

MEETING NOTICE AND AGENDA
TOWN OF MANSFIELD
FOUR CORNERS WATER AND SEWER ADVISORY COMMITTEE
Tuesday, January 6, 2015 ■ 6:30 PM
Audrey P. Beck Municipal Building ■ 4 South Eagleville Road
Council Chambers

1. Call to Order
2. Approval of Minutes:
 - a. August 5, 2014 Regular Meeting Minutes
 - b. August 26, 2014 Special Meeting Minutes
 - c. November 6, 2014 Regular Meeting Minutes
3. Public Comment
4. Old Business
 - a. Water and Wastewater Infrastructure Planning
 - Water Project Update
 - Four Corners Sewer Project Update
 - b. Committee Membership
 - c. Other
5. New Business
 - a. Four Corner Sewer Project Workshop Session
 - Updated Project Action Plan
 - CEPA Scoping Notice
 - Assessments
6. Correspondence and Meeting Reports
7. Future Meetings
8. Adjourn

TOWN OF MANSFIELD ■ FOUR CORNERS WATER AND SEWER ADVISORY COMMITTEE
DRAFT Regular Meeting Minutes ■ November 6, 2014
Town Council Chambers

Members Present: Rawn (chair), Hart, Ryan, Raymon, Reich

Guests Present: Chris Wester, Weston & Sampson

Staff Present: Carrington, Dilaj

The meeting was called to order at 7:00 p.m. by Rawn.

Approval of Minutes

No minutes were approved due to lack of quorum.

Public Comment

No public comment was received.

Old Business

- a. **Water and Wastewater Infrastructure Planning.** Hart provided an update on the water project, noting that Town staff are participating in monthly coordination calls. Dilaj presented an action plan for future milestones and tasks to the committee (attached). The Staff presented as part of the action plan a review of the current Water Pollution Control Authority (WPCA) ordinance for assessment in response to comments made by the Committee and public during public information sessions in August. Members asked questions regarding when sanitary sewer assessments will be completed. Staff responded that the assessments will be revised in the spring following any revisions to the ordinances that are made. Staff reminded the Committee that final assessments will not be computed until construction is complete and the WPCA assigns the amount of assessment. Carrington and Dilaj provided a summary of a telephone conversation with CTDEEP concerning the next steps for the State Grant including CEPA review. Members inquired about the recent changes made to the Purchasing Ordinance. Staff and Weston & Sampson will ensure these changes will be reflected in the bid documents for the project. Members wanted to ensure Staff continued coordinating with Connecticut Water. Members asked about the status of easements needed for the Sewer Project. Staff indicated they are working with the Consultant to finalize the most cost effective and feasible alignment. A discussion proceeded about drainage within the Four Corners area and clarifying that the drainage within the State Routes are owned and maintained by the State of Connecticut Department of Transportation.

- b. **Committee Membership.** The members inquired if the membership could be reduced from eleven (11) to nine (9). Members see the committee should remain in an advisory role through construction. It was clarified that in order for the membership to be reduced this would have to be completed by the Town Council and the subcommittee of Committee on Committees. Staff and members discussed the possibility of having one member from the general public and member from the general public within the Four Corners Sewer Service Area. Hart will circulate an e-mail to the existing membership about interest in remaining a member or releasing from membership. No action can be taken.

- c. **Other.** There was discussion about the UConn Master Plan and the location of the Ice Hockey Arena at Route 275 and Route 195. A letter to the editor from “The Chronicle, November 6, 2014” was circulated (attached).

New Business

- a. **2015 Meeting Schedule.** A copy of the 2015 meeting schedule was reviewed by the membership. The members present will move the meeting time from 7:00 PM to 6:30 PM on the dates presented by consensus with those in attendance.

Correspondence and Meeting Reports

No updates.

Future Meetings

The next scheduled meeting is December 2, 2014.

