

Minutes
Town Council Steering Committee meeting
May 23, 2016
Town Hall Conference Room B

1. The meeting was called to order at 7:00 PM.
Present: Thomas Pope, Richard Williams, Lisa Thomas, Julie Blanchard
Also present: John Elsesser, Town Manager; Mark Kiefer, Director of Public Works
2. **Acceptance of Minutes:**
Richard Williams moved to accept the minutes of the Steering Committee meeting on April 25, 2016. The motion was seconded by Lisa Thomas and carried on unanimous vote.
7. **Booth & Dimock Library Building Expansion Project: Policy Considerations:**
Richard Williams made a motion to move up item 7 to accommodate guests from the Booth & Dimock Library. The motion was seconded by Lisa Thomas and carried on unanimous vote. Kristi Sadowski, Tim Timberman and Kathleen Willett were present.

Kathleen Willett, President of the Library Board of Trustees, indicated that the Board received a draft of letter of intent from their lawyer Thursday regarding turning over the building and land to the Town as a condition of the proposed expansion project. The Board has called a special meeting this week to approve the letter of intent and will get it to the Council right after that. John Elsesser said that the Town Attorney may have some feedback also.

Thomas Pope said an item that was brought forward to us that may impact the project and the Library should be aware. It comes from the WPCA and can be found in the minutes of their meetings of April 7, 2016 and May 5, 2016 (*attached to these minutes*). During these meetings there was discussion with town staff about development in the sewer area and concerns about treatment plant capacity. Apparently there is not sufficient capacity to facilitate development at this time. The plant will have reached its capacity if all units connect. Tim Timberman noted that the Library is presently connected to the sewers. Thomas said yes but at its existing level and additional capacity could be a problem. Tim said he thinks they were talking about adding capacity for development. He doesn't think this is a factor. Thomas said if someone were to open a business and bring an additional 100 people in, would they approve it? John Elsesser said when they were talking about capacity they are talking about 80 percent and they can go over 100 at any point in time. We can get them the Library information for review. Thomas said we were counting on development and this did not come as welcome news. John noted this concern was in response to a proposed large apartment complex.

The Committee thanked the Library representatives for their update. Kathleen asked when the letter is signed if it can be submitted to the full Council, or does it need to be presented at Steering again? Thomas replied to submit it to the Town Manager and the Council will get it.

8. Consideration: Acceptance of Avery Shores as Town Road:

Richard Williams made a motion to move up item 8 to accommodate guests from the Gerald Park Association. The motion was seconded by Lisa Thomas and carried on unanimous vote. Jerry Dallas, Sam Norman, Mary Ann Hansen, Harvey Barrette and Ben Emanuele were present.

Jerry Dallas said this is our second time appearing before Steering regarding the turnover of Avery Shores Road. We have been working with town officials for the past six years and it has been a frustrating process. Solutions we thought we have made progress on over the years were subsequently rescinded. We appeared on March 7, 2016 before the Town Council to express our frustration and ask for guidance and at the April 25, 2016 Steering Committee meeting. We left that meeting to see what progress we could make and the Town Attorney was to be contacted for a legal opinion. We called a meeting of the road committee and board of directors and received permission to submit a revised offer to turn over the road to the Town Council and officials. The only response we received was from Tom Pope - as appears to be the custom, we got no response from any of the town officials involved. Only through Sam Norman's efforts did we receive a copy of the Town Attorney's opinion. We have tried to work with town officials but got nothing but frustration and we have spent thousands. We are not asking the Town to do anything that has not already been done for other associations.

Ben Emmanuele disputed the validity of the Town Attorney's opinion. He said it doesn't mention law or any legal provisions and is just commentary. He feels the authors are saying what someone has told them to say. In paragraph 3 they sound like they are acting as engineers. They indicate a 5 foot easement is impractical to meet the Town's needs. He doesn't know where they got the authority to say that as there are many instances where the Town has accepted roads with less or no easement at all. John Elsesser asked for specifics to follow up. Ben said Pine Lake Drive in Pine Lake Shores. Unless he is misreading the map it looks like the Town got nothing more than this. He drove over there earlier today to look at it. He wanted to make sure there was no place where the Town acquired anything wider than what we are proposing. From what he can see from the attorney's document they have not seen the area - the attorneys who wrote it should look at Pine Lake Drive. We don't understand why that would trouble Halloran and Sage when that situation, which was more egregious, was no problem. Jerry said if you take the width of our paved surface and add 5 feet on either side that is more than what the Town got at Pine Lake Shores. Ben said he is also concerned about the statement in the letter that the Town should not plow. This seems to be a very un-neighborly response - we have tried to negotiate in good faith and to slap us with a threat from the attorney when the road has been plowed for over 50 years - he doesn't think we should be treated this way. John Elsesser said the attorney raised the plowing issue, not us. He noted that this is a guidance document for the Town Council, not something they have to take verbatim. He finds it offensive they would disparage the law firm and question their credentials and ethics. Thomas Pope said that the attorney sent a draft to John including that language and John refused to make changes to it. He has met Town Attorney Duncan Forsyth and he is a fine attorney. Jerry asked since when do we bear the burden of plowing - the Town has done it for 70 years. The Association pays over \$500,000 per year for property taxes for basic services such as plowing the road. He views the letter as an implied threat.

