

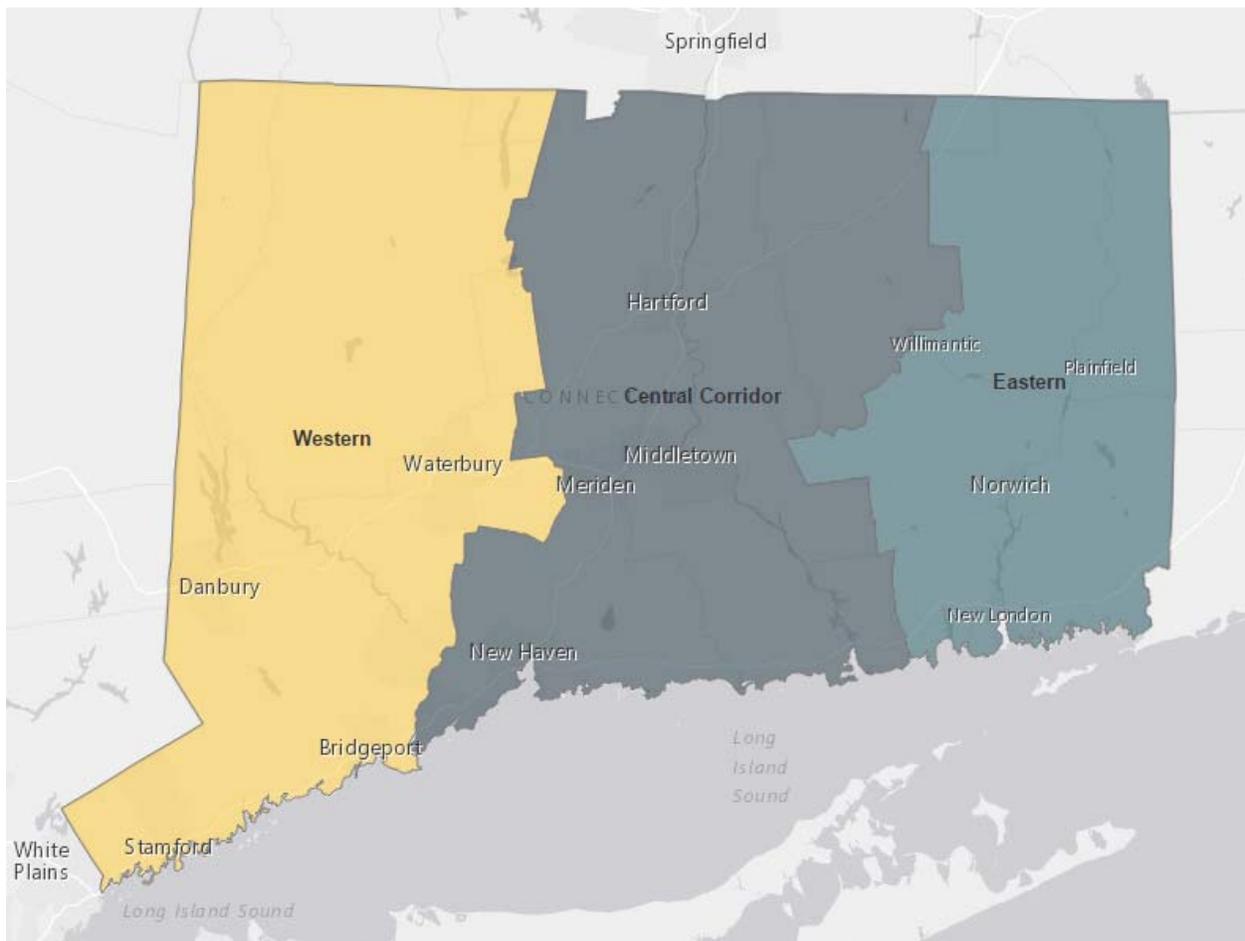
# Eastern Water Utility Coordinating Committee Work Plan

## Adopted July 13, 2016

### Background

The General Assembly passed “An Act Concerning a Connecticut Plan for Public Water Supply Coordination” (Public Act 85-535) in 1985. The Legislature found that “in order to maximize efficient and effective development of the state’s public water supply systems and to promote public health, safety and welfare, the Department of Public Health shall administer a procedure to coordinate the planning of public water supply systems.” Statutory intent, as well as for Connecticut General Statutes (CGS) 25-33d through 25-33j and the associated regulations, is to encourage public water suppliers and councils of government to work together to resolve water supply problems and related issues. The act provides for a coordinated approach to long-range water supply planning by addressing water quality and quantity issues from area-wide perspectives in regional coordinated plans.

Three management areas for water supply planning have been delineated. These Water Utility Coordinating Committees (WUCCs) are convened by the DPH and comprised of representatives from public water systems and councils of government in each delineated management area.



## **Purpose of Eastern WUCC Work Plan**

The WUCC Statutes (Section 25-33f) specify that “Each Committee...shall adopt and amend, as required, a work plan and schedule for a coordinated plan and adopt rules, including, but not limited to, rules for publication of meeting times and agendas, and for public comment, including notice of a comment period and documentation of responses to comments.” The WUCC Regulations (Section 25-33h-1(c)(3)) state that “the work plan, meeting schedule, and committee rules and procedures shall be adopted by the WUCC as required. After the initial meeting convened by the commissioner, meetings of the WUCC shall be convened on a schedule determined by the WUCC which facilitates maximum participation of eligible members.”

The Work Plan provides the means and methods to ensure completion of the WUCC process within the statutory timeframe of 24 months, while ensuring that the other requirements specified in the Statutes and Regulations are met. The Work Plan consists of the following elements:

- Attachment A – Eastern WUCC Bylaws
- Attachment B – Eastern WUCC Procedures
- Attachment C – Eastern WUCC Meeting Schedule
- Attachment D – Eastern WUCC Process Timeline
- Attachment E – Eastern WUCC Communications Plan

Work Plan elements may be amended from time to time, as necessary. Bylaws must be amended in accordance with the provisions of the Bylaws. Procedures and the Communications Plan may be amended by majority vote. The meeting schedule should be set by consensus if possible ensuring the maximum participation of members per the WUCC regulations. The Process Timeline is driven by the other requirements of the Work Plan and the Statutes and Regulations and may change as required. If any amendment causes any part of the Work Plan to become inconsistent with the Statutes and Regulations, the Statutes and Regulations will prevail.

**ATTACHMENT A – EASTERN WUCC BYLAWS**

**BYLAWS OF THE  
PUBLIC WATER SUPPLY MANAGEMENT AREA  
EASTERN CONNECTICUT WATER UTILITY COORDINATING COMMITTEE**

**Article I – Objectives**

The objective of the Water Utility Coordinating Committee (WUCC) is to implement and keep up to date the planning process established in Public Act 85-535 and defined in CGS 25-33c-j and RCSA 25-33h-1 in the Water Management Area (Figure 1) and to coordinate with the other WUCCs for statewide water supply planning. The planning process pursuant to CGS 25-33c shall maximize the efficient and effective development of public water supply systems and promote public health, safety and welfare.

**Article II – Membership**

As defined in RCSA 25-33h-1(b)(6) membership in the WUCC shall consist of one representative from each public water system (community and non-community) that has a source of supply or service area within the Water Management Area and one member of each Council of Governments (COG) serving at least one municipality within the management area. The State Department of Public Health (DPH) shall maintain the list of eligible members and make that list publicly available on the DPH website.

**Article III – Officers and Governance**

- A. *Composition* – Officers of the WUCC shall consist of either Co-Chairs or Tri-Chairs and a Recording Secretary. Preference shall be given to having the Chairs include a combination of private and public water system representatives and/or a COG representative. All Officers shall be members.

The Chairs shall be authorized to create the position of Assistant Secretary. Nomination and election of an Assistant Secretary shall follow the procedures for election of other Officers. The Recording Secretary, Assistant Secretary or Chair shall be authorized to designate an alternate to record the meeting minutes.

- B. *Nomination* – Any member of the WUCC may nominate themselves or any other member for election as an Officer.
- C. *Election* - Officers shall be elected by the members at a meeting of the WUCC for which Election of Officers has been noticed as a meeting agenda item.
- D. *Term* - Each Officer shall serve for a term of two years, or until a successor has been elected. There shall be no limit on the number of consecutive terms that an Officer can serve. The term of one or more initial Chair may be extended up to one additional year to provide continuity to the Committee. Thereafter, each successive term shall be two years. Any such extension shall follow the process used for the election of Officers.
- E. *Removal* - An Officer who has missed three or more meetings within a twelve month period may be removed by a majority vote of the members attending a meeting, and for which such removal has been noticed as a meeting agenda item.

