
Date: April 29, 2024	Subject: Assessment Planning Committee Meeting Minutes Monday, April 29, 2024
To: Board of Directors	From: Assessment Planning Committee and Arthur G. Simonian, Executive Director

**Assessment Planning Committee
Monday, April 29, 2024, Meeting Minutes**

The Assessment Planning Committee met Monday, April 29, 2024, at the District Offices, 245 Main Street, Cromwell, Connecticut.

Executive Director, Arthur Simonian called the meeting to order at 5:32 p.m. Present was Chairman, John Dunham, and Committee Members – Doug Sienna and Daniel Salerno were in attendance. There was a quorum.

The April 29th Assessment Planning Committee Meeting was held to discuss:

- 1) Reserve Capacities Revisions NB, Berlin, Middletown, Cromwell, MDC discussion and review impact to budget assessments. Analyze reserve and secondary treatment exceedances from communities.

John and Art were asked by members what exactly is expected from a Reserve Capacity. John and Art both explained that this is derived from the average daily flows of all the towns and communities we serve. Each community has different flow averages, and they range from year to year depending on the weather and how much rainfall there is. Reserves are not expected maximum flows.

Also discussed were the five-year flow averages. Five-year flows were generally higher this year due to all the rainfall we received. We received 80 inches of rain, with the last two years having 51 – 52 inches. The Mattabassett District currently has a daily flow of 35 MGD, that number went up when Middletown joined the District. Also, flows increased 40 – 50% after a new meter was installed at the Berlin Tpke pump station in 2021.

The Committee will meet again after a Middletown representative is selected and has decided how to use the data provided by the Executive Director to possibly adjust reserve capacities in the future.

- 2) Review and analyze Assessment impacts from changes allocation of Maintenance Budget to Capital and Operation currently at 50%.

The Committee also viewed the 2025 Budget formulas and saw the impact of adjusting and maintenance and capital allocations which was minimal.

Adjournment:

Mr. Doug Sienna moved, no second necessary, and the committee approved unanimously to adjourn at 6:15 PM.

C: Board Members not on the Assessment Planning Committee