John Elsesser asked Mark Kiefer to relay what was said about plowing at the meeting. Mark said nothing was discussed about plowing. The Attorney brought it up. John said we plow the road for public safety and to get our fire trucks in there. The Attorney raised the issue that it is not our property and should not be done for liability purposes. We have plowed and we should continue. Mary Ann Hansen said she can confirm that she has heard John say the Town should continue to plow.

Lisa Thomas said regarding the memo from the attorney, as an attorney herself, your clients will often ask you to write memos and it is your job to do due diligence and it is your job to do all the research and respond in your client's best interest. The document understandably created an emotional response but she has always heard John say our approach to association roads is to plow them as matter of public safety. She is sure it is not a conspiracy and that the attorneys were doing due diligence.

Sam Norman said he had a question on the memo from March 18th that was included with the Steering agenda packet. He is confused why items #3 and #4 are still on this paper. His impression at last Steering Committee meeting was that both Mark and John confirmed that the Town was ok with the street parking solution. Mark confirmed that is correct and that was his response from the time he met with them and did the walk through. He believes we can turn a truck around with the compromise that was made. Sam said regarding item #3 he was under the impression that it would be all right that Ms. Ries gives an easement over the paved surface. We feel like things we have solved keep coming back into the conversation. That is partially where our frustration lies. It makes us lose sight of what we need to accomplish. He thought we went really far at the last meeting. Then we see the same issues at the next meeting. Thomas Pope said we received shortly after the last meeting a document from the Association that he responded to. The document seemed like an ultimatum. He wrote back saying the Steering Committee would review it with an open mind. It is up to us to consider it and accept or reject. If the association's proposal meets the standards our attorney has outlined we should accept it. If it doesn't we should reject. Jerry said when we left the last meeting we did everything we could to get an offer together and we thought the attorney would respond to that offer - his document has very little to do with our offer. It is a bunch of stuff we have been through in the past and can't get through. He asked what is wrong with our offer. Thomas asked the other Steering Committee members if they saw the document as an ultimatum or the opening of negotiations. Lisa said she saw it as negotiation.

Richard Williams said the problem as he sees it is the Town sought a legal opinion and they gave a different viewpoint and unfortunately it didn't come back in the way anyone expected. He thinks we are bound to abide by what is being said by the attorney. He doesn't think we can go forward without clarifying his opinion. He says we need 50 feet (of easement) and he doesn't know how we can get around that. If we were to do something different it could be a problem. He asked about the history of Pine Lake Drive when it was turned over to the Town. John said it was about two years ago. Pine Lake Shores gave us all they had. We took the full road - we know where the roads and sewers are. In the attorney's mind this is a different situation. Here Gerald Park Association is unwilling to give the town that which they have. That is the attorney's opinion, not ours. The attorney also raised the issue of 5 feet on either side vs. both sides. Sam said that is a misunderstanding and that we meant both

sides. John said that language raised the attorney's concern. He did his work from the previous document not the new one, and we just got his opinion back last Thursday to get it into the agenda. The Council could have chosen to talk about this as attorney/client privilege but we chose not to do that. We brought a new party in with a fresh set of eyes.

Thomas Pope said during the last meeting we discussed that 50 foot easement. He had asked why the Association didn't want to convey those rights and they said the Town would tear down their buildings. Then we said we wouldn't because the Town would only have the same rights the Association has. It is fully acceptable if the Association keeps the road. There is nothing saying the Town has to accept it. The Town has a responsibility to make the best decision for our taxpayers.

Harvey Barrette said when Pine Lake Shores roads were turned over it cost them \$21,000. The cost to our association is about \$10,000. When he first lived on Avery Shores he found out there were matching funds. He came down to the Town and got \$12,000 to get the road cut and process gravel so he could get a VA mortgage. Then the sewer was put in. We got a brand new road when the sewer came in – the road should have been turned over at that time. Everything in there was put in with federal money. There was not contention about turning roads over in Waterfront Heights and there are about 4-5 other places. In Oak Grove there will never be anything in there but a pick-up truck. Mark Kiefer said he never said anything about getting big trucks in to Avery Shores. Harvey said he doesn't want to put \$10,000 in of his money when money has already been put in there. The boundaries and lawyers are another issue. The road should have automatically gone to the Town. The Town took the road for sewers and put it back in the same footprint. The sewer went in on the footpath of the existing road.

Jerry said he found out two things tonight. One, that somehow the word “either” was interpreted to mean on one side of the road or the other and that changes even his perspective. The other was that the attorney didn't see our new document. John said he doesn't believe the attorney has seen the new document, which was submitted by the Association on May 3rd. We know he reviewed all the deeds of all the properties. Jerry noted the attorney addressed his comments to town policy, not our offer. Thomas said that is what we asked him to do. If the Association doesn't want to do it that's ok. You have that right.

