

**AMENDED BOARD OF WATER COMMISSIONERS  
REGULAR MEETING MINUTES  
Thursday, January 13, 2022**

There was a regular meeting of the Board of Water Commissioners held at the department administrative offices, 605 West Queen Street, Southington, Connecticut, on Thursday, January 13, 2022. A recording of this meeting can be found at the Department office.

**1.) CALL TO ORDER:** The meeting was called to order at 6:00 pm by President Robert Berkmoes.

**PRESENT:** President Robert Berkmoes, Vice President Erika Pocock, Secretary/Treasurer Rudy Cabata, Commissioner Ralph Warner, Commissioner Thomas Murphy, Commissioner Ronald Lamoreux, Superintendent Douglas Arndt, Office Manager Nancy Sullivan, Recording Secretary Angela Pascariello, William Casarella, and Attorney William Ryan.

**2.) APPROVAL OF MINUTES FOR DECEMBER 9, 2021 REGULAR BOARD MEETING:**

President Berkmoes made a motion to accept the minutes as presented. His motion was seconded by Secretary/Treasurer Cabata. No comments on the motion. The motion was passed by a voice vote.

**3.) COMMUNICATIONS:**

**a.) Communication from the Public:**

None

**b.) Communication from Administration:**

Maria Nason retired and we welcome Nancy Sullivan, Office Manager. Maria Nason will continue training as needed.

**c.) Communication from Board Members:**

The board members welcome Nancy Sullivan.

**4.) PERSONNEL MATTERS:**

**a.) Executive Session for a Personnel Issue**

Vice President Pocock made a motion for adjournment to Executive Session at 6:02pm, barring the public and the press but to include Superintendent Arndt, William Casarella, and Attorney William Ryan. The motion was seconded Secretary/Treasurer Cabata.

Secretary/Treasurer Cabata made a motion to reconvene back to regular session at 7:50pm. The motion was seconded by Vice President Pocock, and it was passed on a voice vote.

## 5.) New Business

### a.) Application Review at 136 Liberty Street for 8" Water Main:

The Board reviewed the plans, made comments, and recommend the plans to be sent back to the Fire Department for approval.

### b.) Review SWD Emergency Response Plan 12/21 Update:

Superintendent Arndt handed out information from the Emergency Response Plan. He requested approval to take home a vehicle for use in emergencies and noted two examples that would have benefited from having the vehicle. Superintendent Arndt explained emergencies don't happen often, when they do it can be very serious. Presently, the Foremen have take-home vehicles. The Board is going to consider the information presented and will discuss at the next meeting.

## 6.) FINANCIAL MATTERS:

### a.) Review of Water Billings & Outstanding Jobbing Bills & Approval of Invoices:

The Board would like to start using purchase orders. Commissioner Murphy inquired about credit card usage and tuition reimbursement. Three people have credit card privileges. Bill should be taken off and start limiting transactions on the credit card.

Commissioner Murphy made a motion to accept *the approval of invoices*. Vice President Pocock seconded the motion.

### b.) Review of Financial Statements:

Discussed what a good reserve amount should be. Commissioner Murphy inquired about the bond payment. The Board would like the payment to be timely.

## 7.) COMMITTEE REPORTS:

Policy and procedure meeting on Tuesday, January 18, 2022

8.) **OLD BUSINESS:**

a.) **Property Purchase:**

Superintendent Arndt, closing is on January 26, 2022

b.) **Well 10 Construction:**

Paperwork is in for review, estimating bidding late March with fall 2022 construction completion.

c.) **Well 9 Diversion Permit:**

Superintendent Arndt provided a project update on diversion permit. He also provided a briefing on New Britain RFQ which includes Patton Brook well. Weston & Sampson have requested Superintendent Arndt speak at an event at the Aqua Turf. Questions were brought up on the nature of the presentation, more information needs to be provided by Weston & Sampson.

9.) **ACTION ITEMS:**


The Board and Superintendent Arndt signed paperwork to add Nancy Sullivan to the bank account.

Secretary/Treasurer Cabata made a motion to accept. Commissioner Murphy seconded the motion and it passed on a voice vote.

**ADJOURNMENT:**

Vice President Pocock made a motion to adjourn the meeting at 8:42 p.m. Commissioner Lamoreux seconded the motion and it passed on a voice vote, no votes were taken.

Attest:

  
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Douglas Arndt, Superintendent