

**Jewett City Department of Public Utilities
Board of Commissioners
Meeting Minutes
October 13, 2021**

The regular meeting of the Board of Public Utilities Commissioners was held in the office of the DPU on Wednesday, October 13, 2021, at 4:30 pm.

Due to the continued circumstances of the COVID-19 virus pandemic in the State of Connecticut and Governor Lamont's recommendation of social distancing for inside meetings, it was agreed by all that this meeting be held via telephone conference to continue with safety precautions.

Chairman Demicco called the meeting to order with Comm. Throwe and Comfort present by telephone. Also, in attendance via telephone was Timothy Sharkey, Borough Warden; with Kenneth S. Sullivan, Director of Utilities and the secretary in the office. The roll call was taken.

AGENDA #2 APPROVE THE MINUTES OF THE REGULAR BOARD MEETING HELD ON SEPTEMBER 8, 2021:

Chairman Demicco made the motion to approve the September 8, 2021, regular meeting minutes as written and presented prior to the meeting. The motion was seconded with all in favor.

AGENDA #3 READING OF COMMUNICATIONS:

Director Sullivan explained that the Talcott Resolution statement for pension holdings was enclosed after they received our additional funds to our account.

AGENDA #4 ADDRESS PUBLIC CONCERNS:

Director Sullivan informed the Board that he has received a letter of request from CHJ, the Baptist Church on Main Street, that during the second week of April 2021 the valve on the furnace broke and leaked 10 inches of water into their furnace room. They stated that none of this water went into the sewer system and was requesting a reduction to their sewer bill. After much discussion, Chairman Demicco made the motion to reduce their October sewer bill down to \$12.44 without setting a precedent. The motion was seconded with all in favor.

AGENDA #5 REPORTS OF OTHER COMMISSIONERS:

Chairman Demicco stated that he attended the monthly Borough of Jewett City meeting, the CMEEC monthly board and Risk Management meetings, along with others.

Comm. Throwe stated he would be attending the CMEEC's Governance meeting that was changed to October 26, 2021.





AGENDA #6 SEWER UPDATE:

Director Sullivan informed the Board that he spoke to Jon Pearson, who was on the building project when the new WWTP was built. He stated that he asked him about the flood proofing requirements at that time, especially for the chemicals building and the containers it holds. Director Sullivan stated that he was told there were no flood proofing techniques employed back in 2003, 2004, or 2005. He stated that this building would have to be water proofed now to protect it from possible damage.

Director Sullivan also informed the Board that the new truck for the Sewer Division has been ordered. He reminded the Board that the Borough of Jewett City offered to pay for the new Sewer Division truck with a plow attachment.

Director Sullivan stated that the camera crew should be coming in for the line from Pleasant View, through the woods, down Ashland Street to the Burleson Lane Pump Station.

AGENDA #7 OTHER BUSINESS:

Director Sullivan informed the Board that Amy Froscello had been hired a couple months ago as the new Customer Service Representative.

Director Sullivan informed the Commissioners that the secretary would explain the issue we may start having with mail delivery. The secretary explained that we had a problem with a payment being delivered to a vendor nineteen days after it was mailed. This caused a penalty being charged on the next bill statement. The secretary stated that she called the company and the penalty was removed and was told that the mail is slowing down on delivery and may want to consider online bill payments. The secretary stated that should the post office effect the delivery times of mail, should we consider sending more vendor payments by ACH through their websites? After some discussion on mail delivery and payment options, all the Commissioners agreed that this is a part of bill paying, that they approve the listing of bills being paid each week, and would accept the use of paying bills through vendor websites and ACH options.

Director Sullivan informed the Board that Eastern CT Emergency Services Training was asked to provide a new policy on the use of AEDs of which all employees have been trained to use. After some discussion, Chairman Demicco made the motion to accept and adopt the new policy entitled "Policy on Semi-Automated External Defibrillation" for both divisions as presented and received prior to the meeting. The motion was seconded with all in favor.

With no further business to come before the Board, Chairman Demicco made the motion to adjourn the meeting at 4:56 pm. The motion was seconded with all in favor.

Respectfully submitted:



Debra L. Bingell
Secretary to the Board