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**Wilton Sewer Commissioners
Regular Monthly Meeting
Thursday, April 18, 2013 6:30 PM
Building Inspector's Office Town Hall
DRAFT MINUTES**

7 The Wilton Sewer Commissioners held their regular monthly meeting on April 18, 2013
8 at 6:30 PM in the Building Inspector's Office at Town Hall. Present were Commissioner
9 Tom Schultz and newly appointed Commissioners Tom Herlihy and Chris Carter; Public
10 Works Director Steve Elliott and Clerk Joanna K Eckstrom.

11
12 The following agenda items were heard:

- 13
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- 15 • **Call to order** – In the absence of a chairman, Mr. Schultz called the meeting to
16 order at 6:33 PM. Copies of the tentative agenda, previous meeting minutes and
17 an RSA for sewer connections from DES were distributed.
 - 18 • **Review and Approve Minutes of March 21st** Mr. Schultz noted that he is the
19 only Commissioner who attended the March 21st meeting. Ms. Eckstrom said
20 she had received confirmation / approval by e-mail of these minutes from former
21 commissioners Jim Tuttle and John Jowders. Mr. Schultz moved to accept the
22 minutes as written with the caveat that any specific changes he relayed to the
23 clerk by e-mail on April 5th be incorporated. (Ms. Eckstrom confirmed that no
24 changes to the minutes were needed.)
 - 25 • **Review and approve payables** Mr. Schultz described the accounts payable
26 protocol for the new commissioners. All payables need to have two commission
27 signatures / initials in order for a bill to be paid. Commissioners can come to
28 town hall and sign payables whenever they have a chance; if theirs if the second
29 signature, bill document should be put in folder for Mary and Pam so bills can be
30 paid promptly. Instead of account numbers, a descriptive line item name should
31 be used. Any bill that is not clear or is potentially controversial should be held
32 for discussion by the commissioners as needed.
 - 33 • **Receive all public comment and input.** Mr. Schultz asked that this item be on
34 agenda to allow for comment from citizens, general public. No one attended; no
35 general comments from anyone in attendance.
 - 36 • **Discuss Pump Station Labor with Highway Department / Road Agent** Steve
37 Elliott's official title was corrected to Director of Public Works. Mr. Schultz
38
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40

41 explained that several meetings ago, former Commissioner Tuttle raised concern
42 that swipe cards (time cards) didn't reflect sufficient time to complete the tasks
43 listed in the 'Pump Station Job Description' and questioned if the work was being
44 done. Mr. Elliott was invited to this meeting to address this. Mr. Elliott said that
45 although people from his department do the work, they do it after their regular
46 duties are complete and they are not under Mr. Elliott's supervision or direction at
47 this time; they are working for the Sewer department. Mr. Elliott added that
48 neither he nor the workers had seen the 'job description' before. (According to
49 Former Commissioner Tuttle, the job description had been a hand-written
50 document; but the one that Tuttle gave to the commissioners last month and
51 mailed to Mr. Elliott is the word document.)

52
53 Mr. Carter questioned who is responsible for workman's comp, etc. Mr. Elliott
54 repeated that it's Sewer department responsibility. Mr. Carter asked if pay is
55 'straight time?' No, it's time and a half (at employee's regular rate) because work
56 is in addition to the regular schedule and they're moving between departments.

57
58 At one time, Dennis Maki would do the work himself; when Mr. Elliott saw what
59 Mr. Maki was doing, climbing down into a hole, Mr. Elliott insisted that this is a
60 two-man job. Men needed 'confined space' training, equipment. For a time, it
61 was two men at a half hour each per day at time and a half but it's become a
62 minimum additional hour per day. All Mr. Elliott does is keep track of hours, turns
63 in to Mary (payroll) and time gets billed to sewer department. Mr. Elliott believes
64 that the two pump stations are checked five times a week by the two-man team
65 and a half hour is spent at each station. Men use their own vehicles, own
66 phones, etc. When called to emergencies, they also use their own vehicles, etc.

67
68 It was thought that the job description (in hand-written form) may be something
69 that Dennis Maki had seen but no one seemed familiar with the word document
70 and questioned where it came from and when it might have been 'adopted'.

71
72 Mr. Carter recalled that when he was Road Agent, he and Mr. Maki had
73 discussed 'confined' space work. Mr. Carter asked if crew had breathing
74 apparatus? It's available (at Fire Department) but not sure if / when it's used.

75
76 Commissioners agreed that this is their responsibility to address with the men.
77 Mr. Carter suggested that one (or all) commissioners go out with the two-man
78 team to see what's done and make changes as needed to the job description to
79 ensure both the workers' safety and sewer system operation. *Mr. Carter and Mr.*
80 *Herlihy will schedule time to go out with the 2-man crew at earliest opportunity.*

81 Mr. Schultz said he didn't have a problem about the work and wanted the record
82 to reflect his commendation to Ken Pellerin for his prompt response to a power
83 outage and problem in front of the library. Mr. Schultz added that Mr. Tuttle was
84 concerned because an outside party (vendor) saw anti-freeze leaking on the floor
85 at one station, not the crew that is supposed to be checking things daily.

86
87 Mr. Elliott confirmed for the record that the two-man team notifies him when they
88 find a problem at the pump station; Mr. Elliott calls the sewer commissioners and
89 anyone else who needs to respond.

