

**SEWER AND WATER COMMISSION
REGULAR MEETING – 01/27/2014
SEWER AND WATER DEPARTMENT – 7:00 P.M.**

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

MEMBERS ABSENT: Sam Zotto.

ALSO PRESENT: Administrator Philip Olmstead and Tax Collector Darlene Tynan.

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.

II. APPROVAL OF MINUTES

1) Regular Meeting – 11/18/2013

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 November 18, 2013.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	12/04/13	Commission	L. Bosco	Sewer Spreadsheet as of 11/30
2.	12/04/13	Commission	L. Bosco	Water Spreadsheet as of 11/30
3.	12/04/13	Commission	L. Bosco	Del Sewer Report as of 11/30
4.	12/04/13	Commission	L. Bosco	Del Water Report as of 11/30
5.	12/17/13	D. Slater	J. Paolino	Meeting Cancellation – 12/16/13
6.	12/19/13	T. Dunn	P. Olmstead	2014-2015 Proposed Budgets
7.	12/20/13	Commission	B. Gaudiosi	Notice of Mailing
8.	01/02/14	T. Dunn	P. Olmstead	Benefit Agreement Continuation
9.	01/03/14	Commission	L. Bosco	Sewer Spreadsheet as of 12/31
10.	01/03/14	Commission	L. Bosco	Water Spreadsheet as of 12/31
11.	01/03/14	Commission	L. Bosco	Del Sewer Report as of 12/31
12.	01/03/14	Commission	L. Bosco	Del Water Report as of 12/31
13.	01/14/14	Commission	L. Bosco	Member Listing
14.	01/16/14	A. Desaulniers	D. Kalinowski	Ryan Kalinowski

IV. NEW BUSINESS

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to add the following items to the Agenda under New Business: 2014-2015 Fiscal Year Budgets and Discussion with Tax Collector Darlene Tynan.

1) **Discussion with Tax Collector Darlene Tynan**

Tax Collector Darlene Tynan came forward. She requested the Commission's input regarding the Quality Data System (QDS) program. James Paolino explained that the Department has experienced numerous issues with the program over the years and the issues never seem to end. Mrs. Tynan stated she had been Tax Collector for two months now and is having issues on a daily basis with reports balancing and also with program instructions constantly changing without notice being given. She was told it happens all the time and that the Department would just send the unbalanced reports to QDS and QDS would "fix" it. She is not comfortable with that plan of action and prefers to balance at the end of each day. She also noted that there never is a sense of urgency on the part of QDS.

Discussion followed. The suggestion of putting the financial program out to bid was entertained and welcomed. It was determined a meeting should be held with QDS to advise them of the town's intention and to give them the opportunity to correct the program so the issues stop. Mrs. Tynan indicated she would take the lead and send out correspondence.

2) **2014-2015 Fiscal Year Budgets**

James Paolino referenced the budget worksheets sent to all members. He noted they are almost identical to the past budgets. Administrator Philip Olmstead reported the proposed increases were contractual (anticipated) and telephone (for the required connection to the Town Hall server).

James Paolino explained that Sewer and Water is autonomous from the town and the town's budget; they are self-funded through customer revenue.

V. **OLD BUSINESS**

1) **Collection of Delinquent Accounts**

It was reported that today QDS e-mailed the instructions on how to run the collection extract for ANRG Collection Agency.

VI. **SUB-COMMITTEE REPORTS**

VIII. **COMMITTEE OF THE WHOLE PROJECT REPORTS**

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

• **Approve Purchase Orders**

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve the purchase order to Superior Products in the amount of \$175.75 for pipe materials.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve the purchase order to Roald Haestad, Inc. in the amount of \$2,991.15 for engineering services.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve the purchase order to EDCS in the amount of \$7,800.00 for electrical services for well upgrade.

- **Approve Bills**

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to Superior Products in the amount of \$175.75 for pipe materials.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to Roald Haestad, Inc. in the amount of \$2,104.94 for Invoice # 2801113002 engineering services.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to Guerrera Construction Company in the amount of \$24,541.20 for Application # 4 – Final construction services.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to EDCS in the amount of \$7,800.00 for Invoice # 1307 for electrical services.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment to Roald Haestad, Inc. in the amount of \$ 886.21 for Invoice # 2801213002 for engineering services.

VIII. ADMINISTRATOR'S REPORT

1) Water Quality Monitoring and Reporting

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

- **Barry Avenue Tank- 10 Year Inspection**

The inspection was performed and the report with DVD has been received and submitted to the State of Connecticut Department of Public Health.

- **Plowing Public Roads**
Both members of our crew, Anthony Bell and Ryan Kalinowski, have been assisting the Department of Public Works with plowing and treating public roads during and after all winter storms.
- **Sewer Easement Clearing**
Clearing continues when weather allows.
- **Box Trailer**
Public Works Department donated a 52' box trailer for stocking sewer and water materials related to the road reconstruction project.
- **2014-2015 Fiscal Year Budgets**
Budget worksheets were compiled and submitted to Mayor Dunn before the deadline and we are currently awaiting an appointment date.
- **Maintainer I Ryan Kalinowski**
Ryan Kalinowski applied for the position posted in Public Works Department for Maintainer III and officially began on Sunday, January 19, 2014.

James Paolino reported that in the next week or so Administrator Philip Olmstead's Agreement should be signed. A report will soon follow.

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 7:50 p.m.

ACCEPTED:

Laurie Bosco, Administrative Secretary

James Paolino, Chairman
SEWER AND WATER COMMISSION