

**SEWER AND WATER COMMISSION  
REGULAR MEETING – 06/18/2012  
SEWER AND WATER OFFICE – 7:00 P.M.**

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

**MEMBERS ABSENT:** Walter Tumel and Crystal Caouette.

**ALSO PRESENT:** Administrator Philip Olmstead.

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

The meeting was called to order at 7:04 p.m. with the Pledge of Allegiance. Attendance was taken; a quorum was present.

**II. APPROVAL OF MINUTES**

**1) Regular Meeting – 05/21/12**

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 May 21, 2012.

**III. CORRESPONDENCE**

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	06/07/12	Commission	L. Bosco	Delinq Sewer Report as of 6/30/12
2.	06/07/12	Commission	L. Bosco	Delinq Water Report as of 6/30/12
3.	06/07/12	Commission	L. Bosco	Sewer Spreadsheet as of 6/30/12
4.	06/07/12	Commission	L. Bosco	Water Spreadsheet as of 6/30/12
5.	06/07/12	Commission	L. Bosco	Sewer Delinq Collection thru 6/7/12
6.	06/07/12	Commission	L. Bosco	Water Delinq Collection thru 6/7/12
7.	06/04/12	Commission	P. Olmstead	WHS Waterline Scope of Services
8.	06/18/12	Commission	L. Bosco	Water Delinq Collection thru 6/18/12
9.	06/14/12	R. Tabacco	L. Bruce	Woodtick Road Waterline

With regard to the Water Delinquent Collection information, James Paolino stated the Department Staff is doing a phenomenal job, it is awesome and he is very happy to see the progress made. He asked that they keep up the good work.

Upon **MOTION** by Scott Meyers, seconded by Gregory Dandio, it was unanimously voted by voice vote to add the following item to the Agenda under New Business: Collection of Delinquent Accounts.

IV. NEW BUSINESS

1) **Collection of Delinquent Accounts**

Jim Natale reported he spoke with Attorney Wyskiel of Solomon, Krupnikoff, and Wyskiel in Meriden, who explained the successful process they follow for collection of delinquent accounts which includes demand letters, title searching, and court process/foreclosure. He stated Attorney Wyskiel would like to attend the next Commission meeting with Town Attorney Brian Tynan and has requested a Top 10 delinquent sewer account listing. James Paolino agreed it would be good to hear Attorney Wyskiel's presentation at the July meeting and possibly add this item to the August Agenda for action.

V. OLD BUSINESS

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

James Paolino referenced the Draft Modification presented by Attorney Brian Tynan at the last meeting. It was noted that typographical errors, duplicated sentences, incorrect verbiage, and lack of definitions for abbreviations were found throughout of which Attorney Tynan has been advised. A review is still needed by Department Staff.

VI. SUB-COMMITTEE REPORTS

VII. COMMITTEE OF THE WHOLE PROJECT REPORTS

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

James Paolino referenced the correspondence from Finance Officer Linda Bruce indicating Tabacco & Son Builders, Inc. was the successful bidder for the project. Administrator Philip Olmstead reported a meeting was held with Waterbury Corporation Counsel and Waterbury Bureau of Water wherein it was decided that Waterbury will perform the tap and extension to the town line and bill the Town of Wolcott for their services.

2) **Water Main Extension Project to Wolcott High School**

Board of Education Director of Facilities and Grounds Fran Hubeny was present.

James Paolino referenced the Scope of Services received from Milone and MacBroom, Inc. Administrator Philip Olmstead reported the Scope of Services concluded that water can be supplied without a tower and booster station keeping all existing pumps at the high school in operation for an estimated cost of \$902,574.00. He explained the hydraulics and tests performed and gave an overview of the planned route, construction and materials. He expressed his concern encountering ledge and the financial impact it can have and suggested

test borings be performed prior to going out to construction bid. He stated the next step in the process is to go out to design bid.

Mr. Hubeny indicated there is interest in installing a Yankee Gas pipe line as part of the project. It was noted that the referendum did not include a gas line therefore acquiring funding to pay the costs would have to be addressed in addition to assigning the proper personnel qualified to oversee and be involved in a gas line project.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to have Administrator Philip Olmstead acquire the necessary information regarding drilling test borings along the proposed route for the Wolcott High School waterline.

**VIII. ADMINISTRATOR'S REPORT**

**1) Water Quality Monitoring and Reporting**

Administrator Philip Olmstead reported the Wolcott Water Department is in compliance with all water quality monitoring and reporting with results meeting US EPA primary and secondary drinking water standards.

• **Lyman Oaks Active Adult Housing Project**

Mr. Olmstead reported he met with Treasurer Roger Levesque and it was determined an Irrevocable Letter of Credit is required to serve as appropriate bonding for this water line project.

• **Road Reconstruction Project**

Mr. Olmstead reported that the Department has been working with the Town Crew on this project adjusting and changing sewer manhole covers and risers, eliminating some of the older brickwork and replacing it with precast concrete.

• **Quality Data Services (QDS)**

Mr. Olmstead reported (for record purposes only) that ongoing problems and issues have continued with the QDS program. The recent largest error detected by the Department was with the March 2012 water usage bills being short close to \$6,000 which if left unfound would have caused a sufficient loss of revenue now and on into the future. It was found that the usage rate charge being used to compute the bill amount reverted back to the prior \$3.04 per ccf instead of the current \$3.54. James Paolino stated that when we get to the point when our system starts growing, we cannot have a program that is not working correctly.

With regard to collection of delinquent accounts, Jim Natale commended Department Staff, Philip Olmstead and Laurie Bosco, on doing a fantastic job with collection of the delinquent accounts. He noted that the payment arrangements being handled through the Marshal have last payment dates of March and April with nothing collected in May or June. He recommended that we ask the Marshal to return the warrants and have the Water Department begin the Shut-Off Procedure. It was decided to forward correspondence to the Marshal requesting a status update.

Jim Natale distributed a copy of the newspaper article dated June 14, 2012 regarding the Town of Cheshire selling delinquent sewer liens. It was decided that sometime in the future the Commission should also contact the newspaper to run an article on its collection procedures.

**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
- Collection of Delinquent Accounts

**XII. ADJOURNMENT**

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to adjourn the meeting at 7:43 p.m.

**ACCEPTED:**

---

Laurie Bosco, Administrative Secretary

---

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