Adjournment

The meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Derek M Dilaj, PE
Assistant Town Engineer

TOWN OF MANSFIELD ■ FOUR CORNERS WATER AND SEWER ADVISORY COMMITTEE
DRAFT Special Meeting Minutes ■ August 26, 2014
Town Council Chambers

Members Present: Rawn, Hart, Ryan, Raymond, J. Coite (representing T. Tussing), M. Reich

Guests Present: Derek Dilaj, Weston & Sampson Engineers; D. Gillette, Day Pitney

Staff Present: Carrington, Painter, Trahan

The meeting was called to order at 7:00 p.m. by Rawn.

Public Comment

- Pat Suprenant noted that she does not believe that the state legislation approving a grant-in-aid for the Four Corners sewer project is a guarantee of funding and questioned whether the grant would be subject to CEPA review. She requested that the references to semi-rural in the draft endorsement letter be changed to 'rural' and asked the Town's bond counsel to answer whether the referendum question would bind the community to funding the total \$9M project cost if a \$3M grant isn't received.

Business

- **Four Corners Sewer Project – Election/Referendum Law Restrictions.** This item was moved up on the agenda. Hart introduced Douglas Gillette, the Town's bond counsel, who proceeded to give an overview of referendum laws with regard to use of municipal resources after a project has been put to referendum. Once the Town Council sets a referendum date, the Town can only use municipal resources to provide explanatory text and materials that are neutral and do not advocate a position on the question. Authorization to develop these materials must be provided by the Town Council, and the Town attorney would have to review them before publication to ensure that they met the statutory requirements for explanatory materials. Gillette also suggested that the Town seek an advisory opinion from the staff attorneys at the State Elections Commission as to whether the materials comply with the statutes and regulations governing such materials. Gillette noted that Town officials could advocate for the project as private individuals provided that their personal expenses do not exceed established donation limits.

Raymond questioned how the Town would be able to provide the promised responses to questions asked at the community information meetings given the limitations that go into effect after September 2nd if the Council votes to put the question to referendum. Hart noted that the project team has been compiling a summary of questions and answers and that it would be put on the project website on Wednesday, August 27th; however, due to the limitations on use of municipal resources, they would be removed from the website if the Council sends the project to referendum. Gillette suggested that some of the information might be able to be included in explanatory materials. Gillette also noted that the Town can respond to constituent requests for information; however, those responses must be directed to the individual asking and cannot be broadcast to others. Raymond also questioned how the public would know that the answers would be on the website; Hart noted that meeting attendees were advised that answers would be posted on the website.

Gillette reviewed the proposed referendum question with members and addressed questions regarding wording; whether approval of the referendum would allow the Town to proceed if the grant were not received (it would); what actions would be needed by the Town Council if the referendum were to fail to

move the project forward using non-tax revenue sources; and questions related to the state process for authorizing the funds through the bond commission.

- **Four Corners Sewer Project Presentation/Update.** Derek Dilaj from Weston & Sampson Engineers briefly ran through the presentation that had been provided at the August 22nd public hearing and answered questions from members regarding septic failures; potential for locating the sewer line on the same side of the street as the water line; potential cost savings from coordination with Connecticut Water Company; and revaluation of assessments as properties develop. Dilaj noted that wherever possible they are designing the sewer line to be within the same lane of traffic as the water line to reduce repaving costs. Potential savings cannot be quantified until CTDOT identifies pavement restoration requirements as part of the permitting process.
- **Four Corners Sewer Project-Draft project endorsement letter.** Hart provided an overview of the draft endorsement letter prepared by staff.

Reich MOVED, Ryan seconded to approve the draft endorsement letter.

Raymond expressed disappointment that members were given insufficient time to review the draft letter in advance of the meeting. After discussion, members suggested several changes to the letter including: changing references from 'semi-rural' to 'rural,' adding language regarding consistency with state and regional plans, adding a reference to the Town's location in The Last Green Valley, clarifying language regarding the status of the state grant-in-aid and other minor editorial comments.

