

**TOWN OF WILTON SEWER DEPARTMENT**  
**Monthly Meeting Thursday, March 17, 2016**  
**6:30PM Town Hall Courtroom or Building Inspector Office**  
**DRAFT MINUTES**

1 Wilton Sewer Commission held its regular meeting on Thursday, March 17, 2016 at  
2 6:30 PM in the Building Inspector's Office. Present were Commissioners Chris Carter  
3 and Tom Schultz; as he is out of town, Commissioner Tom participated in the meeting  
4 by telephone; Clerk Joanna K Eckstrom; and Tracy and Sean Ewing – user/customers.  
5 The meeting proceeded as follows:

- 6 1. **Call to order** – Acting Chairman Chris Carter called meeting to order at 6:40 PM.
- 7 2. **Public Input/Comment** – Sean and Tracey Ewing attended meeting to request  
8 an abatement of the quarterly sewer user fee for their two-family property at Pine  
9 Valley Street. They explained that one unit is occupied but the other unit is being  
10 remodeled and there is no water going into the unit, hence no water / sewage  
11 exiting. They have paid the 4<sup>th</sup> quarter 2015 bill but were requesting relief until  
12 the unit is occupied again. On a motion by Mr Carter, seconded by Mr Schultz,  
13 the commissioners unanimously agreed to abate the 4<sup>th</sup> quarter 2015 user fee  
14 (\$90) and waive the \$90 user fee on the next bill (for Jan. 1- March 31, 2016).  
15 Customers are happy with this relief and will notify WSD of status of property  
16 before the second quarter 2016 sewer bill is rendered – (if unit still unoccupied,  
17 they will need to seek another waiver or will be responsible for bill.)
- 18 3. **Elect new chairman** – on a motion by Mr Schultz, seconded by Mr Carter, Tom  
19 Herlihy was unanimously elected Chairman of Commission for ensuing year. It  
20 was further agreed that Mr Schultz would serve as Acting Chairman until Mr  
21 Herlihy's return in May.
- 22 4. **Minutes February 11 and March 1, 2016** – on motions by Mr Schultz, seconded  
23 by Mr Carter, the February 11 and March 1 minutes as written were unanimously  
24 approved.
- 25 5. **Accounts Receivable** – Jane Farrell's Collector's Trial Balance Report from Jan  
26 1 – March 15, 2016 was reviewed. There is currently \$17,529.06 outstanding  
27 from 2015 billings. Report was accepted.
- 28 6. **Accounts Payable** – Caitlin Martin / Pam Atwood report from Jan 1 – March 17  
29 was discussed. Of note is that report shows income (from collector, etc) as well  
30 as WSD expenses to date. Commissioners agreed that this report is more  
31 comprehensive than in past and, per Mr Carter, town office will continue to  
32 provide reports that have greater detail.

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33 Mr Herlihy reminded colleagues that the WSD should put in writing (create a  
34 policy) what expectations are for WSD Income and Expenditures and should also  
35 re-affirm that no payments, including payroll, are to be made without WSD  
36 approval.

37 With reference to payroll, Ms Eckstrom showed sample of her time sheet that is  
38 submitted every two weeks and explained how she accounts for her time. On  
39 town reports from Pam Atwood, payroll doesn't always coincide to an exact  
40 month (but balances at the end of 26 pay periods). Ms Eckstrom will send copy  
41 of time sheet to WSD commissioners for approval; she hoped that this would not  
42 hold up processing of a paycheck and was assured this wouldn't be an issue.

43 7. **Discussion of when WSD will pay Milford \$8K** from 2014 was deferred until  
44 Mr Herlihy's return (commissioners will meet about payment arrangement).

45 Mr Schultz noted that the regular monthly payment to Milford was incorrectly  
46 distributed; correction has been made to record.

47 8. **System report** – Per Mr Carter, pump station pump is not back yet but is  
48 expected in a few days; did not require rebuild but did need impeller.

49 At Mill Street, cap over the wet well is falling apart – needs to be re-cemented.  
50 Will do work when weather ok to pour fibre cement. Quote has been obtained  
51 from Peter Pellerin Masonry for about \$2500 to do all Mill Street station repairs.  
52 Mr Carter will also get quote from Dan Hastings. Mr Schultz prefers to use local  
53 contractors wherever possible. Repairs at Mill Street station to be discussed  
54 again in April.

55 Mr Carter got quote for finishing Maple Street project – 315 feet of pipe – from  
56 Dale White - \$43,865. Mathewson had quoted \$68K for same job. Mathewson  
57 to be asked to re-bid as his quote is several years old.

58 Mr Schultz asked about need to replace manhole covers. Mr Carter says this  
59 can wait until July.

60 9. **Discussion – audit** of Sewer Commission records by Town's accounting firm  
61 (Roberts & Greene) WSD is scheduled at Selectmen's meeting on Monday,  
62 March 21<sup>st</sup> – Mr Herlihy to be on conference call. Consensus is that WSD ok for  
63 Roberts and Greene however, WSD is still adamant about having its own  
64 independent audit done, especially to go back further than R&G is suggesting.  
65 Mr Schultz noted that his tally of Jane Farrell's figures shows \$117K in town's  
66 favor but those figures are unclear as to how 30 year bond was accounted for.

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- 67       10. **Discussion – audit** by firm selected by Sewer Commissioners – at WSD  
68             commissioners’ request, Clerk to get quotes from 3 or 4 local accounting firms.
- 69       11. **Discussion – sewer department bookkeeper options** – Mr Carter has spoken  
70             to Mary Guild and Ms Eckstrom about bookkeeping for WSD. Ms Eckstrom  
71             suggested that whomever is selected should have software that’s compatible  
72             with town’s accounting software. Expect that bookkeeping could take 5 to 10  
73             hours a month but depends upon ‘job description’. At the very least, person  
74             should prepare manifest. Misters Herlihy and Carter will further explore this;  
75             further comment will be sought from Misses Guild and Eckstrom as well.
- 76       12. **Discussion - follow up on Scott Clang suggestions** – Ms Eckstrom was given  
77             the go ahead to adapt Scott’s sample policy to Wilton Sewer Department’s  
78             needs. She stated that 2 to 3 hours work might be needed.
- 79       13. **Other / New Business** – sewer/water connection application Mr Carter found  
80             original application. Copies will be made available for town hall.
- 81       14. **Next meeting** – Thursday, April 14 – Building Inspector John Shepardson to be  
82             on agenda.
- 83       There being no other business, the meeting adjourned at 8:00PM.
- 84       Respectfully submitted,
- 85       Joanna K Eckstrom, Clerk