

**SEWER AND WATER COMMISSION  
REGULAR MEETING – 12/13/2010  
SEWER AND WATER OFFICE – 7:00 P.M.**

**MEMBERS PRESENT:** Chairman James Paolino, Vice-Chairman Scott Meyers, Walter Tumel, and Crystal Caouette.

**MEMBERS ABSENT:** Don Charette 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 – 11/15/2010**

Upon **MOTION** by Walter Tumel, seconded by Crystal Caouette, it was unanimously voted by voice vote to approve the minutes of the regular meeting dated November 15, 2010.

**III. CORRESPONDENCE**

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	11/16/10	D. Slater	J. Paolino	Rescheduling of 12/20/10 meeting
2.	11/30/10	Commission	L. Bosco	Delinquent Sewer Report
3.	11/30/10	Commission	L. Bosco	Delinquent Water Report
4.	11/30/10	Commission	L. Bosco	F.Y. Sewer Spreadsheet
5.	11/30/10	Commission	L. Bosco	F.Y. Water Spreadsheet
6.	12/03/10	Commission	L. Bosco	“Top 20” Status Updates
7.	12/08/10	Commission	P. Olmstead	Proposed Budget Worksheets
8.	12/08/10	P. Olmstead	L. Bruce	Fund Balances
9.	12/10/10	R. Briere	P. Olmstead	4A Shelton Ave Sewer Easement

**IV. NEW BUSINESS**

**1) 2011-2012 Fiscal Year Budgets**

The Proposed Budget Reports 2011-2012 were presented for both the Sewer Department and the Water Department. (Copies attached hereto and made a part hereof.) Upon review, the following justifications for

increases were noted: (1) Contractual; (2) Comcast Connection to Town Hall Server; and (3) Mandatory Increase in State Water Testing. The Fund Balances at year end June 30, 2010 were discussed. The following action was taken:

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to approve the proposed sewer and water budgets as presented.

**V. OLD BUSINESS**

None.

**VI. SUB-COMMITTEE REPORTS**

**1) Quality Data Service (QDS)**

No new developments to report.

**2) Method of Assessment**

James Paolino asked that the Commission Members bring some thoughts to the next meeting for discussion as the determination will need to be made on whether to make changes to the method or keep it as is.

**3) Collection of Delinquent Accounts**

James Paolino reported that based on the documentation reviewed, progress is being made in the right direction. He requested Staff to bring forward a recommendation at the next meeting of a timetable to start the collection process on the next appropriate batch of delinquents.

**4) Amending Rules and Regulations**

James Paolino noted that this item should be ready to move forward after the first of the year.

**5) Inflow and Infiltration**

No new developments to report.

**VII. ADMINISTRATOR'S REPORT**

**1) Water Quality Monitoring and Reporting**

Administrator Philip Olmstead reported that the Wolcott Water Department continues to be in complete compliance with all State Water Quality Monitoring and Reporting requirements.

Mr. Olmstead also reported the following:

- **2008 F550**  
A performance problem is intermittently being experienced to include rough idle, noise, and tremendous exhaust of white smoke. It was sent several times to different Ford Dealerships and nothing has yet to be found in need of repair. The next plan of action is to make a video of the smoke occurrence and bring the complaint to a Ford District Manager.
- **Manhole Inspection Project**  
We are currently on Contract #13 of 25. Detailed reporting continues with all crucial issues being addressed immediately and all other issues being logged for future work orders.

Chairman James Paolino thanked Mr. Olmstead for all the work he does and stated he is very happy with the way the Department is running. He added that he is very happy with all the staff and all the work they do and expressed his thanks.

**VIII. PUBLIC COMMENT**

No one was present.

**IX. EXECUTIVE SESSION**

**X. ITEMS FOR NEXT AGENDA**

- Quality Data Service (QDS)
- Method of Assessment
- Collection of Delinquent Accounts
- Amending Rules & Regulations
- Inflow and Infiltration

**XI. ADJOURNMENT**

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to adjourn the meeting at 7:25 p.m.

**APPROVED:**

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Laurie Bosco, Administrative Secretary

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James Paolino, Chairman  
**SEWER AND WATER COMMISSION**