

**SEWER AND WATER COMMISSION
REGULAR MEETING – 03/19/2012
SEWER AND WATER DEPT – 7:00 P.M.**

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

MEMBERS ABSENT: Gregory Dandio.

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.

At this time, 7:06 p.m., Crystal Caouette arrived.

II. APPROVAL OF MINUTES

1) Regular Meeting – 02/27/12

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to accept the minutes of the regular meeting dated February 27, 2012.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	03/08/12	RSK Realty	D. Cooley	Water Connection
2.	03/14/12	Commission	L. Bosco	Water Collection Update
3.	03/15/12	Commission	L. Bosco	Sewer Collection Update
4.	02/29/12	Commission	L. Bosco	Sewer Delinquent Report
5.	02/29/12	Commission	L. Bosco	Water Delinquent Report
6.	02/29/12	Commission	L. Bosco	Sewer Spreadsheet
7.	02/29/12	Commission	L. Bosco	Water Spreadsheet
8.	1997-2012	Commission	L. Bosco	Hamilton Dev / RSK Realty Conn Fee

IV. NEW BUSINESS

1) Establish Project Pre-Payment Accounts for Sewer and Water

Discussion was held regarding establishing retainer accounts in which deposits will be made of developer pre-paid funds to cover project costs incurred by the town.

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to establish Project Pre-Payment Accounts for the Sewer and Water Departments.

V. OLD BUSINESS

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

James Paolino reported Town Attorney Brian Tynan should have this item ready for the next meeting.

2) **Method of Assessment**

James Paolino reported Town Attorney Brian Tynan should have this item ready for the next meeting.

3) **Discussion re: Connection Fees for Lyman Oaks Active Adult Housing**

James Paolino reported that at this time the developers (RSK Realty, LLC) have withdrawn their request for a reduction in the sewer and water connection fees for their project and will likely return at a later date for consideration.

Reference was made to the letter in Correspondence from David Cooley of the Connecticut Department of Public Health.

Discussion was held wherein it was stated withdrawing at this time may provide the opportunity to let things cool down (as there have been ongoing heated conversations concerning this request) and also to provide the developers time to give some consideration to the information that has been distributed.

The item was removed from the Agenda until further notice.

VI. SUB-COMMITTEE REPORTS

VII. COMMITTEE OF THE WHOLE PROJECT REPORTS

1) **Lower Woodtick Rd Water Main Replacement Project**

2) **Water Main Extension Project to Wolcott High School – To include discussion w/BOE Bus. Mgr. and BOE Dir. Of Facilities and Grounds**

Board of Education Chair Patricia Najarian, Business Manager Todd Bendtsen, and Director of Facilities and Grounds Fran Hubeny came forward. They extended the offer to provide any assistance at any time needed to get the project moving and water to the High School as soon as possible.

James Paolino stated the “process” of this project will involve Administrator Philip Olmstead overseeing the steps of transition and the “communication” for this project will be addressed at every meeting through this Agenda item.

Administrator Philip Olmstead reported the following:

Department staff has begun work on this project. The engineering firm of Milone and MacBroom has been contacted. A contract has been negotiated and prepared to provide a more defined Scope of Services, which should be completed within thirty days. The Department is meeting and communicating when needed and is placing at the firm's disposal all available information including reports, maps, and any relative data upon request.

Discussion and research is being conducted to determine if a booster station and water tower are needed or if the high school can be serviced via a lateral off the main utilizing its existing tank and pumps. The on-site well can be kept separate from the public water supply system and used for irrigation purposes.

After the Scope of Services is completed, submitted, and reviewed, the bid process for engineering and design will follow.

Subsequent to the bid award for engineering and design, which includes surveying and consideration of topography, the bid process for construction will follow.

Subsequent to the bid award for construction, the contractor submittal process will begin, which includes such things as approval of materials and pre-construction meetings.

VIII. 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 and all sample results have met US EPA primary and secondary drinking water standards.

- **Connection Fees for Lyman Oaks Active Adult Housing – RSK Realty**

The Department staff was commended for the hard work and time dedicated to accommodate the Commission's request to research the archived records and compile information relative to the connection fees paid by Hamilton Development in the Wolcott Hills Project. In so doing, all archived information was re-organized, labeled, and stacked in clear plastic bins for future needs and preservation.

- **Clearing Sewer Easements**
This project is ongoing. Several trees have fallen down in easements already cleared due to recent storm activity.
- **Town Wide Road Reconstruction Project**
An increase in Call Before You Dig mark outs will continue to occur over the next few years as our staff works in conjunction with the Town Crew on this project.
- **Lower Woodtick Rd Water Main Replacement Project**
Bid documents are completed and all information has been forwarded to the Finance Department for publication of the Legal Notice.

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION

XI. ITEMS FOR NEXT AGENDA

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

XII. ADJOURNMENT

Upon **MOTION** by Scott Meyers, seconded by Crystal Caouette, it was unanimously voted by voice vote to adjourn the meeting at 7:33 p.m.

ACCEPTED:

Laurie Bosco, Administrative Secretary

James Paolino, Chairman
SEWER AND WATER COMMISSION