



**WATERFORD UTILITY COMMISSION
REGULAR MEETING MINUTES**

DATE: May 9, 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

Staff: James A. Bartelli, Director of Utilities
Jill Stevens, Assistant Director of Utilities

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

CITIZEN SESSION

Daniel Del Grosso, owner of 23 Old Norwich Road proposed a sewer modification. He would like to install a new manhole on the property between lots 2A and 2B. The Commission told him that they would take his proposal under consideration at the end of presentation. The Commission did enter into discussion and came to an agreement that they would not be any additional deviations granted as the owner had already been granted a deviation from the policy in 2019. The plans that were approved from Planning & Zoning would be adhered to.

SECRETARY'S REPORT

MOTION Made by Mr. Negri to approve the Minutes of the April 11, 2023 meeting, Mr. Dembek seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

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

EXPENDITURES

MOTION Made by Mr. Negri to approve the May 2023 bill list, Mr. Valentini seconded.

VOTE The motion passed unanimously.

OLD BUSINESS

- FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT
Financials 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.
- Utility Billing Software Billing Logistics
We anticipate going live for the July billing process. Staff is preparing media material which will be posted on our web site which explains the new billing format and billing cycle.
- Contract #1 Sewer Interceptor Access update

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

Recommendations to the Commission were submitted on 4/11/23 and forwarded to the 1st Selectman for further action.
- Pump Station Flood Insurance
Mr. Bartelli reported on the visit from a representative from H.D. Segur. Staff has some improvements that can be made, for example, installation of flood gates. Staff also found out that the current flood certificates were done incorrectly and need to be corrected. We are waiting to hear more information from HD Segur.

NEW BUSINESS

- 908 Hartford Turnpike Sewer Lateral
The existing lateral serving the parcel was found to have a reverse pitch, requiring the need for a new lateral to be installed within RT 85. The site contractor submitted costs to install a new lateral. Staff solicited a proposal from another contractor to compare costs, B&W Paving & Landscaping.

MOTION made by Mr. Valentini to waive the bid process and use B&W Paving & Landscaping to do the job in the amount of \$79,000.00, seconded by Mr. Dembek.

VOTE The motion passed unanimously.

City of New London/Veolia Report

The monthly report from March was reviewed.

PLANS REVIEW

61 & 61A Myrock Ave. Preliminary Plans

Ms. Stevens reported on her findings on the plans and the comments she sent back to P&Z and the design engineer regarding the small issues she found.

PERSONNEL

Mr. Bartelli reported that we lost a good worker, Ryan McNair resigned. Staff has already notified HR and job posting for vacancy has already been posted.

OTHER

Mr. Bartelli recognized Jill Stevens and Jackie Jackson for the great job they did in representing our department in Dancing with the Stars.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:30 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,
Amy L. Windle
Recording Secretary