

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, APRIL 13, 2010**

**MEMBERS PRESENT:** Steven N. Wawruck, Jr., Jeffrey Ives, Kevin Brace, Dennis DeMaine, and Denise Balboni

**MEMBERS ABSENT:** Joseph Calsetta, Gary Laurito, and John McSweegan  
Dana Steele, Town Engineer, Ex Officio  
Scott C. Lappen, Director of Public Works, Ex Officio

**ALSO PRESENT:** Gary Kuczarski, Superintendent  
Heather Kane, Recording Secretary

**CALL TO ORDER:** Steven N. Wawruck, Jr. called the meeting to order at 6:03 p.m.

**MINUTES:** Jeffrey Ives made a motion: **TO APPROVE THE MINUTES FROM THE MARCH 9, 2010 REGULAR MONTHLY MEETING** - Seconded by Kevin Brace. Without further discussion, the motion to approve the minutes passed 3 – 0, with two abstentions for Steven N. Wawruck, Jr. and Dennis DeMaine.

**PUBLIC INPUT:**

- a. **John Coughlin – Dunkin' Donuts Franchisee at 596 Elm Street re: Grease Tank:** Mr. Coughlin received a letter from Gary Kuczarski requiring him to install a 1000 gallon grease interceptor according to the Town's Sewer Ordinance. Mr. Coughlin could not find the Ordinance online so he is proceeding with this meeting not having read the Ordinance. He passed out a packet to the Authority that included a letter to Gary Kuczarski, a letter to the Health Department, an application that MDC uses, his correspondence with MDC, MDC's response to the application, and a document from the DEP website. Mr. Coughlin requested an exception from the Health Department based on the minutes from the January 13, 2009 WPCA meeting when WPCA ruled on Mr. Lanier's and Mr. Saleh's appeals to the 1000 gallon grease interceptor requirement. In the minutes it states: "The WPCA is requiring that both restaurants install a 1000 gallon grease interceptor in the ground. The only time a restaurant can vary from the 1000 gallon grease interceptor tank is when there is a conflict with utilities or if the Health Department states that due to the restaurant's menu a 1000 gallon grease interceptor is not necessary." That is why Mr. Coughlin has approached the Health Department. He has put his request in writing and has given the Health Department a copy of the menu. Mr. Coughlin has not heard from the Health Department in regards to his request but was given the impression by a member of the Health Department that they have nothing to do with this. Gary Kuczarski clarified the situation by stating that the Health Department's stance is that municipalities govern the installation of grease interceptors through their respective ordinances. Typically, the Health Department looks at the classification of the establishment; Class I and Class II facilities are not required to have a grease interceptor whereas Class III and Class IV facilities are required to have a grease interceptor. Mr. Coughlin brought up that the Town has already made an exception with Comfort Suites. Mr. Kuczarski informed Mr. Coughlin that Comfort Suites is a Class II facility which was informed upfront that a change in menu may require the installation of a 1000 gallon grease interceptor.

Mr. Coughlin brought to the Authority's attention a document from the DEP website that states that examples of Class III and Class IV facilities that may be exempt from grease trap/interceptors installation are: "Satellite Doughnut Shops and Coffee Shops." Mr. Coughlin stated that the Dunkin Donuts on Elm Street would be considered a satellite doughnut and coffee shop. All doughnuts are prepared in a kitchen in South Windsor. They may do some finishing of the doughnuts at the shop but there is no frying on site. They do bake the bagels on a sheet pan using a single use oven-usable parchment paper, which gets thrown out into the solid waste stream after use. Eggs and bacon are also cooked at the shop using a similar single-use parchment paper; the sausages get cooked on single use paper trays. The DEP document

states: "An example of this type of [satellite doughnut or coffee] shop is some Dunkin Donuts locations."

The last sentence of this DEP document states "local FOG pretreatment programs should consider how these facilities will be addressed by the program to provide fair and consistent treatment of all facilities while not presenting a burden disproportionate to the benefit gained from pretreatment." Mr. Coughlin believes that the installation of a 1000 gallon grease interceptor at his facility would be a disproportionate burden to him compared to the benefit received by the WPCA to keep the fats, oils, and grease out of the sewer system. Mr. Coughlin informed the Authority that his facility is a Class III facility. Jeffrey Ives stated that one of the requirements for a Class III facility is a grease interceptor. Mr. Coughlin told the Authority that the store does have an under sink grease trap currently in place. This unit supposedly traps whatever goes down the sink during the washing of cutting boards, dairy containers that holds cream or milk, and the sheet pans used for baking frozen goods. The Baskin-Robbins line is no longer at that facility. Mr. Coughlin stated that they are a Class III facility because of how they hold their food (they cook and serve food within 4 hours). There are no fryolators on site. Most of the food is pre-cooked and just gets reheated, except for the bagels and muffins. The Authority thanked Mr. Coughlin for his informative presentation. Mr. Coughlin left after thanking the Authority for their time.

