

**SEWER AND WATER COMMISSION  
REGULAR MEETING – 02/28/2011  
SEWER AND WATER OFFICE – 7:00 P.M.**

**MEMBERS PRESENT:** Chairman James Paolino, Vice-Chairman Scott Meyers, Walter Tumel, Crystal Caouette (7:15 p.m.), and Jim Natale.

**MEMBERS ABSENT:** Don Charette.

**ALSO PRESENT:** Administrator Philip Olmstead.

**I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ATTENDANCE**

The meeting was called to order at 7:10 p.m. Attendance was taken; a quorum was present.

**II. APPROVAL OF MINUTES**

**1) Regular Meeting – 01/24/2011**

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve the minutes of the regular meeting dated January 24, 2011.

**III. CORRESPONDENCE**

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	01/26/11	Commission	L. Bosco	Swr Delinq Collection Rpt – 1/26/11
2.	01/26/11	Commission	L. Bosco	Important Notice
3.	01/27/11	E. Jackson	P. Olmstead	32 Bayview - Dec Water Bill
4.	02/08/11	Commission	L. Bosco	Wtr Delinq Collection Rpt – 2/8/11
5.	02/09/11	Commission	L. Bosco	Sewer F.Y. Spreadsheet - 01/31/11
6.	02/09/11	Commission	L. Bosco	Water F.Y. Spreadsheet – 01/31/11
7.	02/09/11	Commission	L. Bosco	Sewer Delinq Report – 01/31/11
8.	02/09/11	Commission	L. Bosco	Water Delinq Report – 01/31/11
9.	02/10/11	Commission	L. Bosco	Water Bill Title – Estimating Mar Bill
10.	02/13/11	Commission	L. Bosco	Swr Delinq Collection Rpt – 2/11/11
11.	02/13/11	Commission	L. Bosco	Final Demand
12.	Jan 2011	Commission	L. Bosco	Swr Billing & Collection Procedures
13.	Jan 2011	Commission	L. Bosco	Wtr Billing & Collection Procedures
14.	02/01/11	Commission	Mayor Dunn	Transfers for snow removal & trmt
15.	02/28/11	Commission	L. Bosco	Revised Wtr F.Y. Spreadsheet – 1/31
16.	02/28/11	Commission	L. Bosco	Revised Swr F.Y. Spreadsheet – 1/31

IV. NEW BUSINESS

V. OLD BUSINESS

1) **Beach Rd – Assisted Living Facility – Sewer and Water Proposal**

Brian Plourde of Pustola & Associates came forward. He submitted revised plans and calculations dated February 15, 2011 based upon comments made at the last meeting which included the addition of a separate 4" domestic water line off Eva Terrace and information pertaining to the 3100 gallon therapy pool and 700 gallon Jacuzzi. There were no questions at this time.

James Paolino stated that the Commission will review what has been submitted this evening in addition to some other information which was presented today but has not had the chance to be disseminated. He asked that all questions arising prior to the next meeting be forwarded to Administrator Philip Olmstead. The following action was taken:

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to table Old Business, Item 1, Beach Rd – Assisted Living Facility – Sewer and Water Proposals, to the next regular meeting.

VI. SUB-COMMITTEE REPORTS

1) **Method of Assessment**

In a round table discussion the members unanimously favored adopting a different Method of Assessment that would equally divide the project cost amongst all benefited properties with consideration given to interior lots and large sub-dividable parcels. James Paolino stated he would contact Town Attorney Brian Tynan and request that he provide feedback to the Commission along with a draft for the Commission to review.

2) **Collection of Delinquent Accounts**

James Paolino referenced the sample letters in each members packet relative to collection of delinquent accounts and noted that the staff has done a very good job of simplifying the procedure, making it as clear as possible, and making the process work more efficiently for them. He also referenced the Billing and Collection Procedures and noted that they serve to advise what is to be expected.

**3) Amending Rules & Regulations**

Administrator Philip Olmstead reported that the final draft submitted by Milone and MacBroom is still under staff review.

**4) Inflow and Infiltration**

Administrator Philip Olmstead reported that this project is continuing, weather and scheduling 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 water quality monitoring and reporting and all results meet US EPA primary and secondary drinking water standards.

Mr. Olmstead also reported with regard to the following:

**Edgemont Water Tank**

He contacted the Aquastore representative once again and was told that he is trying to get a price on a lift to reach the leak spot located in the upper corner.

**16 Town Line Road**

He reported that he is working with the representative from Lanco Mfg on rectifying the situation of unmetered water usage. An extension of time was requested to complete the work and all should be final by week end.

**2011-2012 Budget Presentation**

He reported that he and James Paolino met with Mayor Thomas Dunn, Finance Officer Linda Bruce, and Assistant Sue Hale to present the Department's budget requests for next fiscal year. All went very well.

**Fats, Oils and Grease Workshop**

He reported that he attended this DEP workshop and is currently in the process of reviewing information relative to compliance.

**VIII. PUBLIC COMMENT**

The following members of the public came forward to request the Commission extend the water main 500-600' north in the area of Alcott Road at Spindle Hill

Road: (1) Michael Perrone, 32 Richard Avenue; (2) Anthony Russo, 442 Spindle Hill Road; (3) Anna Mancini, 450 Spindle Hill Road; (4) Mario Rinaldi, 454 Spindle Hill Road; and (5) Shakria Gafar, 456 Spindle Hill Road. Correspondence was received from Dan and Carla Goldstone, 440 Spindle Hill Road and read aloud. Comments made related to the desperate need for water and the inconvenience of wells going dry various times of the year.

James Paolino provided a generalized overview of the initial progression of town water main extension projects with emphasis on the consideration given to the following components: public request, service capability, economics, logistics, geographics, property owner assessments, and property owner surveys.

Administrator Philip Olmstead was asked to review this request and report his initial findings to the Commission.

**IX. EXECUTIVE SESSION**

**X. ITEMS FOR NEXT AGENDA**

- Beach Rd – Assisted Living Facility – Sewer and Water Proposals
- Alcott Rd/Spindle Hill Rd – Watermain Extension Request
- Method of Assessment
- Collection of Delinquent Accounts
- Amending Rules & Regulations
- Inflow and Infiltration

**XI. ADJOURNMENT**

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to adjourn the meeting at 7:45 p.m.

**APPROVED:**

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Laurie Bosco, Administrative Secretary

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

