

**SEWER AND WATER COMMISSION  
REGULAR MEETING – 09/19/2016  
SEWER AND WATER DEPARTMENT – 7:00 P.M.**

**MEMBERS PRESENT:** Chairman James Paolino, Vice-Chairman Scott Meyers, Walter Tumel and Carl Dambrauskas.

**MEMBERS ABSENT:** Jim Natale and Scott Cleary.

**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 – 07/18/2016**

Upon **MOTION** by Scott Meyers, seconded by Carl Dambrauskas, it was unanimously voted by voice vote to accept the minutes of the Regular Meeting dated July 18, 2016.

**III. CORRESPONDENCE**

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	08/01/16	Commission	L. Bosco	Sewer Spreadst – 07/31/16
2.	08/01/16	Commission	L. Bosco	Water Spreadst – 07/31/16
3.	08/01/16	Commission	L. Bosco	Sewer Del Rpt – 07/31/16
4.	08/01/16	Commission	L. Bosco	Water Del Rpt – 07/31/16
5.	08/08/16	Commission	D. Kalinowski	Split Employee – S. Sanford
6.	08/19/16	Commission	P. Olmstead	Annual Report
7.	08/15/16	D. Slater	J. Paolino	Mtg Cancellation 8/15/16
8.	09/07/16	Commission	D. Tynan	Atty Latino's Fees - Aug
9.	09/07/16	Commission	D. Tynan	Atty Latino's Fees – Sept
10.	09/09/16	Commission	L. Bosco	Sewer Spreadst – 08/31/16
11.	09/09/16	Commission	L. Bosco	Water Spreadst – 08/31/16
12.	09/09/16	Commission	L. Bosco	Sewer Del Rpt – 08/31/16
13.	09/09/16	Commission	L. Bosco	Water Del Rpt – 08/31/16

Upon **MOTION** by Scott Meyers, seconded by Carl Dambrauskas, it was unanimously voted by voice vote to move Old Business, Item 1a, Discussion w/Tax Collector Darlene Tynan, up to the next order of business on the Agenda.

**V. OLD BUSINESS**

**1) Collection of Delinquent Accounts**

**a. Discussion with Tax Collector Darlene Tynan**

Tax Collector Darlene Tynan came forward. James Paolino thanked Darlene Tynan for her assistance in the collection of delinquent accounts and noted that since she has been on board we have made tremendous progress.

Darlene Tynan reported when she sends certified mail to delinquent property tax customers, she will include their sewer and water delinquencies as well. Also, accounts under an estate are forwarded to the Town Attorney to search for the conservator to contact for payment.

Further discussion was held regarding collection efforts, results thereof, and additional options. It was decided another meeting will be held with Tax Collector Darlene Tynan and Chairman James Paolino to come up with a list to pursue collection; sewer via court order and water via shut off.

*The regular order of business was resumed at this time.*

**IV. NEW BUSINESS**

**VI. SUB-COMMITTEE REPORTS**

**VII. ADMINISTRATOR'S REPORT**

**1) Water Quality Monitoring and Reporting**

Administrator Philip Olmstead reported that 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.

- **Lead and Copper Testing**

Lead and Copper samples have been drawn from the ten locations required and forwarded to the lab for testing.

- **Call Before You Dig**  
The crew continues to mark all call before you dig requests as required.
- **229 Spindle Hill Road – Water Lateral**  
The violation regarding installation of plastic pipe has been rectified. Copper has been installed and the connection is now in compliance with the rules and regulations.
- **46 Andrews Road – Water Lateral Leak**  
A leak occurred in the lateral, which falls under the property owner's responsibility to repair. The repair was complete with 24 hours of detection and notification.
- **Sensus MXU Handheld Reader Device**  
The Water Department was notified that software and annual software support was required to be purchased with the device that was not a requirement at the time a proposal was sought for budgetary purposes. Our vendor secured a deal with the manufacturer for us to obtain the software at no charge but a year of support would have to be purchased for an additional \$2,365.00.
- **Town Wide Road Reconstruction Project**  
This project is wrapping up for the year.
- **Sewer Pump Stations – Door Replacements**  
Quotes are being sought for two new sewer station doors (steel or fiberglass this time, not wood) that are in need of replacement.

Upon **MOTION** by Scott Meyers, seconded by Carl Dambrauskas, it was unanimously voted by voice vote to add the following item to the Agenda under New Business:  
Capital Outlay Expenditure – Sensus Software/Support.

**IV. NEW BUSINESS**

**1) Capital Outlay Expenditure – Sensus Software/Support**

Upon **MOTION** by Scott Meyers, seconded by Carl Dambrauskas, It was unanimously voted by voice vote to authorize a transfer of funds at the discretion of Administrator Philip Olmstead to cover the expense of either the handheld device software purchase or the yearly software support purchase.

*The regular order of business was resumed at this time.*

**VIII. PUBLIC COMMENT**

**IX. EXECUTIVE SESSION**

**X. ITEMS FOR NEXT AGENDA**

- Collection of delinquent accounts

**XI. ADJOURNMENT**

Upon **MOTION** by Scott Meyers, seconded by Carl Dambrauskas, it was unanimously voted by voice vote to adjourn at 7:43 p.m.

**ACCEPTED:**

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Laurie Bosco. Administrative Secretary

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James Paolino, Chairman  
**SEWER AND WATER COMMISSION**