

Meeting Minutes
Eastern WUCC Meeting #20
Southeastern Connecticut Council of Governments – 5 Connecticut Avenue, Norwich, CT
January 10th, 2018 1:00 p.m.

The Eastern Water Utility Coordinating Committee (WUCC) met on January 10th, at 1:00 p.m. The meeting was held at the Southeastern Connecticut Council of Governments offices at 5 Connecticut Avenue, Norwich, CT. Prior notice of the meeting was posted on the DPH website, Eastern WUCC webpage: <http://www.ct.gov/dph/wucc/>

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

WUCC Member Representative	Affiliation
Kenneth Skov	Aquarion Water Company
Keith Nadeau	Connecticut Water Company
Rick Stevens	Groton Utilities
Raymond Valentini	Groton Utilities
Brendan Avery	Jewett City Water Company
Jonathan Avery	Jewett City Water Company
Mark Decker	Norwich Public Utilities
Samuel Alexander	Southeastern Connecticut Council of Governments
Jim Butler	Southeastern Connecticut Council of Governments
Josh Cansler	Southeastern Connecticut Water Authority
Michael Murphy	Town of Lisbon / Southeastern Connecticut Council of Governments
Bob Congdon	Town of Preston

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

Non-WUCC Member Representative	Affiliation
Eric McPhee	CT DPH
Melissa Czarnowski	CT DEEP
Scott Bighinatti	Milone and MacBroom, Inc.
Matt Cassidy	RCAP Solutions
Mia McDonald	RCAP Solutions
Erick Toldeo	RCAP Solutions

A copy of the meeting agenda is attached. A copy of the presentations (including Connecticut State Water Plan presentation) given at the meeting will be available for download from the Eastern WUCC webpage.

The following actions took place:

1. Welcome & Roll Call

The meeting was called to order at 1:03 PM by Tri-chairs Mark Decker (Norwich Public Utilities) Bob Congdon (Town of Preston), and Jonathan Avery (Jewett City Water Company). All in attendance stated their names and affiliations.

2. Approval of December Meeting Minutes

Mr. Congdon asked for comments and changes to the December Meeting minutes. There were none. Jim Butler of the Southeastern Connecticut Council of Governments (SCCOG) made a motion to accept the December Meeting minutes as presented. Josh Cansler of the Southeastern Connecticut Water Authority (SCWA) seconded the motion. The motion carried with two abstentions.

3. Formal Correspondence

Samuel Alexander (SCCOG) described the formal correspondence sent and received by the Eastern WUCC.

- Mr. Alexander stated that a letter was sent to the Town of Franklin, and notice was posted to the Eastern WUCC webpage, on December 18th, regarding the Public comment period for proposed modifications to the Town of Franklin and Norwich Public Utilities (NPU) Exclusive Service Areas (ESAs) in Franklin. Mr. Alexander explained that the Public comment period would run through January 21st.
- Mr. Alexander stated that responses to Integrated Report discussion prompts were received from Jewett City Water Company on January 8th.
- Mr. Alexander stated that a copy of a letter sent to NPU from SCWA was received on January 9th, which expressed approval of proposed ESA boundary modifications for the two utilities in the Town of Montville.

Mr. Alexander also noted that draft Chapters 1 through 4 and Appendices A-C of the Integrated Report were distributed on behalf of Milone & MacBroom, Inc. (MMI) to active WUCC members on January 5th.

4. Public Comment Period

Mr. Congdon asked if there were any comments from the public. There were none.

5. ESA Modifications Discussion/Update

Town of Franklin: Opportunity for public comment on Norwich Public Utilities/Town of Franklin ESA boundary modification at New Park Avenue

Mr. Bighinatti presented a map of the proposed ESA boundary modification between NPU and the Town of Franklin, which brings the ESA boundary in-line with the actual service area of NPU along New Park Avenue. Mr. Bighinatti explained that this ESA modification is a "Type A" modification approved by both parties and requires notification to the affected town (as discussed under Formal Correspondence) and a 30-day Public comment period, which ends January 21st. Mr. Bighinatti also explained that comments can be offered at the meeting and the ESA modification will be finalized by the two parties at the February meeting.

