

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, FEBRUARY 8, 2011**

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

**MEMBERS ABSENT:** Jeffrey Ives 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 5:32 p.m.

**MINUTES:** Joseph Calsetta made a motion: **TO ACCEPT THE MINUTES FROM THE JANUARY 11, 2011 REGULAR MONTHLY MEETING AS PRESENTED** - Seconded by Gary Laurito. Without further discussion, the motion to approve the minutes passed 5 – 0, with one abstention for Denise Balboni.

Steven N. Wawruck, Jr. requested a motion to go into executive session. Dennis DeMaine made a motion: **TO GO INTO EXECUTIVE SESSION** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously. Meeting went into executive session at 5:35 p.m.

Members present during the executive session were Steven N. Wawruck, Jr., Denise Balboni, Kevin Brace, Joseph Calsetta, Dennis DeMaine, and Gary Laurito. Mr. Lappen, Mr. Kuczarski, and Mrs. Kane were also present during the executive session.

At 5:57 p.m., Joseph Calsetta made a motion: **TO RETURN TO THE REGULARLY MONTHLY MEETING** – Seconded by Denise Balboni. Without further discussion, the motion passed unanimously.

**Grease Interceptor Appeal – Bickford Health Care Center:** Ms. Michele Carney, President of Somerset Health Care Management Group (SHCMG) which manages Bickford Health Care Center (BHCC), Mr. Pat Carney, from SHCMG, and Mr. Duncan Hunter, the Administrator at BHCC for the last two years, petitioned the Authority to grant the Bickford Health Care Center (located at 14 Main Street in Windsor Locks) a waiver from the requirement to install a 1000 gallon exterior grease interceptor. Ms. Carney stated that it would be prohibitively costly for the community based, nonprofit organization which is 75% funded by Medicaid.

In 2005, the WPCF operators helped jet the sewer line of BHCC that was blocked due to grease. It was at that time that BHCC became aware that they did not have an appropriate grease interceptor at the facility. Ms. Carney originally thought that a 55 gallon grease interceptor was installed at Bickford by Bio Links of New England in 2005. Towards the end of the discussion the tank size was thought to be 250 gallons due to the clean out reports from Bio Links. This tank is emptied and scraped by Bio Links four times a year. Bio Links has informed Mr. Pat Carney that light grease is found in the tank when emptying and scraping it. BHCC cooks 3 meals a day for 48 patients. The menu is set for each season and it runs on a 5 week cycle. The kitchen is not equipped with a fry-o-lator. Parchment paper is used during the cooking process and is then discarded. After meals, the remaining food on dishes is scraped into a garbage can. The garbage disposal is for the residual left on plates and utensils.

Gary Kuczarski stated that the Town's ordinance requires the installation of 1000 gallon grease interceptors at food establishments. At this time, the Town is about 95% compliant from franchises to small restaurants. With passive tanks, if the tank is undersized in regards to capacity for the establishment, material passes through the tank and solidifies down the line in the Town's sewer pipes and pump stations. In a 1000 gallon tank the grease has time to cool and separate from the water where in a smaller tank the grease does not have the time to cool and separate. The WPCF cleaned out Dexter's Pump Station this past summer and found a phenomenal amount of grease. The cleaning schedule for that pump station was at that time

changed to every 4 months instead of every 6 months to improve the maintenance of the pump station. Mr. Kuczarski stated that most of the grease generated by BHCC probably comes from the cleaning process. The grease accumulates over time, 7 days a week, 365 days a year.

Mr. Pat Carney asked how it is determined where the grease is coming from that is causing the problems in the pipes and at the pump stations. It is not possible to determine exactly where the grease is coming from as it could be anyone on the line.

The Authority asked for more information. Specifically, the building plans of the property and written confirmation on the size of the tank already in place at BHCC. It is important for the WPCF to know whether all the plumbing in the kitchen is connected to the grease trap or not. The Authority is willing to be flexible with the June deadline for the installation of the 1000 gallon grease interceptor since BHCC is working towards a resolution. The Authority wants to work with the management of BHCC to come up with answers to all the questions.

Ms. Carney, Mr. Carney and Mr. Hunter thanked the Authority for their time and left the meeting.

Steven N. Wawruck, Jr. requested that the WPCF obtain building plans from Jim Plumridge, the Town's Building Official. Mr. Wawruck also requested clarification regarding the State's grease trap regulation. He is aware that the industry standard is the 1000 gallon grease interceptor but he would like to know what the State's specific requirements are for grease traps. Denise Balboni would like to know how much Bio Links is taking out of the tank at each cleaning. Ms. Balboni stated such information would be helpful in determining if the tank size is appropriate for the establishment.

