

WATERFORD UTILITY COMMISSION

REGULAR MEETING MINUTES

DATE: November 8, 2022

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Ray Valentini, Steve Negri and Thomas Dembek

ALSO PRESENT: Attorney Nicholas Kepple, Town Legal Counsel

J. Robert Tuneski, Finance Liaison

Staff: James A. Bartelli, Director of Utilities

Chairman Ken Kirkman called the meeting to order at 6:10 p.m.

CITIZEN SESSION

None

SECRETARY'S REPORT

MOTION Made by Mr. Negri to approve the Minutes of the October 11, 2022 meeting, Mr. Dembek seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

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

EXPENDITURES

Commission discussed New London Treatment Cost Estimated Bill.

MOTION made by Mr. Negri to approve November 2022 bill list, Mr. Dembek seconded.

VOTE The motion passed unanimously.

OLD BUSINESS

- FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT
Office Coordinator will email the commission when they are completed.
- Director's Report-Mr. Bartelli reviewed this new report that provides updated information on all Utility Commission Capital projects that are currently funded and the status of each project.

- Collection Report was reviewed.

NEW BUSINESS

- Plotter Lease Agreement-Mr. Bartelli reported that the current plotter needed a new printer head that is not covered under the warranty. It was recommended by the service company to end the lease one month early and receive a new plotter instead of fixing the old one.
- Secondary Meter Policy-Mr. Bartelli explained the need for the policy to reference that only one meter per parcel is allowed.

MOTION made by Mr. Negri to make the change to add the language "One Secondary Meter per Parcel" and make recommended changes made by legal counsel, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

- 91 Great Neck Rd- Mr. Bartelli reported that more roadway restoration work will need to be done to the road next spring per State regulations.
- Citizen Letter from 5 Arthur Street-The resident sent in a letter to notify the Commission that there is a leak on their property between meter pit and the house. They are currently in Florida but will address the issue when they return in the spring. They will provide documentation at that time regarding the repair.

WATER-VEOLIA REPORT

Report was reviewed.

PLANS REVIEW

None

PERSONNEL

There is still a vacancy for the Assistant Director's position. Mr. Bartelli is still working on a new draft for the revised job description. He will forward to the Commission when ready to review.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:23 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,
Amy L. Windle
Recording Secretary