

WATERFORD UTILITY COMMISSION
SPECIAL MEETING MINUTES

DATE: October 14, 2010

PLACE 1000 Hartford Road Complex

TIME: 6:00 p.m.

PRESIDING: Peter M. Green, Chairman

PRESENT: Dominic Fraioli, John Doroski, Raymond Valentini

OTHERS PRESENT: Neftali Soto, Chief Engineer, James A. Bartelli, Assistant Director, J.W. "Bill" Sheehan, Board of Finance Liason, Attorney Robert Avena, Town Counsel, Julie Greco, Resident.

ABSENT: Bruce Kruszewski

Chairman Green called the meeting to order at 6:00 p.m.

CITIZENS SESSION

Mrs. Julie Greco introduced herself to the Commission. She explained she always pays her sewer use bill online through her bank checking account. She paid the July 2010 sewer bill online; however, the Utility Commission never received the check. She then stopped payment on the check and reissued another check that was never received at the Utility Commission. The checks were mailed to 1000 Hartford Road. The Post Office will not forward mail to this address, therefore, the Utility Commission did not receive her payment. She was charged interest and lien fees. Mrs. Greco is requesting a waiver of interest and lien fees.

MOTION made by Mr. Fraioli to reflect fees totaling \$29.22 as a reimbursement, seconded by Mr. Doroski.

VOTE Unanimous. Motion Carried.

Chairman Green asked staff to inquire with the Post Office regarding mailings to 1000 Hartford Rd.

EXECUTIVE SESSION

MOTION made by Mr. Fraioli to enter into Executive Session at 6:12 p.m. to discuss Litigation (Secchiaroli Property) and Land Acquisition (Harrison's Landing), seconded by Mr. Valentini. Mr. Sheehan and Mr. Kirkman were not in attendance for Executive Session.

VOTE Unanimous. Motion Carried.

MOTION made by Mr. Doroski to exit Executive Session at 6:49 p.m., seconded by Mr. Valentini.

VOTE Unanimous. Motion Carried.

MOTION made by Mr. Fraioli to approve proposed recalculated figures (\$8567.00 for the assessment and \$17,342.00 for deferred assessment) and stipulated judgment for the Secchiaroli vs. Town of Waterford, seconded by Mr. Doroski.

VOTE Unanimous. Motion Carried.

MOTION made by Mr. Doroski subject to the approval from Connecticut College to approve acquisition expenditure not to exceed \$31,000 and funds for option and to close within 90 days and execute the agreement, seconded by Mr. Fraioli.

VOTE Unanimous. Motion Carried.

SECRETARY REPORT

MOTION made by Mr. Valentini to approve the secretary report dated October 14, 2010 with the following correction "Absent: Peter Green", seconded by Mr. Doroski.

VOTE Unanimous. Motion Carried.

ACCOUNTING ADJUSTMENTS

Bill #	Susp	TOT Adj	Last Adj	ADJUSTMENTS 9-15 TO 10-13-10
2010-06-0006900		1,615.50	9/23/2010	Backbilled 7 yrs. No sewer use account
2011-06-0000044		1,914.85	10/4/2010	Add Commercial billing
2011-06-0001771		6,034.27	10/4/2010	Add Commercial billing
2011-06-0002171		28	10/6/2010	Added consumption charge
2011-06-0002350		45	10/4/2010	Added EDU charge
2011-06-0003300		45	10/4/2010	Added EDU charge
2011-06-0003301		45	10/4/2010	Added EDU charge
2011-06-0003302		45	10/4/2010	Added EDU charge
2011-06-0004118		130.48	10/7/2010	Added consumption charge
2011-06-0005388		182	10/6/2010	Added consumption charge
2011-06-0006288		45	10/4/2010	Added EDU charge
2011-06-0006461		63	10/12/2010	Added consumption charge
2011-06-0006869		504.5	10/4/2010	Added Commercial Billing
2011-06-0006870		146.5	10/4/2010	Added consumption charge
2011-06-0006872		104.5	10/4/2010	Added consumption charge
2011-06-0006873		149.5	10/4/2010	Added consumption charge
2011-06-0006874		87	10/4/2010	Added consumption charge
2011-06-0006875		55.5	10/4/2010	New Account
2011-06-0060155		320.85	10/5/2010	New Account
2011-06-0060170		52.5	10/6/2010	One Meter, Two Structures on Property
2011-06-0060171		45	10/5/2010	Added EDU charge
2011-06-0601071		62.5	10/4/2010	Added consumption charge
2010-06-0003542		-66.47	9/15/2010	NL Seasonal Account
2010-06-0003761		-0.06	10/6/2010	Reversed principal
2010-06-0004636		-1.32	10/7/2010	Reversed principal
2010-06-0006323		-0.21	10/7/2010	Reversed principal
2010-06-0006614		-10.32	10/5/2010	Charged incorrect consumption charge
2010-06-0006900		-258.5	9/23/2010	Backbilled 7 years - error in amt of \$258.50
2011-06-0000729		-4,704.00	10/6/2010	QDS charged customer \$4704.00 with no consum
2011-06-0001387		-60.06	10/12/2010	Charged incorrect consumption charge
2011-06-0001559		-516.91	10/5/2010	Charged incorrect consumption charge
2011-06-0002150		-157.5	10/7/2010	Charged incorrect consumption charge
2011-06-0002822		-98	10/5/2010	NL Seasonal Account

