

**Jewett City Department of Public Utilities
Board of Commissioners
Meeting Minutes
March 10, 2021**

The regular meeting of the Board of Public Utilities Commissioners was held in the office of the DPU on Wednesday, March 10, 2021, at 4:36 pm.

Due to COVID-19 requirements this meeting was held via telephone conference. Comm. Demicco called the meeting to order and a roll call was taken with Comm. Throwe and Comfort present. Also, in attendance was Kenneth S. Sullivan, Director of Utilities and the secretary to the board in the office.

AGENDA #2 APPROVE THE MINUTES OF THE REGULAR MONTHLY BOARD MEETING HELD ON FEBRUARY 10, 2021:

Chairman Demicco made the motion to approve and accept the minutes of the regular board meeting held on February 10, 2021, as written and distributed prior to the meeting. The motion was seconded with all in favor.

AGENDA #3 READING OF COMMUNICATIONS:

Enclosed for the Commissioners information was a copy of the pension quarterly dividend check received from Virtus Investment Partners in the amount of \$19.68.

Also enclosed was a letter from CIRMA, our worker's compensation company, regarding the new fiscal year's rate increase of 0% at this time.

AGENDA #4 REPORTS OF OTHER COMMISSIONERS:

Chairman Demicco stated that he attended many CMEEC meetings via ZOOM which included their regular board meeting, Risk Management, Governance, and two Compensation Committee meetings. Chairman Demicco also stated that he attended the Borough of Jewett City Warden and Burgesses monthly meeting.

Comm. Throwe stated that he also attended many CMEEC meetings via ZOOM, including the Governance Committee meeting.

AGENDA #5 DISCUSS AND TAKE APPROPRIATE ACTION ON AUDIT PROPOSAL FROM COSTELLO COMPANY LLC:

Director Sullivan informed the Commissioners that he had enclosed a copy of this fiscal year's proposal for auditing services from Costello Company that showed an increase in prices for both divisions.

After much discussion, Comm. Throwe made the motion to approve the Costello Company LLC proposal to audit the Fiscal Year 2020-21 financial statements of the Electric Division in the amount of \$8,500.00. The motion was seconded with all in favor.

Chairman Demicco made the motion to approve and accept the proposal from Costello Company LLC to audit the Fiscal Year 2020-21 Sewer Division financial statements in the amount of \$6,900.00. The motion was seconded with all in favor.

AGENDA #6 DISCUSS AND TAKE APPROPRIATE ACTION ON NEW WASTE WATER DIVISION POLICY:

Director Sullivan explained the reason he drafted a new policy entitled “Buy-In and Tie-In Fee Check Clearing” policy. After some discussion, Chairman Demicco made the motion to accept and adopt the new policy “Buy-In and Tie-In Fee Check Clearing” as written and presented. The motion was seconded with all in favor.

AGENDA #7 SEWER UPDATE:

Director Sullivan stated that the WWTP was functioning well especially chemically.

Director Sullivan mentioned to the Board that the financial statements still not improving and are in the red. He informed the Board that he has been keeping track of this because he recalls that at the last rate increase in 2019, he had mentioned if there was no gain within twelve to eighteen months, another rate increase would be looked at.

Chairman Demicco asked if there was any information about the retaining wall. Director Sullivan stated there was no new information at this time.

AGENDA #8 OTHER BUSINESS:

Director Sullivan explained that the staff was working on the Fiscal Year 2021-22 Sewer Division Budget and a special meeting will be needed at the end of April. After some discussion, a special meeting for April 29, 2021, at 5:00 pm was agreed on.

AGENDA #9 ADDRESS PUBLIC CONCERNS:

Director Sullivan stated that there were none.

With no further business to come before the Board, Chairman Demicco made the motion to adjourn the meeting at 4:51 pm. The motion was seconded with all in favor.

Respectfully submitted,

Debra L. Bingell
Secretary to the Board