- F. *Responsibilities* - The Chairs shall have the responsibility of scheduling, setting the agenda for, and presiding over meetings of the WUCC, and any other actions authorized by the WUCC. The Chairs shall also coordinate with DPH and the consultant retained by DPH to assist the WUCC in preparing the Areawide Supplement and any subsequent modifications or updates thereto, and shall promptly forward any FOI requests or legal issues to DPH. The Recording Secretary shall coordinate with DPH, who has the responsibility of maintaining the notification list and providing notice for WUCC meetings. The Recording Secretary shall be responsible for maintaining the records of the WUCC including WUCC work products, agenda and meeting minutes to publicly post within a timely manner.
- G. *Sub-Committees* – The Chairs may establish ad-hoc subcommittees comprised of WUCC members to deal with specific technical issues. Meetings of these subcommittees shall be noticed by DPH and minutes shall be recorded, approved by the subcommittee and made available to the WUCC and the public via the DPH website. Recommendations of the sub-committees shall be acted upon by the WUCC in order to be adopted.
- H. *Executive Session* – The Chairs may call for Executive Session for discussion of, and action on, security sensitive information. Executive Session shall be open to WUCC members, State Agencies and their agents, and invited guests. No votes or minutes shall be taken while in Executive Session.

#### **Article IV – Voting**

- A. *Number of Votes* – Each eligible WUCC member shall have one vote, which must be cast in person. There shall be no weighting of votes or voting by proxy.
- B. *Exclusive Service Area (ESA) Boundaries and Assignment* – Designation or modification of ESA boundaries or assignments shall be made by consensus, if possible. If consensus cannot be achieved the WUCC will consult with the Public Utilities Regulatory Authority (PURA). If consensus cannot be achieved following such consultation, the WUCC shall submit the disputed boundary or assignment to DPH for resolution. The notice for any meeting at which an ESA boundary or assignment is to be considered shall include a map of the proposed boundary and/or assignment.

Modification of assigned ESA boundaries between two members can be made without the vote of the WUCC provided such modification is documented by the affected members and following an opportunity for comment by the WUCC and any affected municipality. Modification will become effective upon acknowledgement of receipt of the notification by the WUCC Chairs to DPH.

ESA assignments will transfer with a transfer of ownership of a public water system without a vote of the WUCC.

- C. *Certificates of Public Convenience and Necessity (CPCN)* - To the extent a WUCC recommendation is required for approval of a new public water system within the management area, such recommendation may be provided by a vote of the Chairs with subsequent notification to the WUCC members.

- D. *Other Matters* – WUCC decisions other than the election or removal of officers, approval or modification of ESA boundaries and assignments, adoption or amendment of bylaws, or submittal of the Coordinated Water System Plan, or any portion thereof, to DPH for approval may be by a simple majority of the members present.

#### **Article V – Meetings**

- A. *Frequency* – The WUCC shall meet a minimum of monthly during the preparation of its coordinated plan, and at least once per calendar year thereafter. Special meetings may be called by the Chairs at any time to address any matters to properly come before the WUCC or upon the request of DPH or other state agency.
- B. *Location* - Meetings of the WUCC shall be in a publically accessible location as convenient as practicable to the members affected by issues on the agenda.
- C. *Notice* – Notice for convening of the WUCC shall be made by DPH in accordance with the requirements of RCSA 25-33h-1(b)(5). DPH, in coordination with the WUCC Recording Secretary, shall maintain a list of eligible WUCC members and other interested persons who have provided their email addresses and indicated a desire to be notified of WUCC meetings. The Department, in coordination with the Recording Secretary shall provide electronic notification of subsequent WUCC meetings to the addresses on the notification list at least 14 calendar days prior to the meeting, or as otherwise required.
- D. *Quorum* – The WUCC can meet with the members present and doesn't require a specific quorum to conduct business, except as required in Article IV D, provided at least two Officers are in attendance. The election or removal of officers, approving or modifying ESA boundaries, adoption or amendment of bylaws, and submittal of the Coordinated Water System Plan, or any portion thereof, to DPH for approval requires the presence of at least six members.
- E. *Public Participation* – Each WUCC meeting shall include an agenda item for public comment. Chairs shall determine if sign-up sheet is needed for public comment and may limit public comment periods in order to conduct efficient and orderly meetings
- F. *Minutes* – The Recording Secretary shall record minutes of each WUCC meeting that shall be reviewed and approved by the members at the next meeting and then made electronically available to the notice distribution list.

#### **Article VI – Parliamentary Procedures**

Robert's Rules of Order for Small Boards shall be the parliamentary authority for all matters of procedure not covered by these bylaws.

#### **Article VII – Conflict**

If there is a conflict between these by-laws and the CGS or RCSA, the statutes or regulations shall prevail.

## **Article VIII – Amendments**

Proposals for the amendment of the bylaws may originate by any WUCC member upon a petition signed by at least ten WUCC members. Upon submission of the amendment, the Recording Secretary, through the DPH, shall furnish each WUCC member with a copy of the proposed amendment(s). The proposed amendment(s) shall be voted on at a regular or special meeting where a quorum is present, provided, however, that all utility members shall have at least thirty calendar days to consider the proposed amendment(s). A simple majority of those members present and voting shall be required to amend the bylaws. Upon favorable action on the proposed amendment(s), the new provisions will be effective immediately unless a different effective date is stated.

**ATTACHMENT B – EASTERN WUCC PROCEDURES**

## EASTERN WUCC PROCEDURES

Monthly meetings will be an essential component of completing the WUCC process. Suggested rules of order and organizational procedures are as follows:

### Regular Meetings\*

Frequency: Monthly  
Times: Mid-Morning or Early Afternoon  
Length: 2 to 4 Hours (maximum)  
Location: Centrally Located within Region  
Minimum Notice: 2 Weeks via Email and Website

\*Special meetings may be called by the Chairs as necessary when conflicts or special needs arise or when deadlines are imminent. Special meetings may be called in the evening, if necessary.

### Typical Agenda

1. Welcome & Roll Call
2. Approval of Minutes from Previous Meeting
3. Formal Correspondence
4. Public Comment
5. Action Items (as required by Process Timeline)
6. Other Business

### Conduct

WUCC Chairs to moderate meetings and establish and follow ground rules for a productive and respectful meeting (see sidebar).

### Voting Procedures

Need for Vote: Consensus if possible  
Quorum: See WUCC Bylaws for specifics  
Number of Votes: One vote per member, not one vote per system or PWSID

### Sustainability

Whenever possible, meeting notices, agendas, correspondence, reports, and other information shall be made available in electronic format, rather than paper.

## Suggested Meeting Ground Rules

- **This is a discussion, not a debate.** The purpose is not to win an argument, but to hear many points of view and explore many options and solutions.
- **Everyone is encouraged to participate.** You may be asked to share what you think, or we may ask for comments from those who haven't spoken. It is always OK to "pass" when you are asked to share a comment.
- **No one or two individuals should dominate discussion.** If you have already voiced your ideas, let others have an opportunity. When you speak, be brief and to the point.
- **One person speaks at a time.** Refrain from side conversations. Pay attention to the person speaking. If you think you will forget an idea that comes to mind, write it down.
- **Listen to and respect other points of view.** All of us bring information and ideas to contribute. People are more likely to contribute if they know they are respected.

*Adapted from "How can we support more productive discussions?" by Lisa Hinz, University of Minnesota Extension*

### **Public Participation**

- Public Comment:** The public may comment by providing Formal Correspondence between meetings and/or verbally or in written form at meetings via the formal Agenda Item. The Chairs may allow an additional opportunity for verbal public comment at the end of a meeting if time is available. Formal Correspondence presented outside of a regularly scheduled WUCC meeting must be addressed to one or all Officers of the WUCC to be documented.
- Public Input:** The Chairs may allow public input into ongoing discussions of Action Items, at their discretion.
- Public Review:** The Preliminary WSA, Preliminary ESA, and the Draft Coordinated Supply Plan will be posted online and have a formal review period that is announced in accordance with the Statutes and Regulations.
- Availability:** The DPH Webpage will host all publicly available information.
- Documentation:** Recording Secretary to document WUCC Responses to Public Comment as part of minutes (if responded to during meeting) or as part of Formal Correspondence (at subsequent meeting). Public comments specific to the elements of the Coordinated Plan shall be included as an Appendix to the applicable Plan along with a response.
- Correspondence:** To be included with Monthly Minutes & Agenda if available in advance of the meeting and posted on DPH website. Correspondence that is unacceptable for posting may be redacted or withheld from public posting at the option of DPH. The Recording Secretary shall retain all originals.

### **Eastern WUCC Correspondence**

Formal Correspondence issued by the WUCC shall use the WUCC letterhead and be signed by all Chairs. Formal Correspondence may be issued by the Chairs without review by the members, although the release of any associated documents must be conducted in accordance with the Bylaws.

### **ESA Assignment and Modification**

See ESA Procedures beginning next page.

# **Exclusive Service Area Procedures – Eastern WUCC**

## **Adopted November 9, 2016**

### **Section I. Introduction.**

The WUCC is charged by Connecticut General Statute (CGS) Section 25-33g(b) to establish preliminary exclusive service area boundaries, and to change such boundaries as necessary or warranted. An “exclusive service area” is defined as “an area where public water is supplied by one system.” Functionally, exclusive service areas (ESAs) represent currently unserved areas that may be served in the future. The planning process, as defined in the Regulations of Connecticut State Agencies (RCSA) Section 25-33h-1(c)(2), is to *maximize efficient and effective development of public water supply systems and promote public health, safety, and welfare.*

### **Section II. Public Notification Requirements.**

Per RCSA 25-33h-1(c)(6), the WUCC must provide notification to all eligible WUCC members within the public water supply management area (PWSMA) that preliminary ESA boundaries are being developed and of their ability to participate. This was performed for the Eastern WUCC by letter dated September 19, 2016.