Mary Ann Hansen said she thinks there is a lot of fear and misunderstanding about what an easement means. Maybe clarifying the wording would help. Thomas said the Association has the easement. Mary Ann asked if it would be a shared easement. John said it could be. Thomas said if you need to put in a stop sign or a no parking sign you need to have the right to do that. The easement isn't going to change that. The Association is not giving up something you don't already have. John said you could make it more restrictive when you turn it over. Mary Ann said with the new proposal we didn't mean it to be an ultimatum. John said we are willing to negotiate. We think we could work that out. The road is on her property a little bit. Mary Ann asked if there is also an issue of trees needing to be removed. John said we got an opinion or guidance from the attorney - what you don't have is staff recommendations. Mark Kiefer said he did go through and made a report of what work he feels needs to be done. The report does not address who would do it or pay for it. It is not a

list of demands but there are issues that have to be addressed. The report was distributed to Association members present (*attached to these minutes*). Trees are identified, as well as crack sealing and catch basin repairs. Other associations had to spend a great deal of money to get their roads ready to be taken over. It is difficult to go in with a mindset of “where does this road fall” and how to compare this road to other roads. The issues identified are not typical of roads in the general area. He put this document together based on what he feels are the needs of the road based on his inspection. Harvey Barrette asked what was found in other associations and suggested that Mr. Kiefer take a look at Waterfront Park, and Oak Grove because he thinks he would write another report. Mark replied he doesn't think so, because we are spending a lot of money in those areas and we don't want to spend a lot of money taking a pig in a poke. Thomas Pope said we do same thing with every subdivision that comes in. How it measures up to other subdivisions is not as much of a concern as how it measures up to policy. We are not looking at other areas. It is not up to us to accept things that we don't accept for a subdivision. Either they will do it as lined out or not, and that's ok. We have a role to protect the town taxpayers. We don't have to agree all the time but can remain friends. This document is one brick in the building we are building. The attorney's information is another brick. It might hold a little more weight. That is who we went to for advice.

Ben Emanuele said he thought we offered an easement. The attorney seems to have changed it to a deed. Thomas Pope said if you were saying you were ready to grant full easement we might be more amenable to doing some of the things in the report. Drainage is another issue that is significant. The issue of the 50 foot easement may be a game-breaker. Sam Norman said as he looks at the attorney's document, it references policy. In our first meeting we asked to take a look at the policy and see where it can be changed or adapted. We felt there were some hindrances with the policy as it stands now. There are some things that are very hard to comply with. Regarding the 50 foot easement, he would like to speak on behalf of the people who are not here. The road meanders and that is part of the problem. When we look at handing over the easement there are some owners who would feel they are having an easement 30 feet into what they consider to be their property. In some cases it is only a few feet from their doors. There is concern about someone deciding to park a dump truck. We have to take those concerns into consideration. The document we presented means both not either, and we are not trying to sneak in a change. You say we already have that easement but for right or wrong the Association members trust the board not to do that. There is less trust for the Town, so we are trying to ease their state of mind as well as trying to be fair to the town, so that is why we came up with the 5 foot easement. We didn't come up with it out of thin air – we took it from Public Works document that says 5 to 25 feet. We have made some pretty big compromises on our part. He is creating a 600 s.f. easement on his property so trucks can turn around. He is willing to do so because he agrees safety is paramount and wants to get this done. We did the cut-outs and are almost there. We are absolutely willing to work with the Town, but there are some people in the Association where a 50 foot easement goes right up to their house. John Elsesser noted we didn't have zoning until 1960. Sam said we appreciate your taking the time to listen to us. We didn't intend our offer to be final – it was meant to be negotiation. Ben said we didn't take the easement off the table – it came back as deeded. John said he thinks the attorney was talking about deeding the easement.

Mary Ann Hansen said she hopes we can resolve this. There is only one house that would be affected by the difference between a 5 or 50 foot easement. The rest are garages. Jerry Dallas said he really does like the offer of a 50 foot easement. The problem we have is the way things were done in the 30's. Roads were defined as the area that exists and we have right of way. Do we have an opportunity to define that now? Thomas Pope said when you convey you can put in anything you want. He cited Stop & Shop as example. They are buying up properties and defining what can be sold there, effectively limiting competition from other grocery stores. He hasn't read the Association's easement but assumes it is very broad. This would be your opportunity to define it and have your attorney talk to our attorney. While you have the right to define, it is our right to accept or reject. Ben said from the very beginning we were told we would need to grant an easement for road maintenance, drainage, etc. and we said fine. Sam thanked Mark Kiefer for his work.

John Elsesser said one other thing has come up in discussion with our contractor – and we have an opportunity to go see it. We are reconstructing a road with a train vehicle. It chews the road up and puts it back down. It goes straight. Our concern with jigs is when the road is dug up it could move a little straighter. The attorney had concerns with that too because the benchmark is gone. Over time paved roads have gone wider – from 25 feet to 40 feet. Now they are caving in because there is no base. We are trying to keep consistency because that is how drainage is done. We know where the road is today. What you don't see is the staff recommendation. If the Steering Committee wants we could try to put one more document together to say what we could live with. Right now the Association document is in conflict with Council policy. We are trying to avoid those future bills, too.