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2011-06-0002867	-21	10/5/2010	NL Seasonal Account
2011-06-0002907	-290.5	10/4/2010	NL Seasonal Account
2011-06-0002911	-70	10/5/2010	NL Seasonal Account
2011-06-0002930	-161	10/5/2010	NL Seasonal Account
2011-06-0003456	-116.07	10/4/2010	NL Seasonal Account
2011-06-0003459	-45.5	10/4/2010	NL Seasonal Account
2011-06-0003466	-58.56	10/5/2010	NL Seasonal Account
2011-06-0003496	-69.34	10/5/2010	NL Seasonal Account
2011-06-0003501	-14.18	10/4/2010	NL Seasonal Account
2011-06-0003542	-66.47	10/5/2010	NL Seasonal Account
2011-06-0003544	-59.5	10/5/2010	NL Seasonal Account
2011-06-0003632	-37.45	10/4/2010	NL Seasonal Account
2011-06-0003684	-96.5	10/12/2010	NL Seasonal Account
2011-06-0003685	-59.4	10/4/2010	NL Seasonal Account
2011-06-0003780	-55.72	10/4/2010	NL Seasonal Account
2011-06-0003822	-77	10/7/2010	Charged incorrect consumption charge
2011-06-0003835	-28	10/5/2010	NL Seasonal Account
2011-06-0003861	-140.07	10/4/2010	NL Seasonal Account
2011-06-0003965	-115.5	10/5/2010	Charged incorrect consumption charge
2011-06-0003990	-140.26	10/12/2010	NL Seasonal Account
2011-06-0004105	-92.47	10/5/2010	NL Seasonal Account
2011-06-0004117	-28	10/4/2010	NL Seasonal Account
2011-06-0004307	-97.06	10/5/2010	NL Seasonal Account
2011-06-0004348	-350.42	10/6/2010	Charged incorrect consumption charge
2011-06-0004757	-173.21	10/13/2010	Charged incorrect consumption charge
2011-06-0004814	-156.94	10/7/2010	Charged incorrect consumption charge
2011-06-0005240	-1.33	10/4/2010	Reversed principal
2011-06-0005255	-52.5	10/4/2010	Charged incorrect consumption charge
2011-06-0005740	-70.61	10/6/2010	Charged incorrect consumption charge
2011-06-0005783	-213.22	10/7/2010	Charged incorrect consumption charge
2011-06-0005896	-3,066.00	10/6/2010	QDS charged customer \$3066.00 with no consum
2011-06-0005963	-152.15	10/5/2010	Charged incorrect consumption charge
2011-06-0060006	-5.72	10/5/2010	Did not receive grinder pump discount
2011-06-0060170	-52.5	10/6/2010	One Meter, Two Structures on Property

EXPENDITURES – BILL LIST

MOTION made by Mr. Valentini to put on file and approve the bill list of October 14, 2010, seconded by Mr. Fraioli.

VOTE Unanimous. Motion Carried.

