



**\*Amended Minutes  
WATERFORD UTILITY COMMISSION**

DATE: February 11, 2025

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Rodney Pinkham and Jerry Porter

ABSENT MEMBERS: Tom Dembek and Ray Valentini

ALSO PRESENT: J. Robert Tuneski, Finance Liaison

Staff: Jill Stevens, Director of Utilities  
Shawn Matthews, Assistant Director of Utilities

Chairman Kirkman called the meeting to order at 6:00 pm

**CITIZEN SESSION-**

None

**SECRETARY'S REPORT**

MOTION            Made by Mr. Pinkham to approve the Minutes of January 14th, 2025, Mr. Porter seconded.

VOTE                The motion passed unanimously.

**BILLING ADJUSTMENTS**

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

**EXPENDITURES**

MOTION            Made by Mr. Pinkham to approve the January 2025 bill list, Mr. Porter seconded.

VOTE                The motion passed unanimously.

**OLD BUSINESS**

- Director's Report  
Ms. Stevens reviewed her report that provides updated information on all Utility Commission Capital and Operational 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.
- Collection's Report  
Report was reviewed and Attorney Kepple reported via phone that all is going well.

\*Amended the Sewer Deduct Meter-Late Submittal, added the vote tally.

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- Financial Report  
The financials for December were reviewed.
- Sewer Deduct Meter-Late Submittals  
Discussion ensued and policy was reviewed along with application.

MOTION            Made by Mr. Pinkham to approve resident's request to accept his deduct meter application late, seconded by Mr. Porter.

VOTE                The motion failed. 0-Yes 3-No

#### **NEW BUSINESS**

##### Water Committee Update

Attorney Kepple, Ms. Stevens and Chairman Kirkman met to formalize the Water Agreement Working Group that will be working going over existing water agreement and drafting new agreement.

MOTION            Made by Mr. Pinkham to formally appoint Ray Valentini as the Commission's representative on the Water Agreement Working Group, as well as the following members: Citizens Mike Elbaum & Jim Bartelli, Town Counsel Attorney Kepple, and Utility Commission staff Ms. Stevens and Mr. Matthews, seconded by Mr. Porter.

VOTE                The motion passed unanimously.

#### **WATER**

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

The report was reviewed by the Commission.

#### **CORRESPONDENCE**

A copy of Summary of Sampling Hydrants in Quaker Hill. Ms. Stevens went over the report briefly and discussed plans to move forward with the findings in the report will come at a later date.

#### **PLANS REVIEW –**

None

#### **PERSONNEL**

- Sewer Tech I  
The position was re-posted at the beginning of January

#### **ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 6:55 p.m.

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

VOTE                The motion passed unanimously.

Respectfully submitted,

Amy Windle  
Recording Secretary