

## HARWINTON WPCA REGULAR MEETING

Tuesday, October 11, 2016

Town Hall, 7:00 p.m.

Present: James Clavette, Gil Roberts, Glenn McGrane

Absent: Christopher Janco

### 1. **Open Meeting-establish quorum**

Chairman Jim Clavette opens the meeting at 7:02 p.m with members Gil Roberts, Jim Clavette and Glenn McGrane being seating and a quorum is established. Each member sets their name for the record; Diane Becker, the WPCA Clerk is also present.

Proceedings are being audio recorded.

### 2. **Approve minutes of previous meeting – 6/14/16**

Meeting minutes from June 14, 2016 were reviewed.

**Motion** to approve by Jim Clavette seconded by Gil Roberts and Glenn McGrane, passing unanimously.

### 3. **New clerk introduction and proposal of office hours (Wednesdays 4:00 – 6:00p)**

Diane Becker, the newly hired WPCA clerk presents a brief introduction and proposes Wednesday evening as official posted office hours to be accessible to the public.

**Motion** by Jim Clavette to approve office hours, seconded by Gil Roberts and Glenn McGrane, passing unanimously.

### 4. **Bills**

**Motion** Jim Clavette, second by Glenn McGrane and Gil Roberts to approve payment of the following bills, passing unanimously.

Eversource - \$10.46 for September, 2016 \*

WPCA Clerk - 23.75 hours from 9/13/16 – 10/11/16 plus the anticipated hours for Oct. 12, 13 (and 14 if necessary) to file meeting minutes/download voice recording; locate reports; research board member term expiration dates and WPCA forms to be posted on website. Timesheet to be submitted Monday, October 17, 2016.

### 5. **Review member appointments for town meeting in December**

WPCA Board Members are appointed by the Board of Selectman during the annual town meeting.

Official date for next town meeting has not yet been posted.

The slot formerly held by Sal Falzone is open due for reappointment in 2017.

Gil Roberts plans to resign effective December, 2016.

Current chairman James Clavette will remain on the board as a regular member.

Reviewed candidates and will notify First Selectman of vacancies to be filled.

**6. Notify 1<sup>st</sup> Selectman of any vacancies not filled**

Seat vacancies for Sal Falzone as well as Gil Roberts, a new Chairperson and 2 alternates. First Selectman to be notified of all vacancies.

Unanimously agreed.

**7. Meeting Schedule for 2017**

WPCA 2017 regular meeting dates established for every 2<sup>nd</sup> Tuesday of each month except February, July, August and December.

**Motion** by Gil Roberts to approve amended agenda, seconded by Glenn McGrane – unanimously approved to remove regular meeting months of July and August. The 2017 WPCA meeting schedule will be updated to reflect this change.

**8. Any other business**

Annual flow charges from City of Torrington expected soon. This bill is estimated to be very close to the previous year's charges and should arrive by late October or early November. The delay is due in part to the collection of information from EST.

Wright Pierce engineering report on I&I recommends TV camera exam of approximately ½ mile of sewer line. This should be done this spring if possible.

Informational documents distributed to members for review:

- WPCA Budget – balance sheets as of 6/30/16;
- List of CDs and maturity dates;
- Tax Collector's uncollected amount and bonding charges as of 9/30/16.

**9. Correspondence**

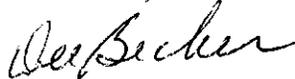
A new accountant was selected by the town

**Motion** by Gil, seconded by Glenn McGrane for approval of James Clavette signing off on the notification and general terms of the new WPCA accountant (Sandra E. Welwood, CPA) in August. Unanimously approved.

**10. Adjourn – 7:40p**

Motion by James to adjourn, seconded by Gil Roberts and Glenn McGrane approved.

Prepared and submitted by: Diane Becker, WPCA Clerk



10-19-16  
Date

\*Correction: Eversource actual billed amount is \$13.63, not \$10.46 as recorded at meeting.

RECEIVED FOR RECORD AT HARWINTON CT  
ON 10/19/16 AT 2:30PM  
ATTEST NANCY E. ELDRIDGE TOWN CLERK