

WATERFORD UTILITY COMMISSION
REGULAR MEETING MINUTES

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ON 2020 APR 24
2020 APR 24 AM 10:13

DATE: April 21, 2020
PLACE: Waterford Municipal Complex; 1000 Hartford Turnpike ZOOM ACCESS ONLY
PRESIDING: Chairman Peter Green
MEMBERS PRESENT: Steve Negri, Raymond Valentini and Ken Kirkman
ALSO PRESENT: Staff: Neftali Soto-Chief Engineer, Jim Bartelli, Assistant Director and Attorney Nick Kepple

Chairman Green called the meeting to order at 6:08 PM

CITIZEN SESSION

None

SECRETARY'S REPORT

MOTION Made by Mr. Negri to approve the Minutes of the March 11th & 26th, 2020 Special meeting, Mr. Kirkman seconded.

VOTE The motion passed

BILLING ADJUSTMENTS

The Commission reviewed the March Adjustments. The adjustment report will be kept in the office for review.

EXPENDITURES

Chairman Green asked for more information on the two pumps purchased for the Oswegatchie Pump Station.

MOTION made by Mr. Negri to approve April 2020 bill list, Mr. Valentini seconded.

VOTE The motion passed unanimously.

OLD BUSINESS – REPORTS & UPDATES

- **FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT**
The financial were reviewed.
- **MUNICIPAL COMPLEX REHAB – STATUS UPDATE**
Mr. Kirkman reported that as of this afternoon, building was coming along nicely. He listed the areas that still needed to be completed. Department of Public Works has scheduled a meeting with office staff to go over the moving schedule.
- **COLLECTIONS-UPDATE**
Attorney Kepple gave a report that collections are going well. He also asked for guidance on past delinquencies before the pandemic started. The commission told him to proceed as usual and to offer payment plans to residents.
- **TRI TOWN AGREEMENT**
There was a meeting scheduled between the three towns but was canceled due to COVID-19. Chairman Green recommended to press ahead with our internal review of the Tri-Town agreement.
- **FLOOD INSURANCE ON PUMP STATIONS**
Mr. Soto gave a report of information that the new Finance Director, Kimberly Allen found out for us. She is still looking into a few more details for us. Mr. Negri also wanted to know if we could set the dollar amount on how much we wanted to insure each pump station for.

UNFINISHED BUSINESS

NEW BUSINESS

- **Governor's Executive Order 75**

This order will have us give residents a deferment period of 90 days to both the April and July billing cycle. Mr. Soto is in contact with our billing software to make the necessary changes.

- **COVID-19**

Mr. Soto gave a report of the measures being taken with the workers in the field. Mr. Bartelli wrote guidelines on the type of work to be done at the pump station while COVID-19 is going on.

WATER-VEOLIA REPORT

Report was e-mailed to the commission members and reviewed.

CORRESPONDENCE

None

PLANS REVIEW

446 Boston Post Road

Submitted Preliminary Review Plans for renovations to the convenient store. There are no issues with plans and are already hooked up to the sewer.

PERSONNEL

- Trying to maintain social distance and some employees are taking time off.
- The department has a worker still out on Worker's Comp and another out on FMLA.
- Two positions open in the maintenance department but put on hold until it is safe to open to the General Public again.

OTHER

Attorney Kepple updated the commission on the new Finance Director, Kimberly Allen. He encouraged the commission to reach out to her and invite her to a meeting in the future.

ADJOURNMENT

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

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

VOTE The motion passed unanimously.

Respectfully submitted,

Amy L. Windle
Recording Secretary