

WATERFORD UTILITY COMMISSION
REGULAR MEETING MINUTES

DATE: August 18, 2015
PLACE: Municipal Complex
PRESIDING: Peter Green, Chairman
PRESENT: Peter Green, Kenneth Kirkman, and Steve Negri
OTHERS PRESENT: Neftali Soto, P.E., Director, and James Bartelli, Assistant Director.

RECEIVED 10:19 AM 2015
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KATEL
TOWN CLERK

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

CITIZEN SESSION

No citizens present.

SECRETARY'S REPORT

MOTION made by Mr. Green to approve the Minutes of the Regular Meeting on July 21, 2015. Mr. Kirkman seconded.
VOTE Unanimous.

ACCOUNTING ADJUSTMENTS

SEWER USE ADJUSTMENTS 8/18/15

<u>DATE</u>	<u>TYPE</u>	<u>AMOUNT</u>	<u>REASON</u>
VARIOUS	SUD	\$ (183.95)	(67) INTEREST ADJ'S
8/14/2015	SUD	\$ (484.71)	LEAK
8/14/2015	SUD	\$ (247.97)	LEAK ADJUST
8/3/2015	SUD	\$ (60.79)	NL ADJUST
8/3/2015	SUD	\$ (245.00)	NL ADJUST
8/7/2015	SUD	\$ (84.00)	NL ADJUSTED
7/22/2015	SUD	\$ (1,527.33)	WATER LEAK
7/22/2015	SUD	\$ (232.61)	WATER LEAK 2

\$ (3,066.36)

The Commission reviewed and accepted the Accounting Adjustments.

EXPENDITURES – APPROVAL OF BILL LIST

MOTION Made by Mr. Negri to approve the Bill List for August 18, 2015. Mr. Kirkman seconded.

VOTE Unanimous.

OLD BUSINESS – REPORTS AND UPDATES

- **ENTERPRISE FUND REVENUES/EXPENDITURES & FINANCIAL REPORT-CAPITAL PROJECTS**
Mr. Soto distributed the performance reports for Enterprise Fund actual final figures for 2015.
- **WASTEWATER STATIONS/SCADA –UPDATE RE: RFP ISSUED**
Mr. Soto reported that approximately 25 people attended the RFP presentation meeting. The period for questions closed Tuesday and all answers were posted on the website by Thursday. Bids will be opened 8/28/15.

UNFINISHED BUSINESS

- **ONGOING PROJECTS UPDATE – BLUE HILLS PS STATUS**
Mr. Soto informed the Commission that the \$200,000 additional funding requested for the rehab of the Blue Hills Pump Station had been approved by the Board of Selectmen, Board of Finance, and the RTM. The Board of Selectmen has voted to award the contract for the Blue Hills Rehab to Lombardi Gravel & Excavation, LLC.
- **GRIT STATION – UPDATE**
Mr. Bartelli reported to the Commission that he has spoken with representatives of the State regarding their questions concerning our intent of the grit station operation. When we receive State approval we will have to run a lateral from Miner Lane to the proposed grit facility.

NEW BUSINESS

- **CORROSION & ODOR CONTROL CHEMICALS**
Mr. Soto reported to the Commission that he and Mr. Bartelli had met with a representative of Evoqua to discuss information RE: corrosion & odor control chemicals. Also Mr. Soto spoke to representative from East Lyme, who indicated that East Lyme would be interested in combining with Waterford on a bid for the purchase of chemicals. Mr. Soto will also discuss purchasing odor control chemicals with New London.

WATER

- **CT DEPARTMENT OF HEALTH – PWSID UPDATE**
Chairman Green distributed copies of a corrected Memorandum of Understanding which incorporates changes recommended by the attorneys for the Department of Health to be made to the last version of the MOU submitted by WUC. The Commission discussed the changes to the MOU.

MOTION made by Mr. Negri to approve the Memorandum of Understanding with the Department of Health recommended changes. Mr. Kirkman seconded.

VOTE Unanimous.

- Mr. Soto explained to the Commission that he had received two proposals from Lenard. The first proposal discussed was the Preparation of Updated Water Supply Plan for a proposed lump sum fee of \$9,500.

MOTION made by Mr. Kirkman to accept the proposal from Lenard to prepare an Updated Water Supply Plan for the fee of \$9,500. Mr. Negri seconded.

VOTE Unanimous.

- Mr. Soto distributed copies of a second proposal from Lenard for an Update Existing WUC Water Distribution Model for an approximate fee of \$7,500.

MOTION Made by Mr. Kirkman to accept the Lenard Engineering proposal to Update Existing WUC Water Distribution Model for a fee Not To Exceed \$7,500. Mr. Negri seconded.

VOTE Unanimous.

- **NEW LONDON/VEOLIA REPORT**
Mr. Soto discussed with the Commission the Water report from Veolia which he had emailed to the Commission members prior to the meeting.

CORRESPONDENCE

The Commission discussed a letter received from John Matthews requesting relief on his sewer use bill which will show a high water consumption charge due to the filling of his swimming pool. Mr. Soto explained that the resident had filled the pool with a garden hose without the use of a secondary meter.

MOTION made by Mr. Negri to deny the request from Mr. Matthews. Mr. Kirkman seconded.

VOTE Unanimous.

The Commission discussed correspondence from Maxum Irrigation and Frances Violante regarding a request for relief on the sewer bill. The Commission discussed the paperwork received and concluded it was sufficient to process a credit on the account.

PLANS REVIEW

No plans to review.

PERSONNEL

EXECUTIVE SESSION

MOTION made by Mr. Negri to commence executive session to discuss administrative issues pertaining to Mr. Soto's correspondence submitted to the Commission on May 19, 2015. Mr. Kirkman seconded.

VOTE Unanimous. Executive Session commenced at 7:10 pm.

Executive Session included Commission members Ken Kirkman, Steve Negri, and Chairman Green.

MOTION made by Mr. Negri to conclude the executive session. Mr. Kirkman seconded.

VOTE Unanimous. Executive Session concluded at 7:26 pm.

MOTION Mr. Negri moved to submit updated Job Descriptions for the positions of Director and Assistant Director of WUC and to recommend the salary group of these two positions be changed to, MP 14- Director and MP10 – Assistant Director. Mr. Kirkman seconded.

VOTE Unanimous

Chairman Green will submit updated job descriptions along with recommended salary increases to Human Resources for submittal to the First Selectman. Chairman Green explained that the updated job descriptions are much more reflective of the duties and responsibilities that are currently being performed by the Director and Assistant Director of WUC.

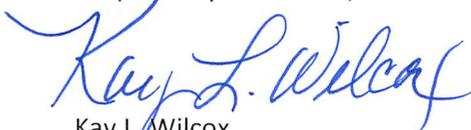
ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:41 pm.

MOTION made by Mr. Negri to adjourn. Mr. Kirkman seconded.

VOTE Unanimous.

Respectfully submitted,



Kay L. Wilcox
Recording Secretary.