

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, AUGUST 11, 2009**

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

MEMBERS ABSENT: Denise Balboni, Edward Ferrari, and Jeffrey Ives
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: Dennis DeMaine made a motion: **"TO APPROVE THE MINUTES FROM THE JULY 14, 2009 REGULAR MONTHLY MEETING"** - Seconded by Joseph Calsetta (passed 4 – 0, with one abstention for Gary Laurito)

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **July 2009 Cash Reports:** Gary Laurito asked why there was no entry in the salary budget line item for July on the Cash Disbursement spreadsheet. Heather Kane informed him that the WPCF does not receive a bill from the Finance Department for the July payroll until August. The Finance Department funds the payroll on a weekly basis and then sends a bill to the WPCF on a monthly basis. Therefore in June, the WPCF pays for the May payroll as well as the June payroll (except for the final week in June – which is entered in the budget as an Accounts Payable item). Gary Laurito recommended entering the payroll into an accrued expense account in the month the payroll was accrued and then paying out of that account when issuing a check for the payroll on a monthly basis.

Steven N. Wawruck, Jr. requested returning to the Public Input section of the agenda as Mr. David McCue and Ms. Louise Montminy were in attendance to present an appeal before the Authority. Mr. McCue asked the Authority to make an adjustment to his bill claiming financial hardship due to health issues. Steven N. Wawruck, Jr. informed Mr. McCue that the deadline for appeals was July 31, 2009 and that the appeals are usually reviewed by the Authority during the month of August. Mr. McCue was aware of the deadline and that is why he decided to deliver his appeal in person. Mr. McCue asked the Authority to consider waiving the interest and lien fees that has accrued since 2006. Steven N. Wawruck, Jr. told Mr. McCue that the Authority will review his appeal and get back to him. Mr. McCue and Ms. Montminy thanked the Authority for their time as they departed.

Returning to **FINANCIAL REPORTS:**

- John McSweegan made a motion: **"TO ACCEPT THE JULY 2009 CASH REPORTS AS PRESENTED"** – Seconded by Gary Laurito (passed unanimously).
- b. **Updated June 2009 Cash Report:** Heather Kane informed the Authority that the change on the June Cash Report was the transfer in transit items under cash and investments. The wire transfer out of the STIF account occurred on 6/30/09 but the deposit into the checking account did not occur until 7/1/09. Gary Laurito made a motion: **"TO ACCEPT THE UPDATED JUNE 2009 CASH REPORT AS PRESENTED"** – Seconded by Dennis DeMaine (passed unanimously).
 - c. **CD Investments – update and changes:** Heather Kane informed the Authority that three CDs were maturing in September. The WPCF will roll them over into new CDs. The Authority was given the CD Investment Spreadsheet for July 2009 at the meeting.
 - d. **FY 2008-2009 Cash Disbursement Report:** Gary Laurito asked why, if the payroll is done on a weekly basis, does the Finance Department give the WPCF their payroll expense once a month.

There should be no reason why the WPCF could not get a department payroll report on a weekly basis in order to post the payroll weekly into the iFips system. The WPCF will put a request into the Finance Department for such a report per Gary Laurito's recommendation.

- e. **FY 2008-2009 Budget Transfers:** Two spreadsheets showing the recommended budget transfers were handed out to the Authority at the meeting. One spreadsheet was for the operating accounts; the other was for the capital accounts. The transfers within the operating budget are just to take care of the deficiencies in the given accounts. There will be another set of transfers to zero out the accounts at the closing of the fiscal year. The balance in these accounts will be transferred to the undesignated reserve account when closing out the year. Gary Laurito made a motion: **"TO ACCEPT AND PROCESS THE 2008-2009 BUDGET TRANSFERS AS PRESENTED IN THE DOCUMENT SHOWING \$43,337.21"** – Seconded by Joseph Calsetta (passed unanimously). The Authority does not need to make a motion later to transfer out the FY balance of \$45,183.91 because that is an annual practice to close out the year. The recommended capital transfers would be transferring funds out of closed projects that have a positive balance into the undesignated capital account. Gary Laurito made a motion: **"TO REDUCE THE CAPITAL FUND BY THE TRANSFERS INDICTED ON THE REPORT SHOWING \$14,222.98 WITH THOSE PROCEEDS GOING INTO THE UNDESIGNATED CAPITAL FUND"** – Seconded by Joseph Calsetta (passed unanimously).