90
91 *Ms. Eckstrom to update the 'call list' for the sewer and water departments.*

- 92
93 • **Discuss Maple Street Project and Fieldstone Bid Proposal Status.** Mr. Elliott
94 expressed concern that the Maple Street sewer project calls for the highway
95 department re-surfacing budget to pay for part of the project. He needs to have a
96 better understanding of what's being done so that he can schedule his crew and
97 Brox (paving). He also spoke with Water Superintendent Mike Bergeron – they
98 both think that water improvements should be made at the same time. Thinks
99 this should be a joint project of water and sewer. Mr. Schultz invited Mr. Elliott to
100 next week's water department meeting but he is not available.

101
102 Mr. Elliott asked if this was ever considered as a joint project. Mr. Schultz didn't
103 think so but he had spoken with Mike Bergeron who would like to replace as
104 many water services as possible while the trench is open. Ms. Eckstrom
105 reminded the commission that property owners had been sent a letter to have
106 Mr. Bergeron come into their basements to determine what type of pipe exits or
107 comes into the basement. This info was requested so that it could be on the
108 engineering plans.

109
110 Both Mister Schultz and Mr. Herlihy had spoken with Chad Branon, Fieldstone
111 Engineering earlier in the day. The Sewer department has to get a waste water
112 permit from the state (Sharon Knall is contact) before he put it out for bid. Mr.
113 Schultz has the final plans (dated Jan. 31, 2013). One thing that the state might
114 be concerned about is the zig-zag (deflections) and small number of manholes.
115 State could require more straight runs and more manholes.

116
117 Speaking via phone conference call tonight, Mr. Branon said Mr. Tuttle tried to
118 keep costs down by following existing lines and utilizing existing manholes.
119 Deflections are not usually allowed on new systems but may be okay on old
120 systems.

121 Mr. Carter asked what is normal distance between manholes - 300-400ft. Mr.
122 Branon said distance here should be okay – scale of the drawing is deceptive.
123 Mr. Carter asked if a manhole should be placed at the elevation drop. All felt that
124 more manholes would make maintenance, repairs easier. Mr. Branon said
125 manholes can be added, plans changed if that's what board wants. Cost of
126 structures is \$5k-\$7K per manhole; plus a few hundred dollars to add to plans.

127
128 Mr. Carter asked how long it would take state to respond. Mr. Branon said that in
129 this case, you're making an improvement, not expanding the system so
130 discharge permit is not really needed. From his conversations with Ms. Knall, Mr.
131 Branon did not think that state review would take too long.

132
133 *Mr. Herlihy and Mr. Carter will meet with Mr. Branon as soon as possible at the*
134 *job site to review plans and consider changes. Every effort will be made to have*
135 *everything done so that plan can go to state for permit, bids sought and project*
136 *undertaken when school is out as originally planned.*

137
138 • **Review any Sewer billing issues with Town Clerk.** Jane Farrell, Tax
139 Collector, presented a list of accounts needing adjustments or abatements.
140 These were unanimously approved.

141
142 Ms. Farrell said that she and Mr. Bergeron will be meeting with the representative
143 from Tighe Sales to go over the new 2" meter. Combined sewer and water bill
144 for first quarter 2013 will go out shortly.

145
146 Ms. Farrell said that outstanding sewer bills will be liened in June. SUMA's 2011
147 bills were not liened due to an oversight on her part.

148
149 Mr. Carter asked whether department made or lost money in 2012. Answer was
150 not clear. Mr. Herlihy asked whether customer bill is based on (flow) amount
151 Wilton pays to Milford. Answer amount paid to Milford has been higher partly
152 because of infiltration on Maple Street; to anyone's knowledge, there hasn't been
153 a correlation done between flow / charge from Milford and number of users. User
154 fee is flat rate of \$220 per year.

155
156 • **Discuss Maple Street Sewer Bond Status.** There is no update on this although
157 the bonds have been discussed at recent Selectmen's meetings. *Mr. Schultz will*
158 *follow up on this.*

159

- 160 • **Discuss Sacred Heart Church Connection Status.** A letter was sent to Sacred
161 Heart Church regarding their not being connected to sewer system. They have
162 60 days to respond (by end of May). Ms. Eckstrom found the RSA that requires
163 users to connect to municipal system if located with 100 feet of system. Sewer
164 department can waive the requirement but needs to determine whether existing
165 septic was put in after January 1, 1985. As there is still time for the Archdiocese
166 to respond, there was no action taken on this.

- 167
168 • **Discuss any other business to come before the Board.**

169
170 In recognition of his 14 years of service on the Water Commission, Mr. Schultz
171 moved to nominate Mr Herlihy as Chairman, seconded by Mr. Carter. Motion
172 carried unanimously. Commissioners agreed that a person should serve as chair
173 for one year and that a new chairman be named annually.

174
175 Martha Greene, SUMA Realty Trust appeared before commission to request an
176 abatement of interest only on sewer bills for 2011 and 2012. Ms. Greene
177 explained that she had just sold property in Dublin; she got far less than asking
178 price but wants to settle her accounts. Said things have been difficult. The
179 commissioners agreed unanimously to abate interest on the bills and be
180 responsible for the principal amount only. (Estimated to be \$1038.) Ms. Farrell
181 and Ms. Schultz will be notified of the abatement.

182
183 Ms. Eckstrom said she normally e-mails draft minutes for commissioners to
184 review and comment before they are posted. This is done as a courtesy ...
185 please reply by Monday so that draft minutes can be timely posted.

186
187 The commissioners agreed that they will meet on the next to last Thursday of
188 each month until further notice.

189
190 There being no other business, the meeting was adjourned at 8:10 PM.

191
192 Respectfully submitted,

193 Joanna K. Eckstrom Clerk

194 Wilton Sewer Commissioners – Tom Herlihy Chairman, Tom Schultz and Chris Carter

195
196 Transcribed 4/20, 2013