

**SEWER AND WATER COMMISSION
REGULAR MEETING – 05/18/2015
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

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 April 20, 2015.

III. CORRESPONDENCE

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	05/05/15	Commission	L. Bosco	Sewer Spreadsheet as of 4/30
2.	05/05/15	Commission	L. Bosco	Water Spreadsheet as of 4/30
3.	05/05/15	Commission	L. Bosco	Sewer Delinq Rpt as of 4/30
4.	05/05/15	Commission	L. Bosco	Water Delinq Rpt as of 4/30
5.	05/18/15	Commission	J. Latino	Revised Retainer Agmt

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to add the following item to the Agenda under New Business: Revised Retainer Agreement – Collections.

IV. NEW BUSINESS

1) Revised Retainer Agreement – Collections

It was noted that the revised agreement is intended to acknowledge the reduction of the fees from 25% to 15% as payment for monies collected.

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to approve the Revised Retainer Agreement from Attorney Latino.

V. OLD BUSINESS

1) Collection of Delinquent Accounts

Tax Collector Darlene Tynan provided a status update on the collection of delinquent accounts. She explained how payments are being applied and the issues she is having with the QDS software, which are currently being addressed by the programmers. She noted she would not be able to provide accurate reports and/or spreadsheets until after the QDS program is fixed. She requested direction from the Commission on what the next step will be for customers who have not responded to the demand letter. Discussion was held. It was decided for those customers who do not respond that Attorney Latino be directed to issue service termination notices followed by filing legal proceedings in Small Claims Court; and, for all those that do respond, payment plans established would continue to be monitored. Additionally, notice of our collection efforts would be published in the Wolcott Community News. The Commission expressed its thanks to Tax Collector Darlene Tynan for her efforts. The following action was also taken:

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to authorize Attorney Latino to do the shut off notices on the specified accounts and to authorize the requisite payment of \$150.00 for the legal fee.

2) Water Rate Increases

James Paolino asked the Commission to give thought to raising the water usage rate (from \$3.54 ccf to \$3.94 ccf), the basic service charge (currently \$100 p/yr), and the connection fee (currently \$700 p/unit) for action at the next meeting.

VI. SUB-COMMITTEE REPORTS

VII. ADMINISTRATOR'S REPORT

1) Water Quality Monitoring and Reporting

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

- **Water Main Repair – Devonshire Road**
The repair was completed and the area paved. It was not a main break. It was the 12” valve. All the bolts rotted out and the whole top section of the bonnet split in half, possibly due to exposure to road salt and sand. Preventative measures will be researched.
- **Call Before You Dig**
Since the last meeting, the Department has marked 76 CBYD locations.
- **Waterbury-Wolcott Meter Vault**
Installation of the new program software is scheduled for tomorrow.
- **June Water Billing**
Department Staff is currently working on the billing including meter reads in the field.
- **Town-wide Road Reconstruction Project**
The project has resumed for this year and is currently in full swing. Department staff is working with the Public Works Crew and is replacing sewer manhole risers, frames, and covers and water gate box risers where needed as the project moves along.

VIII. PUBLIC COMMENT

IX. EXECUTIVE SESSION

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to enter into Executive Session with Administrator Philip Olmstead at 7:35 p.m.

Regular session resumed at 7:45 p.m.

X. ITEMS FOR NEXT AGENDA

- Collection of Delinquent Accounts
- Water Rate Increases

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to add the following item to the Agenda under New Business: Clinton Hill Request for Sewer Main Extension.

IV. NEW BUSINESS

1) Request for Sewer Main Extension – Clinton Hill Area

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to direct the staff to begin the process for the first survey for the Clinton Hill Sewer Main Extension Project, when time allows.

At this time, the Commission returned to the regular order of business on the Agenda.

XI. ADJOURNMENT

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to adjourn the meeting at 7: 47 p.m.

ACCEPTED:

Laurie Bosco, Administrative Secretary

James Paolino, Chairman
SEWER AND WATER COMMISSION