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Gary Laurito – CL&P's replacement cost policy:** Gary Laurito updated the Authority on what he has found out so far. Northeast Utilities is self-insured except for catastrophe insurance. They have their own claims and insurance department. Gary Laurito has spoken to four different adjustors from four different insurance facilities and they all indicated that a business is typically entitled to recover damages in a situation like this where the damage was due to power failure. The WPCF put in a claim for about \$4,100. CL&P has paid the WPCF \$3,400 so far. A difference of \$700 roughly. Gary Laurito has spoken to a number of people in the Northeast Utilities claims and insurance department and no one seems to know why there is a difference except that \$3,400 is the number the claims adjustor gave them. Gary Laurito did get the name and phone number of the adjustor who works out of Springfield, MA but he does not know if this claims adjustor is an employee of Northeast Utilities or if he is an independent adjustor. Gary Laurito will continue to pursue it to see if he can get that \$700 back for the WPCF.
- b. **Discussion – changing sewer user bills to once a year:** Gary Laurito had brought this topic up because he thinks doing an annual billing will avoid a lot of the delinquency for those that are buying a house mid fiscal year and for those that tend to forget the second half of the bill. There would probably need to be a threshold whether it is an arbitrary number or the minimum charge amount. The residents with Sewer User fees which fall at or under the threshold amount would be required to pay their bill in full once a year, while those residents with bills over the threshold amount would be able to make two payments a year. Steven N. Wawruck, Jr. said that research needs to be conducted in order to determine what the required steps are to change the system. It may require a vote of the townspeople. The WPCF can discuss this again at a later date. The two main benefits to an annual billing, as presented by Gary Laurito, would be a decrease in delinquency and an increase in cash up front for investment purposes. The WPCF delinquency for FY 2008-2009 was 7%. The average yearly rate of delinquency for WPCF has been 7%. Hopefully the delinquency rate will decrease due to the increase in collection efforts by the WPCF staff. Scott Lappen and Gary Kuczarski have discussed having a temporary collections spot for the WPCF at Town Hall during July of next year. There is an issue in regards to making sure the billing system is compatible between the two locations. Another idea, instead of having a WPCF staff member at the Town Hall, would be to have a drop off box in the Tax Collector's office for the Sewer User fees. It would be helpful to have the Tax Collector and the WPCF working together with a common goal to make the payment of taxes and Sewer User fees as easy as possible for the residents in order to reduce delinquency.
- c. **Appeal – 61½ Webb Street:** Heather Kane informed the Authority that there is a well on the property but it hasn't been used since the 1920s and the current owner does not even know

where it is located on the property. The house is vacant and the owner is planning on tearing it down in October. Heather did talk to Cindy at Connecticut Water Company who did confirm that the water meter was removed on January 15, 2009, that the last billing was January 15th and that the account has been inactive since that date. Gary Kuczarski drove-by the property and can confirm that the property is vacant. Joseph Calsetta made a motion: **“TO APPROVE THE APPEAL FOR 61½ WEBB STREET DUE TO THE FACT THAT THE HOUSE IS VACANT AND BEING DEMOLISHED.”** – Seconded by Gary Laurito (passed unanimously).