#### **Meetings**

- Per Article IV, Section B of the Bylaws of the Eastern WUCC, “the notice for any meeting at which an ESA boundary or assignment is to be discussed shall include a map of the proposed boundary and/or assignment”. ESA boundaries may only be established or modified at a properly noticed (agenda and maps published at least 14 days in advance) WUCC meeting. Per Article V, Section D of the Bylaws, at least two Officers must be present for a WUCC meeting to occur.
- Per Article IV, Section D and Article V, Section D of the Bylaws of the Eastern WUCC, a quorum must be present to conduct business regarding approving or modifying ESA boundaries.
- The WUCC must come to agreement on assignment of ESA boundaries per Section 25-33g(b). Article IV, Section B of the Bylaws of the Eastern WUCC state that designations or assignments shall be made by consensus, “if possible”. The former Southeastern WUCC Exclusive Service Area Procedures (last modified March 9, 2000) defined agreement to mean a simple majority vote; that threshold is again utilized herein.
- In the event that the municipality and/or water utility of one of the Officers is involved in an ESA boundary assignment or modification, that Officer must step aside from their duties for the duration of discussion and consideration. This is to prevent conflicts of interest. In such a case, one or more of the following will occur:
  - In the event that one or two of the Tri-Chairs are unable to perform their duties, the remaining Chair(s) will be in charge of the meeting, if available.
  - In the event that all three Tri-Chairs are unable to perform their duties, the Secretary will take charge of the meeting.
  - In the event that the Secretary is unable to perform their duties, the Assistant Secretary or an alternate Secretary will be selected to take notes and serve as timekeeper for the duration of discussion and consideration.

## **Section III. Assignment of Initial ESA Boundaries.**

### **Factors to Consider for Determining ESAs**

Per RCSA 25-33h-1(d)(B), the WUCC shall establish ESAs, first by preparing preliminary and then final ESA boundaries. In establishing ESAs, the WUCC shall:

- aa. Allow utilities to maintain existing service areas;
- bb. Not leave areas as un-serviced islands, unless it can be demonstrated that there is not and will be no future need for public water service; and
- cc. Not allow new service areas or main extensions which create duplication or overlap of services.

The following factors shall be utilized in determining ESA boundaries:

- aa. Existing water service area;
- bb. Land use plans, zoning regulations, and growth trends;
- cc. Physical limitations to water service;
- dd. Political boundaries;
- ee. Water company rights as established by statute, special act, or administrative decisions;
- ff. System hydraulics, including potential elevations or pressure zones; and
- gg. Ability of a water system to provide a pure and adequate supply of water now and into the future.

### **Declaration Forms**

A declaration form has been developed to assist public water utilities and municipalities in providing information to support an ESA declaration. The declaration form asks questions designed to collect information on the factors described above. As part of the declaration form, entities are asked to contact other potential declarants in an attempt to resolve potential conflicts over particular unserved areas prior to submission of declaration forms. Declarants will be reminded at the November 2016 and subsequent WUCC meetings that a simple majority vote is the threshold for an ESA assignment. Declarants will be encouraged to meet between WUCC meetings and compromise over conflicted areas.

### **Meetings**

As noted above, assignment of an ESA boundary can only occur at a properly noticed WUCC meeting where at least two officers and a quorum are present. If the quorum is not met, consideration of the assignment will be rescheduled. It is possible that additional meetings beyond the regularly scheduled monthly WUCC meetings may be necessary to meet the regulatory deadlines.

### **Public Comment**

Per CGS 25-33g(b), public comment must be solicited on the ESA boundaries, specifically from municipalities, regional councils of governments, the Commissioners of Energy and Environmental Protection and Public Health, the Public Utilities Regulatory Authority, the Secretary of the Office of Policy and Management, and other interested persons. Per RCSA 25-33h-1(f)(1), the WUCC shall make the preliminary exclusive service areas available for public review and comment.

Two public comment periods are currently included in the Eastern WUCC ESA schedule: One for review and comment on declarations (between the November and December meetings), and the second requesting comment on the preliminary ESA Document (beginning after the March meeting). Public comment periods and notifications will be provided for as per the Statutes, Regulations, and Bylaws of the Eastern WUCC.

## **Voting**

In order to determine agreement (consensus) on assignment of an ESA, a vote must be held. If the vote carries, the assignment is confirmed by the WUCC and the assignment becomes part of the Exclusive Service Area document. Areas where there is only one declarant should come to consensus relatively quickly, although the WUCC is entitled to request additional information from any declarant prior to voting.

## **Declaration Conflicts**

In the case of multiple declarants proposing the same ESA, presentations will be scheduled during regular or special WUCC meetings. Per Article V, Section B of the Bylaws of the Eastern WUCC, a map of the proposed area must be submitted with the agenda for said meeting. A schedule of presenters will be determined during or following the November 2016 meeting.

It is possible that presentations on the same conflicted area may span multiple meetings. A scoring rubric will be provided to assist WUCC members with scoring presentations, such that their thoughts may be written down and available to them at subsequent meetings. The scoring rubric is for guidance purposes and for use by individual WUCC members and will not be collected by the WUCC.

For each area in conflict between one or more declarants, each conflicted declarant will have 15 minutes to defend their declaration, followed by a 15 minute question and answer period. It is encouraged that written documentation be submitted by each declarant (for distribution to WUCC members) to support the oral presentation. Presentations by conflicted declarants will begin at the December 2016 meeting. Following the presentations and question and answer periods, the WUCC will enter a 15-minute discussion period to consider potential alternatives to mediate the conflict. More time for presentations and questions may be allotted by the WUCC if deemed necessary by the Chairs.

Following the discussion period, the WUCC has two pathways for coming to an ESA determination:

1. Motions can be made to accept one of the proposals presented by a conflicted declarant, or on an alternative proposal proposed by other WUCC members that would resolve the conflict. In the latter case, it is suggested that any alternative proposal be amenable to at least one of the conflicted declarants. Conflicted declarants may not make a motion, but are allowed to vote. Should the motion carry, the ESA designation in question is considered confirmed by the WUCC and added to the ESA Document.
2. Alternatively, the WUCC may move to send the conflicted declarants to a mediation session with (or without) the WUCC consultant in an attempt to resolve the conflict prior to the next WUCC meeting. The WUCC may similarly move in the event that a motion is made under #1 above but does not carry. The results of any mediation would be discussed at the next WUCC meeting.

Following the discussion of the results of the mediation at the subsequent WUCC meeting, the WUCC will again move on a proposal as stated in #1 above. In the event that the WUCC cannot come to consensus on any proposal, CGS 25-33g(b) requires that a recommendation be sought from the Public Utility Regulatory Authority (PURA). This will most likely occur in the case of three or more conflicted declarants where it may not be possible to achieve a simple majority for any one proposal. PURA has indicated that it will open a docket for such cases to facilitate its administrative duty under the statute. Following the receipt of the recommendation by PURA, the following will occur:

- Each conflicted declarant will have 10 additional minutes at a subsequent meeting to address the issues raised by PURA in coming to their recommendation, followed by a 10 minute question and answer period. More time for presentations and questions may be allotted by the WUCC if deemed necessary by the Chairs.

- Following the question and answer period, the WUCC will vote specifically on whether to adopt the PURA recommendation for the ESA assignment. Should the motion carry, the ESA conflict is considered resolved and the ESA designation per the PURA recommendation is considered confirmed and added to the ESA Document.
- If the vote does not carry following the PURA recommendation, the WUCC members may enter a discussion period to consider additional alternative recommendations, such as a division of the conflicted area. Following the discussion period, additional voting will occur as per #1 or #2 above.

If a vote on alternative awards does not carry, or following additional mediation between declarants to arrive at a solution, the assignment will be provided to the Commissioner of DPH for a decision. Per RCSA 25-33h-1(f)(1)(D), the WUCC is required to provide to DPH the following:

- Documentation that the WUCC consulted with PURA;
- The PURA recommendation;
- A summary discussion of unresolved issues;
- Identification of persons affected by the conflict;
- Any considered alternatives; and
- Additional information as necessary.

The Commissioner of DPH is required to consider the following in assigning ESA boundaries:

- Any water company rights established by statute, special act, or administrative decisions.
- Maintaining existing service areas.
- The orderly and efficient development of public water supplies.

Per RCSA 25-33h-1(f)(1)(D), and at the discretion of the Commissioner of DPH, a hearing may be held to receive comment on the ESA boundaries in conflict. DPH shall then establish ESA boundaries in the disputed area and provide notice of such boundaries to the WUCC.

### **Appeals**

The WUCC and/or DPH will only consider an appeal of an ESA boundary if there is a significant change that would support modification. While the process is designed to promote consensus by declarants and the WUCC, it is possible that an aggrieved party could pursue legal action to appeal the WUCC and/or DPH decision. Modification of established ESA boundaries within an ESA, or between two ESA holders will follow the procedures below.

