

**SEWER COMMISSION/WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, APRIL 8, 2008**

MEMBERS PRESENT: Steven N. Wawruck, Jr., Jeffrey Ives, Dennis Demaine, Gary Laurito, John McSweegan, and Edward Ferrari

MEMBERS ABSENT: Joseph Calsetta, and Denise Balboni
Joe Russo, Town Engineer, Ex Officio

ALSO PRESENT: Scott C. Lappen, Director of Public Works, Ex Officio
Gary Kuczarski, Superintendent
Heather Kane, Recording Secretary

CALL TO ORDER: The meeting was called to order at 6:00 pm by Steven N. Wawruck, Jr.

MINUTES: John McSweegan made a motion: **"TO APPROVE THE MINUTES FROM THE MARCH 11, 2008 REGULAR MONTHLY MEETING AS PRESENTED"** - Seconded by Gary Laurito (passed 5 – 0, with one abstention for Steven N. Wawruck, Jr.).

Steven N. Wawruck requested that a motion be made to move item 5, Correspondence, up in the agenda to be the next item to discuss. Gary Laurito made a motion: **"TO MOVE AGENDA ITEM 5, CORRESPONDENCE, UP IN THE AGENDA TO BE THE NEXT ITEM TO DISCUSS"** – Seconded by Edward Ferrari (passed unanimously).

CORRESPONDENCE/PUBLIC INPUT:

- a. **1490 Suffield Street, Suffield, CT request for sewer connection:** Mr. Raymond Hartford attended the meeting to discuss the letter he wrote in which he requested permission to have his house at 1490 Suffield Street in Suffield, CT connect to Windsor Locks' sewer lines. Mr. Hartford addressed the Sewer Commission about his request. The location of the Windsor Locks' sewer line ends right at the end of the driveway to 1490 Suffield Street. Due to the low level of his property and that the adjoining property (located in Windsor Locks) added a building, the water level for his property is high and is causing trouble with his septic system. Steven N. Wawruck, Jr. asked if there has been a precedent in such a matter. Scott Lappen informed the Commission that there has not been a precedent in this matter. There have been other requests but no other properties outside of Windsor Locks have ever connected to the Windsor Locks' Municipal Sewer. Jeffrey Ives mentioned that in addition to the Sewer User Fees that we charge, maintenance of the municipal sewer lines is paid for from town property taxes. Since Mr. Hartford is not charged by the Town of Windsor Locks for property tax, there is the question on how Windsor Locks is to recover those funds from Mr. Hartford. The commission decided that further discussion is necessary. Steven N. Wawruck, Jr. informed Mr. Hartford that he will be contacting the town attorney to see what the consequences may be for setting a precedent in this matter. Jeffrey Ives also mentioned that this matter may need to be brought before the Board of Selectmen and other governing bodies. This matter will be addressed again next meeting. Mr. Hartford understood the need for further discussion and noted that he did not expect an answer today. Mr. Hartford left the meeting with an understanding that the commission will follow-up with him after contacting the town attorney and further discussing the matter amongst themselves.

FINANCIAL REPORTS:

March 2008 and Updated February 2008 Cash Reports: Gary Kuczarski informed the Commission that the Cash Disbursement reports were updated with the transfer from the reserve fund to cover checks written in FY 07-08 for work done in FY 06-07 as per the Commission's approval during March's meeting. In addition, the February Cash Report was updated to include the January Analysis Interest and the March Cash Report was updated to include the February Analysis Interest.

Gary Laurito made a motion: **"TO ACCEPT THE UPDATED CASH REPORT FOR FEBRUARY AND THE MARCH FINANCIAL REPORTS AS AMENDED."** – Seconded by Dennis Demaine (passed unanimously).

Quarterly Reports: Gary Laurito asked what percentage of the FY 07-08 billing has yet to be collected as of this date? Scott Lappen informed him that currently 11% of the FY 07-08 billing is delinquent.

Attorney Chadwick's Quarterly Update: Gary Laurito asked how the attorney proceeds with these accounts. Heather Kane informed the commission that the attorney proceeds as he sees fit after the WPCA hands over the delinquent account to him. The attorney then copies WPCA on all correspondence and court papers filed in regards to such property. This update is just an FYI for the Commission. There was no need to make a motion on this matter.