Thomas Pope asked if any of group has read their easement. There seems like such objection to conveying the easement and no one has read it. Mary Ann said as she recalls it was just pass and repass. John said in an easement you can specify that the road move no closer to such and such as identified by deed. Thomas Pope thanked the Association members for attending the meeting. We are going to continue our discussion. Sam Norman will be the contact person from the Association.

Steering Committee discussion continued. Thomas Pope said he doesn't think we will come to a final vote tonight. It was agreed the Committee would like to hear more from staff about what they could accept. Richard Williams said perhaps we could draft a boilerplate easement. Lisa Thomas said there might be things the Association wants to put into the easement. We could give them guidelines what we would be looking for, and then they could review and edit. John said in terms of Mark's list he wants to know what Mark feels should be done in advance (of acceptance). Thomas suggested establishing an order of priority. The Association has their annual meeting in late June. John said this will not happen incredibly fast. Lisa said we can grant an extension for the road acceptance deadline if necessary. Thomas said he doesn't think we will have to. John said he imagines we could have something together by September.

3. Reports: None.

4. Resignations:

A. Building Code Board of Appeals – John Motycka. Noted with thanks for his service.

- B. CoventryVision – Robert Plant.** Noted with thanks for his service.
- C. School Building and Energy Efficiency Building Committee – Matthew Mullen.** Noted with thanks for his service.
- D. Energy Conservation/Alternative Energy Advisory Committee – Matthew Mullen.** Noted with thanks for his service.

5. Reappointments:

A. Eastern Highlands Health District – John Elsesser. Richard Williams moved to recommend the appointment of John Elsesser to the Eastern Highlands Health District, term to expire 6/7/2019. The motion was seconded by Lisa Thomas and carried on unanimous vote.

6. Appointments:

A. Building Code Board of Appeals – Kathy Fournier. Lisa Thomas moved to recommend the appointment of Kathy Fournier to the Building Code Board of Appeals, term to expire 6/1/21. The motion was seconded by Richard Williams and carried on unanimous vote.

B. School Building and Energy Efficiency Building Committee – Danielle Kloster. Richard Williams moved to appoint Danielle Kloster to the School Building and Energy Efficiency Building Committee for an indefinite term. The motion was seconded by Lisa Thomas and carried on unanimous vote. John Elsesser noted this is the seat that goes to a representative of the Energy Conservation/Alternative Energy Committee, on which Ms. Kloster serves.

9. Consideration: Tax Abatement for Seniors:

No discussion. Continued to next meeting.

10. Adjournment:

The meeting was adjourned at 8:50 PM on a motion by Richard Williams, seconded by Lisa Thomas and unanimously approved.

Respectfully submitted,

Laura Stone
Town Council Clerk

Coventry Water Pollution Control Authority
Regular Meeting Minutes
May 5, 2016



MEMBERS PRESENT: Matthew Twerdy, Richard Brand, Daniel Murphy, Susan Jamaitus, Lyndon Wilmot

OTHERS PRESENT: Mark Kiefer, Director of Public Works
Mike Ruef, WWTP Operator

MEMBERS ABSENT: None

1. **CALL TO ORDER:** Matthew Twerdy called the May 5, 2016 WPCA Regular Meeting to order at 6:45 P.M. in the Coventry Public Works Facility, 100 Olsen Farm Rd. Coventry, CT.

2. **AUDIENCE OF CITIZENS:** None

3. **NEW BUSINESS:**

a. The Minutes from the April 7, 2016 WPCA Regular Meeting were reviewed.

MOTION 5-5-2016-1: To approve April 7, 2016 WPCA Regular Meeting Minutes.

By: Jamaitus Seconded: Murphy
The Motion carried with the following vote:
For: Brand, Twerdy, Murphy, Jamaitus
Against: None
Abstain: Wilmot

b. The sludge hauling and tank cleaning bids were discussed. Due to new regulations mandated by EPA for sludge incinerators now is a bad time to get competitive pricing for sludge disposal. We are happy with our current vendor and compared to other municipalities feel we have a fair price for sludge disposal and tank cleaning.

MOTION 5-5-2016-2: To extend the Sludge Hauling and Tank Cleaning bid contracts with Skips Wastewater Services until June 30, 2018 pending approval by the Town Manager.

By: Wilmot Seconded: Murphy
The Motion carried with the following vote:
For: Brand, Twerdy, Murphy, Jamaitus, Wilmot
Against: None
Abstain: None

- c. Capacity of the sewer system/WWTP was discussed. Recent projections have shown that once all properties with sewers available connect to the system we will reach capacity. Staff will continue to inspect the system for sources of clean water and work to remove them. We will ask the Town Attorney about right to enter properties to inspect for sump pumps and other illegal connections. We will ask our engineering consultant if they have experience with capacity issues in other municipalities. The WPCA agreed that while they wish they could help the Town facilitate development with use of sewers it is unlikely that new connections to undeveloped lots can be approved at this time. Existing properties with failing septic systems will be evaluated on a case by case basis.