### **Section IV. Modification of Established ESA Boundaries.**

In most cases, modification of an ESA boundary will be presented to the WUCC by contiguous ESA holders who have come to agreement on how an area should be served, and wish to modify the boundary to allow service. A second case would be when a new public water system is proposed within an ESA as per CGS 25-33i(b), and either (1) an existing public water system cannot provide service, or (2) the WUCC recommends the creation of a new public water system.

Furthermore, it is possible that an aggrieved party could appeal to DPH and the WUCC as noted above, demonstrating that a significant change has occurred since the time of the previous ESA assignment that would support modification. In this latter case, the aggrieved party should appeal by letter to the WUCC with a copy to DPH. The Chairs will work with DPH to determine if sufficient evidence has been presented to support adding the potential modification to the agenda of a regular or special WUCC meeting.

In summary, four types of ESA modifications have been identified:

- A. Modification between two ESA holders;
- B. Modification due to creation of new public water system that will not be owned by ESA holder;
- C. Modification due to appeal;
- D. Modification due to other reasons.

### **Meetings**

As defined in the Bylaws of the Eastern WUCC, modification of an ESA boundary can only occur at a properly noticed WUCC meeting where at least two officers and a quorum are present. If a quorum is not met, consideration of the modification will be rescheduled.

### **Information Required**

Article IV, Section B, paragraph 2 of the Bylaws of the Eastern WUCC requires documentation of the proposed modification to be submitted to the WUCC. The WUCC should request details regarding the modification to inform the understanding of the WUCC membership. Information similar to that on the Declaration Form may be required, and a map detailing the proposed ESA boundary modification must be submitted. The parties involved should be prepared to make a 15-minute oral presentation (together, or two separate presentations depending on the circumstances).

### **Opportunity for Comment**

Article IV, Section B, paragraph 2 of the Bylaws of the Eastern WUCC requires an opportunity for comment on the modification by the WUCC and any affected municipality. Per the suggestion of RCSA Section 25-33h-1(c)(7), the minimum comment period for any WUCC member and any affected municipality shall be 30 days. The WUCC shall provide written notification to each affected municipality of the opportunity to comment, and a description and map of the proposed modification. A notification to WUCC members will be sent by DPH to WUCC members and interested parties, and a copy of the notifications will be posted on the WUCC website.

Functionally, this means that if a modification is brought to the WUCC's attention, they should have a WUCC meeting to collect preliminary data, and then have a comment period, and then vote on the proposed modification at a second WUCC meeting. The meetings must be either regular or special meetings. The parties involved will have the opportunity (together, or separately depending on the circumstances) to respond to any comments received.

### **Type A (ESA Boundary Adjustment between Two Contiguous ESA Holders) Modification Procedures**

For Type A modifications (as defined above), Article IV, Section B, paragraph 2 of the Bylaws of the Eastern WUCC states that modification of ESA boundaries between two members may occur without a vote of the WUCC. The parties are still required to provide documentation acceptable to the WUCC and allow for comments from WUCC members and affected municipalities as described under "Opportunity for Comment" above.

### **Type B (New Public Water System) Modification Procedures**

For Type B modifications (as defined above), the DPH will provide notice to the WUCC that a new system has been approved and that an ESA boundary modification is necessary. Modification of the ESA boundary will only occur once the new system is approved by DPH for use. In some Type B cases, the WUCC will already be aware of the system in question as it may have been asked by DPH to provide a recommendation on such a system in accordance with CGS 25-33i(b). No motion by the WUCC is necessary for Type B modifications. The new system, once approved by DPH, will automatically be assigned an ESA contiguous with its identified service area. The WUCC must work with the DPH to ensure that the ESA boundary maps are properly updated to reflect the ESA boundary assigned to the new system, and keep appropriate records of the change (including a posting on the DPH website).

## **Type C (Appeals) and Type D (Other) Modification Procedures**

In order to determine agreement (consensus) on the modification of an ESA in other modification cases, such as the result of an appeal by an aggrieved party (Type C), or for another reason (Type D - e.g. due to a boundary modification between three or more parties), a vote must be held at a regular or special WUCC meeting with at least two Officers and a quorum present, and following an appropriate opportunity for comment (see Opportunity for Comment). The proposed modification must be an agenda item for both meetings. In the case of a conflict, the WUCC will remind the parties involved that a simple majority vote is the threshold for an ESA modification. The conflicted parties will be encouraged to meet between WUCC meetings and compromise over conflicted areas.

The process for proceeding with Type C and Type D modifications is similar to those under “Declaration Conflicts” in Section III of these procedures. At the first meeting, the WUCC would collect preliminary data regarding the proposed modification. The parties involved will have time (either together, or separately depending on the circumstances) to present the proposed modification and/or defend their position, followed by a question and answer period. The amount of time available for presentations and questions and answers is at the discretion of the Chairs. It is encouraged that written documentation be submitted by each declarant to support their oral presentation. The WUCC may elect to distribute the scoring rubric to provide guidance for WUCC members hearing the presentations as noted above in Section III.

Following the “Opportunity for Comment”, and at the next regular or special WUCC meeting, the parties will each have time (together or separately, depending on the circumstances) to address the comments received, including any public comment provided at the regular or special meeting. This presentation period will be followed by a question and answer period. The amount of time available for presentations and questions and answers is at the discretion of the Chairs.

Following the discussion period, the WUCC has two pathways for coming to a determination on the ESA modification:

1. Motions can be made to accept one of the proposals presented by one or more of the parties, or on an alternative proposal proposed by other WUCC members that would resolve a conflict. Conflicted parties may not make a motion, but are allowed to vote. Should the motion carry, the ESA designation is considered modified, and appropriate documentation must be provided to DPH for posting.
2. Alternatively, the WUCC may move to send the conflicted parties to a mediation session in an attempt to resolve the conflict prior to the next WUCC meeting. The WUCC may similarly move in the event that a motion is made under #1 above but does not carry. The results of any mediation would be discussed at the next WUCC meeting.

Following the discussion of the results of the mediation at the subsequent WUCC meeting, the WUCC will again move as stated in #1 above. In the event that the WUCC cannot come to consensus on any proposal, CGS 25-33g(b) requires that a recommendation be sought from PURA. PURA has indicated that it will open a docket for such cases to facilitate its administrative duty under the statute. Each conflicted party will have additional time at a later meeting to address issues raised by PURA in coming to their recommendation, followed by a question and answer period. The amount of time available for presentations and questions and answers is at the discretion of the Chairs.

Following the question and answer period, the WUCC will vote specifically on whether to adopt the PURA recommendation for the ESA modification. Should the motion carry, the ESA designation is considered confirmed per the PURA recommendation and appropriate documentation must be provided to DPH.

If the vote does not carry following the PURA recommendation, the WUCC members may enter a discussion period to consider additional alternative recommendations, such as a division of the declared area. Following the discussion period, additional voting will occur as per #1 or #2 above. The parties are welcome to pursue additional discussion of alternatives that will be satisfactory to the WUCC prior to the next WUCC meeting.

If a vote on an alternative modification does not carry or following the failure of additional mediation between parties to arrive at a solution, the modification will be provided to the Commissioner of DPH for a decision. Per RCSA 25-33h-1(f)(1)(D), the WUCC is required to provide to DPH the following:

- Documentation that the WUCC consulted with PURA;
- The PURA recommendation;
- A summary discussion of unresolved issues;
- Identification of persons affected by the conflict;
- Any considered alternatives; and
- Additional information as necessary.

The Commissioner of DPH is required to consider the following in modifying ESA boundaries:

- Any water company rights established by statute, special act, or administrative decisions.
- Maintaining existing service areas.
- The orderly and efficient development of public water supplies.
- Established exclusive service areas.

Per RCSA 25-33h-1(f)(1)(D), and at the discretion of the commissioner, a hearing may be held to receive comment on the ESA boundaries in conflict. DPH shall then modify ESA boundaries in the disputed area.

### **Appeals**

The WUCC and/or DPH will only consider an appeal of an ESA boundary if there is a significant change that would support modification. While the process is setup to promote consensus, it is possible that an aggrieved party could pursue legal action to appeal the DPH decision.

### **Section V. Reporting.**

Per RCSA 25-33h-1(d)(B)(iii), a plan for exclusive service areas within the public water supply management area shall be developed, including:

- aa. A map or maps at a scale of 1:50,000 depicting existing and future service areas within the exclusive service area boundaries.
- bb. A reference list of exclusive service area or supply agreements between public water systems or localities, including charter or enabling act revisions as applicable and a brief description of terms of agreement including dates and length of agreement.
- cc. Description of future service area boundaries.

ESA holders are required to sign Statements of Confirmation confirming their ESA assignment, role, and responsibilities. These will be appended to the ESA Document.

The WUCC must provide the necessary documentation regarding any ESA boundary assignment or modification to DPH in a timely manner. Any map submitted with any agenda or for acknowledgement by DPH must be at a scale of, at a minimum, 1:50,000.

**EXCLUSIVE SERVICE AREA DECLARATION FORM  
EASTERN CONNECTICUT WUCC**

**INSTRUCTIONS:**

Please answer all questions in Sections 1 and 2 and Sections A through H. Please feel free to attach additional sheets if necessary, or expand the size of answer boxes if necessary.

