

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, APRIL 14, 2009**

MEMBERS PRESENT: Steven N. Wawruck, Jr., Jeffrey Ives, Joseph Calsetta, Dennis DeMaine, Gary Laurito and Edward Ferrari

MEMBERS ABSENT: Denise Balboni and John McSweegan
Dana Steele, 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 6:03 p.m. by Steven N. Wawruck, Jr.

MINUTES: Gary Laurito made a motion: **"TO APPROVE THE MINUTES FROM THE MARCH 10, 2009 REGULAR MONTHLY MEETING"** - Seconded by Joseph Calsetta (passed 5-0, with one abstention for Steven N. Wawruck, Jr.).

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **March 2009 Cash Reports:** Gary Laurito made a motion: **"TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED"** – Seconded by Joseph Calsetta (passed unanimously).
- b. **CD Investments:** The Authority was given the CD Investment Spreadsheet for March 2009. This was handed out for informational purposes only.
- c. **Quarterly Financial Reports – Delinquent Accounts:** The Authority discussed needing to be a little bit more aggressive in collections on these accounts before they are given over to the Attorney for collection.
- d. **Attorney Chadwick's Quarterly Update:** Progress is being made regarding the collection on these accounts. Bradley Court LLC properties are now "in suit". We have been receiving payments for Bradley Court which are applied to the oldest fees and interest first. Attorney Chadwick has told Heather Kane that the WPCA can continue accepting payments though property is "in suit".

CORRESPONDENCE: None

OLD BUSINESS:

- a. **KFC:** A letter was handed out to the Authority from Mr. Jesse Lanier regarding KFC. Gary Kuczarski informed the Authority that Mr. Lanier did meet with him and told him that it is not feasible to move into the Starbuck's building due to expenses. Therefore, Mr. Lanier is planning on staying where he is and is looking to have the exterior grease interceptor installed by May 31st. Gary Kuczarski has spoken to the architect twice already and gave him information regarding elevation. Mr. Lanier did not meet the criteria set before him by the Authority. The Authority discussed how to proceed from here. The WPCA has not fined anyone before yet no one has "waltzed" around this much before. Gary Laurito asked if there is a way the Authority can have Mr. Lanier put the fine money in escrow. Therefore, if the project is not done by the agreed upon date the WPCA can take that money. Yet if the grease interceptor is installed by the agreed upon date, the WPCA can release the money to Mr. Lanier to use towards the project. Since putting the fine process in place everyone has been compliant. Joseph Calsetta suggested tabling this until next meeting when Mr. Lanier should have the plans in to Gary Kuczarski. The fines would still be in place. The Authority agreed that a letter should be sent to Mr. Lanier stating that the WPCA received his letter regarding the change in plans and that the Authority expects the exterior grease interceptor to be installed by May 31st at the latest as stated in Mr. Lanier's letter. This letter should

include that Mr. Lanier is responsible for a fine that has been accruing daily since January 1, 2009 and continues to accrue on a daily basis. The WPCA should include the amount so far accrued in fines. Currently, Mr. Lanier has not paid the sewer user fees for the KFC property. A reminder of the late sewer user fees along with a bill for such fees should be included with the letter.

- b. **Workers Compensation Insurance:** Heather spoke with Barbara Bertrand, the Town's Finance Director, today. Barbara does have the breakdown for the Workers Compensation Insurance but has not sent the WPCA a bill yet. She is waiting to hear back from Carillo Insurance on what the breakdown is for the Liability Insurance since the insurances are included in one bill from the company. Barbara wants to send the WPCA just one bill for Workers Compensation and Liability Insurance.
- c. **Financial Software System:** WPCA's first check run on the new financial software system was on April 7, 2009. Heather Kane did have to go to the Finance Department to print the checks as the WPCA printer is not set up to do so at this time. TAB Computer Systems was at the WPCF today trying to get the printer set up. IMG will hopefully be working on the problem tomorrow. There is another check run tomorrow.

