

**TOWN OF WILTON SEWER DEPARTMENT**  
**Monthly Meeting Thursday, August 11, 2016**  
**6:30PM Town Hall Courtroom**

1 DRAFT MINUTES

2 Wilton Sewer Commission held its regular meeting on Thursday August 11, 2016 at  
3 6:30 PM in the Town Hall Courtroom. Present were Commissioners Tom Herlihy  
4 (Chairman), Tom Schultz, Chris Carter (arrived at 6:50); Clerk Joanna K Eckstrom;  
5 Town Administrative Assistant Pam Atwood; Town Accountant Stan Greene.

6 The following agenda was addressed:

- 7     • **Call to order** Meeting called to order at 6:32 by Chairman Herlihy
- 8     • **Balance Sheet** – Town Accountant Stan Greene explained the balance sheet  
9       that he had prepared as of June 30, 2016. He said that a balance sheet is a  
10       ‘snapshot’ in time and that Due To TOW and Due From TOW are an  
11       accumulation of many years’ worth of income / expense records. Commissioner  
12       Schultz understood this but said that WSD is more interested in the actual  
13       amounts billed and collected each quarter vs actual amount of budget spent so  
14       that WSD knows where it stands on a regular basis. Clerk questioned amount in  
15       Checking Account at June 30<sup>th</sup> - \$1579.69 – Stan said that Pam Atwood (or other  
16       person with access to info) could provide actual balance in checking account  
17       whenever requested. Stan thought it would be helpful to WSD to have reconciled  
18       balance. WSD decided that it doesn’t need balance sheets every month;  
19       quarterly is ok as long as P&L is provided on a regular monthly basis. Stan is  
20       very willing to work with WSD so that each commissioner understands the  
21       reporting. It was noted that a July balance sheet would show that unpaid 2015  
22       sewer bills have been liened: WSD will have been paid for liens by the Town –  
23       about \$7300. Going forward, WSD will be charged \$50 per balance sheet.

24       Mr Carter noted that it is important for WSD to have good records of income vs  
25       expenses as the info enhances grant opportunities. Pam, (Caitlin Martin), and  
26       Stan will continue to work with WSD on accounting questions as needed.

- 27     • **Part Time Labor time sheets** – Pam Atwood prepared a new time sheet to be  
28       used to record part-time labor. Those reporting Part-time labor (Ken Pellerin,

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29 Mike Bergeron, etc) will be advised that, in order to be paid timely, the work or  
30 project must be authorized / approved by Mr Carter before time sheet is turned  
31 in. Time sheet to have Herlihy or Schultz signature imprint but needs Carter's  
32 original signature or verbal okay. Blank time sheets were signed; Chris will take  
33 care of distribution to affected employees.

34 • **Public Input / Comment** None

35 • **Minutes of July 14, 2016** – motion by Mr Schultz, second Mr Carter, minutes of  
36 July 14 were unanimously approved as written.

37 • **Building Inspector John Shepardson - update as needed** Nothing to report.

38 • **Accounts Receivable (Collector's Report)** Commissioners signed warrant for  
39 the second quarter 2016; bills due August 19. Report reviewed and accepted.

40 • **Accounts Payable** – P&L at July 31, 2016 was reviewed. 58% of year is  
41 complete; spent 45.1% of proposed budget. Chris will review expense detail to  
42 confirm that items are distributed correctly.

43 • **Update** – Milford Bill – follow up from 7/19 meeting – Misters Carter and Herlihy  
44 attended this meeting; they explained (to Milford) that bill was so late, WSD  
45 never could put in 2016 budget and can't pay. Milford apologized for delay in  
46 audit, late bill. Audit of 2015 is due soon (Sept 1); don't know whether result will  
47 be another bill or a credit. In any case, interest on the 2014 bill is waived; Milford  
48 is ok with a payment plan. Consensus of WSD to pay Milford in full with any  
49 surplus from 2016 collections.

50 The new bond in Milford is \$75K – capital improvement. Project dates have  
51 changed; not sure how this impacts WSD.

52 • **System Status**

53 DOT & Paving - planned sewer work 2017 vv State paving – Mr Herlihy will send  
54 e-mail to DOT.

55 • **Other / New Business** –

56 47 Maple St (Sacred Heart Church) – sewer connection (applicant at ZBA) – ZBA  
57 case continued to 8/16 when full ZBA can hear case. Mr Carter questioned if

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58 sewer may be connected to church; staining of pipe has been observed. Carter  
59 will attend ZBA.

60 With regard to sewer department participation in retirement plan (MB), this  
61 will be looked into further to see how other departments handle this.

62

63 • **Next Meeting – September 8, 2016**

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65 There being no other business, the meeting adjourned at 8:05PM.

66 Respectfully,

67 Joanna K Eckstrom, Clerk

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