

## **Southington Water Department Minutes of the Policy and Procedure Committee Special Meeting**

A special meeting of the Board of Water Commissioners, Policy and Procedure Committee was held on Tuesday, March 23, 2021 at 3:00 p.m. at the Department Offices, 605 West Queen Street, Southington CT.

**PRESENT:** Commissioner Warner, Commissioner Cabata, Commissioner Lamoreux, Superintendent Casarella, Assistant Superintendent Albert Fiorillo and Office Supervisor Maria Nason

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Warner at 3:30 p.m.
2. **COMMUNICATIONS FROM THE PUBLIC:** None
3. **DISCUSS PROPOSALS OLD/NEW POLICIES:**
  - a. **Access and Use of the Water Shed:** Assistant Superintendent Fiorillo presented the proposal for a policy addressing access to SWD Watershed Properties. After much discussion, some language revisions were made. The policy will be rewritten to include the revisions and will be presented to the full Board at the April 2021 Board meeting.
  - b. **Building Plan Approval Expiration:** Assistant Superintendent Fiorillo presented a policy regarding the approval and expiration of proposed water service plans. The policy will be presented to the full Board at the April 2021 Board meeting.
  - c. **Special Assessment Notification:** Assistant Superintendent Fiorillo stated he is working with the Engineering Technician on a step-by-step explanation of how the Department determines/calculates assessments. He will present a notification policy once the determination is completed.
  - d. **Expiration of Service and Water Main Fee Quotes:** Assistant Superintendent Fiorillo and Superintendent Casarella discussed a policy which will hold price quotes for contractors for 90 days, at which time, project cost will need to be redetermined at current rates. After a brief discussion it was agreed the policy will be presented to the full Board at the April 2021 Board meeting.
  - e. **Residential Backflow:** After much discussion, the Committee referred this back to the Superintendent and Assistant Superintendent to discuss with the cross-connection inspector.
  - f. **Mandatory Water Restrictions:** Superintendent Casarella and Assistant Superintendent Fiorillo presented a preliminary policy/regulation addressing the enforcement of mandatory

water restrictions. After a lengthy discussion, the Committee referred the regulation back to the Superintendent and Assistant Superintendent for language revisions.

- g. **Water Service Older than 50 Years.:** Assistant Superintendent Fiorillo presented a policy discussing the renewal of water services older than 50 years. This policy will be presented to the full Board at the April 2021 meeting.
  - h. **Non-Emergency Private Calls:** Office Supervisor Nason presented a policy which addresses the financial responsibility managing entities and individual customers have when requesting billable service. This policy will be presented to the full Board at the April 2021 meeting.
  - i. **Cell Phone Policy:** After a brief discussion, this has been referred to Superintendent Casarella to address cell phone use directly with the employees.
4. **ADJOURN:** Commissioner Cabata made a motion to adjourn the meeting. Commissioner Lamoreux seconded the motion. The meeting adjourned at 4:40 p.m.

Attest: William M Casarella  
William M Casarella, Superintendent