

**WATER POLLUTION CONTROL AUTHORITY
SPECIAL 2008-2009 BUDGET WORKSHOP
TUESDAY, JUNE 5, 2008**

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

MEMBERS ABSENT: Joseph Calsetta, Denise Balboni, John McSweegan, and Gary Laurito
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 4:36 pm by Steven N. Wawruck, Jr.

OLD BUSINESS:

a. Budget Workshop – Draft Fiscal Year 2008-2009 Budget:

In Draft 1 of the proposed 2008-2009 budget, the salary line item is level funded, i.e. there is no increase to salary. Scott Lappen informed the Commission that the contract for the union expired 06/30/2007. Last year, the funding for salaries increased by 3.25% for the FY 2007-2008 to cover any salary increase that might have been approved in the new contract. To date the contract has not been approved. Currently, there is a proposed contract that states a 4% increase for FY 2007-2008 and another 4% increase for FY 2008-2009. This contract will be voted on next week. Draft 2 of the proposed 2008-2009 budget takes into account a 4.75% increase in the salary funding to cover the possible increase should the contract be ratified. In addition, there will be an increase in the fringe benefits.

The Commission decided to concentrate on Draft 2 of the proposed 2008-2009 budget.

Jeffrey Ives suggested that the Commission go page by page through the draft budget. The first page is mainly salary and fringe benefits. These amounts are mainly negotiated by the Town. WPCA receives this information from Barbara Bertrand, the Finance Director. Every position listed under Full-Time Salary is union except for the Director and the Superintendent. And those are the only two positions that currently do not have any increase from last year.

Gary Kuczarski mentioned that the Audit funding on page 3 of the draft did increase. The figure came from Barbara Bertrand. It used to be \$3,000.00 and is currently \$3,500.00. Another item that changed from the last draft provided to the Commission is that the Chemicals funding increased slightly. However, the polymer funding decreased. The WPCA recently did some polymer testing. The previous polymer cost \$2.88 a pound, this new polymer that is being tested costs \$2.26 a pound. The trial went well and it will be run again next week. The sodium permanganate was recently increased by 250 gallons. In addition, the cost of the sodium permanganate increased from \$6.35 per gallon at the beginning of this year to \$8.35 per gallon. This is off the CROG bid.

Under Fuel Oil / Natural Gas, the WPCA is still looking to switch over the boiler to natural gas this year. The WPCA does not have an actual figure yet. The Yankee Gas representative said it was too early to lock in a price but he will contact WPCA with a figure after speaking with the schools.

The figures used for gasoline and diesel were received from Barbara Bertrand. Steven N. Wawruck, Jr. wondered if the budget could be more realistic by using the most current rates for gasoline and diesel. He could see the WPCA contingency fund being used up by just the gasoline and diesel costs. Scott Lappen will get the most current rates and have the budget updated for next Tuesday's meeting.

Gary Kuczarski mentioned the only other change on page 4 of the proposed budget is the addition of the IFIPS Financial Module under Outside Services Worksheet. That is why there is a 25% increase

to the total Outside Services funding. Gary Kuczarski stressed the importance of obtaining the Financial Module for the office.

The increase in funding under User Fee Administration Worksheet reflects an increase in postage.

The funding for Water decreased. For the FY 2007-2008, the WPCA is in the red under Water but Gary Kuczarski is expecting usage to decrease due to a new plant water strainer and the work done at South Main Street pump station.

Capitals: The Confined Space upgrades were moved up to number 1. Gary Kuczarski met today with engineers on the Confined Space project. Gary Kuczarski believes that the \$7,000.00 from the proposed 2008-2009 budget combined with funding that was set aside from last year will allow the WPCA to do what is necessary. The Confined Space upgrades needed in the aeration tanks is something completely different and could cost anywhere from \$75,000.00 to \$80,000.00. The money currently requested for the Confined Space upgrades is for the purchase and installation of the davit bases in the four primary clarifiers, the two secondary clarifiers and the two gravity thickeners. The WPCA can do a lot of the work themselves. Therefore the cost is really for the davit bases, stainless steel and shipping. The davit base and arm will allow the operators to retrieve someone out of the tank should someone get hurt or injured in the tank. There will also be fall protection for when the operators are going down the ladders.

