

**SEWER AND WATER COMMISSION
REGULAR MEETING – 11/21/2011
SEWER AND WATER DEPARTMENT – 7:00 P.M.**

MEMBERS PRESENT: Chairman James Paolino, Vice-Chairman Scott Meyers, 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 7:00 p.m. with the Pledge of Allegiance. Attendance was taken; a quorum was present.

II. APPROVAL OF MINUTES

1) Regular Meeting – 10/17/2011

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to approve the minutes of the regular meeting dated October 17, 2011.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	10/18/11	Commission	L. Bosco	Sewer Spreadsheet through 9/30
2.	10/18/11	Commission	L. Bosco	Water Spreadsheet through 9/30
3.	10/18/11	Commission	L. Bosco	Del Sewer Report as of 9/30
4.	10/18/11	Commission	L. Bosco	Del Water Report as of 9/30
5.	10/18/11	Commission	L. Bosco	Sewer Collect Status through 10/18
6.	10/18/11	Commission	L. Bosco	Water Collect Status through 10/18
7.	10/25/11	Commission	Town Council	Waterline Replacement & Extension
8.	10/25/11	P Olmstead	St Marshal	Collection Update
9.	11/15/11	Commission	L. Bosco	Sewer Spreadsheet through 10/31
10.	11/15/11	Commission	L. Bosco	Water Spreadsheet through 10/31
11.	11/15/11	Commission	L. Bosco	Del Sewer Report as of 10/31
12.	11/15/11	Commission	L. Bosco	Del Water Report as of 10/31
13.	11/15/11	Commission	L. Bosco	Sewer Collect Status through 11/14
14.	11/15/11	Commission	L. Bosco	Water Collect Status through 11/14
15.	11/10/11	Commission	L. Bruce	Bank Merchant Fees
16.	11/21/11	Commission	L. Bosco	Info to customers re: credit cards
17.	11/12/11	Commission	D. Charette	Resignation

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to add the following item to the Agenda under New Business: Letter from Town Council dated October 25, 2011 re: Waterline replacement and extensions.

IV. NEW BUSINESS

1) Letter from Town Council re: Waterline Replacement and Extensions

James Paolino reported that help is needed from the Sewer and Water Department for the Woodtick Road and High School Projects to include periodic updates. He noted that the Commission does not have responsibility for the Woodtick Project and with no assessments in the High School Project, its role is minimal. However, in the interest of inter-town cooperation, it was decided that some support would be given by the Sewer and Water Department and period updates would be given by the Chairman of the Sewer and Water Commission.

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to approve the use of the Sewer and Water Administrative Staff to assist the Town in the Woodtick Road Project and the High School Project and update the Town Council when they request it.

James Paolino spoke on the resignation of Commissioner Don Charette noting the great sadness of losing his services and his institutional knowledge.

V. OLD BUSINESS

1) RSK Realty, LLC – Discussion re: Lyman Oaks Connection Fees

Steven Bosco, 202 Lyman Road, Wolcott came forward representing the owner. He asked the Commission to waive some of the current connection fees for this project as it will directly affect the cost to the seniors renting the units. He referenced past connection fees (which were lower) and also instances where the Mayor of the Town lowered fees in the past (i.e. Hamilton Development).

Administrator Philip Olmstead reported that the office records indicate that Chestnut Hill Housing and Laurel Ridge Housing were billed \$900 per unit (the connection fee at that time). Mr. Bosco stated that he was the Mayor then and he and the Town Council per Agreement dropped the sewer fees in half and waived the water fees entirely for the Project, all single family homes and senior apartment buildings.

James Paolino requested Mr. Bosco produce any documentation possible to aid the Commission in its decision making process. Mr. Bosco stated he would contact the then Town Attorney, Michael Tansley for information.

2) **Modification to Ordinance Concerning Water Main Extensions And Authority of the Wolcott Sewer and Water Commission**

Awaiting response from Attorney Brian Tynan.

3) **Method of Assesment**

Awaiting response from Attorney Brian Tynan.

4) **Collection of Delinquent Accounts**

Reference was made to the status updates provided.

5) **Inflow and Infiltration**

Deferred to Administrator's Report.

VI. **SUB-COMMITTEE REPORTS**

VII. **ADMINISTRATOR'S REPORT**

1) **Water Quality Monitoring and Reporting**

The Water Department is in compliance with all monitoring and reporting and all results have met US EPA primary and secondary drinking water standards.

Administrator Philip Olmstead reported the following:

Bank Merchant Fees for Credit Card Usage

It is proving very beneficial to accept credit card payments for usage but not for assessments. Recommendation was made to discontinue accepting credit card payments for assessments. Reference was made to the packet provided containing information that has and will go to customers which included the revised backside of the July 1 sewer use bill, the August 2011 Community News "Tax Talk", the revised backside of the Dec 1 water use bill, the hot pink insert for the Dec 1 water use billing and the July 1, 2012 sewer use billing, and the Wolcott Website, Tax Collector Methods of Payment. Discussion was held and the following action was taken:

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to discontinue the practice of accepting debit and credit cards for payment of Sewer and Water Assessments and to continue to accept debit and credit cards for payment of Sewer and Water Usage.

Meriden Road Rollover Accident

On November 4th a motor vehicle accident occurred on Meriden Road and a Town of Wolcott hydrant was damaged. Our staff was dispatched by the Wolcott Police Department and valves were shut. The hydrant is currently being re-built by staff.

Tosun Road Town Reconstruction Project

Our staff has been continually working with Cocchiola Paving, the contractor hired by the Town to extend the water main on Tosun Road. Main isolation was performed to ensure a safe connection to the existing pipe, pressure testing and water quality testing were overseen, and an estimated cost sheet for lateral connections was prepared for the benefit of property owners.

2001 Dodge Pick-up Truck

In an effort to save on fuel costs, a used gas fueled pick-up truck was purchased for \$900 from State Surplus.

2010 F-550 Utility Truck

The truck is currently in for warranty service on the transmission, which is now slipping, and also for the repeating smoke issue.

VIII. PUBLIC COMMENT

No one was present to address the Commission at this time.

IX. EXECUTIVE SESSION

None.

X. ITEMS FOR NEXT AGENDA

- **Modification to Ordinance Concerning Water Main Extensions and Authority of the Wolcott Sewer and Water Commission**
- **Method of Assessment**
- **Collection of Delinquent Accounts**
- **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 7:30 p.m.

Laurie Bosco, Administrative Secretary

James Paolino, Chairman
SEWER AND WATER COMMISSION