After discussion, Reich MOVED to amend the motion to authorize the Chair to submit the letter on behalf of the committee with the changes suggested during discussion. Ryan accepted the friendly amendment and the amended motion passed unanimously.

Painter will revise the letter per committee comments and distribute to members. Members were asked to provide comments to Painter for inclusion in the final letter for Rawn's signature/approval.

Adjournment

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Linda M. Painter, AICP
Director of Planning and Development

TOWN OF MANSFIELD ■ FOUR CORNERS WATER AND SEWER ADVISORY COMMITTEE
DRAFT Regular Meeting Minutes ■ August 5, 2014
Town Council Chambers

Members Present: Rawn, Hart, Ryan, Raymond, J. Coite (representing T. Tussing), P. Ferrigno, P. Plante

Guests Present: Chris Wester, Weston & Sampson

Staff Present: Carrington, Painter

The meeting was called to order at 7:00 p.m. by Rawn.

Approval of Minutes

July 1, 2014 Minutes – Hart MOVED, Ryan seconded to approve the minutes as drafted. Motion passed unanimously with the exception of Plante and Rawn who abstained.

Public Comment

- No public comment was received.

Old Business

- a. **Water and Wastewater Infrastructure Planning.** Hart provided an update on the water project, noting that Town staff are participating in monthly coordination calls and that the first meeting of the CWC Water System Advisory Committee was held on July 30th. Coite provided an update on several UConn projects that are likely to be under construction during the same timeframe as the water project, including the extension of North Hillside Road, Innovation Partnership Building, new Science and Engineering Building, new STEM residence hall, and new Main Accumulation Area building. He also noted that the University will be replacing the transmission pipeline from the Willimantic River wellfields to campus starting in the fall and an expedited steam line replacement project that will be completed prior to heating season.

Derek Dilaj from Weston & Sampson provided an update on the status of the sewer system design, noting that the firm is currently conducting subsurface investigations and coordinating with property owners on location of the second pump station and sewer lines. They are also preparing estimated property assessments and a tax benefit analysis, both of which they expect to have completed in time for the first community information meeting on August 14th. Members asked several questions with regard to the property assessment calculations, including whether the assessments would include a proportionate share of the anticipated debt service, how assessments are handled if a property is transferred, whether there is a penalty for early payment (i.e. if the entire assessment is paid up front instead of staggered over several years, is the interest/debt service component of that assessment the same as if it were paid over time or reduced due to the early payment) and whether an increased assessment on one property due to an increase in development would result in decreased assessments for other properties. Hart and Dilaj will verify answers to these questions prior to the community information meetings.

Hart reviewed the proposed community information meeting schedule that was included in the packet of materials provided to the committee and invited members to attend if available. He also noted that two mailings would be going out in August, one with the information meeting dates and a second

informational mailer about the project, similar to mailings done prior to previous referendums.

- b. **Committee Membership.** Hart and Rawn are continuing to work on the membership issue, noting that the committee has achieved a quorum over the last few meetings.

New Business

- a. **Four Corners Sewer Project-Election Law Restrictions.** Painter reviewed the guidance document provided by the Town's Bond Counsel. Members had several questions, including whether there was a distinction between various town officials (i.e. elected officials as compared to appointed members of an advisory committee), whether the tax benefit analysis being completed by Weston & Samson could be considered advocacy, and whether the Committee could continue meeting in September and October if the Council votes to send the project to referendum. Members requested that bond counsel attend a special meeting in August to address these questions and others that might come up.
- b. **Other.**

Correspondence and Meeting Reports

No updates.

Future Meetings

Members identified a tentative special meeting date of August 26th, pending availability of the Town's bond counsel. Items for the agenda include a project update, additional discussion on how the town can provide information on the project without straying into advocacy, and a draft project endorsement letter for committee review and approval. The letter will include a recommendation that the Town Council authorize use of the community notification system to remind voters of the referendum date.

Based on the project schedule, members agreed by consensus to cancel the September 4th regular meeting.

Adjournment

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Linda M. Painter, AICP
Director of Planning and Development