

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, OCTOBER 13, 2009**

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

MEMBERS ABSENT: Denise Balboni, Dennis DeMaine 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 6:04 p.m. by Steven N. Wawruck, Jr.

MINUTES: Jeffrey Ives made a motion: **"TO APPROVE THE MINUTES FROM THE SEPTEMBER 8, 2009 REGULAR MONTHLY MEETING"** - Seconded by John McSweegan (passed 4 – 0, with one abstention for Steven N. Wawruck, Jr.)

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **September 2009 Cash Reports:** Updated Cash Reports for September were handed out at the meeting. The change on the reports was just the separation of the Accounts Payable cash disbursements from the rest of the cash disbursements. Gary Laurito made a motion: **"TO ACCEPT THE SEPTEMBER 2009 CASH REPORTS AND THE QUARTERLY FINANCIAL REPORTS AS PRESENTED"** – Seconded by Joseph Calsetta. With no further discussion, the motion passed unanimously.
- b. **Quarterly Financial Reports:** Reports were accepted as stated above.
- c. **Atty. Chadwick's Quarterly Update – Delinquent Accounts:** Atty. Chadwick did not get back to the WPCA with an update in time for the meeting.
- d. **CD Investments – update and changes:** Gary Laurito presented a concern in the use of the word "sold" on the reports instead of "matured." Years ago there was a distinctive difference between sold instruments and matured instruments. He was wondering if the WPCA should be using the word matured instead of sold. Heather Kane informed the Authority that she just used the same wording as MultiBank does on their statements. Gary Laurito stated that if MultiBank uses the word "sold" on their statements then it must be acceptable and he thinks the WPCA, for consistency purposes and audit purposes, should use the same wording.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Appeals – 2009-2010 Sewer User Fee Appeals – wells:** Steven N. Wawruck, Jr. thanked the Authority for moving from a subjective process to a clearer process. He did voice his concern, though, that after so many years of approving these appeals, that to go ahead and deny these appeals without any type of notice or grace period may not be the best. Steven N. Wawruck Jr. informed the Authority that he had asked Heather Kane to hold off on sending out the letters so that (one) the letter could be reviewed by the Authority in regards to content and (two) it would allow the Authority time to possibly consider providing a grace period. There is only one new appeal this year from last year. These residents who fill out well appeals are used to having their appeals approved.

Joseph Calsetta had a question regarding the Remote Read Head mentioned in the letter. He did not remember discussing such equipment at last month's meeting. Scott Lappen stated that it is important that the residents' install a remote reading device so that the meters can be read

during normal work hours. Otherwise, the WPCF operators would need to work overtime to read meters during times when the residents are home.

Gary Kuczarski spoke to Art O'Neil from the Connecticut Water Company (CWC). Mr. O'Neil informed Gary that they have what is called a "contract opt" – this is an option, depending on how many meters are installed, under which the CWC sells the meters directly to the homeowners and then they read the meters. Gary Kuczarski does not know how much it would cost. The cost for the meters alone would be between \$50.00 and \$75.00. The installation cost would be on top of that price. The residents will still owe a balance of \$78.60 on their Sewer Bill due to the appeals being denied. Steven N. Wawruck, Jr. agrees that the WPCA should cease approving these appeals but he feels there should be a grace period as the residents have had their appeals approved each year for the past 20 years.

Gary Laurito stated that he understands what is being said and the frustration felt by the residents. The WPCA has a policy, though, and Gary believes what the Authority is saying is that we will follow our policy and not deviate from it. It will actually be about two years before the WPCF will be able to bill the residents according to their actual water usage based on the meter.

Steven N. Wawruck, Jr. thinks the wording in the letter needs to be changed in order for the rationale behind the decision to be made clear.

Jeffrey Ives does not consider it "going back on anything". The appeal process is an ongoing process in which year after year the residents need to fill out an appeal. A decision was made every year on each individual appeal. The WPCA is just falling back on the process to ensure they are treating everyone fairly. Jeffrey Ives understands there is frustration but he would not have a problem telling residents to consider how they have made out on the appeal process over the years. As to when to start enforcing the policy, Jeffrey Ives stated there is nothing like starting it right now. He really does not want to delay it.

John McSweegan agreed that the WPCA should not approve these appeals any longer.

Joseph Calsetta questioned whether the letter should state clearly that if the resident uses more than the average water usage, they will be charged more than the average residential rate. The letter does state that the resident will be charged for their actual usage.

Everyone agreed to send the letter out now. Gary Kuczarski informed the Authority that one change that should be made to the letter is to put "Touch Pad" instead of "Remote Read Head" per a representative of the Connecticut Water Company. Gary Laurito recommended putting "an exterior reading device" in the letter instead of "touch pad" or "remote read head". The Authority agreed. There were no further changes to the letter recommended by the Authority.

- b. Information from CT Water Co. regarding second meters:** The Connecticut Water Company recommends Neptune meters with a touch pad instead of remote read head. The Authority mainly discussed this topic under item 'a' listed above.

NEW BUSINESS:

- a. WPCF Computer/Server failure warnings:** A request for a new server and computer work stations was handed out at the meeting. Joseph Calsetta wanted to confirm that the \$12, 520.00 circled on the bottom of the quote includes the maximum labor cost of \$3400.00. Gary Kuczarski confirmed that was the case. Heather Kane's C: drive, which currently acts as the server, is giving out a warning of impending failure. The WPCF currently backs up the billing system on a daily basis. The WPCF is also doing an offsite back-up just for the iFips financial system right now; this does not include the billing system. The proposed server will not be connected to the Town Hall's server. Gary Laurito requested that TAB Computer Systems gives the WPCA a "not to exceed" figure in the quote. The current system had cost \$6343.58 in hardware plus \$1,560.00 in labor in 2003-2004.

Joseph Calsetta made a motion: **“TO ACCEPT THE QUOTE FROM TAB AS LONG AS IT DOES NOT EXCEED \$12,520.00”** – Seconded by John McSweegan. A discussion followed as to where the funding will come from. The WPCA still has \$10,000.00 in contingency and there is \$15,003.97 in undesignated capital funds. Joseph Calsetta amended his motion to include: **“THE FUNDING IS TO COME FROM THE UNDESIGNATED CAPITAL ACCOUNT”** – Seconded by John McSweegan. Steven N. Wawruck, Jr. would like to leave the contingency account alone because the WPCA still has nine months left in the fiscal year. With no further discussion, the motion passed unanimously.

Gary Kuczarski informed the Authority that he did want to make sure that the WPCF's system would be compatible to the system at Town Hall. Steven N. Wawruck, Jr. agreed that there was no question that this upgrade is long overdue. Town Hall does use a 2003 server and the work stations do use XP Pro software. Town Hall also uses TAB Computer Systems.

Gary Laurito asked what TAB proposes for server licenses (which indicate how many work stations can use the server simultaneously). Gary Laurito would like the WPCF to check on how many licenses will be on the proposed server. He recommends that the WPCF gets at least one more license than the number of current work stations in order for expansion.

Gary Kuczarski informed the Authority that the WPCF did check with Connecticut Management Services (CMS) to make sure the billing system will be compatible with the new server. Blair Lawson at CMS stated that the WPCF would need the full Access software download on the system to host the billing system.

At 6:40 p.m. there being no other business to discuss, Joseph Calsetta made a motion: **“TO ADJOURN THE MEETING”** -- Seconded by Gary Laurito (passed unanimously).

Respectfully submitted,

Heather Kane
Recording Secretary