

MINUTES OF SPECIAL MEETING

WATER POLLUTION CONTROL AUTHORITY

March 8, 2016

The Stratford Water Pollution Control Authority conducted a special meeting on Tuesday, March 8, 2016 in room 213 of Stratford Town Hall, 2725 Main Street, Stratford, CT 06615 pursuant to notice duly posted.

1. CALL TO ORDER — 7:15 P.M.

PRESIDING: Chairman Marianne Antezzo

WPCA MEMBERS IN ATTENDANCE: Ms. Beth Daponte, Mr. Joseph Gresko, Ms. Marianne Antezzo, Mr. J. Vincent Chase, Mr. Alan Llewelyn, Ms. Tina Manus

OTHERS IN ATTENDANCE: WPC Plant Superintendent Peter Stallings, IT Director David Wright, Municipal & Financial Services Group President Edward Donahue - CMC

Document Distributed during meeting: Organizational and Management Assessment of the Water Pollution Control Authority

2. Presentation by Municipal & Financial Services Group on the topic of providing the Stratford WPCA a cost of services study and report.

Mr. Donahue presented his firm's profile and then reviewed the above-cited document as it relates to: Driving forces of change facing Public Works and utilities, Lessons learned in past studies, typical study objectives, base assumptions for WPCA, Benchmarking Measurement Example – Operating budget per account, operational evaluation approach, typical phase 1 project work plan, organizational study fundamentals, typical project schedule, citywide organizational effectiveness and efficiency study, countrywide organizational effectiveness and efficiency study, refuse collection practices and policies study, and objectives of organizational and management assessment of WPCA.

Questions were posed to Mr. Donahue re:

- Cost of service? He defined cost as partly existing debt, to define revenue service, capital costs, reserves (operating reserves and rehab reserves)
- Define operating costs? Reimbursement to the town for services such as Human Resources, use of office and/or office equipment.
- Costs of service study: rate designs and impact to certain types of users. He mentioned that the water company can provide meter data.
- Water usage ties with sewer usage meter system.
- Type of WPC Members/Boards? A balance of skills such Attorney, engineer, finance person.
- Current employees and/or unions. The proposed report would indicate the level of competence of employees.
- Transparent basis: All things are documented.
- Cost of typical report: Manchester scope and approx. cost was mentioned.
- Municipal & Financial Services Group conducting performance audits.

- Next step: RFP - Management and fee study as the scope. Manchester will be contacted for their RFP info re: the management and fee study as the scope of the work
3. Adjournment — Hearing no further discussion in connection with the above agenda item or further business, chairman Antezzo adjourned the meeting at 8:30 P.M.

Respectfully submitted, Carol Cabral