

**New Hartford Water Pollution Control Authority
TOWN OF NEW HARTFORD, CONNECTICUT
SPECIAL MEETING MINUTES
Thursday, October 15, 2015 at 7:00 PM
New Hartford Town Hall
530 Main Street, New Hartford, Connecticut**

PRESENT: Chairman Denton Butler, Roy Litchfield, Joe Toro, Mary Beth Greenwood, Michael LeClaire.

ABSENT: Kenneth Krohner.

Chairman Denton Butler called the meeting to order at 7:00PM. All regular members present were seated for the meeting. The proceedings were recorded digitally and copies are available at Town Hall.

1. APPROVAL – SEPTEMBER 17, 2015 MINUTES & OCTOBER 1, 2015 MINUTES:

MOTION: Mr. Roy Litchfield, Mr. Michael LeClaire second, **to approve the September 17, 2015 Minutes; unanimously approved.**

MOTION: Ms. Mary Beth Greenwood, Mr. LeClaire second, **to approve the October 1, 2015 Minutes; unanimously approved.**

2. UPDATED FINANCIALS DISCUSSION:

A. Business Practice Changes

Mr. Butler reviewed the current practice of collecting past due balances. He noted that currently the WPCA liens only those properties that are over 120 days past due and owe in excess of \$5,000. It was his recommendation to adopt the practice used by The Torrington Water Company. They render a bill upon which thirty (30) days from such rendering, it is due and payable. On the thirty-fifth (35th) day, the user is sent a “friendly reminder” indicating that payment is past due. On the sixty-third (63rd) day, a termination notice is sent detailing that payment is due within nineteen (19) days, or a shut-off will occur. From this point, attempts are made to work via telephone contact to secure signature on a “Delinquent Account Agreement”, according to Mr. Butler. He explained that if an agreement is not reached and the customer is ultimately shut off, the customer will then be responsible for a security deposit in the full amount of the bill. Additionally, a \$90 disconnect fee is also levied as well as a \$90 reconnect fee. Mr. Butler noted that in extenuating circumstances, the president of The Torrington Water Company will become personally involved. Discussion followed regarding details of the required security deposit should one become necessary.

MOTION: Mr. Joe Toro, Ms. Greenwood second, **to adopt the billing practices of The Torrington Water Company with the stipulation to allow its president to practice discretion for extenuating circumstances; unanimously approved.**

3. CORRESPONDENCE, COMMUNICATIONS & MEETINGS:

A. Water Connections

Mr. Butler reported a status update on two properties as they relate to connecting to the town’s water line. One property is within two hundred (200’) feet of the water line and has contracted a well company to dig a replacement well. Mr. Butler reported that he is in contact with Attorney Matt Willis as well as Farmington Valley Health District regarding this matter at 32 Fairview.

Mr. Butler also provided a status update on 455 Main Street who will need to establish his own connection as his is on the adjacent property that is planning to shut it off soon as part of a demolition plan in advance of a new construction.

Additionally, Mr. Butler reported a failure at the Black Bridge Pumping Station and provided a price quote from the company that makes the chemical metering equipment needed.

MOTION: Ms. Greenwood, Mr. Roy Litchfield second, **to authorize an expenditure not to exceed \$1,500 for the replacement of an LMI chemical metering pump, Model AD241-A208I; unanimously approved.**

B. FOG Permit Update

No update was available at this time.

C. Jones Mountain Trunk Line

Mr. Butler reported that he has walked the line with Berkshire and is awaiting their proposal. He noted that while he will seek an additional bid for the work, the area is only going to be accessible with a mobile remote unit.

4. RULES & REGULATIONS REVIEW SESSION:

The Rules and Regulations review were part of a workshop to continue to examine content, readability, intent, and compatibility with ordinances and the existing rules and regulations.

MOTION: Mr. LeClaire, Mr. Litchfield second, **to adjourn the meeting at 7:35PM for purposes of going into a workshop dedicated to a review of the preliminary and revised sewer rules and regulations; unanimously approved.**

Respectfully submitted,

Pam Colombie
Recording Clerk