

**SEWER AND WATER COMMISSION
REGULAR MEETING – 03/16/2015
TOWN HALL COUNCIL CHAMBERS – 7:04 P.M.**

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

MEMBERS ABSENT: Jim Natale and Gregory Dandio.

ALSO PRESENT: Administrator Philip Olmstead.

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ATTENDANCE

The meeting was called to order at 7:04 p.m. The Pledge of Allegiance was waived as it was just done moments ago at the Public Hearing. Attendance was taken; a quorum was present. Jim Paolino noted for the record the absence of Commissioner Jim Natale was due to recent surgery.

II. APPROVAL OF MINUTES

Upon **MOTION** by Scott Meyers, seconded by Walter Tumel, it was unanimously voted by voice vote to accept the minutes of the Regular Meeting dated February 23, 2015.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	02/27/15	Commission	L. Bosco	Notice of Public Hearing 3/16
2.	02/27/15	Commission	L. Bosco	Proposed Legal Notice
3.	03/02/15	Commission	L. Bosco	Sewer Sprdsht as of 2/28
4.	03/02/15	Commission	L. Bosco	Water Sprdsht as of 2/28
5.	03/02/15	Commission	L. Bosco	Sewer Delinq Rpt as of 2/28
6.	03/02/15	Commission	L. Bosco	Water Delinq Rpt as of 2/28
7.	03/12/15	Commission	J. Latino	Sample Demand Letter
8.	03/16/15	J. Latino	J. Paolino	Collection Info Packet

IV. NEW BUSINESS

V. OLD BUSINESS

1) Increase Sanitary Sewer Rates

Reference was made to the public hearing held earlier and the one correspondence received. There was no additional discussion. The following action was taken:

Upon **MOTION** by Scott Meyers, seconded by Walter Tumel, it was unanimously voted by voice vote to amend the Revised Sewer User Charges dated May 17, 2010 which includes the following: (1) A \$20.00 increase in sewer user charges from \$185.00 to \$205.00 per unit per year effective July 1, 2015 billing; and (2) An increase of the sewer connection charge from \$1,500.00 per unit to \$2,500.00 per unit effective immediately.

A copy of the Revised Sewer User Charges is attached hereto and made a part hereof.

2) Collection of Delinquent Accounts

James Paolino reported the packet of information was mailed today to Attorney Latino which included individual itemized delinquent account statements (102 Sewer; 30 Water) for his use in the collection process.

Discussion was held regarding the sample demand letter received. It was requested that the name of our legal entity be corrected to read Water Pollution Control Authority throughout.

James Paolino indicated that all the accounts sent for collection will be flagged in the system so that any payments received at Town Hall will include the collection fees to be later forwarded to Attorney Latino.

VI. SUB-COMMITTEE REPORTS

VII. ADMINISTRATOR'S REPORT

1) Water Quality Monitoring and Reporting

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

• **Water Main Break – Devonshire Rd**

On February 25th there was a water main break; an 8" ductile line cracked. No customers were inconvenienced, only impact had was two fire hydrants which were isolated, bagged, and reported "Out-of-Service" to Police and Fire. As soon as the asphalt plants re-open, the repair will be made. The cause of the break may be related to no usage off that 300' portion of the line and water sitting stagnant in extreme cold could freeze. In the future, the lines will be flushed throughout the winter months to keep the water moving and help avoid freezing.

- **Waterbury Wolcott Meter Vault - Water Flow Totalizer Program**
The Department acquired a new computer for performance of this daily function and an updated version of the operating software (Pribusion) is now required to be compatible. JWB Company is estimating six weeks for completion. The Water Flow Totalizer is a requirement of the Water Diversion Permit.
- **Beach Road Pump Station**
A soft starter (a mechanism that starts the 25 hp pump) failed and burnt out the pump. A new pump was ordered with a 5-6 week lead time for delivery. In the meantime, the old pump motor was re-round and received back in five days. When the new pump is received, it will be put in stock for use if one of the other six needs replacement. An electrician has been consulted to troubleshoot why the failure occurred as it was determined to be electrical related.
- **Wolcott Police Department and Woodtick Recreation Facility**
As a professional courtesy, the Department is assisting the Police Department and the Woodtick Recreation Facility with action in regards to Sanitary Survey Regulatory Violations received from the State of Connecticut Department of Public Health. In particular, correspondence to the State, obtaining prices quotes for what is required, and seeing the work through to completion for both facilities to come into compliance.
- **Staff Recognition – Laurie Bosco**
Formal recognition and thanks were given on record to Administrative Secretary Laurie Bosco for her most recent performance of going above and beyond an average workload in successfully accomplishing all the collection related duties to get the appropriate documents to Attorney Latino, as well as learning and creating the new database for the town-wide FuelMaster Program that consisted of inputting 211 users and 147 vehicles, and encoding 147 fuel access keys for employee use.

VIII. PUBLIC COMMENT

Delores Walker, 237 Clinton Hill Road, came forward and indicated the need for public sanitary sewer in her area of town.

For general knowledge, James Paolino provided an overview of the process (prior to installation) for acquiring public utilities such as sewer and water which included the beginning request, engineering viability and feasibility, public surveys, acquiring grant funding (when available), bonding the project, the bidding process, project engineering, and property owner assessments.