Another change in Capitals is with the Nitrate Probes. The WPCA is working with the engineer and HACH. Originally, they wanted to charge the WPCA \$1500.00/week for four weeks for the trailer rental and equipment. That was their first proposal. Paul Dombrowski talked them out of that proposal. Currently, it is proposed that HACH will provide the demo probes and WPCA will have to pay \$565.00 to have the demo probes recalibrated. In addition, they will supply the controller and mounting equipment for free. The Nitrate Probe Capital project was originally \$52,000.00 and it has now dropped down to \$47,000.00. Since last meeting, Gary Kuczarski did some research on the ORP probes that are currently installed at the plant. At the time the ORP probes were installed, it was one of two technologies available. The ORP equipment cost less than \$5,000.00 at that time and of that \$5,000.00, 30% was funded by DEP. The Town also received a check from CL&P because it fell under the energy rebate program. The other technology was not even considered because it was over \$100,000.00. Gary Kuczarski also spoke with Jeanette Brown of Stamford WPCA. A letter from Jeanette Brown regarding her experiences with ORP probes was handed out to the Commission members at the meeting. The ORP probes are really for an industrial setting and batch processes.

Dennis DeMaine asked to have the change in the operating budget separate from the capital budget instead of having the capital and operating budget combined as it is on the first page of Draft 2 of the proposed budget for 2008-2009. Jeffrey Ives asked if the funds for each year listed on the first page of the draft were not only "requested" as stated on the spreadsheet but also approved. Scott Lappen and Gary Kuczarski stated that the funds were actually allocated for each fiscal year. The proposed 2008-2009 budget has a total increase of 1.9% (including capitals) over the fiscal year 2007-2008.

Scott Lappen updated the Commission on the 1997 Chevrolet 2500 pick-up truck. The WPCA sent the truck out to Scranton Chevrolet in Windsor last December. They inspected the truck and gave the WPCA a quote to fix the diesel fuel system. The truck also needs tires, front end work and transmission repairs. The WPCA contacted Balise Chevrolet in Springfield and was informed that there was a recall on the fuel system that Scranton failed to tell WPCA. The warranty covered 120,000 miles or 11 years old. The WPCA truck was just past those limits. WPCA showed the factory representative the paperwork from last December proving the truck was in for repairs and that it was still under the age limit at that time. The factory representative approved doing the work for free under the warranty. The WPCA put two new tires on the front and brought it up to Balise in Springfield. They supposedly fixed the problem but today on the way back to the plant, the truck stopped on the Windsor Locks' exit ramp. It has to go back to Balise. Once the fuel system is fixed, the WPCA will look into investing money into the front end.

Gary Kuczarski stated 2.7% is the increase in operating budget. Actually it may be a little less because the 2007-2008 fiscal year budget does not include the full 4% increase in salary. Only 3.25% was added in last year so there is a difference of .75% that should have been added into last year's budget.

At the end of the fiscal year, there is usually a transfer of funds from accounts that have a balance to accounts that are in the red without having to transfer from the contingency fund. Gary Kuczarski is anticipating having a surplus of \$55,000 for this fiscal year which will go back into the reserve. The WPCA curtails spending under items that are in the red towards the end of the fiscal year.

A letter from Advanced Corporation was handed out to members of the Commission at the workshop. Advanced Corporation is the contractor that was working on the Fuel Tank Monitoring System. The WPCA is over the maximum distance between console and sensors by at least 100 feet. The WPCA discussed increasing the size of the wire but that would not correct the situation.

The Commission moved to the last sheet in Draft 2 of the proposed 2008-2009 budget which is the rate sheet. Gary Kuczarski informed the Commission of the change to the amount listed under transfer from undesignated reserve. In the original draft, it was \$350,000 where as in the current draft it is \$310,000, a reduction of \$40,000. This reduction is due to the deletion of the capital purchase of a new pick-up truck (\$32,000) and a \$5,000 reduction in the nitrate probe capital project. The undesignated reserve account is really for capital expenditures and not to supplement the operating budget. The WPCA is trying to keep the rate down while compensating for a large reduction in the sewer connection fees. Previous years the WPCA received entrance fees from the construction of hotels in town. For the 2008-2009 fiscal year, the WPCA does not expect any new hotels being built.

The other change on the rate sheet is the water usage figure of 395,000. The WPCA has slowly been reducing this figure to be more in line with the actual water usage. This reduction causes an increase in the projected rate per 1000 gallons. The projected rate of \$3.89 per 1000 gallons is an increase from 2007-2008 rate of \$3.64.

The Commission will be meeting again for the regularly scheduled meeting Tuesday at 6 pm at Town Hall. The Public Hearing will be at 6:30pm and then the Commission meeting will reconvene after the Public Hearing to adopt the budget and rates for 2008-2009.

At 5:19 pm, there being no other business to discuss, Dennis DeMaine made a motion: **"TO ADJOURN THE MEETING"** -- Seconded by Edward Ferrari (passed unanimously)

Respectfully submitted,

Heather Kane
Recording Secretary