

**TOWN OF WILTON SEWER DEPARTMENT
MONTHLY MEETING THURSDAY, Dec. 10, 2015
TOWN HALL COURTROOM 6:30PM
DRAFT MINUTES**

1 Wilton Sewer Commission held its monthly meeting on Thursday, Dec. 10, 2015 at the
2 Town Hall Courtroom. Present were commissioners Tom Herlihy Chairman, Chris
3 Carter, Tom Schultz; Clerk Joanna K Eckstrom; Tax Collector Jane Farrell.

4 The following agenda was observed:

- 5 1. Call to order: Chairman Herlihy called meeting to order at 6:30 PM
6
7 2. Public Input / Comments - NONE
8
9 3. Minutes November 12, 2015 – On a motion by Mr Carter, second by Mr Herlihy,
10 minutes were approved as written – 2 yes; Mr Schultz abstained.
11

- 12 4. Accounts Receivable – Jane Farrell presented income statement through 12/7.
13 Appears there may be a ‘surplus’ of income vs expenses for 2015.
14

15 Mr Carter asked for opinion on waiving sewer usage fee for town departments,
16 particularly Fire Department. Jane said Fire department is billed for two sewer
17 units; and from water, two units; department also has sprinkler and backflow.
18 Consensus for time being is to leave as is – no abatements or waiver of fees.
19

- 20 5. Accounts Payable – Pam Atwood’s report through November 30, 2015 reviewed;
21 report doesn’t include November labor. Expenses in order as budgeted. Mr
22 Carter is getting at least two quotes and will spend about \$6800 in new
23 equipment for a spinner snake (and accessories) per the 2015 budget.
24

- 25 6. 2016 Budget – Budget was presented to Selectmen; goes to Budget Committee
26 later this evening. (Note: may be modified if there is response from Scott Clang,
27 GSRWWA, on special reserve account and final figure from Milford’s audit.)
28

- 29 7. Adjustment of charges from Milford – no response yet.
30

- 31 8. Waterpoint and GIS Mapping intern - Carter and Chief Hautenen working on this.
32

- 33 9. System report and walk-around – Carter reports that outstanding projects are
34 complete. Recommends that Sewer Department get a lockable storage unit to
35 keep at highway garage. Electric snake being purchased can be kept there.
36 Chris also learned that Milford’s jet cleaner is being replaced. The old unit (on a
37 trailer) may be available to Wilton. Chris will explore costs.
38

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39 10. Ordinance updates – Tom Herlihy gave clerk his hard copy edits to input.
40 Document will be sent to commissioners via e-mail for further edits.

41
42 11. Follow up - A Sewer application form is being used – cream colored form at town
43 office. Question remains of whether the \$50 or \$75 permit / application fee is
44 being charged along with the \$900 tie-in fee. Consensus that the Building
45 Inspector be trained / certified to do sewer installation inspections; permit /
46 application fee could be used to cover building inspector's expenses for this.
47 Currently, Chris Carter has been doing installation inspections.

48
49 Revisions to the Master Plan as prepared by Camille Pattison, NRPC and Mr
50 Herlihy and Ms Eckstrom on 12/7 were approved. Mr Carter will get an updated
51 equipment list for the report during the week of Dec. 14th.

52
53 12. Other business: Sewer Department – Annual Report for Town Report –
54 commissioners agreed that clerk should write the report and circulate it among
55 the commissioners for approval.

56
57 13. Next meetings: December 10, 2015 – Budget Committee – 8PM – Fire Station
58
59 January 14, 2016 – WSD regular meeting ... as Mr Herlihy will be in Florida
60 beginning on Dec. 30th and for the next 3 or 4 months, Mr Herlihy will 'attend'
61 meetings via conference call. Meetings are still open to the public. Also, Mr
62 Herlihy moved, Mr Schultz seconded and it was unanimously agreed that Mr
63 Carter serve as WSD Chairman as needed during Herlihy's time away.

64
65 There being no other business, the meeting adjourned at 7:45. Commissioners and
66 clerk went to Fire Station for Budget Committee meeting.

67
68 Respectfully submitted,
69 Joanna K Eckstrom, Clerk

70
71 Addendum:

72 Mr Herlihy and Ms Eckstrom presented the WSD proposed 2016 budget to Budget
73 Committee. At Cary Hughes request, Rick Swanson (Selectman and Sewer
74 Department liaison for budget) will speak with Silas Little about language for WSD's
75 setting up a reserve account.