

**SEWER AND WATER COMMISSION
REGULAR MEETING – 11/15/2010
SEWER AND WATER DEPARTMENT – 7:00 P.M.**

MEMBERS PRESENT: Chairman James Paolino, Don Charette, Walter Tumel, and Crystal Caouette.

MEMBERS ABSENT: Vice-Chairman Scott Meyers and Jim Natale.

ALSO PRESENT: Administrator Philip Olmstead.

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ATTENDANCE

The meeting was called to order at 7:05 p.m. with the Pledge of Allegiance. Attendance was taken; a quorum was present.

II. APPROVAL OF MINUTES

1) Regular Meeting – 10/18/2010

Upon **MOTION** by Don Charette, seconded by Crystal Caouette, it was unanimously voted by voice vote to approve the minutes of the regular meeting dated October 18, 2010.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	10/21/10	Commission	L. Bosco	2011 Meeting Dates
2.	11/01/10	Commission	L. Bosco	Delinquent Sewer Rpt – 10/31/10
3.	11/01/10	Commission	L. Bosco	Delinquent Water Rpt – 10/31/10
4.	11/04/10	Commission	L. Bosco	F.Y. Sewer Spreadsheet – 10/31/10
5.	11/04/10	Commission	L. Bosco	F.Y. Water Spreadsheet – 10/31/10
6.	11/08/10	Commission	S. Hale	F.Y. 2011-2012 Budget Worksheets

James Paolino asked that all recommendations be provided to the Sewer and Water Staff to include in the proposed budgets for review at the next meeting.

Due to holiday vacation scheduling the next regular meeting was rescheduled from Monday, December 20th to Monday, December 13, 2010.

IV. NEW BUSINESS

V. OLD BUSINESS

VI. SUB-COMMITTEE REPORTS

1) **Clinton Hill Waterline Assessments**

It was reported that this matter should require no further action. It was officially removed from the Agenda.

2) **Quality Data Service (QDS)**

It was reported that the training session held October 28th went well with only a few issues needing to be addressed back at QDS.

3) **Method of Assessment**

No report.

4) **Collection of Delinquent Accounts**

James Paolino reported that questions from customers are being addressed as soon as possible with most making failed attempts to prolong the process. He stated the process has not been altered and all has remained consistent, which is what will hold its integrity together.

5) **Amending Rules & Regulations**

Administrator Philip Olmstead reported that he met with David Murphy of Milone and MacBroom to discuss the results of the initial review of what he submitted. A final draft should be forthcoming soon.

6) **Inflow and Infiltration**

Administrator Philip Olmstead reported that the manhole inspection program continues with the Department currently on Contract #11.

VII. ADMINISTRATOR'S REPORT

1) **Water Quality Monitoring and Reporting**

The Wolcott Water Department is in complete compliance with state water quality monitoring and reporting.

Administrator Philip Olmstead reported the following:

- **Partial Flumes**
Weekly inspections and required cleanings continued at Meriden Road and Sharon Road to ensure accurate billings from the City of Waterbury.
- **Sewer Pump Stations**
All four pumps were pulled for overall inspections on condition and performance.
- **Muffin Monster Sewage Grinder**
The grinder continues to perform very well rectifying all problems relating to the occurrence of clogged pumps.
- **Sewer Well Maintenance**
The enzyme found to clear the accumulating grease in the wells continues to perform very well and the maintenance schedule followed is keeping them spotless.
- **Sewer Pump Stations**
Both stations were “rodent proofed” to avoid costly repairs by filling all openings where gas lines enter so that rodents cannot get into the block heaters and eat the windings out of the generators.
- **2008 F-550**
New front tires and a front end alignment were needed. The LED flashers were installed for safety.
- **Manhole Inspection Project**
Approximately 30% of the sanitary sewer system is now complete.
- **Lead and Copper Annual Monitoring and Reporting**
Ten samples were taken and the results, all passing, have been reported to the State.

- **Annual Backflow Prevention Testing and Cross Connection Inspections**
Twenty-three tests and 5 inspections were performed resulting in only one failure which was corrected within one week, retested, and passed.
- **Annual Water System Flushing**
Periodic flushing was performed that helped to maintain quality control and generate \$6,000 in unanticipated revenue. The recommendation was made to increase the cost per load to \$50.
- **RSK Waterline Proposal**
The plans were submitted to the Town Engineer for review. The Town Engineer is requiring an \$800 retainer prior to performing the review. The Developer has been notified of this requirement.
- **As-Built Drawing Requirements**
A handout is being developed by the Department that contains the required information needed for an acceptable as-built.
- **Water Booster Stations**
Both stations were also “rodent proofed” to safeguard the windings in the generator from damage.
- **Hydrant Repairs**
The Department had to repair a damaged hydrant at 343 East Street (Regional Water Authority) caused by a motor vehicle accident.
- **Acquired Facilities**
The Department assisted in the winterizing of the Acquired Facilities buildings and with the installation of six low flow toilets.
- **2011-2012 Fiscal Year Budgets**
The preparation of next fiscal year budgets will begin soon. All comments or concerns are welcomed during the process.

Chairman James Paolino complimented the Sewer and Water Staff for always remaining on top of things in the Department. He stated his appreciation for the reports received and the progress made from month to month. He added that the Department is leaps and bounds away from where it was years ago and that he is thankful for the continued work and efforts displayed.

Don Charette asked if there was a better looking and more safe looking replacement vehicle the Department can use when one of its own fleet is in for repair. Mr. Olmstead stated that the recent truck used was from the Highway fleet and although it is not the prettiest truck, it is road worthy. Mr. Charette asked if the Department can purchase a better truck from state auction. Mr. Olmstead stated that is something that can be looked into and the cost to purchase would have to be put into the budget.

Don Charette stated he would like the Commission to look into seeing if it can extend the sewer and water lines a street or two here or there around town. James Paolino noted that the property owners right now are a bit hesitant to take on a large benefit assessment bill. Mr. Olmstead noted areas of town where a few residents sporadically have mentioned the desire to have public sewer and water however with the costs involved from start to finish and with the current state of the economy, the results of the most recent surveys performed have not been favorable. He added that whether the project is large or small, the process and steps are the same.

VIII. PUBLIC COMMENT

IX. EXECUTIVE SESSION

X. ITEMS FOR NEXT AGENDA

- 2011-2012 Fiscal Year Budget Preparation
- Quality Data Service (QDS)
- Method of Assessment
- Collection of Delinquent Accounts
- Amending Rules & Regulations
- Inflow and Infiltration

XI. ADJOURNMENT

Upon **MOTION** by Don Charette, seconded by Crystal Caouette, it was unanimously voted by voice vote to adjourn the meeting at 7:35 p.m.

APPROVED:

Laurie Bosco, Administrative Secretary

James Paolino, Chairman
SEWER AND WATER COMMISSION

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