

1 **Wilton Sewer Commission - Monthly Meeting, Thursday, July 11, 2013**

2 **DRAFT MINUTES**

**APPROVED AS WRITTEN 8/8/13**

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4 Wilton Sewer Commission held its regular monthly meeting on Thursday, July 11, 2013 in the  
5 Town Hall Courtroom. Present were commissioners Chairman Tom Herlihy, Tom Schultz and  
6 Chris Carter; Clerk Joanna K Eckstrom.

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8 **Mr. Herlihy called the meeting to order at 6:35 PM.** No public present, no public comment.

9  
10 **Minutes of June 20<sup>th</sup>** – Mr. Herlihy made one correction, line 22 insert ‘up’ to read ‘hook-up  
11 fee.’ Mr. Schultz moved, Mr. Carter seconded to approve the minutes as corrected; unanimous.

12  
13 **Nathan Ball – Ball Design Build – development of 304 Gibbons Hwy, D-99, approx. 24 acre**  
14 Not Present – defer to next meeting.

15  
16 **Status Backback-charge to New England Pipe / Eastern Pipe for Island Street Work** – info  
17 obtained from Pam Atwood. Mr. Carter said the company only one willing to do project and  
18 there may have been some reciprocal agreement related to camera work. Initially, they cut out  
19 three services; now there’s seven. Mr. Carter suggested getting their rep in to clarify contract  
20 before pursuing recovery of expense or scheduling any more work. Mr. Carter to arrange.

21  
22 **Maple Street project** - Mr. Herlihy will follow up with Fieldstone Engineering re: what  
23 additional services will be needed from them and at what cost. Mr. Carter will have day to day  
24 contact.

25  
26 **Status of reimbursement from sewer project bond** - per Joe Torre, Budget Committee  
27 representative – town has bond money; begin disbursements as needed by end of July.

28  
29 **Phone Meeting – Mission Communications ...** John Champlin, Champlin Associates phoned  
30 in to discuss services provided in Mission Communications alarm system installed at pump  
31 stations by AD Instruments. Per his e-mail, Pump 1 Run and Pump Run 2 at Mill Street pump  
32 station isn’t active. It would be good to have info; when hooked up, no additional charge  
33 (covered in annual fee).

34 Mr. Carter asked if most pump stations have flow charts; Champlin – mostly on major systems  
35 like Milford. Carter – is there a portable meter that can be used? Yes, they are ‘clamp-on’ type.  
36 Champlin suggested that commissioners log in to 123mc.com for more info on the Mission  
37 system. Mr. Schultz will follow up as needed with Mission; Mr. Carter will follow up with Rural  
38 Water to & Sewer to come to meeting and explore potential grants to purchase meters.

39  
40 **Decision - sewer hook-up / connection fee for the Riverwalk 16 unit development.**

41 Commissioners agreed there is no waiver of the connection fee for the project. Connection fee is

42 \$900 confirmed via minutes from March 2013. Connection fee is payable as each unit is  
43 connected. Clerk to send letter to Mr. Quinn about this. Also will let Town Office staff know  
44 that sewer connection fee is \$900.

45

#### 46 **Accounts Payable and YTD expenditures**

47 Several routine bills were approved for payment.

48 Mr. Tuttle and Mr. Jowders stipends will be paid at end of year in December.

49 Brief discussion about YTD expenditures – on target with budget.

50

#### 51 **Accounts Receivable**

#### 52 **Sewer billing issues / abatements Jane Farrell, Tax Collector**

53 One customer at Eastview requested waiver of late fees. Ms. Farrell to handle.

54 **YTD Revenue** – Ms. Farrell updated on this; outstanding sewer bills as of 12/31/12 will be  
55 lienied soon so department will receive this money; with lien process, town assumes collection of  
56 outstanding bills.

57 Sewer / Water bills for June reading should go out by end of July.

58

#### 59 **Update Pump Station Labor and Safety**

60 It was noted that Mike Bergeron is no longer doing calibrations for sewer equipment. (He had  
61 been asked to do calibrations by former commissioner, Bob Duquette.) It was suggested that Mr.  
62 Bergeron introduce himself to Dave Boucher at Milford Wastewater Treatment facility.

63 Mr. Herlihy confirmed that insurance company conducts training sessions but not certification  
64 programs. Training sessions are free. The insurance rep will call back with schedule.

65

66 Mr. Carter moved, Mr. Schultz seconded that, as a pre-requisite for working for the sewer  
67 department, highway department employees need to have Hepatitis A and Hepatitis B shots. The  
68 inoculations will be paid for by the sewer department. Motion carried unanimously.

69

70 Mr. Carter will follow up with Paul Lemire, Innovative Security, for keying sewer department  
71 properties.

72

#### 73 **Update Maple St Project –**

74 Mr. Carter confirmed with Brett and Brenda, new owners of Draper building, that site can be  
75 used for equipment storage during project – rent is \$500 per month payable by the contractor  
76 hired to do the project.

77 Mr. Schultz moved, Mr. Carter seconded that Landsite Corp., Jennings Excavation, Pichette  
78 Brothers Construction, Busby Construction, Frank Merrill Construction and Mathewson  
79 Construction be asked to submit bids per Fieldstone's specs, for the project. Unanimous.

80 Bids should be submitted by July 31<sup>st</sup> so that an award can be made, project begin by second  
81 week in August. Mr. Herlihy will follow up with Chad Branon, Fieldston on details.

82

83 **Milford-Wilton Inter-municipal Wastewater Agreement** - Commissioners attended the July  
84 9 meeting in Milford and found it productive; good to meet Milford colleagues. The agreement  
85 is 95% same as before but, due to changing state guidelines, additions were made.  
86 Commissioners agreed that this has nothing to do with Wilton Water Department. Ball is in  
87 Milford's court to get attorneys together to finalize agreement before Wilton sewer commission  
88 signs. A good idea for not put in the sewer system. Example is on the Milford website.

89  
90 **Energy proposal** – Mr. Schultz unable to follow up but will do so for next meeting.

91  
92 **Other business** –

93 Per Mr. Herlihy, state has Ok'd plan by Holden Engineering to hire Zimba (an outside  
94 contractor) to fabricate hangers needed on Island Street bridge. Zimba to remove old and install  
95 new. Mr. Herlihy moved, Mr. Carter seconded to authorize Holden Engineering to hire Zimba to  
96 fabricate, remove and replace / install hangers at cost not to exceed \$5,000 – unanimous.

97  
98 Mr. Herlihy shared info about a 'muffin grinder' that can go into a sewer line; it's a way to  
99 reduce bulk of sewage before it gets to Milford system. Could result in cost-savings and as it  
100 reduces or eliminates need to clean screens, is a way to keep sewer employees from having to go  
101 into hole to do this. Blades need to be sharpened every year. Suggestion that sewer department  
102 buy three units – one for each pump station and a spare. Mr. Herlihy to follow up on cost.

103  
104 Refund to Dennis Viens, a motion by Mr. Schultz, seconded by Mr. Herlihy to refund \$1600 to  
105 Dennis Viens carried unanimously. Mr. Herlihy to apprise Pam Atwood of this.

106  
107 Mr. Carter suggested that the sewer department create a work order form for the highway  
108 department. He will follow up with Ms. Atwood.

109  
110 Next meeting August 8, 2013.

111  
112 There being no other business, the meeting adjourned at 8:50 PM.

113  
114 Respectfully submitted,

115  
116 Joanna K. Eckstrom, Clerk