For additional information regarding the exclusive service area declaration process, or if you have questions, please contact any of the Eastern WUCC Officers, or contact Mr. Scott Bighinatti of Milone & MacBroom, Inc. at 203-271-1773 x204 or sbighinatti@mminc.com.

Kindly return this form completed and signed, and with any pertinent attachments, to Mr. Scott Bighinatti of Milone & MacBroom, Inc., 99 Realty Drive, Cheshire, Connecticut, 06410 via mail, fax (203-272-9733), or email (listed above).

**SECTION 1. DECLARANT INFORMATION**

Water Utility or Municipality Name: \_\_\_\_\_

Mailing or Street Address: \_\_\_\_\_

Town, State, Zip Code: \_\_\_\_\_

Primary Contact Person & Title: \_\_\_\_\_

Secondary Contact Person & Title: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Contact Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**SECTION 2. DESCRIPTION OF AREA CLAIMED BY DECLARANT AS EXCLUSIVE SERVICE AREA**

All area within the municipal boundaries of Ashford, Brooklyn, Canterbury, Chaplin, Eastford, Hampton, Killingly, Plainfield, Pomfret, Putnam, Scotland, Sterling, Thompson, Union, Windham, and Woodstock, with the exception of those parcels of land currently served by public water systems, are open to declarants as proposed exclusive service area boundaries.

1. Please provide a written description in the box below of your proposed exclusive service area boundary. If you are claiming only a portion of land within any of the above municipalities, please provide a general description of the limits of your proposed exclusive service area. For example, “all of town A” or “the portion of town B as generally bounded by street C, street D, street E, and the municipal boundary with town F”. Attach additional pages if necessary.

2. If you are only claiming a portion of a municipality, please attach a clear delineation of your proposed exclusive service area boundary on a map for each portion of a municipality you are claiming.

**SECTION A. SUPPORTING INFORMATION RELATED TO EXISTING WATER SERVICE AREA**

Please answer the following questions. Attach additional sheets, if necessary.

1. Do you currently own and operate a public water system within each municipality in your proposed exclusive service area? If no, indicate the municipalities in which you do not currently own and operate a system.

2. If you answered yes in Question 1, are you planning on expanding your existing service area in the future? If yes, describe your general expansion plans for the five-year, 20-year, and 50-year planning periods. Does your proposed ESA encompass areas outside of your proposed 50-year expansion area as noted in your most recent Water Supply Plan?

3. If you answered yes in Question 2, are you planning on servicing your entire proposed exclusive service area via an extension of your existing system, or will some or all of the areas need to be served through satellite systems? Please describe your intentions.

**SECTION B. SUPPORTING INFORMATION RELATED TO EXISTING LAND USE PLANS, ZONING REGULATIONS, AND GROWTH TRENDS**

Please answer the following questions. Attach additional sheets, if necessary.

1. Describe your familiarity with the local, regional, and state land use plans, local zoning regulations, and recent local growth trends within each municipality in your proposed exclusive service areas.

2. Identify the person or group at your utility or municipality responsible for reviewing and/or enforcing such plans and regulations, and what other groups serve to advise your utility or municipality on changes in land use and new developments at the local level.

3. Do the current zoning, land use plans, and growth trends in the municipalities in your proposed exclusive service area currently suggest that new public water systems, or an extension of public water systems, will be needed?

4. Do the current zoning and land use plans in the municipalities in your proposed exclusive service area identify areas where public water and/or public sewer service avoidance policies are being sought, and are therefore unlikely to require public water service in the immediate future?

5. Are you familiar with the current water supply planning regulations (Regulations of Connecticut State Agencies Section 25-32d) and how they relate to existing land use within each municipality that is served?

**SECTION C. PHYSICAL LIMITATIONS TO WATER SERVICE**

Please answer the following questions. Attach additional sheets, if necessary.

1. If you will serve any or all of your proposed exclusive service area via an extension of your existing service area, will you need to develop new sources of supply to do so? In other words, do you have sufficient excess available water supply to reasonably serve the proposed exclusive service area?

2. If you will serve any or all of your proposed exclusive service area via satellite systems, please identify any known areas in your proposed exclusive service area where bedrock yields are poor and/or groundwater contamination has affected groundwater quality.

**SECTION D. POLITICAL BOUNDARIES**

Please answer the following questions. Attach additional sheets, if necessary.

1. Does your proposed exclusive service area cross political boundaries, such as municipal or borough boundaries?

2. If you will serve any or all of your proposed exclusive service area via an extension of your existing service area, will water come from sources across municipal or other jurisdictional boundaries?

**SECTION E. WATER COMPANY RIGHTS AS ESTABLISHED BY STATUTE, SPECIAL ACT, OR ADMINISTRATIVE DECISIONS**

Please answer the following questions. Attach additional sheets, if necessary.

1. Do you have any right to provide water service within your proposed exclusive service area by virtue of State Statute? If yes, please cite the statute below. Note that if you are a municipality, please be reminded that you are authorized by Connecticut General Statute 7-234 of 1967 to provide water service to your municipality. You may cite that section below.

2. Do you have any right to provide water service within your proposed exclusive service area by virtue of a Special Act of the Connecticut General Assembly? If yes, please provide a copy of the Special Act.

3. Do you have any right to provide water service within your proposed exclusive service area by virtue of an Administrative Decision made by a State Agency? For example, the result of a DPH consent order or a PURA Docket? If yes, please provide a copy of the Administrative Decision.

4. Do you have any right to provide water service within your proposed exclusive service area by virtue of a municipal law or ordinance, such as per a section in the Town Charter that establishes a Water Pollution Control Authority? If yes, please provide a copy.

**SECTION F. SYSTEM HYDRAULICS, INCLUDING POTENTIAL ELEVATIONS OR PRESSURE ZONES**

Please answer the following questions. Attach additional sheets, if necessary.

1. If you will serve any or all of your proposed exclusive service area via an extension of your existing service area, will you need to install additional storage tanks or pumping stations to do so? If yes, please provide a general description of needs.

2. Describe your utility's or municipality's experience with system hydraulics, including managing elevation changes and pressure zones.

**SECTION G. ABILITY OF A WATER SYSTEM TO PROVIDE A PURE AND ADEQUATE SUPPLY OF WATER NOW AND INTO THE FUTURE**

Please answer the following questions. Attach additional sheets, if necessary.

1. Please describe your current source water protection program for protecting current and future sources of supply.

2. If you will serve any or all of your proposed exclusive service area via satellite systems, do you have experience owning and operating such systems? Please describe.

3. Please describe your technical capacity to operate a public water system. Will you own and operate new systems, or do you expect to own new systems and retain a contract operator to perform the day to day tasks?

4. Please describe your managerial capacity to operate a public water system. What hierarchy is in place to make decisions? How quickly can/will decisions be able to be made during an emergency? Describe your experience with long term planning of infrastructure assets.

5. Please describe your financial capacity to operate a public water system. Is capital funding for emergency repairs available? Is there a capital improvement budget available for long term asset replacement? What types of financial resources can be utilized to maintain a system? Is there financing available to retain consultants and contractors to design and implement repairs?

6. If you currently provide public water service, please describe the number and types of complaints received by your utility for the past three years.

7. If you will serve any or all of your proposed exclusive service area via an extension of your existing service area, please describe any water quality or reporting violations incurred over the past two years.

8. If you will serve any or all of your proposed exclusive service area via an extension of your existing service area, please describe any potential concerns related to disinfection byproducts that may need to be evaluated with any main extension.

9. Please describe the type of rate structure envisioned within your proposed exclusive service area, and provide the estimated annual cost of water service for a family of four using 109,500 gallons<sup>1</sup> per year.

**SECTION H. OTHER CONSIDERATIONS**

Please answer the following questions. Attach additional sheets, if necessary.

1. Are you aware of any other municipalities or water utilities who may declare for the same proposed exclusive service area, thereby creating a conflict? If yes, please describe.

<sup>1</sup> Calculated at 75 gallons per person per day x 4 people x 365 days in a year.

2. If yes, have you corresponded with said municipality or utility concerning this potential conflict? In an effort to avoid conflicts, public water systems and municipalities are encouraged to coordinate their efforts in declaring exclusive service areas. Contact the Eastern WUCC Officers for contact information.

**CERTIFICATION**

In accordance with the Regulations of Connecticut State Agencies Section 25-33h-1(k)(2), I understand that water utilities are responsible for providing adequate service as requested by consumers and under terms otherwise provided by statute, regulation and ordinance within their exclusive service area boundaries within a reasonable time frame. This may include but not be limited to development of supply sources, main extensions, or satellite management.

Furthermore, I, undersigned below, am presently aware of no reason why the utility represented on this form and any associated attachments would not be capable of providing pure and adequate supply of water to service the proposed exclusive service area in accordance with all applicable regulatory requirements, within a reasonable timeframe of requests by customers, should the proposed exclusive service area boundaries be accepted by the Eastern Water Utility Coordinating Committee and the Connecticut Department of Public Health pursuant to Public Act 85-535, as amended.