Mr. Congdon asked for comments from the public on the proposed ESA modification. There were none.

Town of Montville: Discussion regarding potential modifications to ESAs of Norwich Public Utilities and Southeastern Connecticut Water Authority

Mr. Bighinatti presented a map of the proposed ESA boundary modification between NPU and SCWA in the Town of Montville. Mr. Bighinatti stated that the two utilities have agreed to a Type A ESA modification and that the WUCC will need to open a public comment period on the proposed modification.

- Mr. Decker described the general area of the proposed ESA modification, which brings ESA boundaries in-line NPU-owned watershed land and the area in the vicinity of the NPU water main extending from the treatment plant for Stony Brook Reservoir in northern Montville. Mr. Decker stated that the map includes an additional extension of the NPU ESA bounded to the south by Leffingwell Road and to the north by Trading Cove Brook/Bozrah town line extending west along Leffingwell Road. Mr. Decker stated that the NPU water main will be relocated through this area to replace an existing wetland crossing, to connect with a main in the Town of Bozrah. Mr. Decker added that SCWA has agreed to this minor change.
 - There was discussion about the minor modification to the presented map. Mr. Decker explained that the main contains treated water but no additional customers are expected in the area.
 - Mr. Congdon asked for additional comments from the WUCC. There were none.
 - Keith Nadeau (Connecticut Water Company) made a motion to open a 30-day public comment period and provide notice to the Town of Montville regarding the presented ESA modification. Mr. Cansler seconded the motion. The motion carried unanimously.

6. Integrated Report Discussion

Mr. Bighinatti began a PowerPoint presentation and reviewed the progress of the WUCC to-date, as well as the items that would be addressed at the meeting.

Mr. Bighinatti began discussing the Integrated Report. Mr. Bighinatti reviewed a schedule of drafting and finalizing the Integrated Report and Coordinated Water System Plan (CWSP). Mr. Bighinatti suggested that, in the interest of maintaining a schedule of completing the CWSP, Milone & MacBroom would complete a full draft of the Integrated Report, adding Chapters 5 through 11, to WUCC members by January 25th. Mr. Bighinatti requested that WUCC members review draft Chapters 1 through 4 and transmit comments prior to January 18th. Mr. Bighinatti added that the WUCC should approve a Preliminary CWSP for public comment at the February meeting. The WUCC was in favor of the schedule as presented.

Mr. Bighinatti began discussing Chapters 1 through 4 of the Integrated Report and explained that the first four chapters develop data which drives recommendations and additional analysis in Chapters 5 through 11. Mr. Bighinatti discussed the following topic areas in detail: *Context and coordination of planning, water conservation, impacts of regulations, resiliency and impacts of climate change, water consumption and demand projections, impact of streamflow regulations, regional deficits of available water, and small system viability.*

- In regards to future projections of water demand, Rick Stevens (Groton Utilities) asked a question regarding the location of Water Supply Plan worksheets for determining margin of safety (MOS) by Average Day Demand (ADD), Maximum Month Average Day Demand (MMADD), or Peak Day Demand (PDD).
 - Eric McPhee (Connecticut Department of Public Health (CT DPH), Drinking Water Section) stated that the forms are available for download from the CT DPH website (<http://www.portal.ct.gov/DPH/Drinking-Water/DWS/Forms-and-Applications#WSP>).
 - Mr. Stevens suggested that WUCC members should use the same methods to calculate MOS to ensure consistency between systems.

- Mr. Bighinatti explained that final conclusions of the Drinking Water Vulnerability and Resilience Plan (DWVARP) being prepared by the Connecticut Institute for Resilience and Climate Adaptation (CIRCA) will be incorporated into the Integrated Report as appropriate, and the DWVARP is expected to be finalized in March.

