SEWER COMMISSION/WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, MAY 13, 2008

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

MEMBERS ABSENT: Dennis DeMaine 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 6:01 pm by Steven N. Wawruck, Jr.


PUBLIC INPUT: None

Steven N. Wawruck, Jr. requested that a motion be made to move item 6d, Old Business - Financial software system installation at WPCA, up in the agenda to be the next item to discuss. Joseph Calsetta made a motion: “TO MOVE AGENDA ITEM 6d, OLD BUSINESS - FINANCIAL SOFTWARE SYTEM INSTALLATION AT WPCA, UP IN THE AGENDA TO BE THE NEXT ITEM TO DISCUSS” – Seconded by Edward Ferrari (passed unanimously).

OLD BUSINESS:

d. Financial software system installation at WPCA: Barbara Bertrand, the Finance Director for the Town of Windsor Locks, attended the meeting to discuss the installation at the WPCA of the financial software system currently in place in the Finance Department. The Finance Department has been asking for the WPCA to install the financial package for about three years now due to the volume of business done at the WPCA. The financial model is internet based with easy export capabilities into Excel. The management letter from BlumShapiro, the Town’s auditors, mentioned that the automated system should be installed at various departments. Upon talking to BlumShapiro, Barbara said that they highly recommend that WPCA go onto the current system. Some benefits of the system are that the reconciliation process will be enhanced eliminating a lot of duplication and it will automate a lot of manual processes that are in place. Currently, at the end of the month, the Finance Department receives the financial records from the WPCA and the Finance Department has to enter the numbers in the general ledger package and then reconcile. This system will be integrated, bridging the WPCA and the Finance Department automatically, and it has more controls. The system would link WPCA’s data to the Finance Department for reconciliation purposes enabling the Finance Department to act as an internal auditor for the WPCA. Barbara asked the Commission to consider installing this software at the WPCA for what she feels is a minimal amount of money for a very good package. The WPCA can piggyback on account numbers that the Finance Department has already set up. The WPCA will have its own fund and the Finance Department could have read only capabilities if so decided upon by the Commission. Gary Laurito asked “Whose software is it?” It was originally Quality Data’s financial package, a company well known for its assessment and tax systems. A sister company in Massachusetts has taken it over so the software is currently owned by IMG. Gary Laurito asked “Is it basically a general ledger system, or is it a full accounting package which would include investment accounts and cash management or is it strictly reporting?” It is an expenditure and revenue driven system with the information going into the general ledger. Gary Laurito asked “What reports do the WPCA now send you and why do you get them and how do you use them?” The Finance Department gets the Cash Reports, Cash Receivables, Cash Disbursements and Bank Reconciliation reports. The Finance Department posts entries off of the revenue and expenditure report which is manually created by Heather Kane. Gary Laurito asked “Does the Finance Department report the WPCA’s financials in the Town report?” The WPCA’s financials are in the Town’s Financial Statements as the WPCA is a department of the Town. By auditing standards, the Finance Department does not need to report the WPCA’s financials but the
Board of Finance ruled that they still want it to be included in the Financial Statements as the public is entitled to know. The cost of the package is $4000.00 plus an annual maintenance fee. Joseph Calsetta asked “Can the WPCA be added on as just a user since the Authority is already set up as a department in the system?” No, because right now the Finance Department just enters the information into the system for reports. The reports are not system generated. There is not a lot of room for price negotiation because there is some hardware that needs to be installed at the WPCA location and then support and maintenance. Joseph Calsetta asked “Do they support this off site?” Yes, since it is internet based. The Finance Department houses the program/software on its server but IMG does access the program while off site for maintenance and upgrades. Gary Kuczarski asked “Do you know if we need to upgrade our computers?” Barbara said that she believes that is not necessary but she can have an analysis done. The WPCA currently does not have a server. Everything is stored on a computer hard drive. Next fiscal year, Barbara will back up the financial system every night through TAB. The back up is stored off site in Georgia. Currently, the system is backed up each night and the tape is taken off site. Gary Laurito has a concern regarding integrating the billing system currently in place at the WPCA with the financial package. Currently, there is no integration between the financial system and other systems. Gary Laurito mentioned that part of the recommendation to go onto this financial system is coming from the Town auditors. Gary Laurito asked “Does the Commission get a copy of the audit reports and the recommendations that pertain to the WPCA?” The auditors’ management letter goes to the Board of Finance and the Board of Selectmen. It currently does not go to the WPCA. Gary Laurito believes that the Sewer Commission should be replying to the auditors’ recommendations. The auditors currently have not targeted specific departments but they will be in the future. The management letter has been very general in nature up to this time. Therefore, currently the Finance Department has responded in kind to the auditors’ management letters. Gary Laurito would like to talk to IMG, the owners of the software financial package. The Commission decided that Gary Laurito should meet with them on his own to have his questions answered. Barbara will set up the meeting between IMG and Gary Laurito.