UNFINISHED BUSINESS

Harvey Avenue – (Blue Hills P.S. – Formal Action to Close Project)

Mr. Soto stated the generator placement project at the Harvey Avenue P.S. still has some minor work on the punch list. The performance of the contractor was reviewed and discussed in length. Mr. Soto received a call from a subcontractor stating the contractor owed him \$33,000 for electrical work. Mr. Soto stated the retainage would cover the punch list items and would like permission to call the performance and payment bond. The bond has been sent to legal counsel for review. Mr. Soto stated the bond company may hire a contractor to finish the project or pay the Utility Commission. Mr. Soto stated the Utility Commission has been patient with this contractor and it is beyond reasonable at this point.

MOTION made by Mr. Fraioli to call the bonds and levy reasonable liquidated damages, seconded by Mr. Valentini.

VOTE Unanimous. Motion Carried.

OLD BUSINESS – FINANCES – REVENUES/EXPENDITURES

Mr. Soto distributed July & August 2010 expenditure and revenue reports to the Commission. A graph on page 2 was reviewed and discussed. Mr. Soto will add a performance line from the last fiscal year.

NEW BUSINESS – Uncollectable Assessments – 569 Vauxhall St. Ext & 30 Gilead Rd.

Mr. Bartelli stated that further action will be required by staff before a decision can be made.

CORRESPONDENCE LIST

The following was discussed under “Correspondence List”:

Mr. Soto reviewed correspondence from the City of New London regarding New London’s responsibility for all Lake Konomoc costs.

Vehicle Fleet Management was reviewed. Mr. Soto stated the proposed new maintenance truck exceeded the 15% replacement value on the Fleet Management Plan.

A letter from 50 Niantic River Rd. was reviewed. This homeowner had a huge water leak and would like the sewer use bill adjusted.

MOTION made by Mr. Fraioli to average the sewer bill for four years and adjust accordingly, seconded by Mr. Valentini.

VOTE Mr. Doroski abstained. Otherwise, unanimous motion.

CHIEF ENGINEER’S REPORT

The following was discussed under “Chief Engineer’s Report”:

Progress of sunken trenches from the March 2010 storm were reviewed and discussed.

The Municipal Complex security issues were reviewed and discussed.

Mr. Fraioli asked Mr. Kirkman about the status of the drive up window for the Utility Commission to receive sewer use payments. Mr. Fraioli stated a drive up window would help with security issues. Mr. Kirkman will get together with Mr. Fraioli to review the addition plans. Mr. Fraioli requested minutes from the Municipal Building Renovation Committee.

<p style="text-align: center;">TOWN OF WATERFORD UTILITY COMMISSION CHIEF ENGINEER' S REPORT To October 14, 2010</p>

The following report summarizes the activities, the status of planned projects, and the status of on-going projects, task orders and other issues that have come to the attention of the Utility Commission and staff since the September 14, 2010 Special Meeting.

- **Harrisons Landing Sewers** – Design in progress. Land acquisition in progress. Discussion under Executive Session.
- **Cross Country Manhole Repairs and Leaks Repairs** – On going – Work about 50% completed.
- **Mago Point PS** – Pre-construction meeting scheduled with contractor on 10/19/10.
- **Roads and Trenches Reconstruction** – Repair work on-going.
- **Billing Software Issues** - to be discussed under - Other Business.
- **Municipal Complex Improvements (Phase II)** – Consultant and sub-consultants working on the design.

PLANS

No Plans were discussed.

OTHER BUSINESS

Mr. Soto stated staff has been exploring Utility Billing Software. Staff visited the Town of Montville and Colchester to review their Utility billing software systems. CUSI (Continental Utility System, Inc.) is the software staff has been reviewing. Mr. Soto stated the errors generated from the software program are different each billing. Mr. Soto reviewed correspondence from Rudie Beers, Finance Director, regarding availability of

OTHER BUSINESS, CONT.

funding through the General Fund. This funding would not occur until July 2011. Conversion of the software would then take two months.

Justification for new software was reviewed in length. Mr. Sheehan suggested the Utility Commission request the software under an “emergency status” using Undesignated Fund balance from the Capital Improvement Plan, then to the Board of Selectman, Board of Finance and the RTM.

Chairman Green suggested Mr. Soto accelerate the request for the software and justify the urgent need.

PERSONNEL

No Personnel Issues were discussed.

With no further business before the Commission, the meeting adjourned at 7:55 p.m.

MOTION made by Mr. Doroski, seconded by Mr. Valentini.

VOTE Unanimous. Motion carried.

Respectfully Submitted By,

Mary Anne Sexton
Recording Secretary