- In regards to the regional supply of available water, Mr. Bighinatti explained that the deficit and surplus of water is addressed at the regional level in the Integrated Report, with available supply kept constant to provide a baseline against future supply needs may be measured. Mr. Bighinatti stated that there is projected to be a net surplus of water in the region; however, certain systems are projected to have a water deficit. Mr. Bighinatti described the role of water conservation and the potential benefits of passive water conservation measures in regional demand projections, explaining that additional per-capita conservation is assumed in the 5-year, 20-year, and 50-year planning periods based on Scenario I in the State Water Plan. Mr. Bighinatti asked if the WUCC feels additional water conservation information and analyses should be incorporated into the projections.
 - There were questions regarding assumptions of passive conservation over the three planning periods. Mr. Bighinatti stated that the assumption of 10 gallons per-capita-day over the 50-year period was taken from analyses in the State Water Plan. Mr. Bighinatti explained that smaller water conservation benefits were assumed for the 5-year and 20-year planning periods.
 - Mr. Avery asked if classes of customers were taken into account (e.g.: residential versus industrial and urban versus suburban). Mr. Avery explained that there is little outdoor usage of water for the Jewett City Water Company system, which has a largely urban customer base, while there is more outdoor usage in the Hazardville Water Company system in Enfield, which has a suburban customer base. Mr. Avery also stated that economics plays a role in water conservation, and that utility costs are felt heavily in Jewett City.
 - Mr. Bighinatti explained that the calculated conservation is based on system-specific residential consumption. Mr. Bighinatti added that in order to determine a potential benefit from water conservation, the calculations needed a value (such as per-capita residential demand) that could be applied regionally.
 - Brendan Avery (Jewett City Water Company) stated that Jewett City Water Company reduces system flushing during droughts and suggested that reduced system flushing could be incorporated as a conservation measure. Brendan Avery explained that this could be added under sections about drought response.
 - Mr. Bighinatti concurred that reducing flushing was appropriate in some cases, except where water quality concerns may necessitate such flushing. He clarified that the

projections include water conservation reductions for residential demands and unaccounted-for water reductions, as these could be applied regionally without needing to perform a specific system-by-system water conservation analysis.

- In regards to regional water supply, Mr. Alexander asked if small-system consolidation is factored into regional supply projections, stating that consolidation would result in a net loss of regional supply across all community water systems.
 - Mr. Bighinatti explained that no assumptions were made with regard to small-system consolidation in the Eastern region, as such consolidations are not presently known. He noted that the Western region does have examples of proposed consolidations which are accounted for.
- In regards to deficits of available water, Mr. Bighinatti stated that the WUCC may want to recommend encouraging specific source improvements for NPU and New London & Waterford systems, as well as use of the regionally interconnected system to meet part of their needs.
 - Mike Murphy (SCCOG/Town of Lisbon) asked about the types of new sources that are being considered by NPU and the combined New London Department of Public Utilities and Waterford Utilities Commission water systems.
 - Mr. Bighinatti stated that the water supply plans for those systems include a detailed list of improvements to increase safe yield and available water that include a variety of source modifications, potential interconnections, and other potential projects in addition to identifying new sources.
 - Mr. Decker added that NPU has looked at different options for additional supply sources, but they may not be as viable as originally hoped. Mr. Decker added that a common issue is the availability of new water supply within proximity to the system and the costs associated with additional treatment. Mr. Decker explained that NPU is presently primarily looking at interconnection opportunities and small source improvements.
 - Mr. Bighinatti explained that targeted water conservation measures will be recommended for all systems as a solution for resolving deficits.
 - Jonathan Avery suggested that the Integrated Report refer to what is contained in utilities' water supply plans, first.
 - Mr. Bighinatti stated that he needs to have additional conversations with the utilities who are projecting deficits in order to get current information on new sources being considered, since potential projects being considered may have changed since the most recent water supply plan update.
- In regards to identifying new sources of supply, Jonathan Avery stated that the WUCC is most effective when it comes to addressing regional approaches to supply issues and it could be assumed that system-specific issues may in some cases be best addressed by individual utilities when they come about.
 - Mr. Murphy noted that regional solutions should not only rely on Groton Utilities' regionally interconnected supply, but should do their own long-term planning for future supplies.
 - Mr. Decker agreed, stating that regionalization should be balanced with system-specific planning to create redundancy.

