

**TOWN OF WILTON SEWER DEPARTMENT**  
**Monthly Meeting Thursday, May 12, 2016**  
**6:30PM Town Hall Courtroom**  
**DRAFT Minutes APPROVED 6/9/16**

1 Wilton Sewer Commission held its regular meeting on Thursday, May 12, 2016 at 6:30  
2 PM in the Courtroom. Present were Commissioners Tom Herlihy (Chairman) and Tom  
3 Schultz; Clerk Joanna K Eckstrom; Building Inspector John Shepardson. Commissioner  
4 Chris Carter was unable to attend.

5 The agenda was as follows:

- 6 1. **Call to order** – Chairman Herlihy called meeting to order at 6:30PM.
- 7 2. **Public Input/Comment** A Russell Street sewer customer attended meeting to  
8 personally request relief on her overdue sewer bills as she had been out of work  
9 for several month and had fallen behind. Clerk noted that the customer visited  
10 water commission for relief on WWW bill, which was granted. A motion by Mr  
11 Schultz, seconded by Mr Herlihy was unanimously approved to waive late fees of  
12 \$30.17 and allow customer to make partial payments of the \$356 balance due  
13 without penalties. The ‘agreement’ was confirmed by note on customer’s bill that  
14 was given to Jane Farrell, Collector.
- 15 3. **Minutes April 21, 2016** - A motion by Mr Schultz, seconded by Mr Herlihy to  
16 approve the minutes as written passed unanimously.
- 17 4. **Building Inspector, John Shepardson** was called upon to discuss how his  
18 department might assist sewer department with inspections, permits, etc. John  
19 currently inspects placement of gas lines, gas tanks, underground electric and  
20 thought he could add sewer to job. As it has been needed, John has observed  
21 Bill McKinney (Nashua Building Dept Director) in the process and can continue to  
22 call upon him again. It was also suggested that John could observe Milford  
23 sewer department on an inspection, a good idea because WSD ties into the  
24 Milford system. John will do some research on inspections per BOCA and how  
25 his undertaking this work for WSD would be compensated. Ms Eckstrom noted  
26 that per the Sewer Ordinance, new customers are supposed to be responsible  
27 for an application / permit fee (\$50 residential or \$75 for commercial) as well as  
28 the tie-in / connection fee of \$900. The application / permit fee might be a way to  
29 compensate Building Inspector.
- 30 5. **Accounts Receivable (collector’s report)** – Jane’s report was reviewed and  
31 found to be in order. Of note is that 1<sup>st</sup> quarter 2016 sewer bills have been  
32 issued (\$76,752) and \$35,078 has been collected. Bills are due 5/20.

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33 Jane noted that the Melting Pot/Roam Café building is being converted from a  
34 commercial to a single family home. In behalf of customer, Jane asked for WSD  
35 to reduce number of sewer units being billed from six to one. She gave  
36 precedent as a Pine Valley two family home that was reduced from two units to  
37 one while remodeling is underway. Commissioner Schultz expressed concern  
38 that change from commercial to residential causes a significant drop in income.  
39 Even though property has not been used for more than six months, sewer  
40 department was never apprised and property was most likely advertised as  
41 commercial property. Clerk explained that property is no longer for sale, owner's  
42 daughter and son in law are converting it to residential use. Permission to do the  
43 conversion is not required by planning or zoning; that could be reason that water  
44 / sewer weren't contacted. Consensus that building owner / occupant come to  
45 next sewer commission meeting to plead case before entire board. Jane will  
46 convey this.

47 **6. Accounts Payable – Monthly report** – through April 2016 – concern that some  
48 line items are nearly exhausted. While repairs need to be made in a timely  
49 manner, 'preventive' maintenance can be scheduled when funds are readily  
50 available. The three commissioners will get together to determine a protocol for  
51 scheduling preventive maintenance and give closer scrutiny to all items to be  
52 charged to Contract Services, especially those over \$1K.

53 Expense Detail report to be reviewed to confirm expense codes are correct.

54 Both commissioners present tonight expressed concern that WSD still does not  
55 have definitive account of all expenses paid out in 2015 and what surplus or loss  
56 there may be from 2015 income vs expense.

57 A motion by Mr Schultz, seconded by Mr Herlihy to authorize Caitlin Martin /  
58 Selectmen's Assistant to pay three Eversource and one Verizon account as  
59 noted on a 'Recurring Invoice Preapproval' form was unanimously approved.

60 **7. Accounting Issues – collection policy, sewer connection form, etc**

61 Caitlin Martin's suggested collection policy was accepted.

62 Sewer Connection form – (Melissa Schultz) – same format can be used but  
63 because policies / fees are different, it is suggested that WSD and WWW have  
64 own form. WSD will further review (MS') sample form and make decision next  
65 month.

66 **8. Discuss / set appointment w/Milford for 2014 bill** Mr Herlihy to contact Dave  
67 Boucher to discuss how to pay as expense not in 2016 budget.

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68 9. **Discuss audit (meeting with Selectmen 5/25/16 6PM** – all commissioners and  
69 clerk to attend. A ‘summary of surpluses and deficits’ was left for Mr Carter but it  
70 is not clear who prepared this. It is not clear also whether audit is done or still  
71 pending.

72 10. **System Status** – deferred – Mr Carter not present

73 11. **Review – meeting for north end remodel** – meeting 5/2 - Clerk attended as did  
74 John Shepardson, Kermit Williams, Steve Elliott, Jane Farrell, Alison Meltzer,  
75 Dan Scully. Alison showed tentative plans. Biggest need for all is storage – how  
76 much documentation must be kept, for how long, etc. Input taken from  
77 departments that use area. Dan and Alison to update plan; in meantime,  
78 departments should get archive questions answered.

79 12. **Other / New Business** Waterpoint (64 seconds) Network Agreement signed;  
80 clerk to get agreement back to vendor.

81 13. **Next meetings:**

82 Wed May 25 – w/Selectmen and audit team @ 6PM

83 Thursday, June 9, 6:30 PM Regular meeting

84

85 There being no other business, meeting adjourned at 7:45PM.

86

87 Respectfully submitted,

88 Joanna K Eckstrom, Clerk