Signature of  
Duly Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Print or Type Name and Title: \_\_\_\_\_

**EXCLUSIVE SERVICE AREA EVALUATION FORM  
EASTERN CONNECTICUT WUCC**

ESA Conflict Area: \_\_\_\_\_

List of Declarants: \_\_\_\_\_

Presenting Municipality or Utility: \_\_\_\_\_

**Note:** Presentations by each declarant will address the seven specific exclusive service area boundary considerations as outlined in Section 25-33h-1(d)(B)(ii) of the Regulations of Connecticut State Agencies. See declaration form for more detail on the issues considered under each item. **THIS FORM IS FOR USE BY WUCC MEMBERS AS GUIDANCE TO HELP INFORM THAT MEMBER’S EVENTUAL VOTE ON A CONFLICTED AREA. IT WILL NOT BE HANDED INTO THE WUCC OR DISTRIBUTED PUBLICALLY.**

**Ratings are scored as follows:**

1 = Unsited; 2 = Poorly Suited; 3 = Moderately Suited; 4 = Well Suited; and 5 = Very Well Suited

Item	Description	Rating for	Rating for	Rating for	Rating for
		(Declarant #1)	(Declarant #2)	(Declarant #3)	(Declarant #4)
A.	“Existing Service Area” Rating				
B.	“Land Use Plans, Zoning Regulations, and Growth Trends” Rating				
C.	“Physical Limitations to Water Service” Rating				
D.	“Political Boundaries” Rating				
E.	“Water Company Rights as Established by Statute, Special Act, or Administrative Decision” Rating				
F.	“System Hydraulics, Including Potential Elevations and Pressure Zones” Rating				
G.	“Ability of a Water System to Provide a Pure and Adequate Supply of Water Now and Into the Future” Rating				
H.	Miscellaneous Rating Based Upon All Available Information and Presentation				
	<b>Total</b>				

**ATTACHMENT C – EASTERN WUCC MEETING SCHEDULE**

## Projection of WUCC Meeting Dates June 2016-May 2018

Western	Central	Eastern
<b>Convening: June 14, 2016</b>	<b>Convening: June 15, 2016</b>	<b>Convening: June 17, 2016</b>
<b>Typical date: Second Tuesday</b>	<b>Typical date: Third Wednesday</b>	<b>Typical date: Second Wednesday</b>
July 12, 2016	July 20, 2016	July 13, 2016
August 9, 2016	August 17, 2016	August 10, 2016
September 13, 2016	September 21, 2016	September 14, 2016
October 11, 2016	October 19, 2016	October 12, 2016
November 8, 2016	November 16, 2016	November 9, 2016
December 13, 2016	December 21, 2016*	December 14, 2016
January 10, 2017	January 18, 2017	January 11, 2017
February 14, 2017	February 15, 2017	February 8, 2017
March 14, 2017	March 15, 2017	March 8, 2017
April 11, 2017	April 19, 2017	April 12, 2017
May 9, 2017	May 17, 2017	May 10, 2017
June 13, 2017	June 21, 2017*	June 14, 2017
July 11, 2017	July 19, 2017	July 12, 2017
August 8, 2017	August 16, 2017	August 9, 2017
September 12, 2017	September 20, 2017	September 13, 2017
October 10, 2017	October 18, 2017	October 11, 2017
November 14, 2017	November 15, 2017	November 8, 2017
December 12, 2017	December 20, 2017	December 13, 2017
January 9, 2018	January 17, 2018	January 10, 2018
February 13, 2018	February 21, 2018	February 14, 2018
March 13, 2018	March 21, 2018	March 14, 2018
April 10, 2018	April 18, 2018	April 11, 2018
May 8, 2018	May 16, 2018	May 9, 2018

\*May need to meet one week earlier to accommodate official actions of the WUCC (Water Supply Assessment submittal to DPH; ESA submittals to DPH; and Coordinated Water System Plan submittal to DPH).

**ATTACHMENT D – EASTERN WUCC PROCESS TIMELINE**

## Proposed WUCC Schedule to Meet Regulatory Mandates within Initial 12 Months

June 13, 2016; Revised June 20, 2016

### Schedule for filing Final Water Supply Assessments:

Western Region: Due December 14, 2016 (Wednesday)

Central Region: Due December 15, 2016 (Thursday)

Eastern Region: Due December 17, 2016 (Saturday)

Action	Timeline
Discussion of Water Supply Issues, Needs, & Deficiencies	July 2016 Meeting
Draft Preliminary WSA to Members for Review & Comment	August 1, 2016
Member Comments/Discussion	August 2016 Meeting
Final Draft Preliminary WSA to WUCC Members	September 1, 2016
Preliminary WSA Adoption	September 2016 Meeting
30-Day Public Comment Period on Preliminary WSA	Mid-September to Mid October 2016
WUCC Review & Action on Public Comment	October 2016 Meeting
Draft Final WSA to WUCC Members	November 1, 2016
Member Comments/Discussion on Draft Final WSA	November 2016 Meeting
Final Draft of Final WSA to WUCC Members	December 1, 2016
Adoption of Final WSA	December 2016 Meeting
Submission of Final WSA	Mid-December 2016 (14, 15, 17)

### Schedule for filing Final Exclusive Service Areas:

Western Region: Preliminary ESA due March 14, 2017 (Tuesday)

Final ESA due June 14, 2017 (Wednesday)

Central Region: Preliminary ESA due March 15, 2017 (Wednesday)

Final ESA due June 15, 2017 (Thursday)

Eastern Region: Preliminary due March 17, 2017 (Friday)

Final ESA due June 17, 2017 (Saturday)

Action	Timeline
Existing Service Areas/Charter Areas & ESA Process	September 2016 Meeting
Development Distribution of Claim Forms	October 2016 Meeting
Submission of Initial Claims/ Identification of Conflicts	November 2016 Meeting
Attempted Resolution of Conflicts	November 2016 – March 2017
Consultation with Agencies (if unresolved conflicts)	As Needed
Preliminary ESA Boundaries	Mid-March (14, 15, 17)
30-Day Public Comment Period on ESA Boundaries	Mid-March 2017 –Mid-April 2017
WUCC Review & Action on Public Comment	April Meeting
Adopt Final ESA Boundaries	Mid-June (14, 15, 17)

**Potential WUCC Schedule to Meet Regulatory  
Mandates over final 12 Months**

June 27, 2016

Schedule for filing Coordinated Water System Plan:

Western Region: Due June 14, 2018 (Thursday)  
 Central Region: Due June 15, 2018 (Friday)  
 Eastern Region: Due June 17, 2018 (Sunday)

<b>Action</b>	<b>Timeline</b>
Discussion of Integrated Report Topics	June 2017 to October 2017
Draft Integrated Report & Executive Summary	November 1, 2017
Member Comments/Discussion	November 2017 Meeting
Final Draft Coordinated Water System Plan to Members	December 1, 2017
Preliminary CWSP Adoption	December 2017 Meeting
60-Day Public Comment Period on CWSP	Mid-December to Mid-February 2018
WUCC Review & Action on Public Comment	February 2018 Meeting
Draft Final CWSP to WUCC Members	March 1, 2018
Member Comments/Discussion on Draft Final WSA	March 2018 Meeting
Final Draft of Final CWSP to WUCC Members	April 1, 2018
Adoption of Final CWSP	April 2018 Meeting
Submission of Final CWSP	Late April 2018

Schedule for filing Statewide Coordinated Water System Plan: by Mid-June, 2018

## **ESA Process Timeline – Eastern WUCC**

### **September Meeting**

1. Request comment on process timeline and draft declaration form/scoring rubric.
2. Request letter be sent to existing ESA holders asking them to affirm that they intend to retain their existing ESAs. This is simply a way to get a count of which ESA providers intend to maintain their ESAs. In the event that an ESA holder does not affirm, the area will be added to the declaration process.
3. Request letter be sent to Eastern WUCC members and interested parties indicating that the ESA process has started. Letter will indicate that Declaration forms will be sent out following the October meeting to be due prior to November meeting, and presentations to resolve conflicts will begin in December per draft schedule.
4. Request letter be sent to municipalities where ESAs have not been assigned reminding them of their rights by Statute to claim an ESA, and encouraging them to fill out of a declaration form if they intend to exercise a claim under CGS 7-234.

### **October Meeting**

1. Request WUCC approval of declaration forms for distribution to WUCC members and municipalities. Declaration forms will be due prior to November meeting.
2. Distribute declaration form to WUCC members and municipalities.

### **November Meeting**

1. Present summary of declaration forms. Identify areas in conflict for presentations. Inform conflicted declarants of the opportunity to work together to resolve conflict. Identify areas not in conflict. Identify unclaimed areas.
2. Determine schedule of presentations in conflicted areas.
3. Present final scoring rubric for approval and use beginning at December meeting.
4. Request public comment on conflicted areas. Send announcement requesting comment by December meeting.
5. Following meeting, double back with municipalities and WUCC members to find ESA provider for unclaimed areas.
6. Following meeting, inform conflicted declarants of presentation schedule.

### **December- February Meetings**

1. Following WSA approval for submission to DPH, begin presentations on areas in conflict for ESAs. Additional meetings may be necessary depending on the number of conflicts. Conflict resolution sessions may be necessary.
2. Come to consensus on ESA providers. A quorum is necessary for any voting.
3. If necessary, involve PURA to resolve remaining conflicts; WUCC review and action on any PURA recommendations.

