

TOWN OF WILTON SEWER DEPARTMENT
Monthly Meeting Thursday, July 14, 2016
6:30PM Town Hall Courtroom
Minutes DRAFT

1 Wilton Sewer Commission hold its regular meeting on July 14, 2016 at 6:30 PM in the
2 Courtroom. Present were Commissioners Tom Herlihy (Chairman), Chris Carter and
3 Tom Schultz; Clerk Joanna K Eckstrom; Building Inspector John Shepardson; and
4 members of public / customers Joan Lemire, Tim Simpson and Tracy Ewing.

5 The following agenda was observed:

- 6 • **Call to order** Chairman Herlihy called meeting to order at 6:30 PM
- 7 • **Joan Lemire** – billing adjustments at 10 Main Street (yellow block – Skybridge
8 Café) and 33 Main Street (real estate office and former C&S Pizza) as requested
9 in letters of June 21, 2016. (Joan has requested similar relief from Wilton Water
10 Works.)

11 Joan noted that C&S space has been vacant since September 2015; space is
12 for rent but might not be rented again as a restaurant. Seeks reduction to
13 number of sewer units from three to one, with credit for billings since vacant.

14 In Skybridge space, tenant expanded to adjacent unit; since two spaces are
15 occupied by same tenant, customer requests bill for one sewer unit only.

16 Mr Schultz felt that even though it is vacant, the C&S space is still set up as a
17 restaurant so the three unit billing should remain until such time as the
18 occupancy ‘permanently’ changes as happened next door at Roam Café’. That
19 property was converted from commercial / restaurant (six sewer units) to a single
20 family residence with one sewer unit.

21 Number of sewer units at restaurants on town sewer are usually based on
22 number of table / seating.

23 As the Café is predominantly ‘take-out’, Mr Herlihy suggested a visit to observe
24 customer rest room use. Mr Carter asked Ms Lemire to ask Café to evaluate
25 same. Joan said that she recently had lunch at a table, sitting for almost an hour
26 and that no one used the rest room.

27 When asked about the Water Works response to Joan’s requests, Ms
28 Eckstrom said that WWW is taking it under advisement before it responds.

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29 WWW will look for a written policy about how restaurants are assessed for water
30 units. WWW has invited Joan to next meetings while the issue is being resolved.

31 Commissioners said they hoped to respond to customer's request by the next
32 meeting. Joan left.

33 Commission continued the agenda; revisited Joan's request later (see minutes)

34 • **Tim Simpson** – billing question 47 Main Street (former Roam Café) – Tim and
35 Hannah Perkins began (10/11/15) to permanently convert the restaurant into a
36 single family residence, and reduced number of sewer units from six to one. The
37 WSD had acknowledged this but due to a miscommunication they were billed for
38 the six units on the 4th quarter 2015 statement instead of one unit. Jane Farrell
39 attended the meeting, confirm the error and that accounting for this property's
40 sewer units is now correct. On a motion by Mr Carter, seconded by Mr Schultz,
41 commissioners unanimously agreed to abate \$450 of 4th quarter 2015 sewer bill.

42 • **Public Input/Comment** – Tracy Ewing apprised commission that there is no
43 change in status to building she is renovating; will advise as progress is made.

44 • **Building Inspector John Shepardson** - has 'connected' with Tim Herlihy of the
45 Milford building department and is 'shadowing' on sewer installation inspections.
46 He hadn't asked Wilton Selectmen yet for guidance on doing such inspections for
47 new Wilton sewer installations. Will keep WSD apprised as needed.

48 John told commissioners about an inquiry he had from an RV owner who
49 asked about disposing septage into Wilton sewer system via his house's service.
50 Tom Herlihy will review Wilton Sewer Ordinance to confirm permissibility but
51 suggested it would be quicker and less risky to the household service to drive the
52 RV to the Milford facility and dispose there (free to Wilton customers).

53 • **Minutes June 9, 2016** – at Mr Carter's request, correction was made to line 44,
54 striking "\$4K to \$12K" and replacing with "\$2850 (Pete Pellerin) to \$6892 (Dan
55 Hastings)". A motion by Mr Schultz, second by Mr Carter, to accept minutes as
56 corrected, passed unanimously.