FINANCIAL REPORTS:
The only change on the Cash Reports is the recording of the interest. Gary Laurito asked “Is the Capital STIF account a separate investment account or is it mingled with the regular investments?” The Capital STIF account is a separate account per the auditors’ recommendations. Gary Laurito made a motion: “TO ACCEPT THE UPDATED FINANCIAL CASH REPORTS FOR APRIL AND MARCH AS AMENDED WITH THE INTEREST.” – Seconded by Joseph Calsetta (passed unanimously).

Gary Laurito recommended that interest deposited into the WPCA’s accounts in one month (i.e. April) be recorded on the next month’s Cash Reports so that Heather Kane does not need to create updated Cash Reports just for the interest. The Commission agreed with the recommendation.

CORRESPONDENCE: None

OLD BUSINESS:

a. 1490 Suffield Street, Suffield, CT request for sewer connection:
A letter from the Town attorney in regards to this request was handed out to the Commission members at the meeting. The letter states “For this and many other reasons, a connection to the Windsor Locks sewer system by a Suffield landowner would not be proper or advisable.” The Commission decided to honor the attorney’s letter. Edward Ferrari made a motion: “TO DENY THE REQUEST BY THE SUFFIELD LANDOWNER TO CONNECT TO THE WINDSOR LOCKS SEWER SYSTEM” – Seconded by John McSweeneg (passed unanimously).

b. Meeting with George Rostowski on May 2nd:
Heather Kane spent three hours with George Rostowski on May 2nd. George went through the system’s menu items with Heather, discussing each one and sharing with Heather what he does in Vernon. A letter from George Rostowski to Gary Kuczarski that listed issues and corresponding recommendations was handed out to the Commission members at the meeting. Gary Kuczarski mentioned that the year end reports that need to be generated for the Finance Department are in the system. This year will be the test to make sure we can generate what is needed by the Finance Department. Scott Lappen brought to the Commission’s attention that currently we do not have a backup process off site in case of disaster recovery. Gary Laurito
mentioned that part of the proposed financial package is that Barbara will back up the system off site every night using TAB. Steven N. Wawruck, Jr. informed the Commission that backing up the system off site is accounted for in next year’s budget. Gary Laurito mentioned that anyone can back up a system, copy it in a flash drive and bring the copy off site each night. Steven N. Wawruck, Jr. will pass the letter onto Barbara so that she can share with IMG the need to back up the WPCA’s billing system before Gary Laurito meets with them. Joseph Calsetta asked to table the letter until next meeting. The Commission agreed.

c. Meeting with the auditors on April 11th:
Gary Kuczarski informed the Commission that the one concern that the auditors had was how the reserve fund was handled. The auditor wanted to see the physical transfer from the operating account to capital STIF. This is taken care of in the draft budget for this year.

NEW BUSINESS:

a. Draft FY 2008-2009 Budget:
A copy of the draft budget was handed out to the Commission members at the meeting. Scott Lappen informed the Commission to keep in mind that in regards to the Salary line item the contract for the WPCA employees has not been settled. Last year, a 3.25% increase was approved into the Salary line item; therefore there could be a shortfall in last year’s Salary budget. As an overview, water went down yet gasoline increased. The WPCA is looking to go to natural gas on the boiler which would be a reduction from the use of oil. The representative will call us in June when it is a better time to lock in to the price for natural gas.

Jeffrey Ives mentioned that next month we set the rates and approve the budget. Jeffrey Ives requested that the Commission go through the Capital projects listed in the proposed 2008-2009 budget draft tonight instead of at next month’s meeting when there might not be enough time.

The Capital projects are listed by priority and not by financial cost.