OLD BUSINESS:

RAS Piping/ Pump Station/ Safety Complex: As per the June 2007 Sewer Commission meeting, the Commission is aware that the Safety Complex project was short. Gary Kuczarski requested that the Commission approve a transfer of funds from completed capital projects that still have a balance for a total of \$10,371.77. Gary Kuczarski also requested that the commission approve the transfer of the remaining necessary funds (a total of \$24,113.71) from the undesignated reserve fund. There will be no further (unaccounted) costs for the Safety Complex project. There are some punch list items still remaining but that will not increase the cost. On the other hand, there is no further "savings" available for this project as well.

Gary Laurito made a motion: **"TO APPROVE THE TRANSFER OF FUNDS FROM COMPLETED CAPITAL PROJECTS THAT HAVE A BALANCE IN ORDER TO ZERO OUT THOSE PROJECTS AND THE TRANSFER OF \$24,113.71 FROM THE UNDESIGNATED RESERVE INTO THE SAFETY COMPLEX PROJECT."** - Seconded by Jeffrey Ives (passed unanimously).

Scott Lappen informed Steven N. Wawruck, Jr. that the demand letters that we send out have his name and "signature" on them. Currently we cc: Attorney Scott Chadwick on such letters. Scott asked if Steven N. Wawruck, Jr. would also like to be copied on the letters. Steven N. Wawruck, Jr. informed Scott and the Commission that since the WPCA keeps a copy of such letters, no copy needs to be sent to him.

Gary Kuczarski informed the Commission that the WPCA is looking to bring George Rostowski from the Vernon WPCA into the office to see where the WPCA can make improvements to their procedures. George is well versed in the billing system and has worked closely with the developers of the system. The WPCA hopes that George will provide some useful information on how other Authorities are using the system. There is an issue with end of the year reporting that the auditors brought to the attention of the Finance Department this year as well. There are year end reports that are not being generated that the Finance Department and auditors require. George charges \$120.00 per hour. The Commission approved a 3 hours training to begin with (as funds are available) and then if other training/assistance is determined to be necessary the commission will address that as needed. The funds will come out of the WPCA's account for Outside Services.

Gary Kuczarski informed the Commission that the auditors had an issue with how the WPCA currently handles the reserve fund transfers. Gary Kuczarski, Barbara Bertrand, Tim Sena (an auditor), and Heather Kane will be meeting together on Friday, April 11th to discuss what changes need to be made in the WPCA accounting. Gary Laurito was interested in finding out what the auditors suggest in that meeting.

Gary Kuczarski and Scott Lappen began a discussion with the Commission in regards to installing the financial software system at WPCA that is currently used by the Finance Department. Gary Laurito asked what we were looking for in a financial software system and why we are looking at this particular financial module over a less expensive one. Scott Lappen informed the commission that we are looking at this financial module in particular because it would align us with the Finance Department. Currently, the WPCA provides numerous reports to the Finance Department. Gary

Laurito asked what reports we provided to the Finance Department and why. Heather Kane stated that cash reports, bank reconciliations, cash receipts and cash disbursements are just some of the reports the WPCA provides to the Finance Department. Gary Kuczarski stated that the reports are provided to the Finance Department for audit and verification purposes. Gary Laurito wondered if the Finance Department really needed such reporting from the WPCA. It was decided that WPCA will request the presence of Barbara Bertrand, the Finance Director, to attend the next Sewer Commission meeting in order to answer the Commission's questions.

NEW BUSINESS: Scott Lappen informed the commission that Heather Kane and her husband are expecting their second child. The Commission congratulated Heather on her pregnancy.

Steven N. Wawruck, Jr. opened a dialogue with the Commission regarding the funding of the Town's infrastructure. In particular, the Town currently pays for the upkeep and replacement of the main sewer lines. Why does the Town shoulder this cost instead of the WPCA? Steven N. Wawruck, Jr. brought this up because of the current events at MDC. MDC is raising the water usage rates due to the cost of maintaining the infrastructure in the towns they provide service to. Jeffrey Ives suggested Steven N. Wawruck, Jr. look into the 1983 Sewer Commission notes in regards to jurisdiction. It was at that time that the WPCA was set up in accordance with the laws and recommendations per the Department of Environmental Protection. It was also suggested that Steven N. Wawruck, Jr. could contact Mike Wrabel.

At 6:55 pm, there being no other business to discuss, Edward Ferrari made a motion: **"TO ADJOURN THE MEETING"** -- Seconded by John McSweegan (passed unanimously).

Respectfully submitted,

Heather Kane
Recording Secretary