

**SEWER AND WATER COMMISSION
REGULAR MEETING – 7/21/2014
SEWER AND WATER DEPARTMENT – 7:00 P.M.**

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

MEMBERS ABSENT: Gregory Dandio.

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 7:00 p.m. with the Pledge of Allegiance. Attendance was taken; a quorum was present.

II. APPROVAL OF MINUTES

1) Regular Meeting – 05/19/2014

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 May 19, 2014.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	05/20/14	Commission	P. Olmstead	Consumer Confidence Report
2.	06/03/14	Commission	L. Bosco	Sewer Spreadsheet as of 5/31
3.	06/03/14	Commission	L. Bosco	Water Spreadsheet as of 5/31
4.	06/03/14	Commission	L. Bosco	Sewer Delinquent Rpt 5/31
5.	06/03/14	Commission	L. Bosco	Water Delinquent Rpt 5/31
6.	06/17/14	D. Slater	J. Paolino	Meeting Cancellation
7.	07/14/14	Commission	L. Bosco	Sewer Spreadsheet as of 6/30
8.	07/14/14	Commission	L. Bosco	Water Spreadsheet as of 6/30
9.	07/14/14	Commission	L. Bosco	Sewer Delinquent Rpt 6/30
10.	07/14/14	Commission	L. Bosco	Water Delinquent Rpt 6/30
11.	07/17/14	T. Dunn	P. Olmstead	Annual Report 2013-2014

IV. NEW BUSINESS

V. OLD BUSINESS

1) **Collection of Delinquent Accounts – Discussion with Tax Collector Darlene Tynan**

Tax Collector Darlene Tynan came forward. She explained her dealings with the current collection agency and stated her determination that a different approach is warranted. She reported she would be sending a certified letter terminating the agency's contract the beginning of August.

Discussion followed regarding collection procedures, payment plans, and termination of service. Pursuing proposals from collection attorneys and/or collection agencies (and the selection thereof) in conjunction with the Town was favored. Mrs. Tynan indicated Tax Department Staff can handle the legwork on their end.

It was decided to proceed initially with delinquent sewer accounts having a minimum balance of \$185.00 ninety days after billing; and to hold off on water delinquents for the time being. James Paolino stated he would speak to Mrs. Tynan tomorrow regarding solicitation of a specialist and advise of the Commission's plan to select within thirty days.

VI. SUB-COMMITTEE REPORTS

VII. COMMITTEE OF THE WHOLE PROJECT REPORTS

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

- **Approve Purchase Order**
- **Approve Bills**

This item was removed from the Agenda.

VIII. ADMINISTRATOR'S REPORT

1) **Water Quality Monitoring and Reporting**

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

- **New Hire – Mark E Bove**

Mr. Bove was hired in conjunction (50-50) with the Public Works Department and began work on July 14th.

- **2013-2014 Annual Report**

The report was completed and submitted to Mayor Dunn on time. A copy was distributed to the Commissioners that evening.

- **Town-Wide Road Reconstruction Project**
The crew continues to work with the Public Works Department during this project when there are structures in the road that need to be adjusted/raised and pipes that need to be jetted/cleaned.
- **Sanitary Sewer Easement Clearing Project**
This project is currently on hold due to lack of equipment availability.
- **Sanitary Sewer Main Flushing Project**
This project was recently started. Flushing began in the far end of the sewer system utilizing our public water supply from the system dead ends (alleviating the possibility of stagnant water in high temperature weather). Collection baskets are being used in the inverts - manhole to manhole - and all pipe debris/grit collected is discarded appropriately.
- **Sanitary Sewer Pumps**
All four pumps were dismantled and the impellers were checked for wear and the implosions for capitation. All appeared well. Test runs were performed wherein it was found a 1/16th gasket was needed to pump to specifications; which was done.
- **Waterbury/Wolcott Town Line Water Meter**
We assisted the City of Waterbury in testing the valve and flow meter at the town line vault; successfully shutting down Wolcott's valves while back-feeding our system to maintain continual feed for our customers. A problem was found with Waterbury's valve and Wolcott is awaiting the game plan for resolution. Subsequent thereto, the meter will be calibrated and tested for accuracy.

James Paolino thanked Mr. Olmstead and indicated the Commission remains continually impressed with the work he does for the department.

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION

XI. ITEMS FOR THE 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