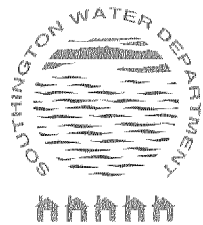


BOARD OF WATER COMMISSIONERS
Erika Pooock, PRESIDENT
Robert M. Berkmoes, VICE PRESIDENT
Ralph Warner, SECRETARY & TREASURER
Thomas J. Murphy
Rudy Cabata
Ron Lamoreux



William M. Casarella, SUPERINTENDENT
Albert T. Fiorillo, ASSISTANT SUPERINTENDENT
Maria Nason, OFFICE SUPERVISOR
605 West Queen Street
PO Box 111
Southington, CT 06489-0111
(860) 628-5593 • Fax (860) 621-0491

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, September 8, 2020 at 3:30 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 3:37 p.m.
2. **DISCUSS PROPOSAL OF NEW POLICIES:**
 - a. **Access and Use of the Water Shed:** Assistant Superintendent Fiorillo stated currently there is no formal policy in our rules and regulations that address access and use of the watershed. It was discussed that currently there is no trespassing allowed on any water department property. Assistant Superintendent Fiorillo will draft a policy stating access to Department property is strictly prohibited.
 - b. **Mandatory Water Restrictions:** Superintendent Casarella and Assistant Superintendent Fiorillo will reach out to the Department's attorney to draft an ordinance regarding mandatory water restrictions which will be presented to the Town for review.
 - c. **Revision of Line Protection Coverage:** Office Supervisor Nason presented the Board with a policy to include the portion of the customer's water bill that was generated due to a leak as part of the repair bill for purposes of line protection coverage. The policy will be presented to the full Board at the September 2020 Board meeting.
 - d. **Payment Arrangements:** Office Supervisor Nason presented the Board with a policy which outlines three payment arrangements customers can agree to which would be acceptable to turn water back on after being shut off for non-payment. The policy will be presented to the full Board at the September 2020 Board meeting.
 - e. **Cell Phone Policy:** After much discussion, the Committee referred this back to the Superintendent and Assistant Superintendent due to its complexity. They will continue to review.
 - f. **Residential BackFlow Testing Policy (Outside Contractors Not Allowed):** Superintendent Casarella stated he would like to speak with Cross Connection Inspector Ryan Libby before policy change is made.

- g. **Vacation Policy and COVID:** Assistant Superintendent Fiorillo stated this policy is temporary.
 - h. **Vacation Time/Personal Time While on Workers Comp:** The Committee will refer this to the Department's labor attorney.
 - i. **Non Payment of Line Protection:** Office Supervisor Nason presented the Committee with a policy that would notify customers that line protection coverage will be terminated once payment is 120 days past due. The Committee suggested this should be stated on the shut-off notice.
 - j. **Non Emergency Private Calls:** After much discussion, the management staff will write a policy addressing the responsibility of owners/associations regarding payment for non-emergency and emergency service for calls involving multi-use meters.
 - k. **Building Plan Approval Expiration:** The Committee requested the Assistant Superintendent reach out to the Town and review their policy prior to proceeding.
 - l. **Prepayment of Jobbing:** Office Supervisor Nason presented a policy to the Committee that would allow some customers in need of jobbing services to be billed vs. pre-payment. The policy was reviewed and will be presented to the full board at the September 2020 board meeting.
 - m. **Family Sick:** This item is addressed in the union contract.
 - n. **Special Assessment Notification:** After much discussion, this item was referred to the Assistant Superintendent to write a policy addressing items discussed including notification procedures and assessment determination.
 - o. **FMLA and Workers Compensation:** This policy will be referred to the Department's Labor attorney for review.
3. **ADJOURN:** Commissioner Cabata made a motion to adjourn the meeting. Commissioner Lamoreux seconded the motion. The meeting adjourned at 5:17 p.m.

Attest: William M Casarella
William M Casarella, Superintendent