

**SEWER AND WATER COMMISSION
REGULAR MEETING – 08/19/2013
SEWER AND WATER DEPARTMENT – 7:00 P.M.**

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

MEMBERS ABSENT: Chairman James Paolino and Gregory Dandio.

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 – 07/15/2013

Upon **MOTION** by Joseph Santopietro, seconded by James Natale, it was unanimously voted by voice vote to approve the minutes of the regular meeting dated July 15, 2013.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	07/17/13	T. Dunn	P. Olmstead	Longmeadow Dr Area
2.	07/18/13	Commission	L. Bosco	Status on Water Del Collection
3.	07/25/13	Commission	L. Bosco	Status on Water Del Collection
4.	08/05/13	Commission	L. Bosco	Sewer Spreadsheet as of 7/31/13
5.	08/05/13	Commission	L. Bosco	Water Spreadsheet as of 7/31/13
6.	08/05/13	Commission	L. Bosco	Del Sewer Rpt as of 7/31/13
7.	08/05/13	Commission	L. Bosco	Del Water Rpt as of 7/31/13
8.	08/12/13	Commission	R. Haestad	Invoice 2800713002
9.	08/12/13	Commission	L. Bosco	Status on Water Del Collection
10.	08/19/13	Commission	L. Bosco	Status on Water Del Collection

IV. NEW BUSINESS

V. OLD BUSINESS

1) Collection of Delinquent Accounts

Administrator Philip Olmstead reported the issue causing delay. He explained that the QDS billing program is set up to send delinquencies by year only, not by bill. As such, the 2013 March and June delinquent bill amounts would not go to collection. He noted that the Department has been in contact with QDS from the start and is currently awaiting action on their end so that all delinquencies are included and all accounts are flagged as needed for the Tax Department.

VI. SUB-COMMITTEE REPORTS

VII. COMMITTEE OF THE WHOLE PROJECT REPORTS

1) Water Main Extension Project to Wolcott High School

a. Approve Bill(s)

Upon **MOTION** by James Natale, seconded by Joseph Santopietro, it was unanimously voted by voice vote to approve payment of the Roald Haestad, Inc. invoice dated July 30, 2013 totaling \$700.00.

Administrator Philip Olmstead requested approval of a purchase order and payment in the amount of \$500.00 to AcuMark for marking out the utilities on the High School property.

Upon **MOTION** by James Natale, seconded by Joseph Santopietro, it was unanimously voted by voice vote to approve a purchase order in the amount of \$500.00 to AcuMark Utility Locating, LLC for marking out utilities on the Wolcott High School property.

Upon **MOTION** by James Natale, seconded by Joseph Santopietro, it was unanimously voted by voice vote to approve payment in the amount of \$500.00 to AcuMark Utility Locating, LLC.

Mr. Olmstead requested approval of a purchase order in the amount of \$533,780.00 to Guerrera Construction for the waterline installation project to the High School.

Upon **MOTION** by James Natale, seconded by Joseph Santopietro, it was unanimously voted by voice vote to approve a purchase order in the amount of \$533,780.00 to Guerrera Construction for the installation of the waterline to Wolcott High School.

Mr. Olmstead requested approval of a change order to the project in the amount of \$7,349.18 to cover the cost of performing a hot tap into the water main as it was discovered that an isolation valve was not installed (as it should have been) when water was brought up Center Street to service Pat's IGA. In order for the project to continue without shutting down the main and taking Pat's IGA out of service, a hot tap is required.

Upon **MOTION** by James Natale, seconded by Joseph Santopietro, it was unanimously voted by voice vote to approve the change order in the amount of \$7,349.18 to perform a hot tap into the main for the Wolcott High School Water Main Project.

Mr. Olmstead requested permission to approve change orders and/or purchase orders of \$8,000.00 or less when needed in order to not delay the project or stop the project from moving forward while a meeting gets scheduled and a vote is held. He noted that he would first verbally go through the Chairman and also send e-mails to the Commission to keep everyone apprised before doing anything. Also, a

report will be provided at the next Commission meeting so that anything done is properly placed on formal record. He added that the Road Reconstruction Project is currently operating in the similar manner.

Upon **MOTION** by James Natale, seconded by Joseph Santopietro, it was unanimously voted by voice vote to allow Administrator Philip Olmstead to approve purchase orders and change orders in the amount of \$8,000.00 or less for the Wolcott High School Water Main Project to avoid delaying progress of the project.

VIII. ADMINISTRATOR'S REPORT

Administrator Philip Olmstead reported on the following:

- **Wolcott High School Water Main Project**

Guerrera Construction Company has been performing impressively with their quality of work and progress on the job. The easement has been drilled, blasted, and cleared; saw cutting has been done on Minor Rd and Center St for the main and service laterals; 500' of pipe has been installed in the back field and pavement area; the water connection to the well chamber is scheduled for tomorrow; and all shop drawings were submitted for review and approved by the engineer. He noted that the goal to be out of this area by the start of school should be met.

The Board of Education determined that they want the gas main installed at the same time. Guerrera Construction Company will be working in conjunction with Yankee Gas as best they can to accomplish this goal.

- **Water Department**

Four new water customers have been added to our system this past quarter. Meter reads are currently being done for the September billing. Dead ends have been flushed and the resulting water from that was used to flush problem sewer areas.

- **Lead and Copper Testing**

Annual testing is scheduled for August 21st and 23rd and notification letters have been sent to all property owners involved.

- **Wolcott Lions Fair**

Assistance was provided to the Lions Club with setting up their communication equipment at the Sunrise Water Tower. The Department was not made of aware of any issues. Dismantling should take place this week.

- **Reduced Pressure Device Testing**

The pressure differential gauge was sent out for testing and calibration in preparation of the annual testing of devices in the industrial/commercial areas that have backflow prevention.

- **Call Before You Dig**
There were 54 Call Before You Dig requests for utility mark-outs in July and 23 to date this month.
- **Water Quality Monitoring and Reporting**
The Wolcott Water Department is in compliance with water quality monitoring and reporting.

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION

XI. ITEMS FOR NEXT AGENDA

- **Collection of Delinquent Accounts**

XII. ADJOURNMENT

Upon **MOTION** by James Natale, seconded by Joseph Santopietro, it was unanimously voted by voice vote to adjourn the meeting at 7:20 p.m.

ACCEPTED:

Laurie Bosco, Administrative Secretary

James Paolino, Chairman
SEWER AND WATER COMMISSION