NEW BUSINESS:

a. Appeals – 2009-2010 Sewer User Fee Appeals:

Well accounts:

Gary Laurito made a motion: **“TO DENY THE APPEALS ON THE PROPERTIES USING WELL WATER AND TO HAVE THEIR FEE STAY AT THE \$205.92 BASED ON OUR POLICY”**. Gary Laurito stated that he has had two people in his house for the past 20 years and his Sewer User Fee has never been lower than the well rate for the given year. Joseph Calsetta stated that he thought it to be unfair to unilaterally approve or deny the appeals. Joseph Calsetta suggested tabling the well appeals until the next meeting because he would like to read through them. In the past the Authority would frequently lower the residential well appeal bills to the minimum residential rate for that year. Gary Laurito stated that he was trying to be a little bit more realistic in his motion because he finds it hard to believe that two people are putting less in the sewer than his household is. John McSweegan seconded the motion presented by Gary Laurito to deny the appeals. Steven N. Wawruck, Jr. suggested tabling the appeals until Jeffrey Ives is present due to his knowledge and history on the subject. Steven shared with the Authority that he would personally like to hear from Jeffrey Ives first so as not to have to rescind a motion a month or so later after further research into the matter. John McSweegan withdrew his second and Gary Laurito withdrew his motion. Gary Laurito then made a new motion: **“TO TABLE FINAL DECISION ON WELL PROPERTY UNTIL WE COULD GET FURTHER INFORMATION TO CLARIFY QUESTIONS.”** – Seconded by John McSweegan (passed unanimously).

Metered accounts:

- a. **Theresa Charette:** Gary Kuczarski informed the Authority that there is a change to the calculations due to a change in the date of the meter reading and the corresponding water usage. Gary Laurito made a motion: **“TO ACCEPT THE APPEAL”** – Seconded by Joseph Calsetta (passed unanimously).
- b. **William Marinone:** Joseph Calsetta confirmed with Gary Kuczarski that these were actual readings. Joseph Calsetta made a motion: **“TO ACCEPT THE APPEAL”** – Seconded by John McSweegan (passed unanimously).
- c. **CPX Windsor Locks Gateway:** (SpringHill Suites) This meter was on a fire hydrant that was returned to the Connecticut Water Company July 2008. This was confirmed with the water company. The water company should have informed the WPCF that this meter was returned but they did not. The hotel has two other water meters currently in use. They request that the bill be voided out. Joseph Calsetta made a motion: **“TO APPROVE THE APPEAL”** – Seconded by Dennis DeMaine (passed unanimously).
- d. **Brian and Sarah Jane Hannigan:** Their quarterly water usage was 16,000, 20,000, 20,000 and 18,000. The average annual water usage is 72 thousand gallons; the actual annual water usage is 74 thousand gallons. The owner is saying in his appeal that he does not think he uses any more water than a well user. His bill is \$277.92 for the year. Gary Laurito made a motion: **“TO DENY THIS APPEAL”** – Seconded by John McSweegan (passed unanimously).
- e. **William and Caren LaTorra:** The annual bill was for \$799.02. Their quarterly water usage was 50,000, 13,000, 109,000 and 92,000. WPCF threw out the 109,000 and averaged out the three lowest quarters. John McSweegan made a motion: **“TO DENY THIS APPEAL WITH A RECOMMENDATION FOR A METER TO BE INSTALLED ON THE SPRINKLER SYSTEM”** – Seconded by Gary Laurito (passed unanimously).

- f. **Kathleen Rutkauski:** The owner had one water meter removed from a two family home years ago. They still have one active meter at the property. The owner is looking to waive this bill as the meter has been removed. Joseph Calsetta made a motion: **“TO APPROVE THE APPEAL”** – Seconded by Dennis DeMaine (passed unanimously).
- g. **David McCue:** Gary Laurito suggested creating a payment schedule for what he owes at this point and not charge any more interest as long as he stays on the schedule. Steven N. Wawruck Jr. does not know if the Authority has that kind of latitude. Joseph Calsetta does not believe they have the authority to waive or freeze the interest or the lien fees. This is something to talk to the town attorney about. The Authority agreed that they need a legal opinion on what options are available to them. The WPCF will contact the Town Attorney in regards to this matter.

At 7:18 p.m. there being no other business to discuss, Dennis DeMaine made a motion: **“TO ADJOURN THE MEETING”** -- Seconded by Gary Laurito (passed unanimously).

Respectfully submitted,

Heather Kane
Recording Secretary