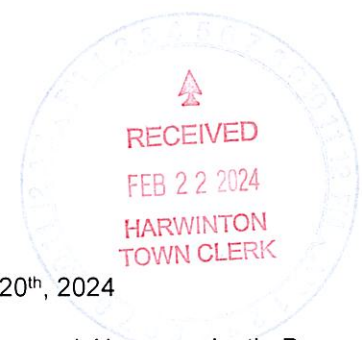


HARWINTON WPCA REGULAR MEETING
Tuesday, February 20th, 2024 6:30 p.m.



A meeting of the WPCA Board was held on Tuesday, February 20th, 2024

Members present: Laurie Mosley - Chair, Glenn McGrane, Gene Daily, Lorrie Little – Excused Absence, Justin Downes – Public Works Director

Call to Order

Ms. Mosley called the meeting to order at 6:30 p.m.

Public Participation – None at this time.

Approval of Minutes from Previous Meeting

The minutes from the last meeting were reviewed. **Mr. McGrane made a motion to approve the minutes as written from the previous meeting held on November 14th, 2023. Mr. Daily seconded. All in favor; Motion carries.**

Monthly Financial Report

The Monthly Reports from November, December, 2023 and January, 2024 were reviewed. Discussion ensued. The Executive Assistant will confirm the dollar amount transferred from the matured CD that was closed and transferred to the STIF account on February 1st, 2024.

Old Business:

- **Flow Reports** – Flow Reports were presented by the Executive Assistant for November and December, 2023 and January, 2024. Discussion ensued about the Clearview transponder failure shortly after the last calibration in October 2023; Since October 26th, 2023 the meter has been running continuously and reading the same number with no fluctuation. **Mr. Daily made a motion for the Executive Assistant to reach out to NCI per the recommendation of the Public Works Director to have the Clearview Meter fixed based off the results from the last calibration which took place in February, 2024 when it was determined that there was a bad transponder that needs to be replaced. Mr. McGrane seconded. All in favor; Motion carries.**
- **I & I – Wright Pierce** – The Executive Assistant shared the update with the Board. The required DOT & DEEP paperwork has been completed and the project is ready for execution; the Executive Assistant will stay in close contact with Wright Pierce for the next step which is to advertise for the RFP.
- **Annual Sewer Bill** – The bill was shared by the Executive Assistant. Discussion ensued. **Mr. Daily made a motion to pay the bill. Mr. McGrane seconded. All in favor; Motion carries.**

New Business: None at this time.

Correspondence –

- The Executive Assistant shared the monthly bills.
- The 7th (Building G) Bumper Brook application/fee and the connection fee payment has been received. **Mr. Daily made a motion to accept the application & connection fee. Mr. McGrane seconded. All in favor; Motion carries.**
- The Executive Assistant shared that Ms. Little has resigned from the alternate seat and would like to fill the vacant full seat. **Ms. Mosley made a motion to appoint Ms. Little as a full seated member. Mr. McGrane seconded. All in favor; Motion carries.**
- Ms. Mosley is going to reach out to Ed Tousy, the Torrington WPCA Director about the installation of a flow meter at Bumper Brook Estates if it is necessary or if the usage can be determined by the water company flow readings.

Call for Adjournment – Ms. Mosley made a motion to adjourn the meeting at 7:27 p.m. Mr. McGrane seconded. All in favor. Motion carries.

Minutes submitted by WPCA Executive Assistant: Jen Bucci