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- 57 • **Accounts Receivable** (Collector's Report) – reviewed; noted that issuance of 2nd
58 quarter 2016 bill is imminent
- 59 • **Accounts Payable** – reviewed and there is a question of whether distributions to
60 particular line items are correct – i.e bond interest is included as a budget item
61 line 41012 / 6220 - (\$8712) – there's -0- expense shown there but expense detail
62 report line 41024 shows that \$5822.20 has been paid out in 2016. Going
63 forward, clerk will be sure that expense detail report is printed (or at least easily
64 retrievable) at meetings. Commissioners will review P&L and detail to be sure
65 that items are categorized correctly.
- 66 • **Audit – balance sheet** – Stan Greene – report through June 30 was available
67 however, everyone had difficulty understanding the report and why there is only
68 \$1579.69 in the WSD checking account. Clerk will invite Stan to come to next
69 meeting with the July 31 balance sheet and explain report.
- 70 • **Update** – Milford Bill – Misters Herlihy and Carter are on Milford 7/19 agenda.
- 71 • **System Status** – Mr Carter said there is potential new customer on Gregg Street
72 at Joan Tuttle's property where a four bay garage may be converted to a two
73 bedroom home.
- 74 Mr Carter updated commissioners on Intervale pump – relays fixed; timer was
75 stuck; repairs made by AAA pump at no additional expense to latest invoice.
- 76 • **Other / New Business – Hellyn Egan** – In a letter from Dawn Tuomala dated
77 July 14, the WSD was apprised that Ms Egan is subdividing her property on
78 Robbins Road and Gibbons Highway and is requesting confirmation from WSD
79 that sewer service is available at this location. Ms Eckstrom spoke with Dawn
80 earlier in the day and thought that both sewer and water 'stubs' had been
81 located.
- 82 Commissioners reviewed the plans submitted with Dawn's letter and confirmed
83 that, whether or not sewer stubs are there, new services can be added because
84 the sewer line is already on Gibbons Highway and Robbins Road. Clerk will
85 confirm this to Dawn and let Planning Board know same as needed.

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86 **DOT & Paving** – looking for guidance on planned sewer work that might be
87 impacted State paving to be scheduled in 2017. Mr Carter will look into this and
88 discuss with commission at next meeting (which is just before the 8/19/16
89 response date).

90 **Sacred Heart church** – clerk asked if any updates on this as there have been
91 internet articles on it. Commissioners confirmed that rectory is connected to the
92 Wilton Sewer system but that the church building isn't yet; any new use of the
93 building will require a sewer connection being made.

94 **Joan Lemire requests – continued** – Mr Herlihy asked that the commission
95 make a decision tonight. Sewer Commissioners unanimously agreed to do so
96 and will send a letter to Joan and to Jane Farrell with the decision.

97 **33 Main Street**, beginning with the current bill (for April 1 to June 30, 2016), you will be
98 charged for one sewer unit (\$90 per quarter charge) at the Joan Lemire Real Estate office and
99 one sewer unit (\$90 per quarter charge) at the vacant C&S Pizza location (formerly charged for
100 three units). There is to be NO adjustment to prior billing periods referenced in your letter of
101 June 21, 2016.

102
103 For quarterly billing periods of July 1st on, you will be billed for one unit per quarter at the real
104 estate office and one unit per quarter at the former C&S Pizza location until the space is rented
105 to a new tenant. You are to notify the Wilton Sewer Commission promptly / within 30 days of
106 renting the C&S space at which time the sewer department will evaluate the number of sewer
107 units needed by the new tenant and bill accordingly.

108 **10 Main Street**, there will be NO change to the number of sewer units in the building regardless
109 of the number of spaces occupied by the same tenant. You will continue to be billed for one unit
110 each at the original restaurant (#18) AND the adjacent space (#19) for a total of two sewer units
111 at Skybridge Cafe.

112 NOTE: Two unit billing per quarter is LESS than that normally charged for other restaurants on
113 town sewer service - three at WHOP, three at the former C&S Pizza and six at the former Roam
114 Cafe.

115 • **Next Meeting** – August 11, 2016

116 There being no other business, the meeting was adjourned at 8:15 PM.

117

118 Respectfully submitted

119 Joanna K Eckstrom, Clerk