

**SEWER AND WATER COMMISSION  
REGULAR MEETING – 11/21/2016  
SEWER AND WATER OFFICE – 7:00 P.M.**

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

**MEMBERS ABSENT:** Carl Dambrauskas.

**ALSO PRESENT:** Tax Collector Darlene Tynan.

**I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ATTENDANCE**

The meeting was called to order at 7:05 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 September 19, 2016.

**III. CORRESPONDENCE**

	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
1.	09/20/16	S. Hale	P. Olmstead	Waterbury WPCA 2016 bill
2.	09/28/16	1260 Woodtick Rd	P. Olmstead	483 & 491 Wolcott Rd – Easement
3.	10/12/16	Commission	L. Bosco	Drought Warning – Restrictions from Waterbury
4.	10/12/16	Commission	L. Bosco	Sewer and Water Spreadsheets through 9/30/16
5.	10/12/16	Commission	D. Tynan	Attorney Latino's Fees – Sept 2016
6.	10/13/16	Commission	L. Bosco	Sewer and Water Delinquent Reports through 9/30/16
7.	10/17/16	D. Slater	J. Paolino	Meeting Cancellation – 10/17/16
8.	10/21/16	Commission	L. Bosco	Drought Warning – Restrictions Press Release
9.	11/01/16	Commission	L. Bosco	Water Shut Off Notices
10.	11/01/16	Commission	L. Bosco	Sewer and Water Spreadsheets and Del Rpts through 10/31/16
11.	11/01/16	P. Olmstead	D. Carver	Waterbury Water Supply Emer
12.	11/09/16	D. Carver	P. Olmstead	Water Supply Emergency
13.	11/09/16	P. Olmstead	D. Carver	Water Restrictions Reminder
14.	11/09/16	P. Olmstead	D. Carver	Water Restrictions Enforcement

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|-----|----------|------------|-------------|-----------------------------------|
| 15. | 11/09/16 | Commission | D. Tynan    | Attorney Latino's Fees – Oct 2016 |
| 16. | 11/10/16 | Commission | P. Olmstead | E-mails re: Avg Daily Water Flow  |

**IV. NEW BUSINESS**

**V. OLD BUSINESS**

**1) Collection of Delinquent Accounts**

Tax Collector Darlene Tynan came forward to report the Tax Department is making calls to delinquent customers in an effort to collect money due before they go into collection status. She also reported some anticipated pay offs by year end on foreclosed properties.

With regard to Attorney Latino's collection efforts, she reported that he has a person obtaining information needed to pursue funds owed by debtor's we have judgements on.

With regard to the half employee (Sandra Watts) in the Tax Department, she reported that in December a computer will be installed at the Sewer and Water Department for use by her when she is covering for the Administrative Secretary's (Laurie Bosco) one week vacation. With that computer, Sandra will be able to do what she does for collection when in the Tax Department.

With regard to property owners' delinquent in property tax and sewer and water, she reported that payments received will first go towards paying sewer and water first, as they seem to be the most difficult to collect.

Discussion followed. It was agreed the collection process is moving at a decent pace with the Department not biting off more than it can chew and funds continuing to be received. The effectiveness of Attorney and Tax Collector customer contact was noted. As always, in order to maintain equity, all requests for exception to the rules (i.e. waiving interest, waiving fees, etc.) are refused.

Thanks was extended to Tax Collector Darlene Tynan for her continued assistance, support, and accomplishments relative to the sewer and water usage revenue collection process.

**VI. SUB-COMMITTEE REPORTS**

VII. ADMINISTRATOR'S REPORT

1) Water Quality Monitoring and Reporting

Administrator Philip Olmstead was not present due to a death in the family.

VIII. PUBLIC COMMENT

IX. EXECUTIVE SESSION

X. ITEMS FOR NEXT AGENDA

- Collection of Delinquent Accounts

XI. ADJOURNMENT

Upon **MOTION** by Scott Meyers, seconded by Jim Natale, it was unanimously voted by voice vote to adjourn the meeting at 7:30 p.m.

ACCEPTED:

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Laurie Bosco, Administrative Secretary

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