

**SEWER AND WATER COMMISSION
REGULAR MEETING – 06/17/2013
SEWER AND WATER OFFICE – 7:00 P.M.**

MEMBERS PRESENT: Chairman James Paolino, Vice-Chairman Scott Meyers, James Natale, and Joseph Santopietro.

MEMBERS ABSENT: Gregory Dandio and Walter Tumel.

ALSO PRESENT: Administrator Philip Olmstead and Board of Education Director of Facility and Grounds Fran Hubeny.

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 – 05/20/2013

Upon **MOTION** by Scott Meyers, seconded by James Natale, it was unanimously voted by voice vote to accept the minutes of the regular meeting dated May 20, 2013.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	05/21/13	Commission	L. Bosco	Member Listing
2.	06/04/13	Commission	L. Bosco	Sewer Spreadsheet
3.	06/04/13	Commission	L. Bosco	Water Spreadsheet
4.	06/04/13	Commission	L. Bosco	Sewer Delinquent Rpt
5.	06/04/13	Commission	L. Bosco	Water Delinquent Rpt
6.	06/06/13	S & W Dept	W. Andres	WHS Water Main Project
7.	05/29/13	Commission	R Haestad	Invoice 2800513002
8.	04/24/13	Commission	T Centinaro	Lions Fair Communication
9.	2013-2014	Commission	Finance	Approved Budget

Upon **MOTION** by Scott Meyers, seconded by James Natale, it was unanimously voted by voice vote to add the following item to the Agenda under New Business: Letter from Lions Club.

IV. NEW BUSINESS

1) Letter from Lions Club

James Paolino explained that the letter requested temporary attachment of two three foot antennas to the chain link fence that surrounds the Barry Avenue Water Tank for communications during the Wolcott Country Fair.

Administrator Philip Olmstead indicated he had no issue and the radio frequencies will not interfere with our frequencies.

Upon **MOTION** by Scott Meyers, seconded by James Natale, it was unanimously voted by voice vote to approve the Lions Club temporary installation of an antenna at the water tower.

V. OLD BUSINESS

1) Collection of Delinquent Accounts

ANRG Collection Agency did contact the Department and requested the number of accounts going to collection. The staff will begin working on this project after the July billing.

VI. SUB-COMMITTEE REPORTS

Upon **MOTION** by Scott Meyers, seconded by James Natale, it was unanimously voted by voice vote to add the following item to the Agenda under Committee of the Whole Project Reports: Roald Haestad bill dated May 29, 2013.

VII. COMMITTEE OF THE WHOLE PROJECT REPORTS

1) Water Main Extension Project to Wolcott High School

a) Roald Haestad bill dated May 29, 2013

Administrator Philip Olmstead confirmed the work has been done and the bill can be approved for payment.

Upon **MOTION** by Scott Meyers, seconded by James Natale, it was unanimously voted by voice vote to approve the May 29th billing for \$1,440.00 for consulting engineers for the High School Project.

b) Recommendation to Award Construction Bid

James Paolino reported that Administrator Philip Olmstead, together with the Finance Office, investigated the bids received and have recommended Guerrera Construction Company as the lowest qualified bidder. Discussion followed regarding the experience, qualifications, equipment, and capabilities of the top three lowest bidders. The critical time line for this project was noted.

Upon **MOTION** by Scott Meyers, seconded by James Natale, it was unanimously voted by voice vote to recommend awarding construction bid for the Wolcott High School Water Main Project to Guerrera Construction Company based on the bid submittals and extensive research done by staff.

VIII. ADMINISTRATOR'S REPORT

1) Water Quality Monitoring and Reporting

Administrator Philip Olmstead reported all water quality monitoring and reporting is in compliance.

Town Wide Road Reconstruction Project

The Crews continues to work with the Public Works Department on the road reconstruction project. Orchard Lane has been completed and Lower Woodtick Road will be next.

Cross Country Sewer Easements

Inspections and reporting continues.

Call Before You Digs

The Department has been bombarded with Call Before You Digs needing to be addressed and utilities marked out.

Sewer Pump Stations

The stations had a heck of a workout with the amount of rainfall this past month and he was very pleased with the performance of both.

IX. PUBLIC COMMENT

Fran Hubeny asked when the water main extension project will break ground and if the work will begin from the High School backwards. Philip Olmstead stated the Town Council and Municipal Finance Officer still need to award the bid and from that date forward the company is given ten days to begin the first step, which would be submittals to the engineer for approval. He also stated he can dictate to the company where to start first.

Fran Hubeny noted that Yankee Gas plans to begin installing after (coming up behind) the water main. Philip Olmstead stated that would not be an issue as long as they do not work in parallel and noted that water main installation is a slower process because of depth, ledge and material used.

Discussion followed regarding the existing well pumps and miscellaneous work at the vault. A meeting will be scheduled in the near future with Barlow Pump to develop a material list.

Upon **MOTION** by Scott Meyers, seconded by James Natale, it was unanimously voted by voice vote to enter into Executive Session at 7:25 p.m. with Administrator Philip Olmstead to discuss contract issues.

The meeting was called back to regular session at 7:35 p.m.

Upon **MOTION** by Scott Meyers, seconded by James Natale, it was unanimously voted by voice vote to add the following item to the Agenda: Post two Maintainer III positions for the Sewer and Water Department.

X. EXECUTIVE SESSION

1) Post two Maintainer III positions for the Sewer and Water Department

James Paolino reported that this is being done to accommodate the work that needs to be done by the Department.

Upon **MOTION** by Scott Meyers, seconded by James Natale, it was unanimously voted by voice vote to approve posting two Maintainer III positions for the Sewer and Water Department.

XI. ITEMS FOR NEXT AGENDA

- Collection of Delinquent Accounts

XII. ADJOURNMENT

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

ACCEPTED:

Laurie Bosco, Administrator Secretary

James Paolino, Chairman
SEWER AND WATER COMMISSION