

**WATERFORD UTILITY COMMISSION**

**REGULAR MEETING MINUTES**

DATE: April 11, 2023

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Ray Valentini, Thomas Dembek, and Steve Negri

ALSO PRESENT: J. Robert Tuneski, Board of Finance Liaison  
Attorney Nicholas Kepple, Town Attorney

Staff: James A. Bartelli, Director of Utilities

Chairman Ken Kirkman called the meeting to order at 6:05 p.m.

**CITIZEN SESSION**

None

**SECRETARY'S REPORT**

MOTION Made by Mr. Negri to approve the Minutes of the March 14, 2023 meeting, Mr. Valentini seconded.

VOTE The motion passed unanimously.

**BILLING ADJUSTMENTS**

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

**EXPENDITURES**

MOTION Made by Mr. Negri to approve the April 2023 bill list, Mr. Dembek seconded.

VOTE The motion passed unanimously.

**OLD BUSINESS**

- FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT  
Mr. Bartelli explained the new reporting format. Financial were reviewed and discussed.
- Director’s Report  
Mr. Bartelli reviewed his report that provides updated information on all Utility Commission Capital projects that are currently funded and the status of each project.
- The Collection Report  
The report was reviewed and Attorney Kepple reported that collections were going well.
- Utility Billing Software Billing Logistics  
The conversion process and training is ongoing. The Department anticipate going live for the July billing process.
- Contract #1 Sewer Interceptor Access update

The request for a Special Appropriation of funds in the amount of \$500,000 was approved by the Board of Selectmen on 1/10/23. On 1/11/23 the Board of Finance acted to reduce the original request appropriation to \$250,000. On 2/6/23 the RTM approved the \$250,000.00 Special appropriation. Engineering and Design work will commence upon selecting an Engineering Firm from the recently posted RFQ for engineering services

- On-Call Engineering Services RFQ submission

An RFQ was prepared by staff and forwarded to the Purchase Agent on February 10, 2023. The RFQ was posted on February 14, 2023 and closed on March 2, 2023. Eleven RFQs were received. Staff interviewed three firms on March 30, 2023. Recommendations to the Commission are for Wright Pierce and MCA (Martinez Couch & Associates, LLC).

MOTION           made by Mr. Valentini to recommend to the Board of Selectmen that Wright Pierce and MCA be brought on as On-Call Engineers, second by Mr. Dembek.

VOTE              The motion passed unanimously.

### **NEW BUSINESS**

- **Pump Station Flood Insurance**  
Mr. Bartelli reported that Ms. Stevens, Assistant Director, and he have a meeting on April 24<sup>th</sup> to meet with a representative from H.D. Segur regarding the premiums on the flood insurance on four of the pump stations that are in flood zones. They are planning on taking the representative to the pump stations in question. Mr. Bartelli wants the chance to review the flood elevation access points at each station.
- **WATER-NLWWPCA/ REPORT**  
The February report was reviewed and discussed. Also, Mr. Bartelli reported on the meeting he had with Joseph Lanzafame, New London's Public Utilities director regarding the Plastic Water Service Line Replacement Program.

### **PLANS REVIEW**

No new plans to report.

Mr. Bartelli did report on the preconstruction meeting Ms. Stevens and he attended for the new car wash on RT 85.

### **PERSONNEL**

Nothing new to report.

### **OTHER**

### **ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 7:23 p.m.

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

VOTE              The motion passed unanimously.

Respectfully submitted,  
Amy L. Windle  
Recording Secretary