### **March Meeting**

1. Approve preliminary ESA document for distribution and comment by the public, municipalities, COGs, DPH, DEEP, PURA, and OPM
2. WUCC review and action on any PURA recommendations

### **April Meeting**

1. WUCC review and action on public comment
2. WUCC review and action on any PURA recommendations

### **May Meeting**

1. WUCC review and action on any remaining PURA recommendations and public comment.
2. Adopt final ESA boundaries
3. Send unfinished ESA boundaries to DPH for decision.

### **June Meeting**

1. Approve ESA document for submission to DPH.

**ATTACHMENT E – EASTERN WUCC COMMUNICATIONS PLAN**

# Water Utility Coordinating Committee Communications Plan

## June 2016

Water utility representatives and local officials use a team or consensus approach in the WUCC process to solve problems in a management area. Once convened, a WUCC management area has two years to prepare a coordinated, area-wide water supply plan. The group has vested interest in a regional coordinated plan and its implementation because it is their plan, not a State conceived solution. Coordinated plans are built from individual plans of public water systems required pursuant to CGS 25-32d modified by regional requirements.

A coordinated plan must assess water supply problems and conditions in the management area, designate recommended exclusive service areas, and integrate individual water utility plans into a cohesive area-wide plan that emphasizes cooperation and coordination between public water systems.

WUCCs are intended to reconvene regularly to revise coordinated plans to reflect changing status of individual system plans. An iterative process is vital for successful living documents; constant vigilance and regular updates are required to address future water supply needs, potential conflicts over future sources, competition for service areas, areas of growth where public water is currently not available, changing status of individual water systems, economic impacts on demographics, and environmental impacts on our drinking water supplies.

Open communication channels will be essential to achieving a coordinated plan. This Communication Plan provides a framework for consistent, accessible, open communication to WUCC members, municipal governments, regional and state agencies, and other interested parties. However, some information will also of necessity be kept confidential. Any information of a security-sensitive nature, such as locations of critical infrastructure, will never be shared with the public. Information shared at meetings and within the elements of the Coordinated Water System Plan will be in accordance with the Connecticut Water Works Association recommendations dated November 3, 2015 as presented to the Water Planning Council. Additionally, WUCC members may have other information that they wish to share amongst themselves, but do not wish to share with the general public.

The following pages show the process of information sharing and flow between different groups for different types of internal and external communication.

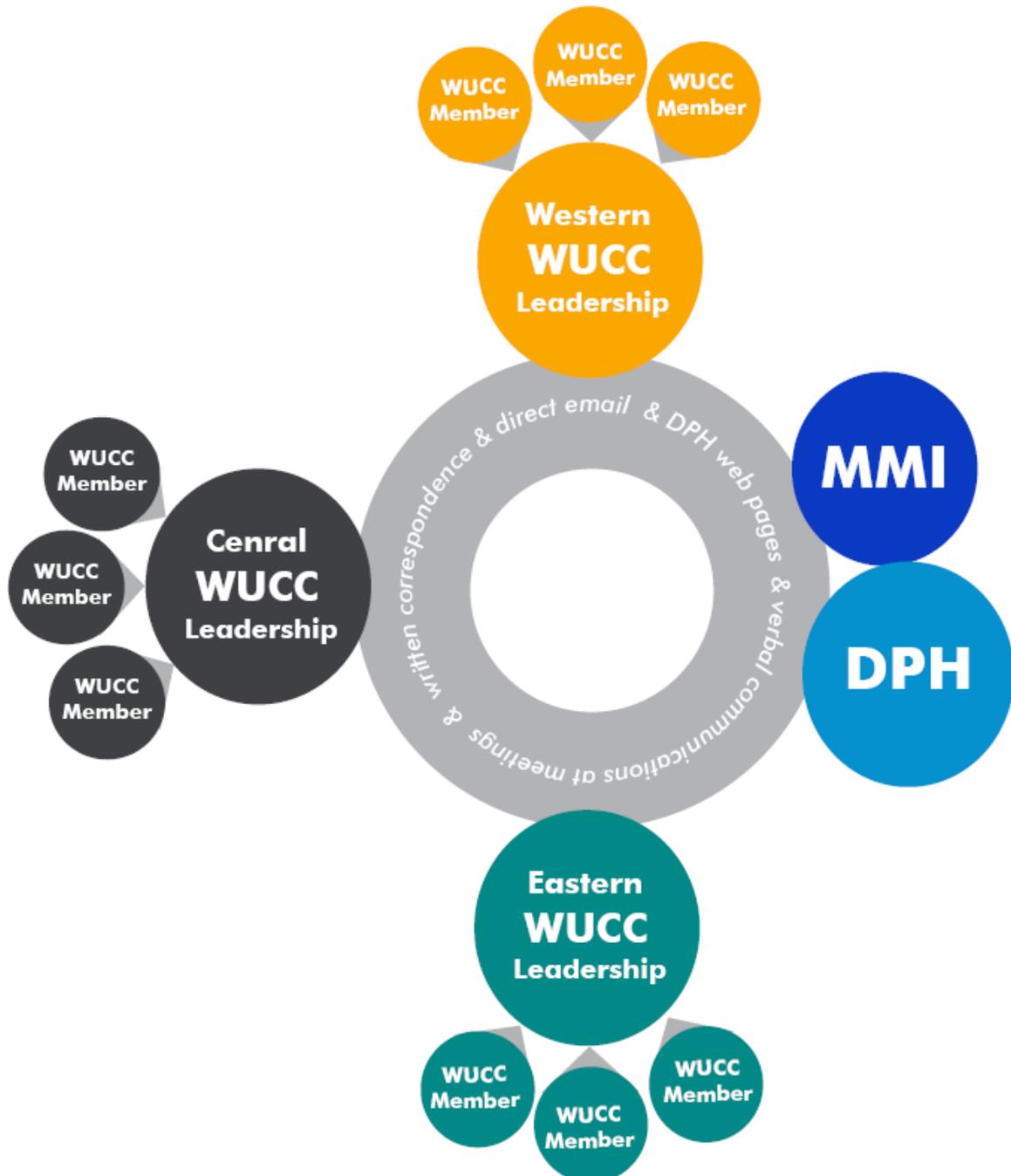
### Key Communication Messages and Goals

- Understand water supply needs and excess capacity
- Plan together to meet future supply needs
- Include partners and stakeholders
- Additional focus on water conservation and emergency preparedness
- Completion of a State-wide Coordinated Water Supply Plan
- Creation of a Dynamic Plan

## Types of Communication: Routine Communications Modes and Procedures

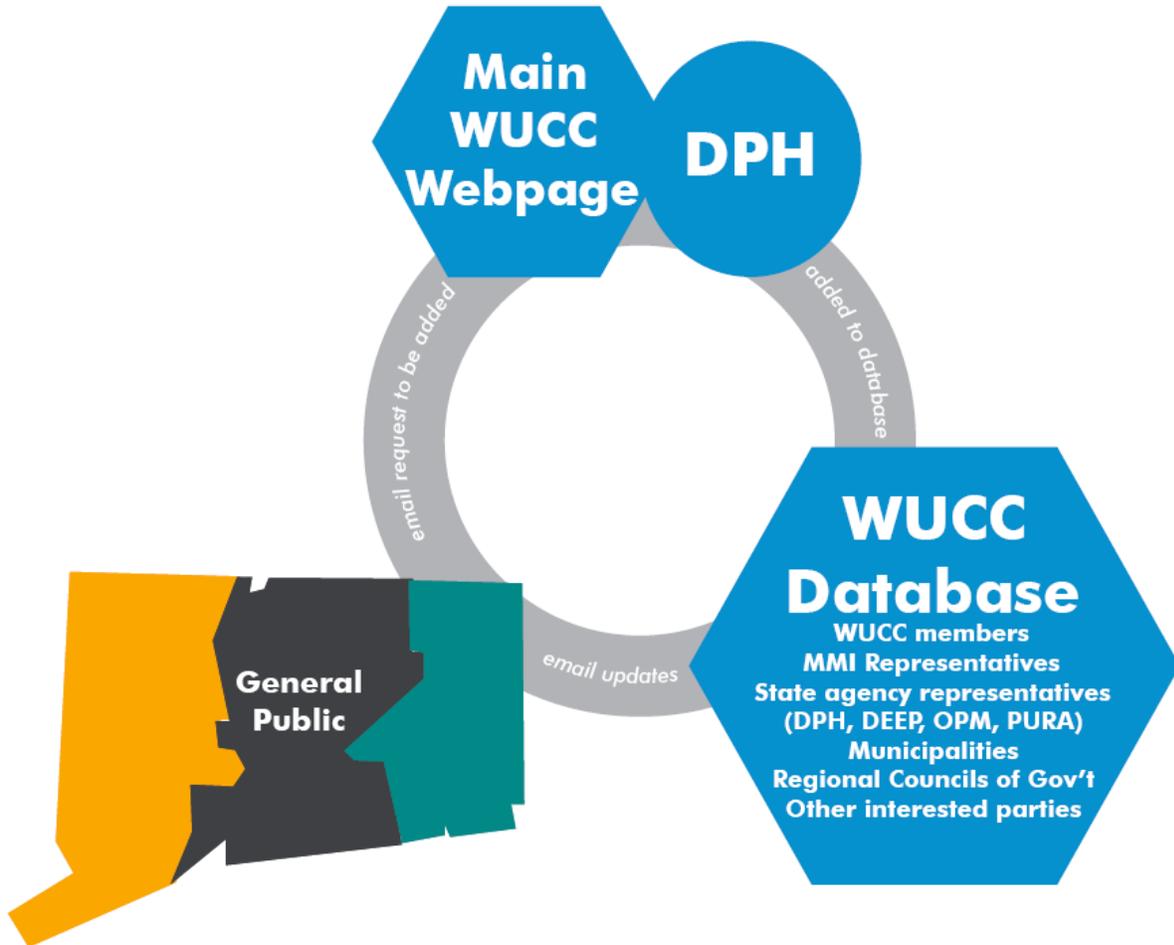
### Routine Communications

Regular communication will be ongoing through email, the DPH web pages, and verbal and written communication. The WUCC member communications will go through the respective regional WUCC chairs, including formal communications with state agencies and MMI.



