

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, JUNE 10, 2008**

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

MEMBERS ABSENT: Joseph Calsetta and Gary Laurito
Joe Russo, Town Engineer, Officio

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

CALL TO ORDER: The meeting was called to order at 6:01pm by Steven N. Wawruck, Jr.

MINUTES: John McSweegan made a motion: **"TO APPROVE THE MINUTES FROM THE MAY 13, 2008 REGULAR MONTHLY MEETING"** - Seconded by Edward Ferrari (passed 4 – 0, with two abstentions for Denise Balboni and Dennis DeMaine)

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **May 2008 Cash Reports:** Jeffrey Ives made a motion: **"TO ACCEPT THE FINANCIAL CASH REPORTS FOR MAY AS PRESENTED."** – Seconded by Edward Ferrari (passed unanimously)

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Financial software system installation – Gary Laurito:** In Gary Laurito's absence, the Commission decided to move past this item and to wait to hear from Gary at the next meeting.
- b. **George Rostowski's Letter – tabled from last meeting:** George Rostowski listed a number of recommendations in his letter. Gary Kuczarski stated that this year Heather Kane will generate the year end reports while working closely with Cathy Cabral in the Finance Department to ensure that the Finance Department receives the necessary reports. Joseph Calsetta asked for the letter to be tabled last meeting in order to allow Gary Laurito to meet with the representative from the financial software system and to ask questions in regards to backing up the system. Gary Kuczarski did speak with Joe Alix from Connecticut Management Systems. Joe Alix suggested backing up the system on a memory stick each evening and taking it off site. This would be a manual procedure. Jeffrey Ives made a motion: **"TO DO THE RECOMMENDATIONS THAT ARE PROPOSED BY THE LETTER (AS WPCA SEES FIT)"** – Seconded by John McSweegan. Denise Balboni asked if the Commission should wait for Joseph Calsetta's input as he was the one that asked to table the letter. With no further discussion the motion passed unanimously.

NEW BUSINESS:

- a. **2008-2009 Budget:** Scott Lappen informed the Commission that the salary line item in the 2007-2008 Fiscal Year Budget included a 3.25% increase. The salary line item was increased by 4% in Draft 2 of the proposed 2008-2009 budget due to the proposed contract for the WPCA Operators. As of today, the WPCA Operators' contract has not been settled therefore the salary line item will remain the same as the 2007-2008 budget with no increase for the 2008-2009 budget. When the contract is ratified, the difference in salary will then be taken out of reserve.

Steven N. Wawruck, Jr. stated to the Commission that at this time he would like to go into Executive Session to discuss the contract with the Commission as well as to discuss Gary Kuczarski's salary.

Denise Balboni made a motion: **"TO AMEND THE AGENDA TO INCLUDE EXECUTIVE SESSION"** – Seconded by Dennis DeMaine (passed unanimously)

EXECUTIVE SESSION: Edward Ferrari made a motion: **"TO RECESS INTO EXECUTIVE SESSION"** - Seconded by Dennis DeMaine (passed unanimously)

RETURN TO MEETING FROM EXECUTIVE SESSION: Edward Ferrari made a motion: **"TO RECONVENE THE REGULAR MONTHLY COMMISSION MEETING"** - Seconded by John McSweegan (passed unanimously) at 6:26 pm.

NEW BUSINESS:

- a. **2008-2009 Budget:** Scott Lappen informed the Commission that the gasoline budget line item changed by adding 7% to what the WPCA currently pays for gasoline and diesel rates were increased to \$4.28/gallon.

The Commission turned to the final page of the budget draft to determine what they would like to set as a rate. With the new numbers plugged into the rate worksheet and with the salary increase from Draft 2 of the proposed 2008-2009 budget backed out, the new rate increase is 5.9%. That would increase the projected rate per 1000 gallons to \$3.86 from \$3.64.

RECESS FOR PUBLIC HEARING: Edward Ferrari made a motion: **"TO RECESS THE REGULAR MONTHLY MEETING FOR THE PUBLIC HEARING"** at 6:32 p.m. – Seconded by Dennis DeMaine (passed unanimously)

RECONVENE MEETING: Jeffrey Ives reconvened the regularly scheduled Water Pollution Control Authority meeting at 6:34 pm.

The Commission agreed on the transfer from the undesignated reserve in the amount of \$310,000.00 for the 2008-2009 fiscal year in order to compensate for the reduction in entrance fees. This transfer would enable the WPCA to keep the projected rate per 1000 gallons down to a reasonable increase for the 2008-2009 fiscal year. The \$310,000.00 transfer amount is an increase from last year's transfer from the undesignated reserve in the amount of \$267,500.