- Brendan Avery asked if the WUCC has confirmed whether or not population growth projections in water supply plans for NPU and the New London-Waterford systems have been accurate. Mr. Avery added that the Jewett City Water Company water supply plan over-predicted actual growth which has occurred since that plan.
 - Mr. Bighinatti stated that population projections for those systems were pulled from water supply plans and that in general, the projections in a water supply plan usually over-predict potential growth in order to be conservative.
 - Mr. Decker added that the updated population projections from the Connecticut State Data Center will be changing the population projections contained in water supply plans.
 - Mr. Congdon explained that utilities often find it hard to justify new sources of supply, and that it is an issue that is perhaps only solved at the regional level.
- Mr. Bighinatti reviewed conclusions regarding the potential for small system consolidation. Mr. Bighinatti explained that small community water systems scored as having “low” or “moderate” capacity, using the Capacity Assessment Tool (CAT) were given general recommendation options such as: Recommended to Remain independent and make improvements, or become satellite; Remain independent and make improvements, or interconnect; Remain independent and make improvements, or consolidation; Become satellite or interconnect; Become satellite or consolidate; or Interconnect or consolidate. Mr. Bighinatti stated that recommendations were not made for “high” capacity systems relative to system capacity.
 - Mr. McPhee warned that there is often a fine line between high- and moderate-capacity CAT scores, and that there are a lot of good reasons for a high-capacity system to interconnect.
 - Mr. Bighinatti stated that the Integrated Report would recommend that these high capacity systems interconnect where feasible, in order to increase resiliency.
 - Mia McDonald (RCAP Solutions) asked if the Integrated Report contains input from small systems.
 - Mr. Bighinatti explained that all small systems are made aware of the WUCC meetings and receive copies of major documents, but little input has been received. Mr. Bighinatti stated that the Integrated Report incorporates information from a 2014 report from the Connecticut Public Utility Regulatory Authority (PURA): *A Review of Financial and System Viability of Connecticut’s Small Community Water Systems Prepared for the State of Connecticut Public Utilities Regulatory Authority* which presents surveyed responses from over 100 small community water systems.
 - Erick Toldeo (RCAP Solutions) asked if the Integrated Report will be made easier to read and more accessible for small systems.
 - Mr. Bighinatti explained that a required portion of the CWSP is an Executive Summary, which will be only about 50-pages long. The Executive Summary will summarize the elements of the CWSP as well as recommendations.
 - Jonathan Avery suggested that ESA holders should have contact information for small systems within their ESA, in order to better-handle emergency situations.
 - There was discussion about providing ESA holders with contact lists of small systems within their ESA. It was decided that a contact list could be provided to each ESA holder.

7. Other Business

There was discussion about the location of upcoming meetings and the possibility of holding meetings at the Northeastern Connecticut Council of Governments (NECCOG) offices, as the WUCC had done in 2017 while drafting the ESA Document. It was ultimately decided that the WUCC, through SCCOG, should reach out to NECCOG about the interest of municipal chief elected officials in the WUCC process and drafting of the Integrated Report before scheduling meetings at NECCOG. It was agreed that the February meeting should be held at SCCOG offices in the interest of maintaining a quorum.

Mr. Bighinatti presented a sample agenda for the January 10th meeting and asked for potential additions. There were no other additions to the agenda at this time.

Mr. Butler made a motion to adjourn the meeting. Mr. Decker seconded the motion. The meeting was adjourned at 2:37 PM.

Respectfully submitted,

Samuel Alexander (Southeastern Connecticut Council of Governments)
Recording Secretary