

BOARD OF COMMISSIONERS' MEETING
9 EAST MAIN ST.
JEWETT CITY, CT 06351

REGULAR MEETING

November 13, 2024

4:30 P.M.

AGENDA

1. Call to order.
2. Approve the minutes of the meeting of October 9, 2024.
3. Reading of Communications.
4. Reports from other Commissioners.
5. Discuss and take appropriate action on *Capital Expenditures* policy.
6. Discuss and take appropriate action on transfer of funds for a better rate of return.
7. Discuss new procedure for electric division and sewer division board meetings.
8. Sewer update.
9. Other business.
10. Address public concerns.
11. Executive session.

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AGENDA ITEM #1

CALL TO ORDER.

NOVEMBER 13, 2024

AGENDA ITEM #2

APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 9, 2024.

- Enclosed are the minutes of the meeting.

JEWETT CITY DEPARTMENT OF PUBLIC UTILITIES

**BOARD OF COMMISSIONERS'
MEETING MINUTES**

October 10, 2024

The regular meeting of the Board of Public Utilities Commissioners was held in the office of the DPU on Wednesday October 10, 2024, at 4:30 pm.

AGENDA ITEM #1 CALL TO ORDER: Chairman Demicco announced the meeting in session at 4:30PM with Commissioner James Derusha, Commissioner Ken Comfort via telecom, and Kenneth Sullivan, Director of Utilities, present. Also in attendance was Linda Reagan and Todd Sklodosky, recording.

AGENDA ITEM #2 APPROVE THE MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 11, 2024, AND THE REGULAR MEETING OF SEPTEMBER 11, 2024.

Chairman Demicco made the motion to accept the special meeting minutes of September 11, 2024. Commissioner Derusha seconded. All in favor; **motion carried.**

Chairman Demicco made the motion to accept the regular meeting minutes of September 11, 2024. Commissioner Derusha seconded. All in favor; **motion carried.**

AGENDA ITEM #3 READING OF COMMUNICATIONS.

None at this time.

AGENDA ITEM #4 REPORTS OF OTHER COMMISSIONERS

Chairman Demicco made mention that he has attended a CMEEC meeting. He also made mention that he attended the regular Borough meeting and that the Risk Management meeting was canceled.

AGENDA ITEM # 5 SEWER UPDATE.

Director Sullivan reported many small successes. The Aerator motor on Ditch #1 has had PM work performed by Piela Electric, the coupling (which sits in between the motor and gearbox and was found to be completely destroyed) has been replaced, the motor has been reinstalled and was test run. It ran flawlessly for 2.5hrs. Previously, that motor was tripping offline every 35 minutes - it no longer does that. Tentative switching of ditches is scheduled for October 29, 2024. Commissioner Derusha asked the question of how often ditches need to be switched. Director Sullivan replied every two to three years. Director Sullivan has a call out to NPU for

assistance from their mechanic(s) to remove the two failed mixers and associated gearboxes on ditch #2 and to replace with new mixers and gearboxes that have been previously purchased. Should hear from NPU within one week.

Board members asked how the new employee, Benjamin Ducharme, is doing. Director Sullivan advised that he is doing well and appears to be a good find with some added mechanical skills that he came with from past employment experience.

Director Sullivan briefed the Board that Kats Pump Service fabricated a new part that will allow the gate in the post anoxic zone on the backside of ditch #1 to be raised and lowered successfully. That was another initiative that had to be completed before the switching of ditches could occur. The present UV System will be removed in Dec 2024 / Jan 2025 timeframe and all parties are aware that the new UV system has to be installed and fully functional by May 2025.

AGENDA ITEM #6 OTHER BUSINESS.

The American Public Power Association (APPA) membership renewal was mentioned by Linda Reagan. Director Sullivan expressed his recommendation to keep the membership not to exceed a \$2,500.00 fee. Chairman Demicco made the motion to renew. Commissioner Derusha seconded. All in favor; **motion carried.**

AGENDA ITEM # 7 PUBLIC CONCERNS.

No public concerns were mentioned.

Chairman Demicco made the motion at 4:53PM to enter executive session.

AGENDA ITEM # 8 EXECUTIVE SESSION.

The meeting was moved back into regular session at 5:34 p.m.

Chairman Demicco made the motion to accept the signing of the contracts for Administrative Assistant/Office Manager, Linda Reagan and Director, Kenneth Sullivan. Commissioner Comfort seconded. All in favor; **motion carried.**

With no further business, Chairman Demicco made the motion to adjourn the meeting at 5:36 p.m. Commissioner Comfort seconded. All in favor; **motion carried.**

Respectfully submitted by,



Todd A. Sklodosky
Secretary to the Board

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AGENDA ITEM #3

READING OF COMMUNICATIONS.

- None at this time.

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AGENDA ITEM #4

REPORTS FROM OTHER COMMISSIONERS.

- Commissioners and Chairman can report on any business from other boards or committees that they sit on.

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AGENDA ITEM #5

DISCUSS AND TAKE APPROPRIATE ACTION ON *CAPTIAL EXPENDITURES* POLICY.

- Enclosed is a proposed new policy outlining the criteria to capitalize an item.
- This policy was put forward with input from the auditor, Charles Costello.

CAPITAL EXPENDITURE

With input from the auditor the following criteria should be considered in determining what to capitalize:

1. The purchase of the equipment in question is scheduled to last more than one year.
2. A major repair that will extend the life of the capital asset that is being repaired.
3. A minimum spending threshold of \$2500.00 to be considered as a capital expense.

If items 1 & 3 from the above description exist or if items 2 & 3 from the above exist, then the repair/replacement/purchase would meet the criteria as a capital related expense and would be depreciated every year.

Adopted November 13, 2024

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AGENDA ITEM #6

DISCUSS AND TAKE APPROPRIATE ACTION ON TRANSFER OF
FUNDS FOR A BETTER RATE OF RETURN.

- Janney could offer a better rate of return on the monies in the Meter Deposit account that is currently at Jewett City Savings Bank.
- Discuss whether it may be a good option to transfer funds from meter deposit account at JC Saving to Janney.
- Currently earning 0.35% at JC Savings; could potentially get a CD at Janney for approximately 4%.
- Current balance of meter deposit savings is \$161,081.59.
- Does the board approve the transfer and in what dollar amount?

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AGENDA ITEM #7

DISCUSS NEW PROCEDURE FOR ELECTRIC AND SEWER
DIVISION BOARD MEETINGS.

- Effective with January's board meeting we should implement a new procedure whereby the two divisions, electric and sewer, are treated separately and not combined into one meeting.
- We shall have separate agendas, board books, meetings and meeting minutes for each division.

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AGENDA ITEM #8

SEWER UPDATE.

- Director to update the Board.

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AGENDA ITEM #9

OTHER BUSINESS

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AGENDA ITEM #10

ADDRESS PUBLIC CONCERNS.

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AGENDA ITEM #11

EXECUTIVE SESSION.