

**WATERFORD UTILITY COMMISSION  
SPECIAL MEETING MINUTES**

ATTEST:  
*Sharon A. Cargen*  
TOWN CLERK

16 SEP 23 PM 3:45

RECEIVED FOR RECORD  
WATERFORD, CT

**DATE:** September 20, 2016

**PLACE:** Waterford Municipal Complex

**PRESIDING:** Peter Green, Chairman

**MEMBERS PRESENT:** Peter Green, Ray Valentini, and Rodney Pinkham

**OTHERS PRESENT:** Neftali Soto, P.E., Director, Cheryl Larder, Board of Finance Liaison, John Occhionero, and Brad Shakir

Chairman Peter Green called the meeting to order at 6:35 p.m.

**CITIZEN SESSION**

Brad Shakir, 15 Roxwood Road, explained that he was requesting an exemption or extension for hooking up to the sewers since his income is low and he does not feel that he can afford the cost of connecting to sewers. Mr. Green explained that the Commission would only consider granting an exemption to tie in if there were significant engineering issues. The Commission urged Mr. Shakir to obtain several quotes from contractors to ascertain the cost of connecting and to contact Mr. Bartelli, Assistant Director, when he has the quotes. Mr. Bartelli will discuss the issue with the Commission.

John Occhionero, 98 Miner Lane, explained to the Commission that he had received a letter stating that 98 Miner Lane was delinquent connecting to the sewers. Mr. Occhionero explained that the property belonged to his father, who recently passed away and that there has been a mix-up in addresses. According to Mr. Occhionero 98 Miner Lane is connected to sewer but 100 Miner Lane is not. Mr. Occhionero wanted to know if he needed to connect 100 Miner Lane to sewer. Also, Mr. Occhionero explained that he has a surveyor working on the property for the purpose of determining lots for property splitting. Mr. Occhionero also indicated that he will need the locations of the sewer laterals. Chairman Green informed Mr. Occhionero that 100 Miner Lane will have to be connected to the sewer and that he should contact the Commission when the surveying is done.

**SECRETARY'S REPORT**

**MOTION** made by Mr. Pinkham to approve the Minutes of the August 16, 2016 meeting. Mr. Valentini seconded.

**VOTE** Unanimous

ACCOUNTING ADJUSTMENTS

**ADJUSTMENTS 9/20/2016**

<u>DATE</u>	<u>AMOUNT</u>	<u>REASON</u>
8/30/2016	\$(580.00)	LEAKADJUST
8/30/2016	(104.07)	LEAKADJUST
9/7/2016	(3.42)	ADJINTEREST
8/19/2016	632.01	ADJOVERPAY
8/23/2016	\$ 291.90	TRANS TAX
9/13/2016	(2.00)	ADJINTEREST

**TOTAL      \$ 234.42**

The Commission reviewed and accepted the Accounting Adjustments.

EXPENDITURES – APPROVAL OF BILL LIST

MOTION            made by Mr. Pinkham to approve the Bill List dated September 20, 2016. Mr. Valentini seconded.

VOTE                Unanimous

OLD BUSINESS - REPORTS AND UPDATES

- **FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT-CAPITAL PROJECTS/COLLECTIONS**  
The Commission discussed the reports Mr. Soto distributed noting that the first half of the New London treatment bill has been paid but Finance has not deducted the cost of the benefit insurance.
- **SCADA PROJECT IMPLEMENTATION – UPDATE – CONSIDER PROPOSAL BY WRIGHT-PIERCE FOR FIELD ACCEPTANCE TEST ASSISTANCE**  
Mr. Soto informed the Commission that most of the field work is finished on the SCADA, some small issues are being finished and soon we will be involved with the testing and acceptance of the system. Mr. Soto explained that our own staff was very involved with the installation and the intention is to have Wright-Pierce assist with the Field Acceptance Testing. Mr. Soto distributed copies of a proposal from Wright-Pierce for SCADA System Upgrade – Field Acceptance Testing. The Commission discussed the proposal Chairman Green questioned what value would be added by having Wright Pierce perform the testing over having our own staff and inspectors. Chairman Green requested this item be placed on the agenda for the next meeting.
- **GRIT STATION – PROCESS STATUS UPDATE (BIDS RECEIVED) – DISCUSSION OF IMPLEMENTATION ALTERNATIVES**

