

**Jewett City Department of Public Utilities
Board of Commissioners
Meeting Minutes
April 8, 2020**

The regular meeting of the Board of Public Utilities Commissioners was held via telephone conference from the office of the DPU on Wednesday, April 8, 2020, at 4:30 pm.

Due to the unprecedented circumstances of the COVID-19 virus pandemic in the State of Connecticut and Governor Lamont's order that no one is to meet with over 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; with 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 MARCH 11, 2020:

Comm. Comfort made the motion to approve the minutes of the regular monthly board meeting held on March 11, 2020 as written and presented prior to the meeting. The motion was seconded with all in favor.

AGENDA #3 READING OF COMMUNICATIONS:

There were none for this meeting.

AGENDA #4 REPORTS OF OTHER COMMISSIONERS:

There were no meetings being held due to the virus.

AGENDA #5 DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATED 'PAYROLL/GENERAL FUND CHECKS' POLICY:

Director Sullivan explained that the enclosed policy pertains to payroll and general fund checks, withdrawals, and transfers which he would like to promote taking advantage of online banking to its fullest and the Commissioners won't have to come into the office. Approval of a list of checks and withdrawals amounts could be approved electronically and attached to the check register for audit and internal control purposes. After some discussion, Chairman Demicco made the motion to approve the revised policy entitles 'Payroll/General Fund Checks and Withdrawals' as amended and presented to the Board. The motion was seconded with all in favor. Chairman Demicco made the motion to the additional approval of the amount of online transfers of \$50,000.00 maximum per transaction and \$100,000.00 limit on total transfers per day. The motion was seconded with all in favor.

AGENDA #6 DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATED 'TREASURER ONLINE BANKING DUTIES' POLICY:

After some discussion, Chairman Demicco made the motion to approve the amended policy entitled 'Treasurer On-Line Banking Duties' as amended and presented to the Board. The motion was seconded with all in favor.

AGENDA #7 DISCUSS AND TAKE APPROPRIATE ACTION ON JEWETT CITY SAVINGS BANK CORRESPONDENCE:

After some discussion regarding that the Jewett City DPU will no longer require two (2) signatures on any checks, Chairman Demicco made the motion to ratify the verbal decision to have the letter to the Jewett City Savings Bank signed by Louis Demicco III and Kenneth Sullivan and mailed. The motion was seconded with all in favor.

AGENDA #8 DISCUSS AND TAKE APPROPRIATE ACTION ON SETTING BOROUGH ALLOTMENT FOR NEXT FISCAL YEAR:

After some discussion, Chairman Demicco made the motion to set the Borough of Jewett City Fiscal Year 2020-21 Allotment at \$110,000.00 to be paid in four installments as funds permit. The motion was seconded with all in favor.

After some discussion, Chairman Demicco made the motion to approve reimbursing the Borough of Jewett City their payments made on their street lighting bills in four installments and to waive any penalties applied to those bills. The motion was seconded with all in favor.

AGENDA #9 SEWER UPDATE:

Director Sullivan mentioned that the plant is running well at this time.

Director Sullivan explained there was a delivery of goods issue that he took care of when someone was not at the plant to accept the delivery. He stated he has spoken to Terri Pelletier about the matter.

He also stated that the financial situation, he has told Terri Pelletier to wait to do major purchases until the new fiscal year.

After being asked how the grinders were running, Director Sullivan stated that they are running well but information should be given out as to what not to put down drains and toilets that would cause clogs in the system. Warden Sharkey volunteered that when a list is ready, it could be put on the Borough of Jewett City's website.

AGENDA #10 OTHER BUSINESS:

Director Sullivan informed the Board that he had to move quickly on our pension funds by filling out papers for Talcott Resolution (formerly The Hartford) to increase the benefit amount to protect our investment gains. After some discussion, Comm. Comfort made the motion to approve the increase on the benefit guarantee at Talcott Resolution and approve Director Sullivan to sign the forms. The motion was seconded with all in favor.

AGENDA #11 ADDRESS PUBLIC CONCERNS:

Director Sullivan stated that all of us have been exposed in some way to COVID-19 in possibly three ways.

Director Sullivan informed the Board that he has planned to stagger the office staff to each work at home one week at a time.

Director Sullivan stated that he would start to work with chairman Demicco about what he does in case he gets sick. He stated that he's been sending Linda copies of everything so she knows about items he's working on but not to handle them. He stated that COVID-19 is in our area and we need to be prepared.

Warden Sharkey stated that he holds a conference call, not a meeting, every morning and night to keep everyone informed. He stated that should Louis, for fire, and Ken, for electric, want to be included, it is a 10-15 minute call in.

Warden Sharkey asked Director Sullivan if he has read all his emails that were sent.

Director Sullivan stated that he was able to purchase some N95 masks and they were distributed to the electric and sewer division men.

Warden Sharkey stated that the Borough of Jewett City was working on their fiscal year budget.

With no further business to come before the Board, Comm. Thrope made the motion to adjourn the meeting at 5:14 pm. The motion was seconded with all in favor.

Respectfully submitted,

Debra L. Bingell
Secretary to the Board