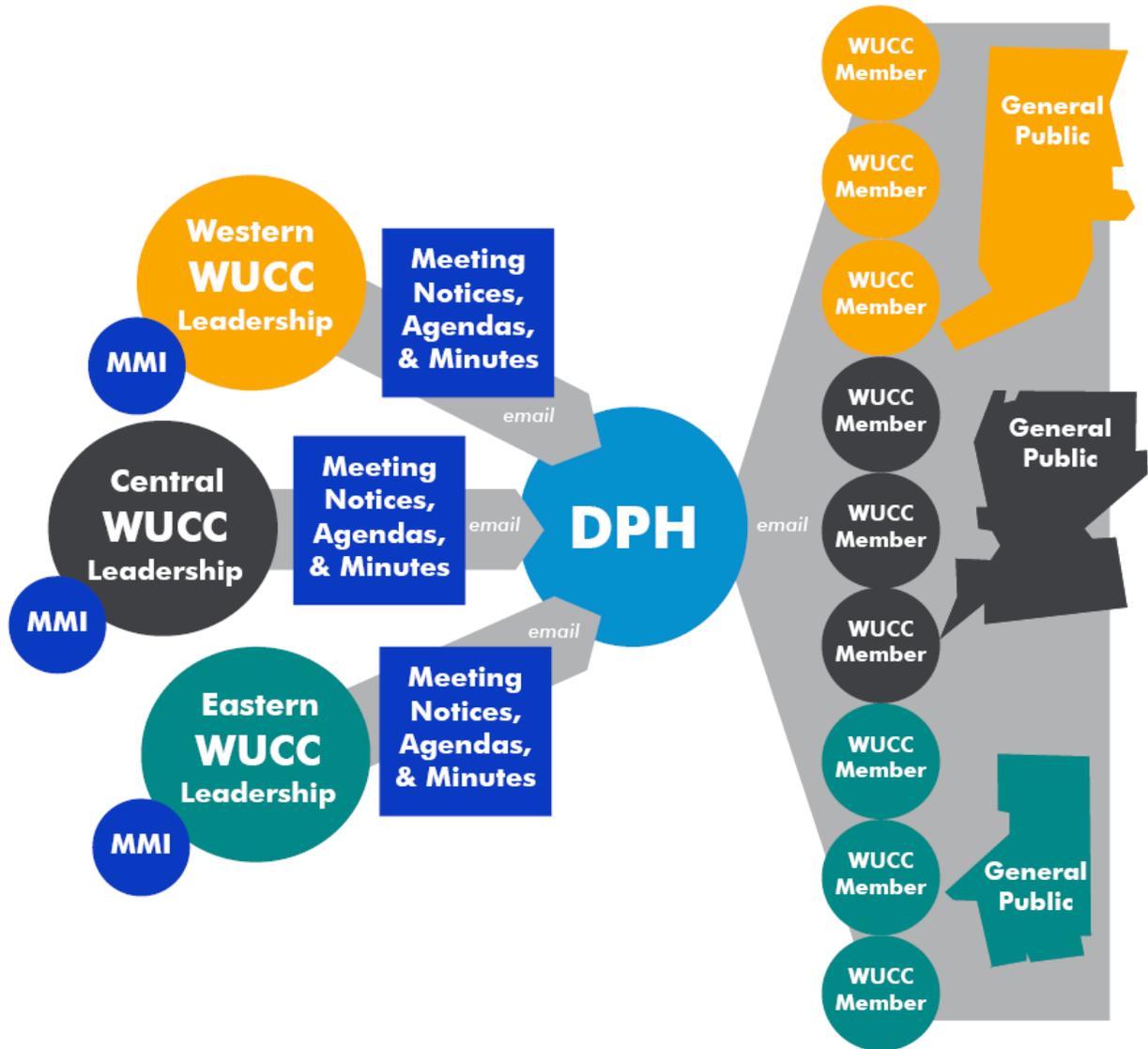
## WUCC Database

The DPH website will also host an easy-to-access, searchable database of interested parties within each public water supply management area. Members of the general public can request to be included on the WUCC database in order to receive email notifications of WUCC news.



## Types of Communication: Meeting Notices, Agendas, and Meeting Minutes

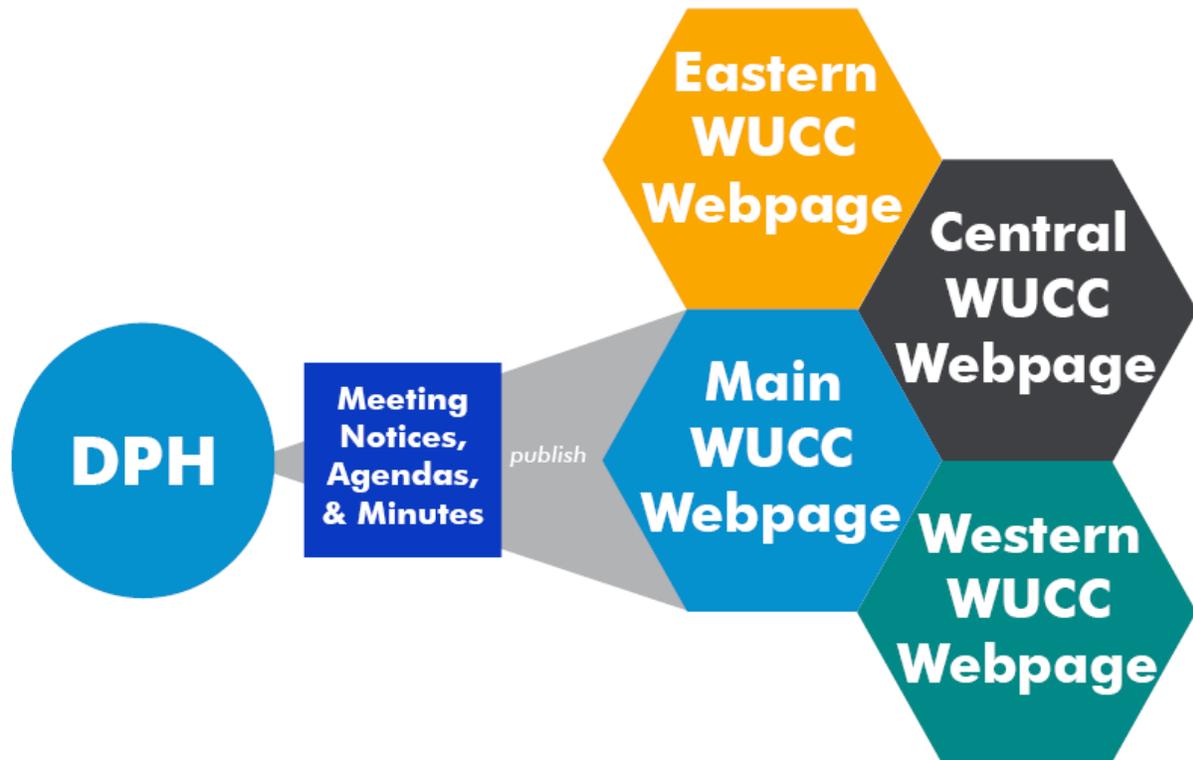
**Meeting Notices, Agendas, and Meeting Minutes**  
Information related to monthly WUCC meetings will be distributed to WUCC members to keep them up-to-date on planning progress.



## Types of Communication: DPH Web Connections

### DPH Web Connections

DPH will also be posting meeting announcements and other documents to the dedicated WUCC web pages for each region.



WUCC Main Page: <http://www.ct.gov/dph/cwp/view.asp?a=3139&q=387352>

Western WUCC Page: <http://www.ct.gov/dph/cwp/view.asp?a=3139&q=576504>

Central WUCC Page: <http://www.ct.gov/dph/cwp/view.asp?a=3139&q=576506>

Eastern WUCC Page: <http://www.ct.gov/dph/cwp/view.asp?a=3139&q=576502>

## Types of Communication: Press Releases and Public Notices

### Press Releases and Public Notices

Brief written summary or update. Can be used to announce events or highlight milestones to the general public in the regional WUCC areas.

