



## WATERFORD UTILITY COMMISSION SPECIAL MEETING MINUTES

DATE: July 11, 2023

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Ray Valentini and Steve Negri

ALSO PRESENT: J. Robert Tuneski, Board of Finance Liaison  
Staff: James A. Bartelli, Director of Utilities

Chairman Ken Kirkman called the meeting to order at 6:27 p.m.

### **CITIZEN SESSION-None**

### **SECRETARY'S REPORT**

MOTION Made by Mr. Negri to approve the Special Minutes of the June 20<sup>th</sup> & 28, 2023 meeting with a revision to June 20<sup>th</sup> meeting minutes under Plan Reviews, Mr. Valentini seconded.

VOTE The motion passed unanimously.

### **BILLING ADJUSTMENTS**

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

### **EXPENDITURES**

MOTION Made by Mr. Negri to approve the End of Year FY23 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  
Report will be e-mailed to the Commissioners.
- Utility Billing Software Billing Update  
The new software officially launched June 26, 2023. WUC continue to work with various vendors to achieve full implementation.
- Contract #1 Sewer Interceptor Access update  
Utility Commission staff met with Wright–Pierce Engineers (W/P) on June 13, 2023 to review the project, W/P is currently preparing a task order.

- 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, have replaced 42 plastic services within the Shore Road paving project area. Waterford crews are currently working on Niantic River Road, 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 acted upon by the Board of Selectman on June 20, 2023 and forwarded to the Board of Finance for their action on July 19, 2023

- Fargo Water Tank Rehabilitation

The Utility Commission accepted the recommendation from Haley Ward Engineering dated June 23, 2023 recommendation the Fargo Water Tank refurbishment project be awarded to Utility Service Company for the bid price of \$990,900.00 and forward to the Board of Selectman for award.

The Board of Selectman is scheduled to act on the recommendation July 11, 2023

- 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. Wright- Pierce Engineers have prepared the bid documents. A non-mandatory pre-bid is scheduled for July 25, 2023.

**NEW BUSINESS**

- Review of Sewer Assessment Account # 060059534

Mr. Bartelli explained the situation regarding this sewer benefit assessment 23 years ago.

MOTION           made by Mr. Negri to make a recommendation to the Board of Selectman to write off a balance on Acct# 060059534 in the amount of \$5200.46 for a sewer benefit assessment, seconded by Mr. Valentini.

VOTE               The motion passed unanimously.

**City of New London/Veolia Report**

The current monthly report was not available at the time of meeting. Report will be emailed when received to the Commission.

**PLANS REVIEW**

Application for 122-124 Boston Post Road- Proposed Chipotle

**PERSONNEL**

Mr. Bartelli reported that the Department needs a couple of people for summer positions to conduct lawn care and general maintenance at the Pump Stations. Also, our Maintenance Division Sewer Tech 1 position remains open.

**ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 7:44 p.m.

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

VOTE               The motion passed unanimously.

Respectfully submitted,  
Amy L. Windle  
Recording Secretary