

## Wilton Sewer Commission – Regular Meeting Dec 11, 2014

### DRAFT Minutes APPROVED Jan 8, 2015

1 The Wilton Sewer Commission held its regular meeting Thursday, December 11, 2014  
2 at 6:30 PM in the Building Inspector's Office. Present were Commissioners Tom Herlihy  
3 Chairman, Chris Carter and Tom Schultz; Clerk Joanna K Eckstrom; and for a short  
4 time, Joe Torre, Budget Committee liaison.

5 \* **Call to Order** Mr Herlihy called the meeting to order at 6:30.

6 \* **Public input and comment** None

7 \* **Minutes of November 13, 2014** on a motion by Mr Schultz, seconded by Mr Herlihy,  
8 the minutes, with one typo corrected, were approved – Schultz and Herlihy Yes, Carter  
9 abstained.

10 \* **Accounts Payable** – report through 11/30/14 – not available; Latest figures are  
11 through Oct 31, 2014 as shown on the proposed 2015 budget.

12 A bill for \$1900 from Silas Little for legal work relative to the Inter-municipal  
13 agreement has been received as will be paid in December. Other payables were  
14 approved for payment.

15 \* **Accounts Receivable** 3<sup>rd</sup> billing status; abatements; bill frequency discussion.

16 Third quarter bills have been released and are due on 12/22. There was no  
17 report for income to date.

18 A request for an abatement of sewer late fees from the second quarter billing for  
19 customer account #13000 (16 Maple St #4) was reviewed. Customer claimed she  
20 hasn't received bills at her PO Box for last two billing cycles. On a motion by Mr  
21 Schultz, seconded by Mr Herlihy, abatement of sewer related late fees only from the  
22 second quarter billing was approved in a 2:1 vote. Water related late charges have  
23 been / will be addressed by Wilton Water Works. In the future, town office has agreed  
24 to e-mail this customer her bill (besides mailing to PO) so she is assured of timely  
25 delivery of the bill.

26 As there has been no cost analysis yet, no discussion was had about changing  
27 billing frequency for sewer bills.

28 \* **2015 Budget presentation to Budget Committee** The Commissioners expressed  
29 concern that changes had been made to 2015 Sewer budget to which the department  
30 does not agree or finds unclear. In particular is the handling of bond payment, principal

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31 of which should come from bond surplus. Department doesn't know what surplus  
32 amount is; if money is being used for principal payment, there should be an 'income'  
33 item to offset the expense. These questions will be addressed later in evening when  
34 Sewer Commissioners present to Budget Committee.

35 \* **GIS Mapping** – anything new? Water Works has authorized purchase of iPad and  
36 software and Mike Bergeron will begin 'mapping' of water system soon. Mr Carter said  
37 there will be a GIS training session in Concord on Jan. 7, 2015 that he plans to attend.

38 \* **Pump Station, System report; interdepartmental business** pump station  
39 generators will have their annual service done soon (Souhegan Generator); Mr Carter  
40 will coordinate this.

41 Mr Carter questioned whether Pump Station Labor proposed for 2015 is enough  
42 – this was deemed adequate for two people working five hours each week.

43 \* **Sewer Ordinance Update** – continue as needed; examples, technical specs, etc  
44 from Inter-municipal agreement need to be referenced.

45 \* **Wilton Falls – Police Station sewer line** continue as needed.

46 \* **Milford-Wilton Inter-municipal Wastewater Agreement** – ready to be signed by  
47 Wilton Sewer Department however, there is still reference to the Water commission that  
48 is 'holding up' final execution of agreement.

49 \* **'Estimated' bills from Milford –follow up?** Mr Schultz will contact Milford Finance  
50 department to confirm its process for rendering 'estimated' bills.

51 Mr Herlihy to coordinate with Milford Water & Sewer to attend their next  
52 meetings.

53 All agreed that if there is a refund due, commissioners should determine how to  
54 use funds for repairs, etc. to the sewer system.

55 \* **2015 projects** projected income? Update from GSRWWW A meeting with GSRRW  
56 hasn't been set yet but according to Mr Carter, Vinnie M says there's a lot of grant  
57 money available for sewer projects.

58 • Other:

59 Stipend issue has been resolved

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60           Concern about Mill Street and Intervale Road Pump Stations, at annual cleaning  
61 of wet wells by Triple A Pump (who has serviced the department for 26 years), they  
62 found that one of the pumps is cavitating, not working as efficiently as it should – this  
63 pump is temporarily shut down. All the pumps are about the same age and Triple A is  
64 going to examine them all in the next few days as they do the annual wet well cleaning  
65 to confirm pump status and learn if any are in danger of failure and need to be replaced.

66           Mr. Schultz went on record to say that, before any order is placed, he insists that  
67 at least three RFQs be obtained.

68           Mr Carter said that the department has done business with Triple A for 26 years  
69 ... he trusts their recommendations for what may need to be done. If a unit fails,  
70 department does have the time to seek three bids.

71           A disagreement ensued; the parties resolved their differences.  
72 There being no other business, Mr. Herlihy called for adjournment at 7:45 PM; the  
73 Sewer Commissioners then made its presentation to the budget committee.

74 **Next Meeting:       Regular Meeting - Thursday, January 8, 2015**

75

76 Respectfully submitted,

77 Joanna K Eckstrom, Clerk