

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, JANUARY 11, 2011**

**MEMBERS PRESENT:** Steven N. Wawruck, Jr., Jeffrey Ives, Kevin Brace, Joseph Calsetta, Dennis DeMaine, and Gary Laurito

**MEMBERS ABSENT:** Denise Balboni and John McSweegan  
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:** Steven N. Wawruck, Jr. called the meeting to order at 6:00 p.m.

**MINUTES:** Gary Laurito made a motion: **TO ACCEPT THE MINUTES FROM THE DECEMBER 14, 2010 REGULAR MONTHLY MEETING AS PRESENTED** - Seconded by Joseph Calsetta. Without further discussion, the motion to approve the minutes passed 6 – 0.

Steven N. Wawruck, Jr. requested the addition of an agenda item to discuss the starting time of the regular monthly meetings under New Business. Joseph Calsetta made a motion: **TO ADD TO THE AGENDA ITEM 7A UNDER NEW BUSINESS TO TALK ABOUT THE STARTING TIME OF THE REGULAR MONTHLY MEETINGS** – Seconded by Kevin Brace. Without further discussion, the motion passed unanimously.

**PUBLIC INPUT:** None.

**FINANCIAL REPORTS:**

- a. **December 2010 Cash Reports:**
- b. **Quarterly Cash Reports:**
- c. **CD Investment – update and changes:**
- d. **Delinquent Accounts – Atty. Chadwick's Update:**

Steven N. Wawruck, Jr. informed the Authority that Barbara Bertrand, the Town's Finance Director, did talk to him briefly today in regards to the auditors. Ms. Bertrand had indicated that Heather Kane had called her to see if the WPCA could go out to bid for an auditor separate from the Town. Ms. Bertrand informed Steven N. Wawruck, Jr. that the WPCA is under a three year contract with the current auditor. The Authority piggybacked on the contract the Town has with the auditor. The WPCA has two more years left on the contract. At that time, the WPCA may choose to separate from the auditor that is used by the Town.

Dennis DeMaine made a motion: **TO ADOPT THE FINANCIAL REPORTS** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.

**CORRESPONDENCE:** None.

**OLD BUSINESS:**

- a. **Refund Policies:** It was recommended at last month's meeting that the WPCF staff call around to see what other WPCFs in Connecticut have in place for refund policies. Heather Kane shared with the Authority what other WPCFs' policies are in regards to refunds. The findings vary in refund initiation and property owner's responsibility. One thing that the WPCF in Windsor Locks does not do is apply any overpayments towards future year bills. The WPCA automatically refunds any overpayments that are over \$2.00. Gary Laurito stated that whatever policy the WPCA adopts should have some time limit on refunds. There is a Connecticut State Statute in regards to administrative errors only that states property owners can request a refund in writing no later than 3 years from the date the charge was due. Gary Laurito asked if it is an

administrative error if the property owner fails to notify the WPCA regarding a meter removal and the WPCA continues to issue a bill for the property. Steven N. Wawruck, Jr. stated that it depends on the WPCA's policy. Steven N. Wawruck, Jr. agreed, upon suggestion, to sit down with Heather Kane, Gary Kuczarski and Scott Lappen to draft a few different refund policies that would cover a variety of possible scenarios. These policy drafts would then be presented to the Authority for review.

**NEW BUSINESS:**

- a. **Meeting Time:** Steven N. Wawruck, Jr. asked if the regular monthly meetings could start at 5:30 p.m. instead of 6:00 p.m. since the Board of Finance holds their meetings at 6:30 p.m. on the second and fourth Tuesday of every month. The members of the Authority did not have any problems with changing the time. Joseph Calsetta made a motion: **FOR FUTURE REGULAR MONTHLY MEETINGS, STARTING WITH NEXT MONTH'S MEETING, TO START AT 5:30 P.M.** -- Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.

At 6:14 p.m. there being no other business to discuss, Joseph Calsetta made a motion: **"TO ADJOURN THE MEETING"** -- Seconded by Dennis DeMaine. The motion passed unanimously.

Respectfully submitted,

Heather Kane  
Recording Secretary