Mr. Soto distributed the Grit Station Bid Tabulations showing 3 bids ranging from \$443,510 through \$319,000. The Commission discussed various alternatives which would cost less. Chairman Green asked Mr. Soto to investigate the cost of using nearby facilities.

- **MUNICIPAL COMPLEX REHAB – PROCESS STATUS UPDATE**  
Cheryl Larder updated the Commission on the status of the Municipal Complex Rehab Committee progress. A joint meeting with the Board of Selectmen and Board of Finance is scheduled for September 27<sup>th</sup> to request funding for a third party review of the specs. The Committee is planning on a December presentation of the project.
- **MAINTENANCE BUILDING ROOF REPAIR – PROGRESS REPORT**  
Mr. Soto updated the Commission reporting that there is a new purchase order for Rockfall Company, the project is a design/build. A construction meeting will be scheduled within 1 – 2 weeks.

#### UNFINISHED BUSINESS

- **GRANT OF UTILITY EASEMENT – ALDIS (TOWN COUNSEL DEVELOPING FINAL LANGUAGE)**  
Mr. Soto reported that our counsel is waiting for a response regarding wording of easement from the developer's counsel. Mr. Pinkham requested Mr. Soto send the Commission a copy of the easement language if received prior to the next Commission meeting.
- Mr. Bartelli and Chairman Green met with the representatives of the shoreline communities. The communities have developed a new agreement in which they plan to pay New London to treat their flows and would like Waterford to quote a price for moving their flows through our system. Chairman Green will be meeting with Mark Nickerson of East Lyme to discuss this issue.
- Louis and Sandy Caldrello of 18 Benham Avenue delivered two more quotes from contractors to connect to the sewers.

#### CORRESPONDENCE

The Commission discussed the letters listed on the Correspondence List from residents who received a letter from the Commission informing them that they needed to tie in to sewer. The Commission agreed that WUC staff should prepare staff recommendations for the Commission for each letter and send an update to the resident that a recommendation has been made regarding their request to the Commission and will be discussed at the next Commission meeting.

The Commission discussed the letter from Pam Lamont requesting a one-time courtesy waste adjustment for her 4/1/16 sewer bill of \$664.50. It was determined that the sewer bill was unusually high due to leaking toilets and faucets. The Commission denied the request since the leaks went into the sewer and through the system for treatment.

#### PLANS REVIEW

No plans to review.

PERSONNEL

Mr. Soto reported that the Personnel Review Board approved the updated job description for the WUC Secretary/Clerk position at last night's meeting and the position was posted for 1303 members today. Mr. Soto also reported that one of our Maintainers is out of work while on Worker's Compensation and may be out through November. Mr. Soto is looking into a temporary replacement.

Chairman Green distributed a copy of a letter from Mandy Smith, State of Connecticut Drinking Water Section RE: WUC Asset Management Plan and Unaccounted for Water Reduction Plan. Chairman Green informed the Commission that he will be preparing a response.

Mr. Soto informed the Commission that he and Jim Bartelli have a meeting scheduled with Jim Ericson to go over the Water Supply Plan.

ADJOURNMENT

With no further business before the commission, the meeting adjourned at 8:05 p.m.

MOTION        made by Mr. Pinkham to adjourn. Mr. Valentini seconded.

VOTE            Unanimous

Respectfully submitted,



Kay L. Wilcox  
Recording Secretary

RECEIVED

SEP 27 2016

WATERFORD UTILITY  
COMMISSION