

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

MEMBERS PRESENT: Steven N. Wawruck, Jr., Joseph Calsetta, Dennis DeMaine, Jeffrey Ives, and John McSweegan

MEMBERS ABSENT: Denise Balboni, Gary Laurito, and Edward Ferrari
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 6:11p.m. by Steven N. Wawruck, Jr.

MINUTES: John McSweegan made a motion: **"TO APPROVE THE MINUTES FROM THE JUNE 9, 2009 REGULAR MONTHLY MEETING"** - Seconded by Dennis DeMaine (passed 5 – 0).

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **June 2009 Cash Reports:** A Corrected Cash Report for May 2009 was handed out to the Authority at the meeting. Gary Kuczarski informed the Authority that on the original May Cash Report the CL&P reimbursement for the repair at Dexter's Pump Station was entered as cash when it should have been entered as a negative disbursement. The Corrected May Cash Report reflects the correct entries. Jeffrey Ives made a motion: **"TO APPROVE THE CASH REPORTS AS PRESENTED"** – Seconded by Dennis DeMaine (passed unanimously).
- b. **Quarterly Cash Reports:** No questions.
- c. **Atty. Chadwick's Quarterly Update – Delinquent Accounts:** Attorney Chadwick's Quarterly Update was handed out to the Authority at the meeting.
- d. **CD Investments – update and changes:** A Portfolio Description spreadsheet was handed out to the Authority at the meeting. Four C.D.s matured in June and one bank, that held a C.D. with a maturity date in September, was taken over by the FDIC in June. These five C.D.s were rolled over into five new 18-month C.D.s. A C.D. Investment Spreadsheet for June 2009 was also handed out to the Authority for informational purposes only.
- e. **FY 2008-2009 Budget Transfers:** Typically in the past the accounting books have been closed on June 30th. The auditors stated this is incorrect; any services rendered in the previous fiscal year need to be paid out of that fiscal year's budget. In addition since the WPCF is now on the iFIPs Financial Software System, the previous fiscal year needs to be closed out by the end of the month before the August meeting. A spreadsheet of Accounts Payable items for FY 2008-2009 was handed out to the Authority at the meeting. Most bills on the spreadsheet have been received but there were a few outstanding items that were estimated. In a conversation earlier in the day with Heather Kane, Barbara Bertrand had suggested that the Authority may wish to make a motion that would allow Gary Kuczarski and/or Scott Lappen to transfer the necessary funds to the budget line items that are in the negative to cover the estimated bills that will be coming in for the fiscal year 2008-2009. The Authority decided to wait on any motion regarding transfers until all the bills have come in and the cash disbursement spreadsheet is updated with the final numbers so they can actually see what the transfers need to be using accurate year end figures. Steven N. Wawruck, Jr. will find out from Barbara Bertrand if the transfers must be in by the end of July or if the transfers can be done in August. If it is necessary that a motion be made before the next meeting, a recommendation for the transfers using the final budget numbers will be e-mailed to the Authority once the WPCF has received all the invoices for fiscal year 2008-2009. The Authority will then vote on the transfers via telephone or in person during a specially scheduled meeting should that be deemed necessary.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Gary Laurito – CL&P’s replacement cost policy:** This topic will be tabled until next meeting due to Gary Laurito’s absence.
- b. **Discussion – changing sewer user bills to once a year:** Gary Laurito brought this topic up during last month’s meeting and wanted it to be put on the agenda for discussion. In Gary Laurito’s absence, the Authority decided to table this topic until Gary is present to share his thoughts on the matter. The other reason to table this topic is that Steven N. Wawruck, Jr. would like the WPCF to research if there are any bi-laws in the documents regarding the procedures to implement such a change.
- c. **Update of the sending out of Sewer Bills for FY 09-10:** Heather Kane informed the Authority that 4958 bills totaling \$1,437,687.52 were printed out and mailed on June 30, 2009.
- d. **Update on wire payments:** The WPCF has been receiving wire payments since the week of July 6th. The WPCF, though, is still receiving a lot of physical checks from originators. This is something that Heather Kane will be looking into to find out why so many are not going through as a wire.

NEW BUSINESS:

a. **Appeals:**

61½ Webb Street: The owner is looking to have the bill for fiscal year (FY) 2009-2010 eliminated because the water meter was removed on January 15, 2009. Members of the Authority asked “Is the property using well water? Is it using the sewer system?”. The Authority decided to table this appeal until the next meeting in order to get more information regarding the property.

59 Grove Street: The owners, Gordon and Laura Mead, never received the original bill for FY 2008-2009 since they bought the property on December 24, 2008. The owner called the WPCF after receiving the past due notice. After talking with Heather Kane, the owner mistakenly sent payment to the water company instead of the WPCA. Mrs. Mead is looking for the Authority to waive the \$24.00 lien fee. John McSweegan made a motion: **“TO WAIVE THE \$24 LIEN FEE FOR THE MEADS”** – Seconded by Joseph Calsetta. The Authority discussed if they had the authority to do such a thing. This should have been taken care of at the closing. The Authority recommended asking the Meads to contact the closing attorney to see why the sewer bill that was due in January was not part of the closing. The Authority also advised the owner to ask the attorney for reimbursement for the lien fee since the proper documentation was not at the closing. There was a motion and a second on the table - John McSweegan rescinded the motion and Joseph Calsetta rescinded the second.

15 Fernwood Drive: Elizabeth McCloskey never received an original bill. The water company shows water usage began in August 2008. The owners were listed as Chapco Design in Enfield when the property was entered into the system as new construction. The original bill and all the past due notices for fiscal year 2008-2009 were sent to Chapco Design in Enfield. It wasn’t until the WPCF was issuing the liens that Heather Kane went through every property that was going to get a lien and noticed that the WPCF had the wrong owner listed in the system for 15 Fernwood Drive. Heather sent a bill out to Elizabeth McCloskey on June 1, 2009 which she paid right away. Mrs. McCloskey is looking for a refund of the \$17.17 in interest that accrued since the original bill. Joseph Calsetta made a motion: **“TO REFUND THE \$17.17 THAT ACCRUED ON THE ACCOUNT FOR LAWRENCE AND ELIZABETH MCCLOSKEY AT 15 FERNWOOD DRIVE.”** – Seconded by John McSweegan (passed 4-0, with one abstention for Jeffrey Ives).

At 6:48 p.m. there being no other business to discuss, Dennis DeMaine made a motion: **“TO ADJOURN THE MEETING”** -- Seconded by Jeffrey Ives (passed unanimously)

Respectfully submitted,

Heather Kane
Recording Secretary