

**WILTON WATER WORKS  
MONTHLY MEETING  
THURSDAY, APRIL 28, 2016 @ 4:00 pm (special time)  
TOWN HALL COURTROOM  
Minutes DRAFT APPROVED 5/26/16**

1 WILTON WATER WORKS held its monthly meeting on Thursday, April 28, 2016  
2 in the Town Hall Courtroom at a SPECIAL time – 4:00 PM. Present were  
3 commissioners Steve Elliott, Frank Edelblut and Kermit Williams; superintendent  
4 Mike Bergeron; clerk Joanna K Eckstrom; former commissioner Bill Condra. Tax  
5 Collector Jane Farrell and a Russell Street water user joined the meeting after it  
6 was called to order. Bill payments were authorized as needed prior to opening  
7 the meeting. Agenda was as follows:

- 8  
9 • **Call to order:** Commissioner Steve Elliott (senior commissioner) called  
10 meeting to order at 4:03PM.
- 11  
12 • **Elect new chairman:** Mr Williams nominated Mr Edelblut but it was  
13 determined that Mr Elliott is 'next in line' for the position. As Elliott is not  
14 chairman of any other board for 2016-2017, there is no conflict for him to  
15 serve. Mr Williams withdrew nomination and nominated Mr Elliott; Mr  
16 Edelblut seconded the nomination. By unanimous vote, Steve Elliott was  
17 elected Chairman of WWW for ensuing term.
- 18  
19 • **Public Input and comment – None –** however, as commissioners had  
20 discussed paying Eversource bills without required two signatures, Ms  
21 Eckstrom suggested that a formal vote be taken. A motion by Mr  
22 Williams, seconded by Mr Edelblut - to authorize that, to avoid fees and  
23 potential shut off, the selectmen's assistant shall pay the two monthly  
24 Eversource accounts (not to exceed \$50 / \$1500 respectively) ~~per budget~~  
25 ~~line items 41007-2000~~ without two signatures. The vote was unanimously  
26 approved; it was noted that WWW would effectively authorize payment  
27 after the fact. Eversource is only vendor to whom authorization applies.
- 28  
29 • **Minutes from March 24, 2016 -** On a motion by Mr Elliott, seconded by  
30 Mr Williams, minutes were approved as written; Mr Edelblut abstained as  
31 he did not attend this meeting.
- 32  
33 • **Accounts Payable** (Town Office report) – Caitlin e-mailed reports –  
34 expenses in order. There were questions about 'chemicals' line item but,  
35 per Mike Bergeron, there is nothing unusual here.
- 36  
37 • **Accounts Receivable –** tax collector report – noted that 1<sup>st</sup> quarter 2016  
38 bill has been mailed and folks should have received by now. Of the older  
39 periods, any amounts that are outstanding are mostly related to bank-  
40 owned properties. Jane explained that most of these services are off (no  
41 usage) but these will be collected when property is sold.
- 42

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43 A question was raised about letter (received in Caitlin's office) in which  
44 HUD (new owner) requested curtailment of all charges for water (and  
45 sewer). It was determined that Collector's office to respond (as usual). It  
46 is impractical to shut water off, discontinue all charges – customer would  
47 be charged a shut off fee and then charged again when service resumes.  
48 In the meantime, customer is *always* responsible for quarterly service fee  
49 (now \$28); if no water used, unlikely to be billed for usage (\$3.25 per 1000  
50 gallons). If Caitlin gets other letters like this, it should be referred to Jane.

51  
52 Jane requested a waiver of late fees for a customer who is working with  
53 Selectmen to resolve paying property taxes; on a motion by Mr Williams,  
54 seconded by Mr Edelblut, the commissioners unanimously agreed to  
55 waive \$120 in late fees as long as payment of the regular charges is made  
56 promptly. Jane will relay this to customer.

57  
58 A Russell Street customer appeared to request waiver / abatement of late  
59 fees on her bill. She lost her job and has been struggling to keep up with  
60 bills. Was prepared to pay bill (cash) today. A motion was made by Mr  
61 Elliott, seconded by Mr Edelblut to waive \$60 in late fees as long as  
62 payment of regular charges (\$146) was agreed to unanimously. Customer  
63 thanked commissioner and promised to keep current as she's able going  
64 forward and let WWW know if there's a payment issue.

65  
66 • **Collection Procedure** (bills for hookups, etc from Town Office) – Caitlin  
67 sent this document to WWW for review; will follow up next month.

68  
69 With reference to an invoice to Trans Aero Freight Inc from January 16,  
70 2013. Mike recalled incident; Ms Eckstrom will prepare a collection letter  
71 for review by WWW.

72  
73 Commissioners agree that steps must be taken to ensure that invoices  
74 (generated by superintendent) are followed up in a timely manner.

75  
76 • **Accounting comments** – Mr Edelblut did not have an annualized  
77 statement this month but he is working with staff to make reporting clearer  
78 including knowing what is Due To / Due From on regular basis.

79  
80 • **Discussion – application for water hook-up** - continue to next month  
81 with template that Melissa Schultz made for WSD.

82  
83 • **Superintendent's Report – Mike Bergeron** meters have been read and  
84 first quarter bills released. Mike has been replacing meters as needed;

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85 several damaged due to freeze ups - customer is being billed. Backflow  
86 testing has begun.

87

88 Clean up / painting at pump station is 99% complete.

89

90 Question raised about determining age of pipes (in ground) ... some of  
91 this info may be captured. In 1904, cast iron was used for pipes; various  
92 compositions throughout. It was suggested that Dawn Tuomala might  
93 have some info (written) available; Charlie McGettigan a good resource  
94 but nothing in writing.

95

96 Mr Williams asked when data for CCR was collected? Data on the 2016  
97 report (included with recent bill mailing) is result of 2015 testing. Testing  
98 for lead and copper is required to be done in 2016; results will be in report  
99 that is released at this time next year. Per Mike, there are no problems or  
100 failures with Wilton water. Mr Williams suggested that some federal grant  
101 money may be available – if WWW were to get grant, funds could be used  
102 to test for MTBEs, etc. Mr Williams to keep on top of this.

103

104 Mr Edelblut left the meeting at 5:25.

105

106 • **Reservoir and Dam Update** questions raised (by Mr Williams) of status of  
107 repair or upgrade. Selectmen have been discussing this. Ms Eckstrom  
108 thought last time WWW formally discussed was in summer 2015 (she will  
109 look in minutes to confirm). Mike said Eric Teale report outlines options  
110 but they're expensive. Mike will contact Eric to confirm what is needed.

111

112 Questions asked about whether people can (legally) use reservoir for  
113 recreation; dogs permitted? is area / buildings secure?

114

115 • Other / New Business – info meeting on 5/2 for old police rooms remodel.

116

117 *Next meetings:*

118 *WWW Meeting – Thursday, May 26, 2016*

119

120 There being no other business, meeting adjourned at 5:55PM

121

122 Respectfully submitted,  
123 Joanna K Eckstrom, Clerk

124

125 Transcribed April 30, 2016