

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

The regular meeting of the Board of Public Utilities Commissioners was held via telephone conference in the office of the DPU on Wednesday, July 8, 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 still standing 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; 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 JUNE 10, 2020 AND THE SPECIAL MEETING HELD ON JUNE 24, 2020:**

Comm. Comfort made the motion to accept and approve the minutes of the regular monthly board meeting held on June 10, 2020 as written and presented prior to the meeting. The motion was seconded with all in favor.

Comm. Comfort made the motion to accept and approve the minutes of the special board meeting held on June 24, 2020 as written and presented prior to the meeting. The motion was seconded with all in favor.

**AGENDA #3 READING OF COMMUNICATIONS:**

There was none at this time.

**AGENDA #4 REPORTS OF OTHER COMMISSIONERS:**

Chairman Demicco stated that he would attend a meeting tomorrow via telephone.

Chairman Demicco stated that he attended two meetings via telephone conference last month.

**AGENDA #5 SEWER UPDATE:**

Director Sullivan informed the Board that the paving company covered the sewer manholes on Main Street and someone would have to use a metal detector to find them. He stated that he has talked to John Hagstrom to do this and has been talking with the State of CT to pay for this work.

Director Sullivan informed the Board that he has hired a part time seasonal employee to work at the wastewater plant for five weeks.

Director Sullivan stated that everything was running well at the WWTP, the chemicals on the DMR's and MOR's all look good and are within permit requirements.

**AGENDA #6 OTHER BUSINESS:**

Director Sullivan presented an amended policy entitled 'Temporary Service'. He explained that the change to the policy was to increase the charge to \$200.00 to install the temporary service. After some discussion, Comm. Comfort made the motion to approve the increase to \$200.00 and approve the amended policy entitled 'Temporary Service' as written and presented. The motion was seconded with all in favor.

The customer on Anthony Street at the Wyre Wynd property asked us to do a job for them. As of this meeting they have not paid us for the service we did. Director Sullivan stated that he has been in contact with the customer once a month and last time they spoke he was told that a payment would be made relatively soon. The Board discussed the sending of a registered letter stating that 1.25% interest would be added monthly to the outstanding amount as of August 2020. The Board also stated that if the bill is not paid in three months the outstanding amount would be sent to the collection agency. Chairman Demicco made the motion to approve applying 1.25% interest monthly to the outstanding invoice for work done at the Wyre Wynd property starting in August 2020 until paid in full. The motion was seconded with all in favor.

**AGENDA #7 ADDRESS PUBLIC CONCERNS:**

There were none for this meeting.

With no further business to come before the Board, Chairman Demicco made the motion to adjourn the meeting at 4:50 pm. The motion was seconded with all in favor.

Respectfully submitted,

Debra L. Bingell  
Secretary to the Board