

REVISED MINUTES *



**WATERFORD UTILITY COMMISSION
SPECIAL MEETING MINUTES**

DATE: June 20, 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 3:03 p.m.

CITIZEN SESSION-None

SECRETARY'S REPORT

MOTION Made by Mr. Negri to approve the Minutes of the May 9, 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 June 2023 bill list, Mr. Valentini seconded.

VOTE The motion passed unanimously.

OLD BUSINESS

- 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
Attorney Kepple gave a report that collections were going well.
- Utility Billing Software Billing Logistics
The new Impresa billing software will be going live along with Invoice Cloud, which collects electronic payments, on Monday, June 26th.
- Contract #1 Sewer Interceptor Access update

Engineering and Design work will be provided by Wright-Pierce Engineering, staff met with the engineering team last week and is awaiting Task Order #2 to begin analysis of the permitting needs for this project. Additionally an Inland Wetlands and Watercourse Application for a General Permit to conduct maintenance activities within the sewer easements was submitted to the Conservation Commission on June 20, 2022. Mr. Bartelli and Ms. Stevens will attend the next Conservation Commission meeting on June 22, 2023 to present the application.

- Plastic Water Service Line Replacement Program
Work commenced on this project on May 22, 2023. The City of New London contract service provider, Veolia and Waterford Utility Commission Maintenance Staff, operating independently, are currently replacing plastic services on Shore Road. To date 37 services have been replaced and 5 remain to be replaced. We anticipate starting water service replacements on Niantic River Road on June 26, 2023, 43 services have been identified for replacement. A request for an additional \$181,300.00 to replace plastic water services on Old Norwich Rd was forwarded to the Board of Selectman for their consideration, which is on their 6/20/23 Agenda for action.
- Fargo Water Tank Rehabilitation
An on-site pre-bid meeting was conducted on May 17, 2023. Bids were received May 31, 2023 which ranged from \$999,900 to \$2,214,000.00. Our consulting engineer is currently evaluating the bids, a recommendation will be forthcoming.
- Old Norwich Pump Station Upgrade

This project was placed out bid 6/30/22 as a combination project which entailed the refurbishment of both Old Norwich and Cross Rd stations. The bids received far exceeded our available funding. A letter request to the Board of Selectman to appropriate the currently designated \$544,000.00 was approved May 16, 2023 and forwarded to the RTM for their action. On June 5, 2023 the RTM acted to appropriate the designation. A task Order with Wright- Pierce Engineers has been executed; we anticipate the preparation of bid documents by first week of June.

NEW BUSINESS

- **Wastewater Enterprise Operating Fund**

Mr. Bartelli reviewed the proposed new Wastewater Operating Fund for Fiscal Year 2024.

MOTION made by Mr. Negri to accept the new Wastewater Operating Fund for FY 2024 in the amount \$3,910,074.00. This Operating Fund figure represent a 2.6% increase, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

- **WUC Policy Revision #3011 & 3015**

Ms. Stevens explained that the current policies regarding deduct meters needed corrections made to coincide with the new Sewer Rebate Program policy. Chairman Kirkman proposed a minor change to the proposed policy revision.

MOTION made by Mr. Dembek to accept the revised policy #3011 & 3015 with the recommended change, seconded by Mr. Negri.

VOTE The motion passed unanimously.

City of New London/Veolia Report

The monthly report from May was reviewed.

PLANS REVIEW

4 Ridgewood Ave ZBA and CAM Application

MOTION made by Mr. Valentini to acknowledge the letter from CT Dept. of Energy and Environmental Protection and accept their findings regarding the connection of a vacant parcel to the sanitary sewer in Ridgewood Park.

VOTE The motion passed unanimously.

PERSONNEL

Mr. Bartelli reported that the Department needs a couple of people for summer positions to help out with lawn care at the Pump Stations. Also, we are currently looking for a Sewer Tech 1 for the maintenance division.

ADJOURNMENT

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

MOTION made by Mr. Dembek to adjourn, Mr. Valentini seconded.

VOTE The motion passed unanimously.

Respectfully submitted,
Amy L. Windle
Recording Secretary