

**Jewett City Department of Public Utilities
Board of Commissioners
Meeting Minutes
September 9, 2020**

The regular meeting of the Board of Public Utilities Commissioners was held via telephone conference in the office of the DPU on Wednesday, September 9, 2020, at 4:30 pm.

Due to the continued circumstances of the COVID-19 virus pandemic in the State of Connecticut and Governor Lamont's order standing that no one is to meet with over twenty-five persons in the same room with no less than six feet apart, the meeting was held by telephone conference. A roll call was taken by telephone. Chairman Demicco called the meeting to order with Comm. Throwe and Comfort present. Also, on telephone conference was Timothy Sharkey, Borough Warden; and Kenneth S. Sullivan, Director of Utilities and the secretary in the Board room.

AGENDA #2 APPROVE THE MINUTES OF THE REGULAR MONTHLY BOARD MEETING HELD ON AUGUST 12, 2020:

Comm. Comfort made the motion to accept and approve the minutes of the regular monthly board meeting held on August 12, 2020 as written and presented prior to the meeting. The motion was seconded with all in favor.

AGENDA #3 READING OF COMMUNICATIONS:

Enclosed for the Board's review was a copy of the VIRTUS dividend check on Phoenix shares held for the pension plan.

Also enclosed was a copy of a thank you note from Noah Dameron stating how much he appreciated the opportunity to work at the JCDPU WWTP this summer.

AGENDA #4 REPORTS OF OTHER COMMISSIONERS:

Chairman Demicco stated that he attended the Borough of Jewett City Warden and Burgesses meeting via telephone conference during which the Borough Services Report was reviewed and the renewal of the WWTP Permit was approved. He stated that he attended a CMEEC meeting.

AGENDA #5 DISCUSS AND TAKE APPROPRIATE ACTION ON FUTURE LOAN PAYMENTS FOR CWF PLO 443-C TO US BANK:

After some discussion, Comm. Comfort made the motion to approve and to authorize the Treasurer to submit a monthly online wire transfer request from the CWF-443-C checking account to US Bank in the amount of \$33,746.27, per the loan repayment schedule, for the Clean Water Fund (CWF) Project Loan Obligation (PLO) Jewett City 443-C for the duration retroactive from July 2020 through June 2021. The motion was seconded with all in favor.

Comm. Comfort made the motion to deposit \$90.00 into the CWF 443-C checking account to cover one year's worth of wire transfer charges, at the cost of \$7.50 per month, automatically deducted at the time of a transfer. The motion was seconded with all in favor.

AGENDA #6 DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATED CHARGE FOR REQUESTED COPIES POLICY:

After some discussion on the change to the policy, Chairman Demicco made the motion to approve the revised policy entitled 'Charge For Requested Copies'. The motion was seconded with all in favor.

AGENDA #7 SEWER UPDATE:

Director Sullivan informed the Board that the WWTP Permit renewal was being worked on. He also stated the monthly MOR's and DMR's are well within permit levels.

AGENDA #8 OTHER BUSINESS:

Director Sullivan reviewed with the Commissioners the situation that brought this policy to be written. After much discussion, Chairman Demicco made the motion to ratify and adopt the new policy entitled 'Advance Notice For Applying Rubber To Lines For Contractors' as written and presented. The motion was seconded with all in favor.

AGENDA #9 ADDRESS PUBLIC CONCERNS:

Director Sullivan stated that he had none at this time.

Warden Sharkey asked the Board whether George Kennedy, acting as Ratepayer Advocate to CMEEC, needed to report to the Commissioners annually or quarterly on what is happening in his position? Director Sullivan stated that he will contact Robin Kipnis, at CMEEC, if there is a requirement for him to do so.

Chairman Demicco asked how the office is doing with COVID-19 precautions. Director Sullivan stated that it is going well because customers should be wearing masks when they come in the door and only one person at a time is allowed. He also said that the employee must put on a mask when someone comes in. He stated that he has put notices in the door regarding these requirements.

With no further business to come before the Board, Chairman Demicco made the motion to adjourn the meeting at 4:54 pm. The motion was seconded with all in favor.

Respectfully submitted,

Debra L. Bingell
Secretary to the Board