

**SEWER AND WATER COMMISSION  
REGULAR MEETING – 12/19/2011  
SEWER AND WATER OFFICE – 7:00 P.M.**

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

**MEMBERS ABSENT:** Walter Tumel.

**ALSO PRESENT:** Administrator Philip Olmstead and Town Attorney Brian Tynan.

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

The meeting was called to order at 7:00 p.m. Attendance was taken; a quorum was present.

**II. APPROVAL OF MINUTES**

**1) Regular Meeting – 11/21/2011**

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 November 21, 2011.

**III. CORRESPONDENCE**

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	12/05/11	L. McQueen	R. Levesque	Bank Merchant Fees
2.	12/08/11	Commission	L. Bosco	Del Sewer Report as of 11/30
3.	12/08/11	Commission	L. Bosco	Del Water Report as of 11/30
4.	12/08/11	Commission	L. Bosco	Sewer Spreadsheet
5.	12/08/11	Commission	L. Bosco	Water Spreadsheet
6.	12/08/11	Commission	L. Bosco	Sewer Del Collection Status
7.	12/08/11	Commission	L. Bosco	Water Del Collection Status
8.	12/16/11	Commission	P. Olmstead	2012-2013 Proposed Budgets
9.	2012	Commission	L. Bosco	Listing of Regular Meetings

**IV. NEW BUSINESS**

**1) 2012-2013 Fiscal Year Budgets**

It was noted that the Commissioners already reviewed the worksheets prior to the meeting. Administrator Philip Olmstead reported no major changes and that all increases were either contractual or an estimate of anticipated rises in the cost for services such as utilities and usage fees.

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to approve the proposed budget for Fiscal Year 2012-2013 as prepared and submitted by the Department.

**V. OLD BUSINESS**

**1) Modification of Ordinance Concerning Water Main Extensions and Authority of the Wolcott Sewer and Water Commission**

The item was combined with and discussed under Item #2.

**2) Method of Assessment**

Attorney Brian Tynan came forward and distributed the Staff's Comments & Requests and a draft Legal Notice of the enactment of the *Ordinance Concerning Water Main Extensions and Authority of the Wolcott Sewer and Water Commission*. Reference was made to Staff's Comments & Requests and the documentation provided by the Department for use with modification. Areas of the draft were highlighted and some discussion was held to include the addition of new language that would allow the town, in specific circumstances, to pay for a water main extension project without seeking reimbursement from abutting property owners. The assessment appeal times were noted for sewer (21 days) and water (60 days). It was decided that the Commissioners will review the document in greater detail and possibly move forward to conclusion at the next regular meeting.

**VI. SUB-COMMITTEE REPORTS**

None.

**VII. ADMINISTRATOR'S REPORT**

**1) Water Quality Monitoring and Reporting**

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

Administrator Philip Olmstead reported the following:

- **Dry Hydrants**

The Department repaired a dry hydrant on Hunts Pond on Bound Line Road and one at the end of the Town Garage driveway.

- **Water Supply Plan**

The Department worked in conjunction with David Murphy of Milone and MacBroom to comply with the additional requirements the State Department of Public Health had for the acceptance and approval of our latest submission of the Water Supply Plan. Our submittals will be received by the State prior to the December 31<sup>st</sup> deadline.

- **2012-2013 Fiscal Year Budgets**

The Department worked on preparing the proposed 2012-2013 fiscal year budget worksheets for action at tonight's meeting.

**VIII. PUBLIC COMMENT**

None.

**IX. EXECUTIVE SESSION**

None.

**X. ITEMS FOR NEXT AGENDA**

- **Modification of Ordinance Concerning Water Main Extensions and Authority of the Wolcott Sewer and Water Commission**
- **Method of Assessment**

**XI. ADJOURNMENT**

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to adjourn the meeting at 7:40 p.m.

**APPROVED:**

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Laurie Bosco, Administrative Secretary

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