1) Thickened Sludge Pump #2 / Piping / Electrical:
The first pump is already on order. The pump to be replaced is original. It has been serviced over the years but it is leaking and really needs to be replaced. The work would be done by the WPCA Staff; therefore the cost of $36,000.00 is strictly for equipment. The WPCA does a good job and knows what they can do and can handle. It saves money doing the work themselves.

2) Polymer Pumps and controls:
Both pumps are 25 years old. They have been acting up and repair parts are no longer available. That will be a total of $25,000.00 for both with the control panel.

3) Headworks Channel Grout / Seal:
This project has the WPCA involved with engineering. At the Headworks Building there is a transition between the building and the channel where there is leaking. The WPCA does not know to what level they will need to bypass pump. The engineering company needs to get in there and find where the leak is. Price will depend on where the leak is, the cost of bypass pumping, and on what material they will use to fix the leak.

4) Garage doors & openers:
This is an estimate provided by the contractor. There are two doors WPCA is looking at replacing. The most expensive ($15,900.00) is the door for the Headworks Building due to the environment in the building. The contractor was Overhead Door out of Hartford but Gary Kuczarski is waiting on two other quotes from LaVallee and Arbon. Gary Kuczarski recommends that the Headworks door and the Processed Sludge bay door be replaced with new openers and just the openers be replaced on the other three doors.

5) Purchase a Utility ¾ Ton – Pick-Up:
This vehicle will replace the 2002 Chevrolet S-10 utilized by the Superintendent. The 2002 S-10 would then be utilized by the Sewer Inspector and the WPCF Staff. There is occasion for the WPCA to use the capacity allowed in the ¾ ton truck. The truck will also need a radio, light bar and cap. The motor is a 4.6 gas motor. It will be purchased through the state contract. Currently, Gary Kuczarski is waiting for the price of the trade-in for the old 1997
pick-up truck so this price does not include the trade-in price reduction. This old pick-up is not safe for the Sewer Inspector to drive.

6) **Dexter’s PS – replace flowmeter:**
The WPCA needs to replace an original flowmeter to be consistent with the Plant where all the flowmeters have been replaced. WPCA Staff will install the new flowmeter down at Dexter’s Pump Station. The WPCA already has a hand held communicator to calibrate it.

7) **Fund Nitrogen Credit Account:**
The WPCA has had to pay the past couple of years due to inflow and infiltration. The WPCA has corrected what was occurring at Suffield Street but that does not correct the inflow and infiltration occurring on the homeowners’ properties. There is still a lot of clear water flowing through there. Not many residents took advantage of the hook-ups.

8) **Nitrate Probes & Study:**
This is part of the de-nitrification program. The biggest part of this project is determining through engineering whether chemicals (methanol and micro C) will enhance the de-nitrification process or if the WPCA needs the nitrate probes that give nitrate level readings. The $52,000.00 is the worst case scenario. The price could be cut down by $25,000.00 if the WPCA finds out it is a chemical process. When the upgrade was done, ORP probes were put in the tanks to check the nitrate level but there is no known correlation between the ORP readings and nitrate levels. Gary Kuczerski has exhausted all resources to find a correlation between the ORP readings and nitrate levels. These probes are used for in-house process control. The WPCA needs to know what the nitrate level is at any given time to control the nitrified recycle pumps. For state reporting, the nitrate levels are tested in laboratories off site. The nitrate probes would allow the WPCA to do continuous testing and tweaking of the treatment process. All the treatment plants that have had ORPs have taken them out. The nitrate probes are new technology that is already in use at many plants. Gary Kuczerski is still waiting on the price of trailer rentals but based on what he has this is the price. The engineer in this project would be Paul Dombrowski who left Tighe & Bond to work for Woodward Curran. Paul Dombrowski is the most knowledgeable person on the treatment process that occurs at the Plant. The cost to determine what the best process would be right now (chemical process or new probes) would be roughly $13,500.00 in engineering and trailer rental costs.

