

**Jewett City Department of Public Utilities
Board of Commissioners
Meeting Minutes
October 4, 2023**

The regular meeting of the Board of Public Utilities Commissioners was held in the office of the DPU on Wednesday, October 4, 2023, at 4:30 pm.

Chairman Demicco called the meeting to order with Comm. Comfort and new Comm. James Derusha present. Also, in attendance was Kenneth Sullivan, Director of Utilities. Congratulations were given to Comm. Derusha for his appointment to the Board to finish Richard Throwe's term.

AGENDA #2 APPROVE THE MINUTES OF THE REGULAR MEETING HELD OF SEPTEMBER 13, 2023:

Comm. Comfort made the motion to approve the regular meeting minutes held on September 13, 2023 as written and presented prior to the meeting. The motion was seconded with both in favor.

AGENDA #3 READING OF COMMUNICATIONS:

Director Sullivan stated that the items below were enclosed for the commissioner's information:

- Talcott Resolution's confirmation of additional funds received into our pension fund,
- Notice from Pension Benefit Information, LLC (PBI) regarding a possible issue with pension fund information,
- An email to First Selectwoman Dana Bennett requesting waivers of fees for two building permits for work at 9 East Main Street regarding chimney repair and electrical work associated with the furnace failure. In answer to the request, an email from First Selectwoman Dana Bennett stating that the Building Department approved the documentation for the fee waivers on the projects.

AGENDA #4 REPORTS OF OTHER COMMISSIONERS:

Chairman Demicco stated that he attended the Borough of Jewett City monthly meeting and CMEEC meetings in the last month.

AGENDA #5 RATIFY MOTION FOR CHIMNEY AND BOILER REPAIR AT THE OFFICE:

After some discussion regarding costs for each contractor, Chairman Demicco made the motion to ratify the motion to approve repairs to the furnace project at 9 East Main Street and increase the amount from \$30,000.00 to \$33,000.00 for costs. The motion was seconded with all in favor.

AGENDA #6: DISCUSS AND TAKE APPROPRIATE ACTION ON ELECTRIC DIVISION WRITE-OFFS AND ESTABLISH METHODOLOGY GOING FORWARD:

Director Sullivan explained the list being presented for uncollectible write-offs in the amount of \$185,276.68 were all inactive customers that were provided protection from being shut-off due to medical documentation from doctor's offices. Director Sullivan also stated that they are made aware that they should pay as much as they can but most decide they will not pay because they are protected. He also mentioned that he and Linda had gone to a State of CT hearing regarding this, to no avail. After some discussion, Chairman Demicco made the motion to accept the list of uncollectibles and write-off the amount of \$185,276.68 as of June 30, 2023. The motion was seconded with all in favor. The Commissioners signed the Uncollectible List in the amount of \$185,276.68 as presented.





Director Sullivan also stated that the enclosed revised policy entitled 'Write Offs' was to give direction on when to prepare a list of future uncollectible accounts. Chairman Demicco made the motion to approve the revised policy entitled 'Write Offs' as presented. The motion was seconded with all in favor.

AGENDA #7 SEWER UPDATE:

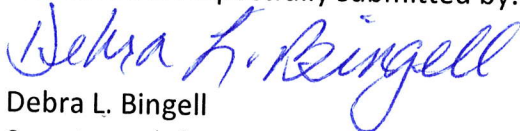
Director Sullivan informed the Board that operations overall were doing fine, but there was an e-coli issue at the WWTP and this was reported to DEEP. He also mentioned that the UV system was down. A violation was issued to us from DEEP and the issue is on the agenda to be fixed. Director Sullivan explained that the UV system is turned off every year by the end of October so it makes sense to shut it down early and make needed repairs so that it can be turned back on in the spring of 2024.

Director Sullivan stated that a memorandum was received from Connecticut Municipal Employee Retirement System regarding employee contributions being treated as a pre-tax option. After some discussion, it was agreed by all to table a decision to next month's meeting.

Director Sullivan informed the Board that a revised policy entitled 'Charges – Groundwater in a Sewer Line' was enclosed to stop groundwater infiltration from any source into the WWTP by charging a quarterly fee of \$150.00 until the proof of repair was submitted. He stated that this was changed from the policy entitled 'Down Spout Charges'. After some discussion, Chairman Demicco made the motion to treat this as a new policy entitled 'Charges – Groundwater in a Sewer Line' and approve as written and presented. The motion was seconded with all in favor. Comm. Comfort made a motion to rescind the policy entitled 'Down Spout Charges'. The motion was seconded with all in favor.

The secretary was allowed to leave the meeting at 5:00 pm.

The above is respectfully submitted by:



Debra L. Bingell
Secretary to the Board

AGENDA #8 ADDRESS PUBLIC CONCERNS:

There were no public concerns for this meeting.

AGENDA #9 OTHER BUSINESS:

There was none for this meeting.

Chairman Demicco made the motion to move the meeting into Executive Session for personnel reasons at 5:09 pm. The motion was seconded by Comm. Comfort, with all in favor.

Chairman Demicco brings the meeting back into regular session at 5:15 pm.

Comm. Comfort made the motion to approve Director Sullivan's contract as presented. The motion was seconded with all in favor.

A motion was made by Chairman Demicco to adjourn the Board Meeting at 5:17 pm. Comm. Comfort seconded the motion with all in favor.



Kenneth S. Sullivan
Acting Secretary