



## WATERFORD UTILITY COMMISSION

DATE: September 12, 2023

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Tom Dembek and Rodney Pinkham

MEMBERS ABSENT: Steve Negri and Ray Valentini

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-None**

### **ASSET MANAGEMENT SOFTWARE DEMONSTRATION**

MOTION Made by Mr. Dembek to move the Asset Management Software demonstration up to item 2 on the agenda, seconded by Mr. Pinkham.

VOTE The motion passed unanimously.

### **SECRETARY'S REPORT**

MOTION Made by Mr. Dembek to approve the Minutes of the August 8th meeting, Mr. Pinkham seconded.

VOTE The motion passed unanimously.

### **BILLING ADJUSTMENTS**

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

### **EXPENDITURES**

Mr. Bartelli explained that there are two bills on the bill list that are awaiting on some adjustments, one from the City of New London for plastic water line replaced and the other from B & W Paving for the 908 Hartford Turnpike service lateral installation. Mr. Bartelli recommended that the Commission would allow staff to hold the bills for payment until the bills are finalized with the appropriate adjustments.

MOTION            Made by Mr. Pinkham to approve the August 2023 bill list as submitted with the exception of the City of New London and B & W Paving invoices. The City of New London and B & W Paving revised invoices can be paid, not to exceed the original amount when received; if any additional charges over and above the original amount appear they shall be submitted for approval by the Commission at the next meeting, Mr. Dembek 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. A copy of the Director's Report will be attached to the minutes when posted.

### **New Business**

- Asset Management Software Demonstration  
Beehive Asset Management via Zoom provided an overview of their software and how it works. Discussion ensued and questions asked. Beehive said they would provide contact information of other municipalities that used their software.
- Lead Service Line Inventory Program  
Mr. Bartelli explained Phase I of this program that is being mandated by the Federal Government. He presented the Commission of a draft of a task order from Wright Pierce and the fee that will be levied.

### **City of New London/Veolia Report**

The monthly report was provided to the Commission to review.

Mr. Bartelli reported there will be an information session on Lead Service Line Replacement at New London Senior Center on Sept 13<sup>th</sup>. Chairman Kirkman plans to attend.

**PLANS REVIEW**

Stone Ridge Business Park- 21 Gurley Rd There will be a Preconstruction meeting on September 13<sup>th</sup>.

Woodspring Suites - 295 & 313 Willetts Proposed Hotel

**PERSONNEL**

See Director's Report for Updates.

**OTHER**

Mr. Bartelli presented a request for additional funds from Haley Ward for services for the Fargo Water Tank.

MOTION Made by Mr. Dembek to pay the outstanding invoice for work done, seconded by Mr. Pinkham.

VOTE The motion passed unanimously.

**ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 7:56 p.m.

MOTION Made by Mr. Pinkham to adjourn, Mr. Dembek seconded.

VOTE The motion passed unanimously.

Respectfully submitted,  
Amy L. Windle  
Recording Secretary