

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, JANUARY 12, 2010**

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

MEMBERS ABSENT: 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 APPROVE THE MINUTES FROM THE DECEMBER 8, 2009 REGULAR MONTHLY MEETING** - Seconded by Jeffrey Ives (passed 4 – 0, with three abstentions for Joseph Calsetta, Denise Balboni and Dennis DeMaine).

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **December 2009 Cash Reports:** Joseph Calsetta made a motion: **TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED** – Seconded by Gary Laurito. Jeffrey Ives initiated a discussion by asking about the account balances for Insurance and Mechanical Maintenance. The Insurance account currently has a large balance because the WPCF has not yet received an insurance bill from the Finance Department. The Mechanical Maintenance – Main Plant and Pump Stations accounts have expended about 85% of the budgeted amount due to work done on the generator at the Main Plant. There are a few more expenditures that will occur under the Mechanical Maintenance accounts: a pump will be purchased for the Finast Pump Station and another pump will be repaired though the WPCF personnel are in the process of getting a replacement cost on it. The personnel at the Plant know that these accounts are low so they are doing their best to keep expenditures in check. With no further discussion, the motion passed unanimously.
- b. **Quarterly Cash Reports** – See above for the motion which accepted these reports. Jeffrey Ives asked how the payments are coming in for the January installment. Heather Kane stated that the WPCF has received numerous payments. Amounts that are collected in January will be provided in more detail next month.
- c. **CD Investments – update and changes:** The CD Investment spreadsheets were handed out at the meeting. There were no questions or concerns regarding the CD Investments.
- d. **Delinquent Accounts – Atty. Chadwick's Update:** Heather Kane informed the Commission that she spoke with Atty. Chadwick today regarding the Commission's request that something be written about the status of each account. Atty. Chadwick stated that if there is nothing written regarding an account it means that no action has been taken by him. The staff at WPCF is still making collections calls to these accounts though since no legal action has been taken yet.

Atty. Chadwick stated that he prioritizes the accounts and goes after the accounts that owe the most first. Once they are paid off he goes onto the next and so on. Atty. Chadwick looks more at the dollar amount owed than at how many liens have been placed on a property by the WPCF. Steven N. Wawruck, Jr. asked how Atty. Chadwick determines when to pursue collections on an account through legal action.

Gary Laurito and Denise Balboni both asked whether the WPCA should be setting limits that give more direction to Atty. Chadwick, for example should a limit be set with the Attorney that foreclosure procedures should be started on an account before it reaches \$2500.00. Jeffrey Ives

suggested that the WPCA should ask the attorney what his understanding is of what the WPCA expects from him. Jeffrey Ives stated that he thought that a letter would be generated once the accounts were turned over to the attorney. Gary Laurito also thought a letter would be generated. If there was no response from the letter, then the attorney would start a suit and foreclosure procedures. But right now that is not happening. Currently, Atty. Chadwick is making a decision regarding how he is going to handle each account. The WPCA would like to know what his decision process is. Then the WPCA can determine whether changes need to be made to the process.

The Commission discussed whether "no action taken" may mean no court action has been taken. It was recommended that Heather Kane contact Atty. Chadwick to determine what a blank line means exactly.

During Bankruptcy procedures, the WPCF bill does not get expunged. Bankruptcy court prioritizes debt owed first to federal agencies, then state, town, secured debtors and lastly to unsecured debtors. Steven N. Wawruck, Jr. asked if anyone attends a bankruptcy hearing on the behalf of the WPCA.

Scott Lappen asked if the WPCA would like to request Atty. Chadwick's attendance at a future meeting. Steven N. Wawruck, Jr. recommended waiting to see what the attorney's response is first to their questions. If the response is not satisfactory, maybe then the Commission will ask Atty. Chadwick to attend a meeting.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **New Computer in the Lab:** Gary Kuczarski informed the Commission that the new computer was installed in the lab and it is running fine. The WPCF is still working on a replacement schedule for the other computers.
- b. **CT Water Meter Letters / Water Meter Seals:** The water meter letters were mailed out to those residents who sent in well appeals this year. No one has responded by stating they want to install a meter. One individual came in to the Facility and said it would be too expensive. She wanted to know if she could still appeal in the future. Gary Kuczarski informed her that she always has the right to appeal. The WPCF can purchase seals on its own without going through the CT Water Company.

NEW BUSINESS:

- a. **Capital Transfer:** Capital accounts were newly entered into iFips this year. An undesignated capital account was not established during the transfer of accounts into iFips. The balance in the undesignated capital account went into Fund Balance. There is now an account set up in iFips for undesignated capitals and there needs to be a transfer done from fund balance into the undesignated capital account. Gary Laurito stated that the purpose of an undesignated capital account would be to establish an excess or reserve account to fund capitals from, but since the WPCA initially funds capitals from the general operating fund why not replenish that fund when monies are not needed for capital expenditures. In the past, motions have been made to transfer balances on finished capital projects into the undesignated capital account. The WPCA has then funded other capital projects without performing additional transfers from the operating fund. If funds are not needed in undesignated capitals, the WPCA would transfer the money back into the general operating fund. Gary Laurito made a motion: **TO TRANSFER THE MONEY THAT WENT INTO THE FUND BALANCE BACK INTO THE UNDESIGNATED CAPITAL ACCOUNT** – Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.

At 6:25 p.m. there being no other business to discuss, Jeffrey Ives made a motion: **"TO ADJOURN THE MEETING"** -- Seconded by Joseph Calsetta (passed unanimously).

Respectfully submitted,

Heather Kane
Recording Secretary