

**SEWER AND WATER COMMISSION
REGULAR MEETING – 01/24/2011
SEWER AND WATER OFFICE – 7:00 p.m.**

MEMBERS PRESENT: Chairman James Paolino (7:25 p.m.), Vice-Chairman Scott Meyers, Don Charette, Walter Tumel, Crystal Caouette, and Jim Natale.

MEMBERS ABSENT: No one.

ALSO PRESENT: Administrator Philip Olmstead.

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ATTENDANCE

The meeting was called to order at 7:10 p.m. with the Pledge of Allegiance. Attendance was taken; a quorum was present.

II. APPROVAL OF MINUTES

1) Regular Meeting – 12/13/2010

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 December 13, 2010.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	2011	Commission	L. Bosco	2011 Calendar
2.	12/31/10	Commission	L. Bosco	Sewer Delinquent Report
3.	12/31/10	Commission	L. Bosco	Water Delinquent Report
4.	12/31/10	Commission	L. Bosco	Sewer Fiscal Year Spreadsheet
5.	12/31/10	Commission	L. Bosco	Water Fiscal Year Spreadsheet
6.	01/12/11	L. Nogueira	P. Olmstead	16 Town Line Rd Water Connection
7.	01/13/11	Commission	S. Pustola	Assisted Living Facility - Beach Road
8.	01/20/11	Commission	L. Bosco	Next Round Delinq Water Collection

IV. NEW BUSINESS

1) Beach Rd – Assisted Living Facility – Proposals to extend sewer and water

Brian Plourde of Pustola & Associates came forward. He stated the project being proposed is on the existing property of Wolcott View Manor on Beach Road and reviewed the information submitted which included a general overall site plan, the site utility plan, a plan profile,

and schematic floor plans. He made note of the following: (1) 140 units – 3 stories – 46,000 square feet; (2) Sewer line tying into the existing 8” main on the property; and (3) 4” water line tying into Eva Terrace.

Discussion followed regarding the following: (1) Fire Protection, which needs to be a separate line and has yet to be sized and coordinated with the Fire Marshal; (2) Water Usage Per Day, which estimates at 213 gallons per minute; (3) Pool and Jacuzzi Operation and Maintenance, specifics of which have yet to be submitted; and (4) Irrigation, specifics of which have yet to be submitted. It was noted that it appears the project submittal is preliminary, more information has yet to be submitted, and, once received a complete review would follow to include outsourced engineering. Philip Olmstead noted one concern with the 8” fire line off the 8” line on Eva Terrace. Mr. Pustola stated that a market analysis is still being performed and because of the snow, they have not yet done topography of the area.

At this time, 7:25 p.m., James Paolino arrived.

Upon **MOTION** by Don Charette, seconded by Crystal Caouette, it was unanimously voted by voice vote to table New Business, Item 1, Beach Rd – Assisted Living Facility – Proposals to extend sewer and water to the next Agenda.

V. OLD BUSINESS

None.

VI. SUB-COMMITTEE REPORTS

1) Quality Data Service (QDS)

It was reported that a few minor issues are currently being addressed. The item was removed from the Agenda.

2) Method of Assessment

Discussion was held regarding whether to make changes to the current method at this time. The suggestion of dividing the cost equally was

discussed at length to include the issue with large parcels paying the same as small parcels and then later sub-dividing.

Administrator Philip Olmstead stated that dividing the cost equally would be much easier to explain, much easier to understand, and much less time consuming for office staff to compute with little chance for human error and less chance of obtaining incorrect information from town maps and/or town records. He stated that a provision within legal boundaries can be looked into for addressing interior lots and larger parcels at the time of connection. He noted that addressing the current method at this time would allow for an important step to be formally added; that being placing a caveat on the land records so that all prospective buyers are made aware that an assessment will be forthcoming.

Reference was made to the Town of Terryville's Method of Assessment, which is to assess all properties the same cost.

James Paolino stated that an assessment that is fairly easy to calculate at the onset of a proposed water line extension project would make it much easier for property owners to understand what they are getting into.