4. OLD BUSINESS:

- a. Revisions to the WPCA Regulations, Ordinance, and Water Pollution Control Plan were discussed. Staff gathered Regulations from 5 other CT municipalities and they will be reviewed for formatting and content. Much more work is needed and review will continue during the next meeting.
- b. The status of construction projects was discussed.
 - i. Main Street project: Staff fielded several concerns related to blasting. Blasting has not been shown to have damaged any buildings.
 - ii. Lake Street sewer extension: Ledge was encountered in higher quantities than expected. CT DOT will negotiate additional cost for rock excavation with the contractor at cost plus, which the Town will need to pay.
 - iii. Bidwell Village: Almost all of the sewer mains for phase 2 have been installed. After the last manhole is complete pressure testing will be performed and laterals will be installed.

5. WPCA STAFF REPORT:

- a. Mike Ruef presented the Treatment Plant Operator Report for April 2016.
- b. Mike Ruef presented the Collection System Report for April 2016.
 - i. Manhole rehab was discussed. The WPCA will pay \$3,000 for new manhole frames and covers to be installed on roads we are paving this year. Going forward we will budget \$10,000 per year with the goal of repairing 20 manholes per year.
 - ii. The sewer extension on Laurel Trail that serves 102 Spring Trail was installed 1 year ago via a Developer's Agreement. Staff have inspected the sewer extension and accompanying roadwork and the work is satisfactory.

MOTION 5-5-2016-3: To accept the sanitary sewer extension on Laurel Trail constructed by Skips Wastewater Services through a Developer's Agreement with Richard and Diana Liberatore, 102 Spring Trail.

By: Wilmot Seconded: Brand
The Motion carried with the following vote:
For: Brand, Twerdy, Murphy, Jamaitus, Wilmot
Against: None
Abstain: None

A copy of these minutes will be mailed to the Developers and the Construction Company.

6. CORRESPONDENCE/COMMUNICATION:

- a. WPCA 2016 1st Quarter Report

7. ADJOURNMENT:

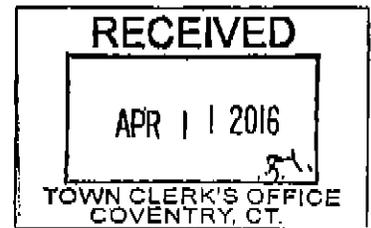
MOTION 5-5-2016-4: To adjourn the May 5, 2016 WPCA Regular Meeting at 8:40 P.M.

By: Wilmot Second: Brand
The Motion carried with the following vote:
For: Twerdy, Brand, Murphy, Jamaitus, Wilmot
Against: None
Abstain: None

Respectfully submitted,

Mike Ruef, WWTP Operator

**These minutes are not official until approved by the WPCA at the next regular WPCA meeting.*



Coventry Water Pollution Control Authority
Regular Meeting Minutes
April 7, 2016

MEMBERS PRESENT: Matthew Twerdy, Richard Brand, Daniel Murphy, Susan Jamaitus

OTHERS PRESENT: Mark Kiefer, Director of Public Works
Mike Ruef, WWTP Operator

MEMBERS ABSENT: Lyndon Wilmot

1. **CALL TO ORDER:** Matthew Twerdy called the April 7, 2016 WPCA Regular Meeting to order at 6:45 P.M. in the Coventry Public Works Facility, 100 Olsen Farm Rd. Coventry, CT.
2. **AUDIENCE OF CITIZENS:**
3. **NEW BUSINESS:**
 - a. The Minutes from the March 3, 2016 WPCA Public Hearing & Regular Meeting were reviewed.

MOTION 4-7-2016-1: To approve March 3, 2016 WPCA Public Hearing & Regular Meeting Minutes.

By: Brand Seconded: Jamaitus
The Motion carried with the following vote:
For: Brand, Twerdy, Murphy, Jamaitus
Against: None
Abstain: None

- b. Town staff had discussions about development potential in the sewer service area and capacity in the sewer system. There is not sufficient capacity in the sewer system to facilitate development at this time. Performing an Inflow and Infiltration (I/I) study to identify and remove sources of clean water that enter the sewer system through cracks and illegal connections and take up capacity was discussed. Previous discussions with engineers and consultants has revealed that it is very unlikely that an I/I study would remove enough clean water to gain substantial capacity.
4. **OLD BUSINESS:**
 - a. Revisions to the WPCA Regulations, Ordinance, and Water Pollution Control Plan were discussed. Draft regulations written by Fuss & O'Neill were reviewed. Much more work is needed and review will continue during the next meeting.

