

**SEWER AND WATER COMMISSION
REGULAR MEETING – 04/21/2014
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 Sam Zotto.

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 – 02/24/2014

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 February 24, 2014.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	03/07/14	Commission	L. Bosco	Sewer Spreadsheet as of 2/28
2.	03/07/14	Commission	L. Bosco	Water Spreadsheet as of 2/28
3.	02/03/14	Commission	L. Bosco	Sewer Delinquent Rpt as of 2/28
4.	02/03/14	Commission	L. Bosco	Water Delinquent Rpt as of 2/28
5.	03/11/14	D. Slater	J. Paolino	3/17 Meeting Cancellation
6.	04/08/14	Commission	L. Bosco	Sewer Spreadsheet as of 3/31
7.	04/08/14	Commission	L. Bosco	Water Spreadsheet as of 3/31
8.	04/08/14	Commission	L. Bosco	Sewer Delinquent Rpt as of 3/31
9.	04/08/14	Commission	L. Bosco	Water Delinquent Rpt as of 3/31

VI. NEW BUSINESS

V. OLD BUSINESS

1) Collection of Delinquent Accounts

Administrator Philip Olmstead reported that Quality Data System (QDS) informed the Department on April 9th that the Collection Extract Program has been loaded. E-mails addressing a couple minor details were sent ending on April 15th. QDS indicated they would be performing one final test of the new program with our live data. As of today, QDS has not communicated to the Department the test on the program was successful.

VI. SUB-COMMITTEE REPORTS

VII. 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 a purchase order to J.H. Barlow Pump & Supply, Inc. in the amount of \$3,707.36 for additional miscellaneous parts and pump installation labor.

-Approve Bills

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment of Invoice # 2048 dated October 14, 2013 in the amount of \$7,859.20 to J.H. Barlow Pump & Supply, Inc. for pumps, flange kits, check valves, and freight.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve payment of Invoice # 3601 dated January 2, 2014 in the amount of \$3,707.36 to J.H. Barlow Pump & Supply, Inc. for additional miscellaneous parts and pump installation labor.

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 all results have met US EPA primary and secondary drinking water standards.

• Hydrant Flushing – Tosun Road Area

Hydrant flushing began in preparation of our annual program to keep fresh water moving into town throughout the hot summer months.

• Hydrant Repair - Nutmeg Valley Road

A repair will be done tomorrow on a hydrant hit and taken out of service by a driver of a stolen vehicle.

• Water Budget Transfers

Transfers were done totaling \$3,900 to cover telephone costs through to fiscal year end due to higher than anticipated rate increases (43%). After obtaining copies of bill details, Mr. Olmstead performed a thorough review of the costs and field instrumentation. He determined after confirmation testing that one of the two field circuits can be eliminated by looping it into the radio frequency thereby establishing a cost savings moving forward exceeding \$3,000 for the Department.

- **Level Transmitters – Edgemont and Barry Ave Tanks**
Routine maintenance was performed to ensure no gauge fluctuations occur that would cause on/off banging of the pumps at the stations.

- **Continuing Education / Licensing - Water Department**
Mr. Olmstead successfully completed another round of state mandated education to fulfill our three year licensing renewal requirements. All applications and necessary documentation have been submitted to the State of Connecticut Department of Public Health for Cross Connection Survey Inspector, Backflow Prevention Device Tester, and System Operator Certification.

- **Call Before You Dig**
The Department addressed 21 Call Before You Digs.

- **Sewer Budget Transfer**
A \$1,000 transfer was done to cover propane costs through to fiscal year end due to higher than anticipated rate increases (100%). Propane was shut down at the stations in an effort to save money.

A \$1,500 transfer was done to cover telephone costs through to fiscal year end due to higher than anticipated rate increases (43%).

James Paolino added that he and Mr. Olmstead presented the 2014-2015 Sewer and Water Budgets to the Town Council on April 15th. A few questions were entertained. All seemed to have gone well.

James Paolino commended and thanked Mr. Olmstead for going the extra mile on the telephone high cost issue that hit all departments town-wide. As far as he knew, Sewer and Water was the only Department that researched and was able to find a way to save thereby lowering costs moving forward.

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION

XI. ITEMS FOR NEXT AGENDA

- **Collection of Delinquent Accounts**

James Paolino requested a notice pertaining to meeting attendance be mailed to each Commission member.

XII. ADJOURNMENT

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to adjourn the meeting at 7:15 p.m.

ACCEPTED:

Laurie Bosco, Administrative Secretary

James Paolino, Chairman
SEWER AND WATER COMMISSION