

**SEWER AND WATER COMMISSION  
REGULAR MEETING – 11/18/2013  
SEWER AND WATER DEPARTMENT – 7:00 P.M.**

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

**MEMBERS ABSENT:** Gregory Dandio and Vacancy.

**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 – 10/21/2013**

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 October 21, 2013.

**III. CORRESPONDENCE**

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	10/16/13	P. Olmstead	J. Macary	Thank you
2.	10/23/13	J. Macary	P. Olmstead	WHS Water System
3.	10/29/13	Commission	J. Macary	Thank you
4.	11/08/13	Commission	L. Bosco	QDS Collection Status
5.	11/08/13	Commission	L. Bosco	Sewer Delinquent Report
6.	11/08/13	Commission	L. Bosco	Water Delinquent Report
7.	11/08/13	Commission	L. Bosco	Sewer Spreadsheet
8.	11/08/13	Commission	L. Bosco	Water Spreadsheet
9.	2014	Commission	L. Bosco	Listing of Meetings
10.	10/18/13	Commission	JH Barlow	Inv for changing water system
11.	10/29/13	Commission	R. Haestad	Inv for engineering services
12.	11/14/13	Commission	Guerrera	Inv for construction services

**IV. NEW BUSINESS**

Chairman James Paolino reminded the members to submit their letter of interest to Mayor Dunn if they wish to continue to serve on the Commission.

V. OLD BUSINESS

1) Collection of Delinquent Accounts

It was reported that the extract report QDS prepared was not usable as it included bankruptcy accounts which are protected by law from collection action. A new report was requested on November 4<sup>th</sup>, 12<sup>th</sup>, and 18<sup>th</sup>. No response has been received.

The Commissioners expressed their discontent and were in agreement that since minimal progress has been made since the onset of this project in July, Chairman James Paolino would contact Finance Officer Linda Bruce to see what if anything can be done.

VI. SUB-COMMITTEE REPORTS

VII. COMMITTEE OF THE WHOLE PROJECT REPORTS

1) Water Main Extension Project to Wolcott High School

a. Approve Purchase Orders

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve a purchase order to the Wolcott Water Department in the amount of \$2,250.00 for the application, permit, and connection fees for the Wolcott High School water connection.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve a purchase order to J.H. Barlow Pump & Supply in the amount of \$7,599.38 for work relating to changing the Wolcott High School water system from well to public water.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve a purchase order to Roald Haestad in the amount of \$3,488.47 for engineering services relating to the Wolcott High School water main extension project.

b. Approve Bills

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to the Wolcott Water Department in the amount of \$2,250.00 for the application, permit and connection fees for the Wolcott High School water connection.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to J.H. Barlow Pump & Supply in the amount of \$7,599.38 for work relating to changing the Wolcott High School water system from well to public water.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to Roald Haestad in the amount of \$2,000.00 for the balance owed on invoice dated September 30, 2013 for engineering services relating to the Wolcott High School water main extension project.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to Roald Haestad in the amount of \$3,488.47 for engineering services relating to Wolcott High School water main extension project.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to Guerrero Construction Company in the amount of \$69,782.73 for construction services through October 31, 2013 relating to the Wolcott High School water main extension project.

**VIII. ADMINISTRATOR'S REPORT**

**1) Water Quality Monitoring and Reporting**

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

• **Annual Reduce Pressure Device Testings**

All testing was performed in October. One device failed and will be re-tested within the week.

• **Barry Avenue Water Tower 10 Year Inspection**

The inspection is scheduled for this Friday, November 22<sup>nd</sup>. In preparation for the inspection, the Department rented a 135' lift which was used to re-attach the communication cable 85' high that broke free from the tower. An inside and outside visual inspection was also performed.

- **Edgemont Lane Water Tower**  
The lift was transported to the Edgemont Lane tower to fix the leak 75' up located within the bolted joints. A factory sealant was purchased and used for the project. Caulking was added over the entire area to prevent future leaks. A crane pad was built into the existing bank, rip-rapped, top soiled, and seeded. It will remain established for future use.
- **December Water Billing**  
The crew is currently reading meters for the December billing.
- **Town-wide Road Reconstruction Project**  
The crew continues to perform sewer and water work related to the Road Reconstruction Project in conjunction with the Public Works Department.
- **Call Before You Dig**  
The crew addressed 34 Call Before You Digs in the month of October.
- **Cross Country Sewer Easements**  
When able, the crew continues clearing easements and will resume in full this winter.

Jim Natale asked if there are any existing dead spots with radio communication for our crew. Mr. Olmstead stated communication is mostly done by cell phone and noted that the town recently upgraded the radio system and there is no known dead spots for the radios existing at this time.

Chairman James Paolino commended Mr. Olmstead and Staff for all work done on the Wolcott High School Water Main Extension Project. He noted that this was not a usual project for the Department to handle and it was done with great skill and a great line of communication. He also extended thanks on behalf of the Commission for all the hard work done by the staff. Mr. Olmstead agreed and added that there is no "I" in TEAM and that Secretary Laurie Bosco's record keeping abilities are phenomenal; she is very detailed and does very well making sure everything from A-Z is on diary and covered. James Paolino concluded by stating we have a good team and there is good team effort.

Jim Natale stated he was witness to football spectators at Wolcott High School conversing about how great it was to now have public water and praising how the job was done. He noted people are recognizing the project. James Paolino agreed it was a well managed project.

**IX. PUBLIC COMMENT**

**X. EXECUTIVE SESSION**

**XI. ITEMS FOR NEXT AGENDA**

- 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 7:20 p.m.

**ACCEPTED:**

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Laurie Bosco, Administrative Secretary

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