- b. The status of CT DOT project 32-130 (Main Street Reconstruction) was discussed. Blasting began this week. We met with the inspectors and have had several utility and progress meetings. The contractor came up with a plan to avoid bypass pumping of the sewer main during construction.
- c. The status of the proposed Lake Street sewer extension was discussed. Work was pushed back due to weather and is scheduled to begin Monday April 11th and to take about 1 week. A Public Hearing will be scheduled after construction is complete to levy sewer assessments on 16 & 28 Lake St.
- d. The proposed sewer extension to serve 210 Cross Street was discussed. Sewers will be extended approximately 200 feet and a new manhole will be installed off the roadway. Town staff are working on design. Sewer work will be added to the bid for road reconstruction. The WPCA will pay for the sewer portion of the job and the Town will reimburse the WPCA after the property is sold. Sleeves will be installed under Cross Street before it is paved to facilitate any future sewer extensions.
- e. The status of the Western Route 44 sewer planning area was discussed. A letter of intent to enter into an intermunicipal agreement was provided to Bolton along with a sewer planning area map and estimated flow calculations. The Town Council requested a copy of the map and it was provided by staff. Town Council also asked about the process for adding this planning area to the sewer service area. If/when a property owner in the area requests a sewer connection they will enter into a Developer's Agreement with the Town and will pay the cost of the sewer extension. A Public Hearing will be held and the WPCA will revise the sewer service area.

5. WPCA STAFF REPORT:

- a. Mike Ruef presented the Treatment Plant Operator Report for March 2016.
 - Two quotes for installation of a new alarm/remote monitoring system were reviewed. The WPCA instructed staff to solicit a 3rd quote, review all 3, and go ahead with installation.
- b. Mike Ruef presented the Collection System Report for March 2016.

6. CORRESPONDENCE/COMMUNICATION:

- a. WPCA 2016 Spring Newsletter
- b. Letter of Intent to Enter Intermunicipal Agreement with Bolton for sewers.

7. ADJOURNMENT:

MOTION 4-7-2016-2: To adjourn the April 7, 2016 WPCA Regular Meeting at 9:12 P.M.

By: Jamaitus Second: Murphy

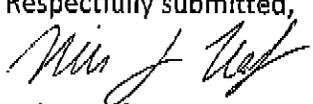
The Motion carried with the following vote:

For: Twerdy, Brand, Murphy, Jamaitus

Against: None

Abstain: None

Respectfully submitted,

 4/11/2016

Mike Ruef, WWTP Operator

**These minutes are not official until approved by the WPCA at the next regular WPCA meeting.*



Town of Coventry

PUBLIC WORKS DEPARTMENT
(860) 742-6588 phone
(860) 742-5467 fax

100 Olsen Farm Road
Coventry, Connecticut 06238

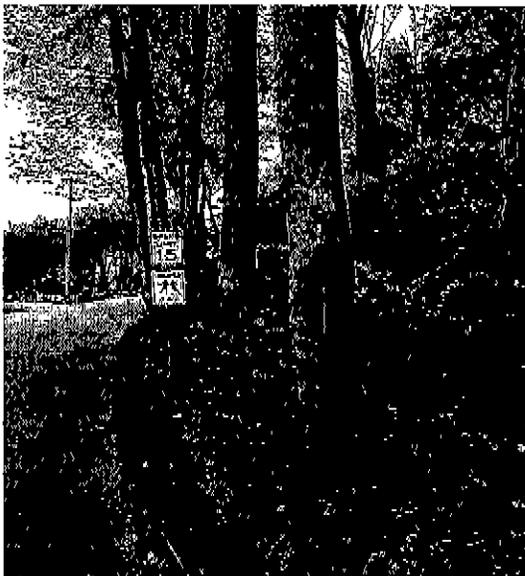
May 23, 2016

Report to the Steering Committee concerning condition of Avery Shores:

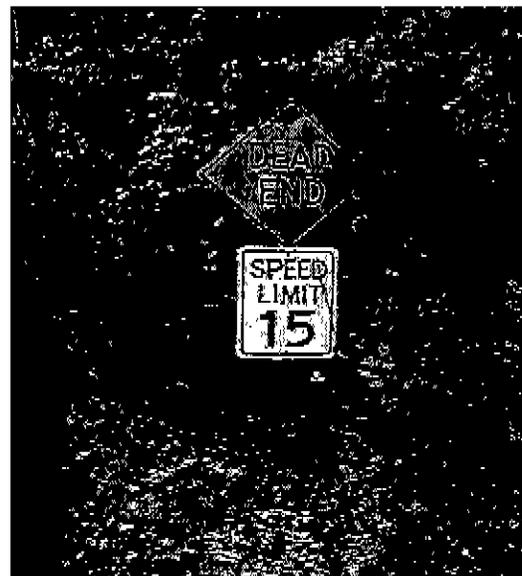
I have inspected Avery Shores in accordance with sections 6, 7 and 8 of the Town Council Policy for acceptance of Lake Association Roads.

I find the following deficiencies:

- 1.) Five dead Ash Trees near the intersection of Washburn need to be removed for public safety. Three Birch Trees across the street from #24 Avery Shores should be removed for public safety.
- 2.) Traffic Signs at three locations should be upgraded to meet the MUTCD and be approved by the Town of Coventry Traffic Authority.



1.) Dangerous Trees.

