

APPROVED

9/17/24

TOWN OF WALLINGFORD  
PUBLIC UTILITIES COMMISSION  
WALLINGFORD ELECTRIC DIVISION  
100 JOHN STREET

WALLINGFORD, CT 06492

Wednesday, September 4, 2024

6:00 P.M.

MINUTES

**PRESENT:** Chairman Robert Beaumont; Commissioners Dr. Joel Rinebold (via teleconference) and Laurence Zabrowski; Director Richard Hendershot; Electric Division General Manager Jake Arborio; Electric Division Business Office Manager Marianne Dill; Customer Relations Supervisor Laura Patterson, Water and Sewer Divisions General Manager Neil Amwake, Water and Sewer Divisions Business Manager Donald Langenauer and Acting Recording Secretary Michelle Bracale

*Absent – None*

*Members of the Public – None*

Mr. Beaumont called the Meeting to order at 6:00 P.M., and the pledge of Allegiance was recited.

**1. Pledge of Allegiance**

**2. Consent Agenda**

- a. Consider and Approve Meeting Minutes of August 13, 2024
- b. Consider and Approve Budget Amendment – Sewer Division – FY 2023/2024 – Salaries (Account #46100920)
- c. Consider and Approve Budget Amendment – Sewer Division – FY 2023/2024 – Meter Reading Expenses (Account #46100902)
- d. Consider and Approve Budget Amendment – Sewer Division – FY 2023/2024 – Customer Installation Expenses (Account #46100664)
- e. Consider and Approve Budget Amendment – Sewer Division – FY 2023/2024 – Injuries and Damages (Account #46100925)

**Motion to Approve the Consent Agenda**

RECEIVED FOR RECORD

AT 11:15am AND RECEIVED BY  
Kristen Rango (AS) TOWN CLERK

9/18/24

**Made by: Mr. Zabrowski**  
**Seconded by: Dr. Rinebold**  
**Votes: 3 ayes**

**3. Items Removed from Consent Agenda**

None

**Public Question and Answer Period**

None - No Members Present

**Public Question and Answer Period Closed**

**4. Discussion and Possible Action: Write-Offs Uncollectible Accounts – Fiscal Year Ending 6/30/2024**

Mr. Beaumont thanked Mrs. Dill and commented great job.

Mrs. Dill stated that Ms. Laura Patterson has been her hands on person and that Ms. Patterson deserves kudos for all of the hard work.

Mr. Arborio stated that this is the lowest the accounts have been both dollars and percent since 2011 which is when the WED began tracking this data.

Dr. Rinebold commented good work to all staff that helped with the management of these accounts as this helps keep customer rates down.

**Motion to Approve the Write-Offs Uncollectible Accounts – Fiscal Year Ending 6/30/2024 as presented**

**Made by: Mr. Zabrowski**  
**Seconded by: Dr. Rinebold**  
**Votes: 3 ayes**

**5. Discussion and Possible Action: Budget Amendment – Electric Division – FY 2024/2025 – Account #932 – Maintenance of General Plant**

Mr. Arborio stated that this transfer is necessary to fund the annual subscription costs associated with the Milsoft Utility Solutions Work Management System (WMS). The specific information related to the annual maintenance subscription cost was not available at the time that the Budget for Fiscal 2024-2025 was prepared. Since that time, the Division has identified the Work Management System that best suits the needs of the Division, as it is compatible with all other WED engineering systems. WED has negotiated with the vendor and ascertained the annual subscription (system maintenance) costs required to support the system. This system will be able to help in tracking costs for material and labor. With this ability, the WED staff will be able to provide more accurate estimates to its customers.

Mr. Zabrowski questioned what are the monthly fees associated with this software?

Mr. Arborio stated that the fees are broken down into numerous components and can get the breakdown over to the PUC for review. The total fee per fiscal year totals \$75,300.00.

Dr. Rinebold stated that he is supportive of this and believes this to be an appropriate work order system for materials, labor, design, estimates and integration with other systems for engineering GIS (Geographic Information System).

**Motion to Approve the Budget Amendment – Electric Division – FY 2024/2025 – in the amount of \$75,300.00 from Retained Earnings to Acct. 932- Maintenance of General Plant**

**Made by: Dr. Rinebold**

**Seconded by: Mr. Zabrowski**

**Votes: 3 ayes**

#### **Committee Reports/Correspondence**

Mr. Hendershot stated that he attended the NEPPA conference last week and will provide the PUC with a write up on what was learned.

#### **ADJOURNMENT**

#### **Motion to Adjourn**

**Made by: Mr. Zabrowski**

**Seconded by: Dr. Rinebold**

**Votes: 3 ayes**

134 The meeting was adjourned at approximately 6:21 p.m.

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138 Respectfully submitted,

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140 *Michelle Bracale*

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142 Michelle Bracale

143 Acting Recording Secretary

Respectfully submitted,

*Laurence Zabrowski/mb*

Laurence J. Zabrowski  
Secretary