9) **Halfway House PS Backup Pump:**
Halfway House PS services many hotels and restaurants and therefore handles a large amount of grease. A backup pump is needed when either the lead pump or lag pump is pulled for maintenance or repair. Currently there is a leaking seal on one pump. The idea is that hold off on repairing the current pump until the new pump can be put in. Then service the older pump and keep that pump as the spare. Jeffrey Ives asked “Why [this project] is so far down on your list?” Because this sounds like something you really want to have around.” Joseph Calsetta asked “Do all the restaurants and hotels out there have grease traps?” “No,” answered Gary Kuczerski, “that is still a battle.” The Commission was wondering what authority they have to enforce the installation of grease traps. The Commission pondered if they can force the issue for franchises through the corporate headquarters. Gary Kuczerski currently visits restaurants and hotels with the Board of Health. Even the Board of Health’s hands are tied. They can do nothing unless it is causing a backup. In the area that the Halfway House PS services, the Ramada, Skooter’s Restaurant and KFC still need to install/finish installing grease traps. The Ramada just put in the grease trap in order to sell the property. The tank is in but they still need to do some internal work in the kitchen. Gary Kuczerski gave a list of contractors again to Skooter’s Restaurant. There are other locations throughout Town as well such as Poquonock Grinder. These restaurants and hotels have been on notice for about a year to a year and a half that they need to install grease traps. The Commission asked: Can we fine them? Can we lien the property? Can we get the authority to enforce them to install grease traps? The grease is causing harm to the Town’s equipment. There is a Town Ordinance that the restaurants and hotels cannot introduce grease into the sewer system. There is a state program that was set up to take enforcement action but there is only one inspector to do the job. Jeffrey Ives remembered when the Commission was first discussing the Town’s Ordinance the Commission decided the state would provide the enforcement support of the ordinance. Steven N. Wawruck, Jr. suggested getting the state inspector up here to visit the 6 to 7 properties that do not have grease traps.
Jeffrey Ives requested that the WPCA make the effort to see if the state will take action. If the state does not act accordingly, then the Commission will try to get the authority to enforce the installation of the grease traps. Scott Lappen mentioned that the state recommends the WPCA go through the Health District which is what the WPCA currently does. The Commission requested the WPCA inquire with the town attorney how the Commission may get the authority to enforce the grease traps.

10) **Tank Monitor – underground tank:**
   The contractor ran a conduit from the DPW to the WPCA to monitor the underground heating fuel tank. Due to the length of the conduit, it is reporting false readings. It has been recommended to put a monitor at the WPCA. The Commission wondered what gauge wire was currently being used and if a larger gauge wire would solve the problem. Gary Laurito asked “How long is the wire?” Gary Kuczarski believes it is roughly 900 feet. Jeffrey Ives mentioned that before you run any wire you have to know what the transmission is and what voltage you are using in order to know what size wire would help you. What type of signal is being used? It is an electronic probe reading. Jeffrey Ives mentioned that the maximum distance the monitor can be placed must be listed somewhere in the specifications of the monitor. Scott Lappen said that the WPCA will ask the installers what the specifications are for the monitor and what is considered too far.

11) **Confined Space Entry Equipment:**
   The confined space equipment has been upgraded at the pump stations but now needs to be updated at the tanks located at the Main Plant. This is just to start the process of installing confined space equipment at the Plant. The WPCA does not know how much it will cost at this time. Jeffrey Ives asked “Why this project was number 11?” Gary Kuczarski mentioned that last year it was number one. The Town contracted with Tighe & Bond to develop a set of engineering plans for the installation of the proper fall protection. Currently, WPCA is still waiting on the report. The WPCA still has some funding left over which would cover some of the installation but the Aeration tank design is different and more difficult. Joseph Calsetta voiced his displeasure with the work Tighe & Bond has done at the WPCA. Scott Lappen stated that he has a great deal of faith in Paul Dombrowski who dealt with the day to day operations of the upgrade here at the plant instead of the design phase. Steven N. Wawruck, Jr. asked if the WPCA should put all projects out to bid instead of using Tighe & Bond exclusively. Gary Kuczarski mentioned that the WPCA is learning what Tighe & Bond is capable of and that it all depends on the particular project. Gary Kuczarski stated that usually the resident consultant/engineer has the best knowledge of the facility. Joseph Calsetta said that he does not see Tighe & Bond as having the best record. Gary Kuczarski agreed that maybe not the best performance record but Tighe & Bond has the best knowledge of the facility. It is something to look at on a project to project basis.

The Commission decided to meet Thursday, June 5, 2008 at 4:30pm at the WPCF to discuss the budget and to obtain some answers to the questions asked tonight. The Commission will meet again on Tuesday, June 10, 2008 at 5:30 pm at Town Hall for an additional budget review before the regularly scheduled meeting begins at 6:00 pm. This meeting will be adjourned at 6:30 pm for a public hearing and then restarted again after the hearing.

At 7:45 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