IX. EXECUTIVE SESSION

X. ITEMS FOR NEXT AGENDA

- Collection of Delinquent Accounts
- Water Rate Increases

XI. ADJOURNMENT

Upon **MOTION** by Scott Meyers, seconded by Walter Tumel, 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

**TOWN OF WOLCOTT
LEGAL NOTICE
REVISED SEWER USER CHARGES**

RESOLVED, by the Sewer and Water Commission of the Town of Wolcott, at a meeting held on March 16, 2015, the Sewer User Charges dated May 17, 2010 are amended to read as follows:

**REVISED ANNUAL SEWER USER CHARGES
AND SEWER CONNECTION CHARGES**

- A. Purpose - The purpose of this regulation is to establish fair and reasonable charges for the use of the Wolcott Sewerage System so that the maintenance and operation of said sewerage system is self-supporting.
- B. Sewer Use Charge - An annual use charge shall be fixed and imposed on every sewer user except those users on the exempt list. The sewer user charge for each user shall be computed by multiplying the specific number of units assigned to him/her by the cost rate per unit established by the Sewer and Water Commission. The number of units for each user shall be derived by using the Schedule of Units of Sewer Use, Town of Wolcott, Connecticut, which schedule uses the flows recommended by the Connecticut State Health Department in their tabulation of Maximum Monthly Flows and "Quantities of Wastewaters".

1. The Equivalent Unit Dwelling Method was used in the development of units of usage. Dwelling Usage=3.5 persons/dwelling x 70 gal/person/day=250 gal/day=90,000 gal/year
2. The number of units of usage for the 2015-2016 year has been estimated to be 5313. Each user shall be assessed a minimum of one unit.

Residential	5146.00 units
Industrial/Commercial	<u>167.00 units</u>
Total	5313.00 units
3. Cost Rate Per Sewer Unit Of Use - The user charge system shall generate sufficient revenue to offset the cost of all treatment works operation and maintenance proposed by the Town of Wolcott, including replacement funds. The yearly operating cost for the year 2015-2016 has been estimated to be \$1,089,224.00. The sewer user rate is computed to be the annual operating costs divided by the number of sewer units.

$$\text{Sewer User Rate} = \frac{1,089,224.00}{5313} = \text{TWO HUNDRED FIVE DOLLARS } (\$205.00)$$

No money transfers resulting from excess budget expenses shall be transferred to any other town account. The money shall be retained solely for sewer usage budget items.

4. Any new user discharging into the Town of Wolcott's sewer system and/or any user located in the Town of Wolcott discharging into the City of Waterbury's system shall pay their proportional share of costs.
 5. Determination of units of usage and/or yearly operating costs are subject to re-evaluation at periods not exceeding bi-annually, or at least once every two years.
- C. Sewer Connection Charge – This payment is applied to the capital account to help pay off the construction costs of the original system which the sewer is tied into and to help defray capital costs associated with future improvements to downstream system components. The connection charge to be applied is \$2,500.00 per each unit of use for each permit issued from this time forward.
- D. Discharges - All discharges shall be in accordance with the qualities defined in the town's sewer ordinance. Should the Sewer and Water Commission determine that the sewage does not come within the standards, the Sewer and Water Commission shall order that user to pretreat the effluent to the standards. Any additional cost to the town for the treatment because of these discharges shall be directly passed on to the user responsible.
- E. Municipal Establishments - The sewer user charge for municipal establishments will be paid for out of the town's General Fund.
- F. Exemption List - The following users are exempt from charges:
 1. Sewer and Water Maintenance Garage.
- G. Dates - Sewer user charges shall be for the previous fiscal year and shall be due on July 1 and payable by August 1 of each and every year. In the case of a property which was not connected during the entire period, the user charge shall be pro-rated on a monthly basis for the actual number of months within the stated period that the property was connected. A period of less than fifteen (15) days shall be disregarded and a period in excess of fifteen (15) days shall be deemed a full month. Minimum charge is \$15.00.
- H. Liability of Owner - The owner on record of the property on which a building is located shall be liable for the payment of sewer user charges.
- I. Lien and Collection - Sewer user charges, together with interest thereon, shall constitute a lien upon the property on which the building is located and such lien may be foreclosed and such charges may be collected in the manner provided in Section 7-258 of the Connecticut General Statutes and other applicable statutes.
- J. Collections - Sewer user charges shall be collected by the Tax Collector as agent for the Sewer and Water Commission and deposited into a special account (separate from other town funds) designated the "Sewer Usage Account" and are to be used solely to operate and maintain the sewerage system or for any other use required and/or permitted by law.

**REVISED SEWER USER CHARGE
MARCH 16, 2015**

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- K. Invalidity - The invalidity of any portion of this regulation shall not affect the remainder thereof and this regulation may be amended at such time or times pursuant to State Statutes as the Sewer and Water Commission, in its judgment, considers necessary.
- L. Appeals - Any appeal on such revised charges must be taken within twenty-one (21) days from the filing thereof with the Town Clerk in accordance with Section 7-255 of the Connecticut General Statutes, as revised.

New rates effective July 1, 2015, which covers July 1, 2014 - June 30, 2015 sewer usage.

Adopted at Wolcott, Connecticut, this 16th day of March 2015.

SEWER AND WATER COMMISSION
TOWN OF WOLCOTT

James Paolino, Chairman

R/A – 03/20/15