

WATERFORD UTILITY COMMISSION
REGULAR MEETING MINUTES

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DATE: November 17, 2015
PLACE: Municipal Complex
PRESIDING: Peter Green, Chairman
MEMBERS PRESENT: Peter Green, Ken Kirkman, Ray Valentini, and Steve Negri.
OTHERS PRESENT: Neftali Soto, P.E., Director, James Bartelli, Assistant Director, and Nick Kepple, Town Counsel.

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

CITIZEN SESSION

No citizens present.

SECRETARY'S REPORT

The Commission discussed the Minutes of the October 20, 2015, meeting and agreed to amend on Page 3 the paragraph titled "ACQUISITION OF GRINDER PUMPS FOR INVENTORY" to read:

- "ACQUISITION OF GRINDER PUMPS FOR INVENTORY
Mr. Soto presented two quotes for purchase of 10 grinder pumps in keeping with the practice of acquiring 10 pumps per year to have on hand for replacements. The Commission discussed the two quotes and authorized staff to pursue the alternative that would be most beneficial to the Town.

MOTION made by Mr. Pinkham to authorize the expenditure of \$21,320.00 for the purchase of 10 grinder pumps. Mr. Negri seconded.

VOTE Unanimous."

MOTION Made by Mr Negri to accept the Minutes of the Regular Meeting on October 20, 2015 as amended. Mr. Valentini seconded.

VOTE Unanimous.

ACCOUNTING ADJUSTMENTS

SEWER USE ADJUSTMENTS NOVEMBER 17, 2015

<u>DATE</u>	<u>TYPE</u>	<u>AMOUNT</u>	<u>REASON</u>
11/17/2015		\$ (714.87)	ADJ INTEREST
11/10/2015	SUD	\$ (1,521.00)	EDU ERROR
11/10/2015	SUD	\$ (159.70)	EDU ERROR
11/17/2015	SUD	\$ (437.79)	BILL ERROR
11/17/2015	SUD	\$ (36.18)	BILL ERROR
11/17/2015	SUD	\$ (24.00)	BILL ERROR
10/27/2015	SUD	\$ (233.38)	SEC DRY ADJUS
10/22/2015	SUD	\$ (45.00)	NL ADJUST
10/27/2015	SUD	\$ (765.00)	EDU OVERAGE
10/29/2015	SUD	\$ (420.00)	NL ADJUSTED
10/29/2015	SUD	\$ (11.79)	NL ADJUSTED
11/4/2015	SUI	\$ 209.58	NL ADJUST
10/30/2015	SUD	\$ (1,379.00)	LATE 2NDARY

(\$5,538.13)

The Commission reviewed and accepted the Accounting Adjustments.

EXPENDITURES – APPROVAL OF BILL LIST

The Commission reviewed and discussed the Bill List. Mr. Soto updated the Commission on the status of working with East Lyme and our chemical supplier regarding establishing parameters for wastewater odor control. Mr. Soto has spoken to the DEEP and was informed that Waterford could send parameters required for wastewater coming from other communities during the DEEP comment period.

MOTION made by Mr. Negri to approve the Bill List dated November 17, 2015. Mr. Valentini seconded.

VOTE Unanimous.

OLD BUSINESS – REPORTS AND UPDATES

- **FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT-CAPITAL PROJECTS/COLLECTIONS**
Mr. Soto reviewed his financial reports with the Commission, showing higher expenditures since the large payment for treatment costs as well as benefits expenses for the year have been expended with only one quarterly billing represented in the Revenues. The Commission discussed sewer rates, Mr. Bartelli pointed out that the maintenance staff has been implementing procedures for operational cost savings that are showing results, and helping to avoid sewer use rate increases.

Mr. Soto stated that the only capital expenditure this month has been \$23,000 (approx) for the Harvey Avenue rehab.

Attorney Kepple reported that he had received additional accounts for collection from the WUC office and has received responses to their initial collection letters.

- **WASTEWATER SCADA PROJECT – STATUS OF FUNDING**

Mr. Soto informed the Commission that the Board of Selectmen had approved WUC's request for an additional appropriation of \$600,000 for the Wastewater SCADA System Upgrade earlier this evening. The request for additional funding will be presented to the Board of Finance and the RTM.

UNFINISHED BUSINESS

- **ACQUISITION OF GRINDER PUMPS FOR INVENTORY – FORMAL BID WAIVER REQUEST**

Mr. Soto explained to the Commission that during discussion of the grinder pumps at the last meeting he had not asked for the bid waiver necessary for a purchase at that dollar amount. In the interim Mr. Soto has had an opportunity to meet with Purchasing and Town Counsel to discuss this purchase. Mr. Kepple discussed the Purchasing Ordinance with the Commission pointing out that purchasing was upset that the WUC staff did not seek assistance at the time of requesting quotes from vendors. Mr. Kepple stressed the importance of communication with purchasing and that clarification regarding when the staff should contact purchasing on items that may need waivers needs to be established. Mr. Kepple stated that going forward there needs to be more communication and agreement reached on how to implement future bid waivers. The Commission has decided to direct Staff to pursue acquisition of the grinder pumps based on collaboration with the purchasing office with no formal bid waiver request.

- **ON-GOING PROJECTS UPDATE – BLUE HILLS PS CONSTRUCTION**

Mr. Soto reported that we have received the initial billing from Lombardi for prep work on the Harvey Avenue pump station rehab and that actual construction will start in December.

- **GRIT STATION – UPDATE**

DEEP has informed us that they will advertise in local newspaper for comments.

- **MUNICIPAL COMPLEX REHAB STATUS – UPDATE**

Mr. Kirkman reported that the building committee is presenting a schedule of timing for bonding to be presented to Selectmen, Board of Finance and the RTM. There will be a preliminary presentation of the Municipal Complex Rehab plans for the Board of Finance on November 18, 2015. Chairman Green reported that he had a walk through tour of the Municipal Complex with the Senior Mechanic and the conditions in some areas are despicable.

NEW BUSINESS

- WATER – NEW LONDON/VEOLIA REPORT
The Commission discussed the most recent Veolia Report received.
- WATERFORD/CT DPHS MOU COMPLIANCE
Mr. Soto presented two proposals from Lenard Engineering explaining that the proposals are for work required in the MOU Schedule A Required Activities Item numbers 8 and 9. The Commission discussed the two proposals; Preparation of a Non-Revenue Water Report and Preparation of an Asset Management and Capital Improvement Plan. The Commission requested Mr. Soto to obtain more information regarding the deliverable information which will be received from Lenard for these two proposals.

CORRESPONDENCE

The Commission discussed the items on the Correspondence List.

PLANS REVIEW

No Plans to review.

PERSONNEL

Chairman Green updated the Commission regarding his discussion with Human Resources concerning the length of the current leave of the accounts receivable clerk, adding that the leave may extend for an undetermined length of time.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:50 p.m.

MOTION made by Mr. Kirkman to adjourn, Mr. Valentini seconded.
VOTE Unanimous.

Respectfully submitted,



Kay L. Wilcox
Recording Secretary