

WATERFORD UTILITY COMMISSION

REGULAR MEETING MINUTES

DATE: February 21, 2023
PLACE: 1000 Hartford Turnpike
PRESIDING: Chairman Ken Kirkman
MEMBERS PRESENT: Ray Valentini and Rodney Pinkham
ALSO PRESENT: J. Robert Tuneski, Board of Finance Liaison
Staff: James A. Bartelli, Director of Utilities
Jill Stevens, Assistant Director

Chairman Ken Kirkman called the meeting to order at 6:06 p.m.

CITIZEN SESSION

None

SECRETARY'S REPORT

MOTION Made by Mr. Valentini to approve the Minutes of the January 10, 2023 meeting, Mr. Pinkham seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

The Commission reviewed the January adjustments. The adjustment report will be kept in the office for review.

EXPENDITURES

MOTION Made by Mr. Pinkham to approve the February 2023 bill list, Mr. Valentini seconded.

VOTE The motion passed unanimously.

OLD BUSINESS

- FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT
Reports were reviewed and discussed.

- Director’s Report-Mr. Bartelli reviewed this report that provides updated information on all Utility Commission Capital projects that are currently funded and the status of each project.
- Collection Report was reviewed and the Office Coordinator reported that 644 Intent to Lien Notices were sent out. The response to the notices has been good.
- Utility Billing Software Billing Logistics
Weekly rolling billing cycles within a quarter was explained and discussion ensued. This change will not affect the sewer rates.

MOTION Made by Mr. Pinkham to approve weekly rolling billing on the new billing software to be in sync with New London’s billing schedule for water bills, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

Outsourcing the printing and mailing of invoices on the new billing software. There was discussion on problems that happened in house versus the benefits of outsourcing.

MOTION Made by Mr. Pinkham to endorse the outsourcing of the bills to be printed and mailed at Harris Print & Mail, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

NEW BUSINESS

- Policy #3015, Secondary Meter Rebate revision Draft
Mr. Bartelli and Miss Windle, Office Coordinator explained how deductions were currently being made quarterly on the sewer use bills. They described the timely process that is done four times a year for over 300 hundred residents to receive this benefit. A new policy was proposed that a rebate be given once a year to save time during the billing process. The Commission requested that the installation package be sent to them as well to be reviewed. The Commission will visit this matter at the next meeting.

WATER-VEOLIA REPORT

Report was reviewed and discussed.

PLANS REVIEW

21 Gurley Rd, Stone Ridge Business Park. Mr. Bartelli reported that an updated site plan was reviewed. The changes he proposed be made were completed.

PERSONNEL

Jill Stevens has started as the New Assistant Director. The Commission welcomed her!

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:03 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,
Amy L. Windle
Recording Secretary