NEW BUSINESS:

- a. **Billing for Sewer Use of Municipally-owned property:** It was discussed if this should be tabled until the next meeting since Denise Balboni is absent today. Steven N. Wawruck, Jr. asked for the Authority's thoughts on the matter of billing municipally-owned property for sewer use. Basically the Town is looking to be exempt from paying sewer user fees since the Town does not require WPCA to pay for such thing as building permits and lien fees. Upon research, the WPCA found that some towns charge and some do not. The State of Connecticut Statute, regarding the billing of municipally-owned buildings for sewer use, was handed out to the Authority prior to the meeting. Joseph Calsetta stated that according to this Statute the Authority could change the classification of the municipally-owned buildings to have no sewer user fees attached. Gary Laurito stated that if the Authority waives the fee to the Town, the WPCA's revenue is reduced and therefore there is an increase in sewer user fees. If the Town pays for its sewer use, then that expense goes into the town budget and the taxpayer pays it. Either way the taxpayer will pay; whether it is to the WPCA or the Town, the taxpayer will still pay the same thing. The Town owns the pipes in the roads but the WPCA owns the WPCF building. Joseph Calsetta made a motion: **"FOR ALL MUNICIPALLY-OWNED BUILDINGS, AS DEFINED ON THE SHEET UPDATED 03/12/09, TO BE EXEMPT FROM SEWER USER FEES."** Seconded by Jeffrey Ives (motion passed with 5 yeas and 1 nay)
- b. **FY 09-10 Draft Budget:** On the FY 09-10 Draft Budget, the sewer user rate is projected to remain the same as this fiscal year's rate. The difference is due to a reduction in capital expenditure. Interest on investments has been cut in half on this draft budget. Barbara Bertrand gave Gary Kuczarski an interest rate of 1% though Gary thinks the WPCA is actually accruing interest at a 2.25% rate. The WPCA increased the projected bad debt rate to 7% from 5% based on numbers over the past three fiscal years. Barbara Bertrand informed Heather Kane that the transfer to the reserve should not be a line item in the budget though it is okay to use it when calculating the sewer user rate. Since the money is already in STIF and there is not an actual transfer of funds, it should not be listed as a budget line item. The total calculation on the final page of the draft budget does include the \$199,000.00 transfer from undesignated reserve and undesignated Capital STIF funds. Joseph Calsetta asked why the sewer line maintenance projected budget amount is down by 31%. Gary Kuczarski explained that it is due to specific root control planning and not due to any sort of delay in maintenance work that needs to get done. This is still just a preliminary draft budget. There will be some changes or "tweaking" to the budget. The WPCA is looking at adding the purchase of a spare mixer and a spare recycle pump to the Capital expenditures. Gary Kuczarski believes the pumps have not been serviced correctly in the past which is causing them to break down at a more frequent rate. The WPCA is looking to purchase a spare mixer so that when one has to come out to be serviced there is a replacement mixer that the WPCF can install to ensure that the nitrogen levels are kept down instead of shutting down

the zone where there is only one mixer. The same goes for the recycle pump. The WPCF would like to purchase a spare recycle pump because there is only one pump on the recycling line. Therefore, if it needs to come out for servicing the WPCF needs to shut down that whole recycling line. The Authority discussed the nitrification process and if there is anything the Authority can do to lessen the nitrogen levels. The WPCF is trying to reduce the inflow and infiltration. One factor that affects the WPCF's nitrogen levels is when the upgrade occurred in 2001 the Facility was limited in space. With more tankage there is a much better chance to meet specifications but it would have cost too much to put in more tankage. The Authority will have another budget review in May with the budget approval in June. One thing that the Authority needs to consider is if the sewer user rate should be increased or if it should remain the same as this fiscal year.

At 6:58 p.m., there being no other business to discuss, Joseph Calsetta made a motion: **"TO ADJOURN THE MEETING"** -- Seconded by Dennis DeMaine (passed unanimously).

Respectfully submitted,

Heather Kane
Recording Secretary