The Commission discussed whether to increase the Sewer Connection Fees which have been at \$3,000 per each separately saleable, rentable and/or transferable unit and \$2,000 per individual unit for hotels, motels and inns in addition to the \$3,000 for at least the past eight years. Jeffrey Ives stated it was a little too late to make any changes to the Sewer Connection Fees but suggested starting the budget discussions a month earlier next year. Denise Balboni suggested looking at increasing the Sewer Connection Fees next year to offset the transfer of funds from the undesignated reserve. The Commission decided to keep the Sewer Connection Fees for the 2008-2009 fiscal year at \$3,000 per each separately saleable, rentable, and/or transferable unit and \$2,000 per individual unit for hotels, motels and inns in addition to the \$3,000.

Jeffrey Ives made a motion: **"TO ACCEPT THE WATER POLLUTION CONTROL AUTHORITY PROPOSED SEWER BUDGET FOR THE FISCAL YEAR 2008-2009 AS PRESENTED"** – Seconded by Edward Ferrari (passed unanimously)

Edward Ferrari made a motion: **"TO ADOPT THE RATE SHEET THAT WAS PROVIDED TONIGHT ENTITLED 'TOWN OF WINDSOR LOCKS WATER POLLUTION CONTROL AUTHORITY PROJECTED SEWER USER CHARGES FOR FISCAL YEAR 2008-2009'"** this rate sheet states that rates will be based on water usage as follows:

Residential Rate	\$ 3.86	Per 1000 gallons of water consumed. Total user fee based on adjusted annual water consumption *
Public Rate	\$ 3.86	Per 1000 gallons of water consumed

Commercial Rate \$ 3.86 Per 1000 gallons of water consumed
 Industrial Rate \$ 3.86 per 1000 gallons of water consumed

Residential Well Users the average of the residential users

* Total consumption is adjusted in the following manner: The highest of four consecutive quarters is eliminated. The remaining is divided by three and multiplied by four to arrive at an adjusted annual water consumption.

-- Seconded by Dennis DeMaine (passed unanimously)

Jeffrey Ives made a motion: "TO SET THE MINIMUM CHARGES AS PER INDICATED IN THE WATER POLLUTION CONTROL AUTHORITY PROJECTED SEWER USER CHARGES FOR THE FISCAL YEAR 2008-2009" which states the minimum charges are as follows:

Residential	\$127.32 per year
Public	\$385.64 per year
Commercial	\$385.64 per year
Commercial Wells	\$385.64 per year
Industrial	\$551.28 per year

Charges reflect the consumption period between June 1, 2007 and May 31, 2008 and are due and payable on July 1, 2008. Interest will be charged on delinquent accounts at the rate of 1 1/2% per month, with a minimum charge of \$2.00, as provided by statute. Appeals for such charges must be filed within 30 days after the mailing of the bills. NOTE: Sewer Fees are the responsibility of the property owner.

-- Seconded by John McSweegan (passed unanimously)

Edward Ferrari made a motion: "THAT A COPY OF THE WATER POLLUTION CONTROL AUTHORITY PROJECTED SEWER USER CHARGES FOR FISCAL YEAR 2008-2009 BE INCORPORATED INTO THE MINUTES"-- Seconded by John McSweegan (passed unanimously).

**TOWN OF WINDSOR LOCKS
 WATER POLLUTION CONTROL AUTHORITY
 PROJECTED SEWER USER CHARGES FOR FISCAL YEAR 2008-2009**

RATES BASED ON WATER USAGE

Residential Rate	\$ 3.86	Per 1000 gallons of water consumed. Total user fee based on adjusted annual water consumption *
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Commercial Rate	\$ 3.86	Per 1000 gallons of water consumed
Industrial Rate	\$ 3.86	per 1000 gallons of water consumed

Residential Well Users the average of the residential users

MINIMUM CHARGES

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Industrial \$551.28 per year

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SEWER CONNECTION FEES

Sewer Connection \$3,000.00 per each separately saleable, rentable and/or transferable unit

This charge is applicable to each residential, commercial, industrial or public unit and is applicable to new construction and renovation work on a unit basis, with the exception of hotels, inns and motels as set forth below.

AS TO HOTELS, MOTELS, AND INNS, the following formula shall apply for purposes of calculating the connection/entrance fee:

\$2,000 per individual unit plus \$3,000

Note: This formula shall not apply to any other multi-dwelling structure

* Total consumption is adjusted in the following manner:
The highest of four consecutive quarters is eliminated. The remaining is divided by three and multiplied by four to arrive at an adjusted annual water consumption.

At 6:45pm there being no other business to discuss, Jeffrey Ives made a motion: "TO ADJOURN THE MEETING" -- Seconded by Edward Ferrari (passed unanimously)

Respectfully submitted,

Heather Kane
Recording Secretary