

# WILTON WATER WORKS

Thursday June 25, 2015

6:30 PM Town Hall Courtroom DRAFT MINUTES APPROVED 7/23/15

1 **Wilton Water Works** held its regular monthly meeting on Thursday, June 25, 2015 at 6:30PM in  
2 the Town Hall Courtroom. Present were Commissioners Bill Condra (Chairman), Steve Elliott,  
3 Frank Edelblut; Superintendent Mike Bergeron; Clerk Joanna K. Eckstrom; Members of Public  
4 Tom Schultz and Sean Ewing. The following agenda was heard:

- 5 1. Call to order Mr Condra called the meeting to order at 6:30PM
- 6 2. Motion Mr Edelblut, second Mr Elliott, May 28<sup>th</sup> minutes approved as written.
- 7 3. Public Input / Comment – Sean Ewing, Park Street property owner, attended to ask  
8 about water service at 15 Pine Valley Street, a duplex that he’s considering buying –  
9 does it have two separate meters? Mr. Bergeron confirmed it does. Mr Ewing was  
10 advised to ask Mike about changes or improvements make if he buys property.
- 11 4. AP – report from Pam Atwood and AR from Jane Farrell.  
12 Frank distributed updated reports (through 5/31/15) that he had prepared with Pam –  
13 include a P&L, Balance Sheet, Income spreadsheet (with receivables from Jane). He  
14 explained changes he had made for reporting purposes – consensus that new format  
15 makes it easier to understand income vs expense trends. As of 5/31/15, 32.89% of  
16 proposed budget spent. There will be more fine-tuning and spreading annual income  
17 and expense budgets out on a monthly basis. Frank said it appears more people are  
18 conserving water so projected usage income may be less than anticipated. Commission  
19 may need to consider billing options so that fixed costs are covered by the flat fee.  
20 Commissioners expressed their appreciation of Frank’s work on this.  
21 Jane had no abatements or adjustments other than follow on Kathryn  
22 Carmichael property. Ms Carmichael attended May meeting and commissioners agreed  
23 to waive late penalty and hold off collection of bill for one of two services at her Pine  
24 Valley Street property until Mike inspected the service and confirmed whether meter  
25 reads correct or if there was other problem and report back today. Ms. Carmichael  
26 hadn’t contacted Mike to schedule an inspection visit; neither have Mike’s attempts to  
27 contact Ms. Carmichael by phone been successful. Commissioners authorized clerk to  
28 send a certified letter requesting Ms Carmichael to set up visit asap, otherwise entire bill  
29 will be due in full and shut-off proceedings will ensue if there is no response.  
30 (Note: clerk stated that this is same property as Ewing’s are considering buying.)
- 31 5. Follow up – Wage Committee – Job Description – Joanna reported that she had not  
32 found an actual job description for the water superintendent’s position but that she and  
33 Pam (Atwood) had forwarded any info they had to the commissioners and to Mike.  
34 Frank had contacted various towns in the area and prepared a summary of how they  
35 compensate their water superintendent. The summary will be forwarded to Harry  
36 Dailey of the Wage Committee.

## WILTON WATER WORKS

Thursday June 25, 2015

6:30 PM Town Hall Courtroom DRAFT MINUTES APPROVED 7/23/15

- 37 6. Superintendent's report – Mike Bergeron
- 38 a. A leak at a Clark Court service was discovered and repairs are underway.
- 39 b. Backflow Inspection status – Mike reported that backflow letters Joanna mailed
- 40 has resulted in about ½ responding and units tested so far. Letter from DES
- 41 citing last year's failure to test and submit reports in timely manner submitted to
- 42 record. Mike said Clerk's letter, his spreadsheet and WWW doing testing itself
- 43 will help ensure compliance this year. Mike to provide a spreadsheet showing
- 44 test history on a monthly basis ... expects summer testing to be done by August.
- 45 c. DES Conservation Plan – Mike & Frank – nothing new to report.
- 46 d. Update – dam – H.T.E. Eric Teale sent concept drawings to WWW in March and is
- 47 waiting for commission's response. Mike to get cost to implement ' the concept
- 48 drawings and follow up as needed. When all info is available, a joint meeting of
- 49 WWW and Selectmen will be scheduled.
- 50 e. Update - Emery & Garrett / Quinn Reclamation – report from Dan Tinkham –
- 51 June 22, 2015 (see 4 pg pdf). Commissioners have questions about 'reference
- 52 points.' Frank to invite Dan to next meeting for detailed explanation of findings.
- 53 f. Meters / hydrants, etc – On a motion by Bill, seconded by Steve, purchase of two
- 54 boxes of meters was unanimously approved. Three new hydrants are to be
- 55 purchased at this time as well.
- 56 7. Miscellaneous – superintendent – Randy Dunn needs water service shut off while he
- 57 makes repairs in his home; shut off will be done with highway department assist as the
- 58 shut off is difficult to access / maneuver.
- 59 Frank entered letter from FRES into record – letter authorizes WWW to shut off
- 60 domestic service if bills become delinquent. Mike is coordinating with FRES contractor
- 61 and WWW will spec the shut off valve – a Mueller wheeled valve is recommended.
- 62
- 63 8. New Business:
- 64 Develop budget for the dam
- 65 Frank presented letter from DES giving kudos to WWW – will be posted at town hall.
- 66 Frank suggested an open house at the pump station this summer – good for PR
- 67 Frank will follow up on / inquire about Pennichuck's services letter.
- 68 9. Next meeting: July 23, 2015

69 There being no other business, the meeting adjourned at 8 PM.

70 Respectfully submitted,

71 Joanna K Eckstrom, Clerk