Mr. Wawruck expects to have the information from the management of BHCC by next month's meeting. Gary Kuczarski will also do some dye testing at BHCC with the Board of Health.

**PUBLIC INPUT:** None.

**FINANCIAL REPORTS:**

- a. **January 2011 Cash Reports:**
- b. **CD Investment – update and changes:**

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

**CORRESPONDENCE:** Gary Kuczarski handed out a letter that the WPCF received from the DEP approving the purchase of the nitrate and nitrogen equipment. The DEP will reimburse the WPCF at 75% of the cost of the equipment. The WPCF is looking at a \$28,000 reimbursement on a \$37,000 investment.

**OLD BUSINESS:**

- a. **Refund Policy:** Steven N. Wawruck, Jr., Jeffrey Ives, Gary Kuczarski, and Heather Kane met to discuss the refund policy. At that time, they dissected and examined the current policy and came back to the common denominator of whether a meter is installed or not. Mr. Wawruck, Mr. Ives, Mr. Kuczarski and Mrs. Kane found the current policy and procedures to be adequate and therefore, did not present any amendments or changes to the Authority. After reviewing the Connecticut Water Company's file, Mrs. Kane currently contacts the CWC to confirm whether a meter has been removed or whether the meter is still in place on accounts that no longer appear on the CWC file. Mrs. Kane just needed clarification on some specific accounts. As far as a refund policy goes, the WPCA will refund up to three years if it is due to an administrative error. In addition, Mr. Kuczarski stated that the correct terminology to use is "minimum bill" not "minimum usage". For the minimum bill is not based on usage but on the cost of maintaining the Town's sewer system.

**NEW BUSINESS:**

- a. **Grease Interceptor appeal: Bickford Health Care Center:** This was discussed at the beginning of the meeting.
- b. **Transfer of Funds:**
- I. **Vehicles:** There has been \$2500 in expenses so far this year to keep the 1997 Chevy pick-up truck running. The expenses have been for towing and work on the fuel system. The truck, after said work has been done, is in good working condition. It is mainly used for the sewer inspector and as a general utility truck. The account is currently in the red.
  - II. **Sewer Line Maintenance:** Because of the grants the Town is applying for, the WPCF needs to camera Fern and Pearl Streets so that the engineer has enough information to put the plans together. Typically, the WPCF would wait until after July to do that but the Town has to have the application in well before June. The WPCF is looking at three days of camera work at \$1200-\$1300 a day. The account is where it is now because it was used to pay for the camera work of South Center Street, Olive Street and Pleasant Street. There is a cost for unexpected sewer laterals that the Town is trying to eliminate by determining from the camera work exactly where the laterals tie into the existing system. Steven N. Wawruck, Jr. informed the Authority that the Town is able to apply for DECD funding on a small cities grant because of the census track. This funding is eligible for areas of the Town where the demographic medium income is less than the rest of the Town. The Town has to meet the small cities federal guidelines for funding to build up the infrastructure in those given areas. Therefore, the Town can apply for this funding for each street between North Main and Suffield. The Town is eligible for \$500,000 per year. If the Town knows it will expend 10% of this year's allocation by May 1<sup>st</sup>, the Town can apply in March for next year's funding.

The Authority decided to continue to run these accounts in the deficit since there is enough in contingency to cover it. A transfer will then be done at the end of the year to cover the deficit as it has been done in the past.

- c. **Webster Bank: online payment option:** Barbara Bertrand has requested proposals from different banks, yet has not made a decision at this time as to which bank to go with. The WPCF is looking, separately from the Town's banking decision, to go with the online payment service provided by Webster Bank. Heather Kane gave the Authority copies of an e-mail from Barbara Hart of Webster Bank that lists the pricing of the online payment service. This service is exactly like the online payment option currently on the Town's website for the Tax Collector. The WPCF would set up an account at Webster Bank just to receive the online payments if the Town decides not to go with Webster Bank for all their banking needs. The WPCF will then just transfer funds out of the Webster Bank account and into the WPCF checking account on a monthly basis. Webster Bank needs a 90-day window for implementation. Joseph Calsetta made a motion: **TO GO WITH THE ONLINE PAYMENT OPTION WITH WEBSTER BANK** – Seconded by Dennis DeMaine. Without further discussion, the motion passed unanimously.

At 6:55 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