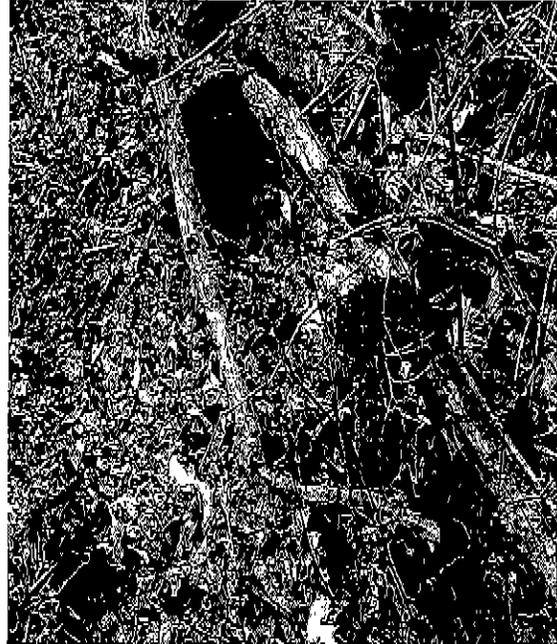


2.) Deficient Traffic Signs.

3.) The overall drainage system of Avery Shores needs to be toughly cleaned, is in disrepair and needs to be upgraded. The catch basins that need repair do not have adequate sumps to filter sedimentation from entering the lake.



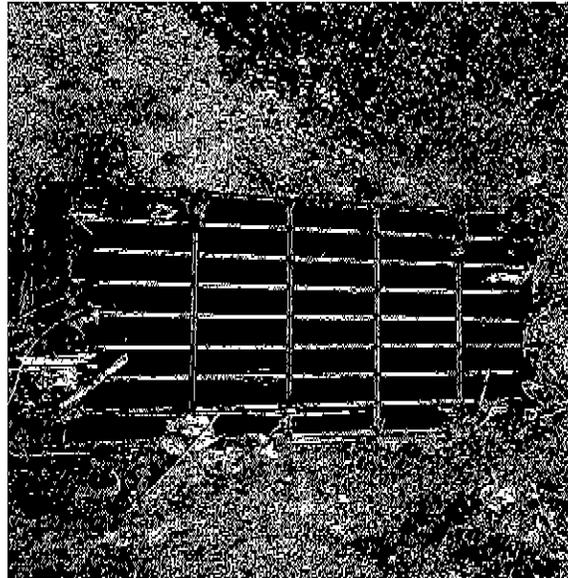
3.) Inlet to CB at intersection of Dooley Ave.



4.) Inlet to CB east end of Avery Shores



5.) CB top at east end structurally deficient.



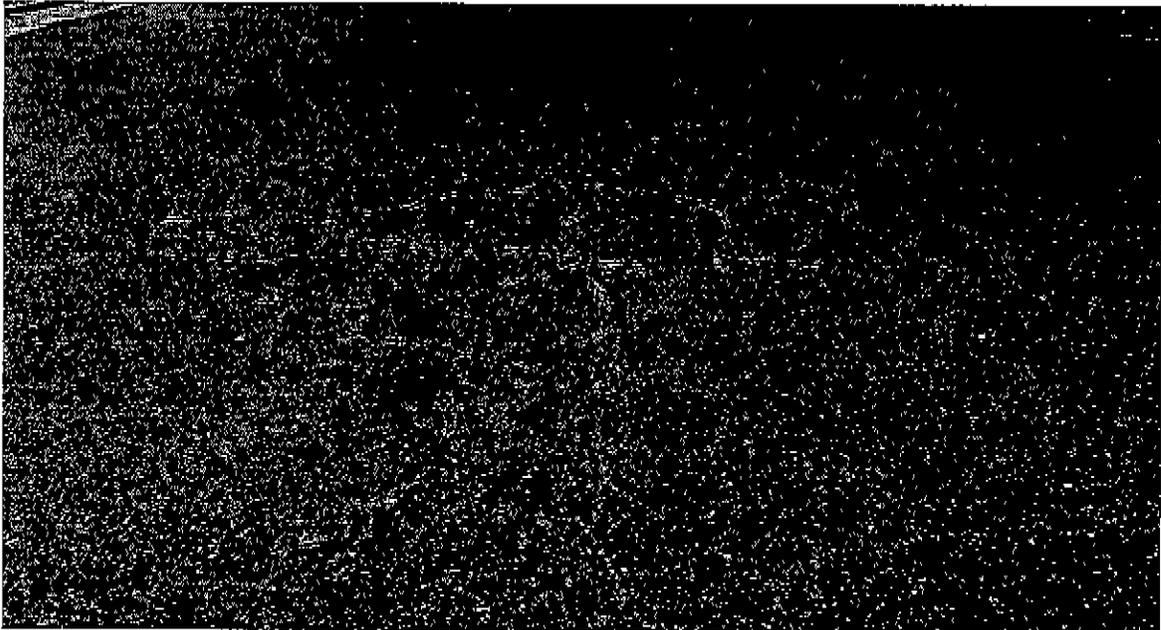
6.) CB at east end with direct discharge to lake.

