

HARWINTON WPCA MEETING

Tuesday, October 9, 2012, Town Hall, 6:00 p.m.

Present: Salvatore Bonola, Joe Rinaldi, John Souchuns, Gilbert Roberts.

Present from 6:19 pm: Chris Janco.

Absent: Mark Gelormino, Bob McCuin.

1. Open meeting – establish quorum.

Clerk Mrs. Neal notes the names of members in attendance at 6:05 pm for the record: Sal Bonola, Joe Rinaldi, John Souchuns and Gilbert Roberts. Chairman Bonola opens the meeting with these four seated and a quorum established.

2. Approve minutes of previous meeting: 9/11/12 meeting.

Motion Mr. Souchuns, second Mr. Rinaldi to approve the 9/11/12 meeting minutes as submitted. Motion passes unanimously.

3. Bills.

There is discussion regarding procedures for and record keeping of the paying of invoices.

Motion Mr. Souchuns, second Mr. Rinaldi that (1) an accurate and well documented invoice must be received by the WPCA before payment is issued, (2) the WPCA Chairman may authorize the payment of an invoice for the monthly contracted amount for the Engineer and/or the monthly CL&P bill for the electricity used by the meters in any month that the WPCA does not hold a meeting and (3) the WPCA Clerk shall keep records of copies of all invoices, including those paid on a regular monthly basis, i.e. CL&P and monthly Engineer's bill. The motion passes unanimously.

Mr. Janco arrives at 6:19 pm and is seated.

During discussion of the bills at hand, it is noted that the WPCA Clerk was just under budget for the last fiscal year and is just under budget so far this fiscal year.

Motion Mr. Janco, second Mr. Roberts to approve the following bills for payment, passing unanimously. Christine Neal, WPCA Clerk – 15.5 hours total for the month of September 2012.

King, King & Associates, CPAs - \$2020 for annual government audit (2012).

Dave Wilson, P.E. – \$650 for September 2012 Meter reading, flume cleaning & reports.

Dave Wilson, P.E. - \$525 for Annual Calibration of Scoville Hill and Clearview meters, July 2012.

4. Annual Report to the Board of Finance.

Annual Report of the WPCA prepared by Clerk Neal has been reviewed. **Motion** Mr. Souchuns, second Mr. Rinaldi to accept the report as submitted, passing unanimously.

5. WPCA Insurance Agreement.

The list of sewer users has been forwarded to the company and the news release published in the newspaper. Copy of the release has been reviewed by members and Chairman Bonola continues to communicate with the company and will continue to report to the board as developments occur.

6. Inflow and Infiltration Findings/Report (memo to non-compliant sewer users).

Clerk Mrs. Neal is calling non-compliant sewer users who have not made contact with the WPCA and forwarding information to Mr. Roberts necessary for his inspection of these premises. Monthly reports on the changes in status for these properties is to be provided to the board.

7. Meter update.

There is brief discussion of avenues that could be pursued for further gathering of information including the CAWPCA, companies that sell meters and other municipalities. Further discussion is tabled to the November meeting.

8. Flow reports.

Members discuss the inconsistency of timely submittal of flow reports to the board and possible remedies to the situation.

9. Any other business.

Informational letter to sewer users: Mr. Rinaldi provides sample wording for the letter to sewer users for review by members and possible incorporation.

Easements to facilitate maintenance/repair of main sewer line running through private property on the corner of Fitzpatrick Road and Carlton and on Clearview Avenue opposite the intersection with Silano Drive: Members discuss performance of periodic routine brush control/removal on easement areas.

416 Clearview Avenue, now or formerly owned by Rick Dziedzic of RIC Builders, LLC: Members note that if the property is now owned by the bank, a letter should be sent to the bank informing that in order for a Certificate of Occupancy to be issued on the house, the \$3500 sewer connection fee must be paid and the lateral line must be uncovered and inspected to the satisfaction of the WPCA as it was installed without a permit or inspection.

10. Correspondence.

Correspondence was reviewed and distributed including WPCA Collector of Funds Beth Hamel's reports on sewer user fee accounts. The balance as yet uncollected as of 6/30/12 from years previous totals \$400. Of the some 235 accounts billed this year, as of today, all but 26 accounts have been paid for a total balance due of about \$5000. Demand letters have been sent and unpaid accounts are being sent to the marshal for collection as necessary.

Members received a copy of the budget report from the Town outlining the total amount spent and remaining at the end of the last fiscal year (FY2011-2012).

11. Adjourn.

Motion Mr. Souchuns, second Mr. Rinaldi at 7:07 p.m. to adjourn, passing unanimously.

Respectfully submitted,



Christine Neal
WPCA Clerk

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TOWN CLERK