

1 **Wilton Sewer & Water Commission Work Session MINUTES**
2 **January 17, 2013 - 6:30 PM - Building Inspector's Office**
3

4 Wilton Sewer and Water Commissioners met in the Building Inspector's Office for a joint Work
5 Session. Present were Sewer and Water Commission Chairman Jim Tuttle, Sewer and Water
6 Commissioner Tom Schultz, Sewer Commissioner John Jowders, Water Commission Dan
7 Hastings; Clerk Joanna K. Eckstrom. Jim called the meeting to order at 6:35 PM.
8

9 Dan said he's had trouble opening word, excel files. From now on, clerk to use .pdf format.
10

11 Jim distributed a report on water chemicals, etc. - year-end total seemed high. The report is
12 for informational purposes going forward with discussions about rate increases. Jim said money
13 may be available from DES grants that would facilitate department bringing in help to do studies
14 (camera work) similar to sewer projects that could identify problem areas in the system. A letter
15 to Rural Water Works will start the process.

16 Jim handed out drafts of Sewer and Water Department for Town Report. They're due by 2/1;
17 Doreece is eager to have sooner. Commissioners to review, send corrections to Clerk ASAP.
18

19 **2013 sewer and water rates**

20 Jim handed out scenarios for water rates (using his bill); similar to previous discussions and
21 info at public hearing; includes scenarios for sewer rate increases. Tom said that whatever rates
22 are, they must be justified. Jim explained his calculations. On sewer, there's question of
23 whether this increase is subject to public hearing process. No, because sewer is part of town
24 unlike water department. Jim repeated Tom's statement that rate increases must be justified.
25 John recalled discussing sewer rates but thought rather than raising, commission wanted rates
26 based on water usage. Jim said reason he put a 'flat' fee increase on sewer was to get both
27 commissions thinking about new rates overall. Jim also explained increases for hydrants and
28 sprinklers.

29 The final combined water / sewer bill (water readings at end of December) is expected to go
30 out in late January / early February. Due date for this bill would be 30 days after issue.

31 Any new rates will not go into effect until 2013 (meter reading expected late March). Both
32 commissions will review scenarios; to be discussed in greater detail at the February meeting.
33

34 **Dakota Group (Pine Valley Mills) project**

35 Tom notes there's been lots of e-mail on this. At Jim's request, Clerk prepared a 'will serve'
36 for Marc Daigle / Jordan Johnson. The letter acknowledges simply that Wilton Water Works
37 will provide water for 50 residential units proposed at 37 Wilton Rd., Milford. Water
38 commissioners signed the letter which will be e-mailed and post mailed to Jordan Johnson.

39 At Jim's request, clerk also prepared letter to Dakota Partners which revises Marc Daigle's
40 one-page 'agreement' and puts it in the water commissions' terms. This draft incorporates Jim's
41 and Tom's comments, corrections in it. There was discussion of how the \$60K payment from
42 Dakota would be recorded. Joanna asked for clarification and consistency in how the legal name
43 should be recognized / titled in the letter. It was generally agreed that it be "Wilton Water

44 Works (by) the Wilton Water Commission.” Corrections were made as needed (to file on clerk’s
45 laptop); letter to be ‘finalized’ and ready for the commissioners’ signatures at the January 24th
46 meeting. (Dakota Partners will be on agenda on the 24th; there will not be a special meeting.)
47

48 **2013 budget updates (Maple Street sewer project)**

49 Tom said last e-mail had sewer budget number at \$218,708. (Payments on sewer bond per
50 warrant article will need to be added to final budget.)

51 Joe Torre sent an e-mail with both departments’ budgets just before tonight’s meeting; some
52 minor changes; bottom lines affected by warrant. (Tom to forward copies to clerk for file.)

53 Budgets are in different formats; current water is \$332,257. Jim said that numbers are
54 incorrect. Need to reconcile / agree on budgets with Joe.
55

56 **Other business**

57 (1) discussion needs to be had, a letter written to Catholic Diocese about sewer problems
58 at Sacred Heart Church. This issue was raised through / by the community center committee.

59 (2) – Maple Street 2011 water repair bills.
60

61 **Budget Committee Meeting** - at 7:35, commissioners went to Budget hearing for discussion on
62 sewer bond warrant article. Joanna requested permission from Cary Hughes to record session.
63 Jim was asked about impact on sewer rates from bonding. Department discussed rate increase
64 even before Maple St project came along. Users pay cost; new bond replaces an old bond that
65 was retired in 2012; any rate increase minimal; wouldn’t go into effect until Jan, Feb, Mar.
66 period is ended. Sewer department doesn’t have reserves to pay for project, so bond is needed.

67 Joe Torre got rates for a bond (up to \$220K). Treasurer, Mark Whitehill, and other Budget
68 committee, recommended getting proposals for 10-15-20 year bonds with level payments. Sewer
69 dept agrees – level payments, shorter term less impact on rates. Joe to follow up on Jan. 18th.
70

71 **Return to work session** - Jim, Dan, John and Joanna.

72 At budget meeting, water commissioners signed request to Treasurer to initiate transfer of
73 money for capital reserve accounts, effective Jan. 24, 2013.

74 Remaining bills were signed as needed.

75 Letter to Milford Water Utilities deferred until Jan. 24th. This is Annual Report stating
76 Wilton’s commitment to complying with local, state, federal standards for waste water treatment.

77 Joanna asked that any additions to Jan. 24th be sent to her by Tuesday, Jan. 22nd.
78

79 There being no other business, the meeting was adjourned at 9:00 PM

80 Respectfully submitted,

81 Joanna K. Eckstrom, Clerk

82 Transcribed 1/20/13