Walter Tumel stated he felt it is fairer for all owners to receive the same assessment charge.

It was the consensus of the Commission to look further into making changes to the current Method of Assessment. The request was made to the office staff to put something together for legal review.

3) Collection of Delinquent Accounts

Administrator Philip Olmstead reported that of the first "Top 20" accounts that have not been paid in full, some are either on a payment plan or have been forwarded to the Tax Collector for collection by the sheriff. He explained that a few minor changes were made to the procedure for the next "Top 20" and referenced the samples forwarded to each Commissioner which accompanied the listing of accounts. He

reviewed in detail the steps taken for billing and delinquent collection. James Paolino indicated he was very happy with the changes made and that office staff was doing a great job on this project. The request was made to the office staff to recommend a reasonable policy to retain on record for future use and reference. Also, a request was made to the office staff to obtain a status update from the sheriff.

4) Amending Rules & Regulations

Administrator Philip Olmstead reported that a meeting was held with David Murphy of Milone and MacBroom whereat the final draft was submitted for review. Also submitted was a copy of Rules and Regulations from two other towns to use for comparison and possible consideration. Once the review is complete and the draft found acceptable, it will be forwarded to the Commission for action. James Paolino noted the tremendous amount of work the office staff put into this project and thanked them for their efforts.

5) Inflow and Infiltration

Administrator Philip Olmstead reported that manhole inspections continue, weather permitting.

VII. ADMINISTRATOR'S REPORT

1) Water Quality Monitoring and Reporting

Administrator Philip Olmstead reported that the Wolcott Water Department is in complete compliance with all water quality monitoring and reporting per US EPA Primary Drinking Water Standards. In addition, correspondence was received from the Department of Public Health dated January 10, 2011 stating that the 2009 Cross Connection Survey Report for the Wolcott Water Department was found to meet all requirements of the RCSA.

Mr. Olmstead reported that the crew has been busy assisting the Public Works Department with snow removal and clean-up around town, in addition to clearing areas around fire hydrants to ensure access. He also reported the following:

- **Edgemont Water Tank**

There are currently three minor leaks in the tank. Pictures were distributed for review. Contact has been made with the tank manufacturer to arrange for repair. The manufacturer recommended holding off until spring for safety reasons, for cost effectiveness, and also to avoid causing damage to the tank. The Department is awaiting receipt of cost estimates.

Additionally, a review of past records indicated leaks were detected when the tank was new, in 1997. He has tightened bolts within reach in the past, which did resolve the very minor leaks detected through the years, but the issue has now returned in greater depth and must be more permanently addressed.

The top vent flew off and stuck in the ladder, possibly due to the bolts not being thoroughly tightened when Extech performed the tank inspection. He climbed up and re-installed it last week.

- **Fire Hydrant # 115 – Old Stone Brook Court**

The hydrant was recently hit. The Police Department and Fire Department have been notified it will be off line until spring. There is another hydrant less than 150' away so we are within regulation. Replacement parts are on order.

- **16 Town Line Road**

After noting no quarterly usage being billed, an on-site inspection confirmed the meter was shut off in addition to unmetered water entering the building via two 1" copper lines. The owner and tenant were put on notice to correct the situation by January 24th. He will follow-up tomorrow.

VIII. PUBLIC COMMENT

None.

IX. EXECUTIVE SESSION

None.

X. ITEMS FOR NEXT AGENDA

- Beach Rd – Assisted Living Facility – Proposals to extend sewer and water
- Method of Assessment
- Collection of Delinquent Accounts
- Amending Rules and Regulations
- Inflow and Infiltration

XI. ADJOURNMENT

Upon **MOTION** by James Paolino, seconded by Crystal Caouette, it was unanimously voted by voice vote to adjourn the meeting at 8:10 p.m.

APPROVED:

Laurie Bosco, Admin Secretary

James Paolino, Chairman
SEWER AND WATER COMMISSION