

**TOWN OF WILTON SEWER DEPARTMENT
MONTHLY MEETING THURSDAY, AUGUST 6, 2015
TOWN HALL COURTROOM
DRAFT MINUTES**

1 The Wilton Sewer Commission held its regular monthly meeting on Thursday, August 6,
2 2015 at 6:30PM in the Town Hall Courtroom. This meeting was held one week earlier
3 than usual to accommodate commissioners' vacations.

4 Present were commissioners Tom Herlihy (chairman); Tom Schultz and Chris Carter;
5 Clerk Joanna K Eckstrom. The following agenda was observed:

6 1. Call to order – Mr Herlihy called meeting to order at 6:35 PM

7

8 2. Public Input / Comment - none

9

10 3. Minutes of May 14, 2015 – motion by Mr Schultz, second Mr Herlihy, minutes
11 approved unanimously. (Mr Carter did not vote as he wasn't present 5/14/15.)

12

13 Minutes of June 11, 2015 – motion by Mr Schultz, second by Mr Carter, minutes
14 approved unanimously. (Mr Herlihy did not vote as he wasn't present @
15 6/11/15.)

16

17 Minutes of July 9, 2015 – motion by Mr Carter, seconded by Mr Herlihy, minutes
18 approved unanimously. (Mr Schultz did not vote as he wasn't present @ 7/9/15.)

19

20 4. AR – Trial Balance from 8/6 shows that \$77,112 was billed for 2nd Qtr 2015; with
21 previous billings and collections, outstanding AR is \$64,291.55. If billings /
22 collections go according to plan, there should be no more year-end deficit.

23

24 No significant feedback on status / success of flyer. Consensus is that any info
25 that can be passed on to customers is useful. Commissioners intend to continue
26 PSAs as budget permits.

27

28 AP – Report through 7/23 available. On target although contract services may
29 appear 'off'. Eastern Pipe bill to be paid. Clerk to send note to Pam to remind
30 her that August Bond payment needs to come from surplus – not operating.

31

32 5. Waterpoint Network & GIS Mapping, iPad – Need to confirm that Waterpoint
33 knows that WSD signed / approved their contract. iPad was purchased; water
34 superintendent will be asked to set it up. There was discussion about who would
35 be doing the mapping ... there needs to be two people to do it: one to 'map',
36 other to maintain traffic safety. Herlihy and Carter will discuss with Steve Elliott.
37 Mr Carter asked about numbering system to be used – thinks there are 600
38 manholes throughout town – mapping needs to be planned. Carter to ask Brad

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39 Whitefield (Milford) how they did it. It is estimated that mapping could take two –
40 three weeks if an itinerary and manpower were in place.

41
42 6. Milford - follow up – copy of signed intermunicipal agreement? Mr Herlihy gave
43 clerk hard copies for file. There is a signature page but hard copies still show
44 them as ‘draft’; Mr Herlihy to follow up with Milford for a digital file of the final
45 document.

46
47 7. Status – system report – Mr Carter – Project at Wilton Pressed Metals is
48 complete; paving to be done next week; electrical panel work done by Travis
49 Blanchette.

50
51 Tremont / Livermore Street project is underway. There is question of easement
52 near Bob Paro property; preference is for sewer line to go around a tree at site.

53
54 Christine Skelly’s Pine Valley Street service was roto-rooted from house to street;
55 roots also found in street area. Eastern Pipe will be contacted to flush and
56 camera at the street. Status of area from Putnam Street to Skelly’s at Pine
57 Valley Street needs to be looked at further.

58
59 8. Updates to ordinance – Mr Herlihy is continuing to do updates on his hard copy.

60
61 9. Other / New: Mr Schultz got call from Jeff Abbott about costs of new sewer (and
62 water) service. Water is on-line; Clerk to confirm where sewer info is and get it
63 on-line. Current ‘tie-in’ fee for sewer is \$900. Customer responsible for work
64 from street to building and may also be responsible for work done in street to
65 make the service available. (The info is available in the Sewer Ordinance but
66 Ordinance needs to be updated.)

67
68 Harry Daley – Wage Committee asked Mr Schultz about job descriptions for
69 sewer works. As sewer department has no employees of its own, task of making
70 job descriptions will be deferred to DPW superintendent.

71
72 10. Next Meeting Thursday, September 10, 2015

73
74 There being no other business, meeting adjourned at 7:40PM

75
76 Respectfully submitted,
77 Joanna K. Eckstrom, Clerk