Both catch basins are structurally deficient and cannot be cleaned using the Town Vac-All.

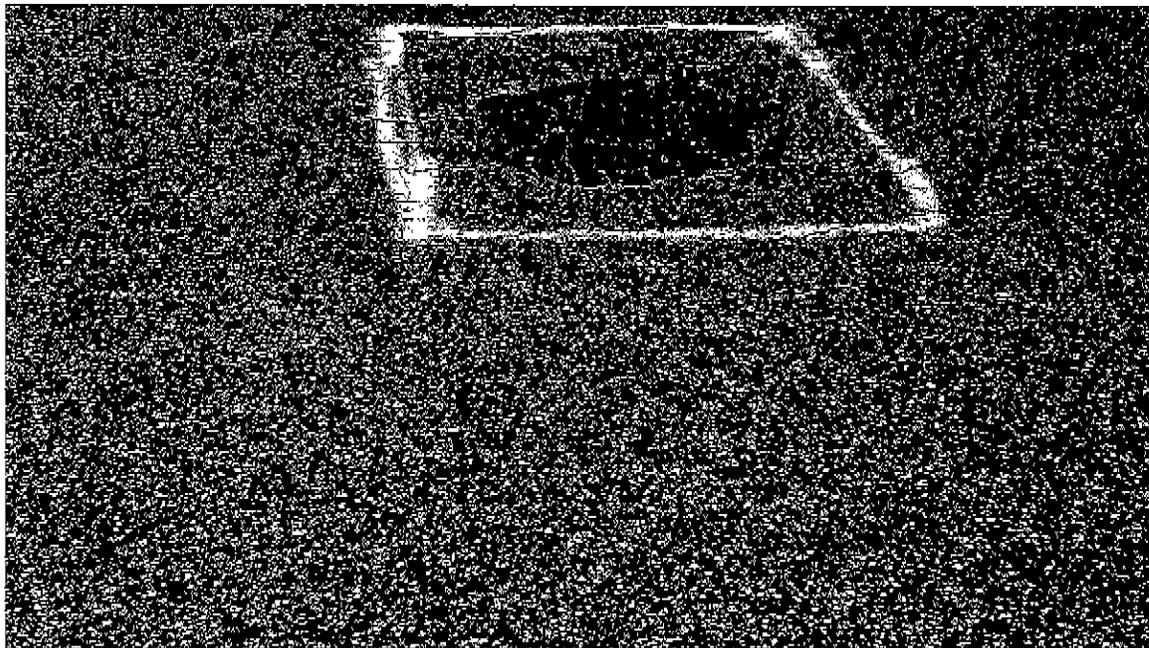
The drainage structures located near the intersection of Washburn Ave. are raised above the road and the cross culvert is heaved; both discharge directly to the lake. This entire system is inadequate, structurally deficient and cannot be properly cleaned with the Town Vac-All. The structures should be lowered for public safety.



- 4.) The condition of the road up to # 34 Avery Shores is in need of crack sealing.
Crack sealing will seal the surface to slow further deterioration of the road.



The road from #34 Avery shores to the east end (150 feet). This section of road has several areas that need full depth patch due alligator cracking and asphalt failure.



The east end of the road needs to be full depth patched to keep the road safe for public travel.



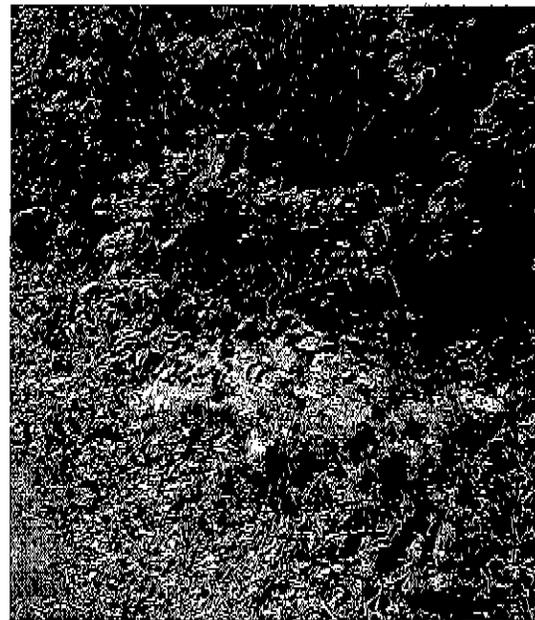
5.) The turnaround at the east end needs to be completed and stabilized for erosion. The turnaround on the west end needs to be constructed as specified.



6.) Several areas of Avery Shores need the brush cut back to allow for safe travel.



7.) Rocks and stumps should be removed from the road edge for safe public travel.



I have completed a thorough inspection of Avery shores, this report identifies the areas of concern that I feel should be addressed as part of the Town acceptance.

I would also recommend that the drainage pipes that discharge directly to the lake be videoed for structural integrity.

Mark Kiefer
Public Works Director
Town of Coventry