. Hoskins stated that climate change is effecting calculation of return storm frequency, streamflow and other inputs which in turn affect safe yield, flood levels, etc.
- Ms. Wozniak-Brown stated that the WUCC should coordinate with local health departments to gather data on areas where private wells chronically go dry.
- Mr. Banker mentioned that the Central WUCC discussed need for statewide data collection on groundwater levels, since site specific well data is frequently affected by recent pumping rates of the wellfield. The Central WUCC suggested DEEP developing a monitoring program.
- Mr. Murphy clarified that raising wells above the 0.2% annual chance flood is a local requirement where locally adopted, not a state requirement.
- Ms. Wozniak-Brown asked if WUCC needs to include a recommendation for the state to continue to fund USGS stream gages.
- Ms. Wozniak-Brown suggested adding redundant infrastructure, generators, etc. to checklist requirements for small systems.

Topic Area: Funding

- Mr. Murphy reviewed the goals, leads and timelines.
- Ms. Wozniak-Brown stated that matching funds from the state would help to fund improvements.
- Ms. Sloan stated that the COG's WUCC time is paid for by the regional services grant, but grant levels change from year to year.
- Ms. Wozniak-Brown asked what is the grant funding for small systems and regional water supply.

- Mr. McPhee responded that those grants are a component of the DWSRF funds administered by DPH for water system improvements. Grants associated with this program are typically provided by the legislature, and are only funded periodically.
- Mr. Lawrence asked if any of the members had worked with other water systems for bulk chemical purchase for water treatment. Aquarion has worked with a consultant in Massachusetts which bids chemical supplies for ten town systems.
- Ms. Lufkin suggested adding chemical supply to the joint use arrangement item.
- Ms. Wozniak-Brown suggested adding meter bid for small systems to the joint use arrangement item.

7. Preliminary Integrated Report & Executive Summary – Vote to Release for Public Comment Period

- Mr. Murphy reviewed a list of updates which were made to the report based upon comments received from members.
- Ms. Lufkin provided three brief comments regarding the consistency/accuracy of the abbreviation of the South Central Connecticut Regional Water Authority in the report, need to fix the Table 5 header column to fit text and the need to reword the paragraph discussing Public Act 17-211 on page 2-3.
- Ms. Wozniak-Brown made a motion to approve the preliminary integrated report and preliminary executive summary, as amended, to be submitted for a 30-day public comment period ending on April 20, 2018.
- Mr. Nalette seconded the motion.
- The motion passed unanimously.

8. Other Business

- Mr. Murphy mentioned that the Eastern WUCC will be considering nominations with subsequent elections for officers and the Western WUCC could consider for a future meeting.
- Mr. Murphy reminded members of the CIRCA workshop for implementing a drinking water resilience plan scheduled for Friday April 6th at the UConn Avery Point campus in Groton and made the members aware that there are still open seats available.
- Mr. McPhee reminded attendees that DPH has a training session for source water protection scheduled for Thursday March 22nd.

As there was no more business, Mr. Posthauer made a motion to adjourn. Mr. Lawrence seconded the motion. The motion passed unanimously and the meeting closed at 11:42 AM.

The next Western WUCC Meeting is scheduled for Tuesday April 24th, 2018 to be held at the Brookfield Municipal Center at 100 Pocono Road in Brookfield, Connecticut.

Respectfully Submitted,

David Banker, Recording Secretary – Western WUCC