Gary Kuczarski told the Authority that the best time to install a tank is usually during renovations. A facility would then be ready and compliant should any menu changes occur at some point in the future. Mr. Kuczarski hears about renovations to a facility from the Building Department when a permit is pulled by the facility. The DEP requires a Class III facility to have a grease interceptor; it is by the Town's Ordinance that it must be a 1000 gallon grease interceptor. The 1000 gallon grease interceptors work better and are basically foolproof. That is why the Town requires such a unit. The grease goes in and has time to cool, separate and come to the top. The smaller, inside units (passive tanks not mechanical tanks) are theoretically supposed to hold and separate out the fats, oils, and grease (FOG) but a lot of the FOG does pass through the tank which can then harden in the sewer line. The Health Department will tell you a lot of people do not clean these tanks properly. The larger, mechanical tanks can be unplugged and are also often not maintained properly which can cause the mechanisms inside to clog up. In addition, it is possible for a person to just dump the container from the tank into a toilet or sink instead of paying to dispose of it properly. If a 1000 gallon grease interceptor is not cleaned properly, it could plug up possibly on the facility's end or it could build up to a point where the FOG passes through out into the sewer system. Currently to insure the establishments are pumping out the tanks on a regular basis, the WPCA has sent out certified letters requiring establishments to follow a WPCA-set pumping schedule. When the Authority listened to Poquonock Giant Grinder Shop's appeal, his menu substantiated the requirement of the 1000 gallon grease interceptor.

Clearly, documentation from other cases and the DEP and seeing what Mr. Coughlin uses in regards to preventive measures, will help guide the Authority with this decision process. Gary Kuczarski did inspect the tank at the Dunkin Donuts on Main Street and there was very little grease in there. The tank was installed December 2007 and the WPCF staff is currently trying to determine when it was last pumped. One thing to consider is that, should the menu change, Mr. Coughlin may be required at a later date to install the 1000 gallon grease interceptor. The Board of Health informs Mr. Kuczarski when a facility is going to change their menu. Mr. Kuczarski has a great working relationship with Deb Caronna from the North Central District Health Department. Kevin Brace requested a list of businesses that have been notified through certified mail of the Town's requirement but have not yet become compliant. Mr. Kuczarski informed Mr. Brace that there are only three: Pizza Time and two Subways. Mr. Kuczarski informed the Authority that every establishment on Route 75 has become compliant except for Bagel Express, which currently has an engineer looking into the installation of the tank.

The WPCA has come so far with this program. The pump station servicing Route 75 used to require being cleaned out every three months. Now, it is cleaned out every six months. The

Authority does not want to undo all the work Mr. Kuczarski has done to maintain this program. Jeffrey Ives stated that he has been persuaded to make an exception with the Dunkin Donuts on Elm Street, as long as the WPCF has the ability to find out when the menu changes and is able to inspect the establishments pre-existing grease interceptor every so often. This could start a precedent but the Authority would still need to make decisions regarding a situation as it occurs. Mr. Kuczarski thinks it is practical. Menu changes must go through the Health Department. If an establishment does not inform the Health Department of menu changes, they are in violation. The Valero on Route 75 has a 1000 gallon grease interceptor. The 7-Eleven has a new franchisee and will be going through a renovation in the near future. The franchisee has been informed through a letter from the WPCA that a 1000 gallon grease interceptor must be installed at the time of renovation. In a residential area, problems with grease depend on a number of issues including how the pipes run and where they come together. The WPCA has in the past sent out a flier regarding keeping pipes grease free.

Mr. Kuczarski informed the Authority that he has not visited the Dunkin Donuts on Elm Street. The Authority determined that it would be necessary to make sure that the tank is being properly maintained and that the grease is going into a renderable container that is being picked up. The Authority requests that Mr. Kuczarski make a site inspection with Deb Caronna, from the Health Department, to determine if the current grease trap in place is adequate. If Mr. Kuczarski deems that the grease interceptor is not adequate then the next step would be to require the installation of a larger mechanical unit. The Authority decided to table any action until Gary Kuczarski reports on the site inspection during next month's meeting.

#### **FINANCIAL REPORTS:**

- a. **March 2010 Cash Reports:** Jeffrey Ives made a motion: **TO ACCEPT ALL THE FINANCIAL REPORTS, CASH REPORTS, CD INVESTMENTS AND DELINQUENT ACCOUNTS REPORTS AS PRESENTED**– Seconded by Dennis DeMaine. Without further discussion, the motion passed unanimously.
- b. **Quarterly Cash Reports:** See above for motion.
- c. **CD Investments – update and changes:** CD Investment spreadsheets were handed out to the Authority at the meeting for informational purposes only. Heather Kane informed the Authority that four CDs were sold and three CDs were purchased during the month of March. Heather Kane also informed the Authority that the WPCA received notification from Multi-Bank Securities that Pershing LLC will become the clearing agent after the close of business on April 23, 2010. Steven N. Wawruck, Jr. had a discussion with Barbara Bertrand, the Town's Finance Director, regarding the return of investment on the CD investments. The Town chose to go with this clearing house because they handle everything in regards to the investing cycle. Steven N. Wawruck, Jr. stated that the verbiage in last month's minutes about co-mingling may confuse readers. The Town and WPCA just co-mingle in that they both use the same clearing house. The Town's funds and the WPCA's funds are separate. The WPCA can choose another vehicle for their CD investments. Though, Steven N. Wawruck, Jr. believes the WPCA will find the CD rates are pretty comparable to what one might find at local banking establishments.
- d. **Delinquent Accounts – Atty. Chadwick's Update:** See above.

**CORRESPONDENCE:** None

#### **OLD BUSINESS:**

- a. **Attorney's Letter:** This letter would be sent out to delinquent accounts once the account has been turned over to the Attorney. The WPCF currently sends out a letter a month before an account is turned over to the Attorney which states that if the account is not paid in full within the month the account will be turned over to the attorney. Steven N. Wawruck, Jr. brought up that the letter states "As such, your account is being forwarded to our attorney..." It was decided that this sentence should be changed to "... your account has been forwarded ..."
- b. **Investment Management:** Steven N. Wawruck, Jr. discussed this earlier in the meeting.

- c. **Draft of new Sewer User Fee Bill:** The bill was changed in accordance to the suggestions made at last month's meeting. The Authority gave their approval to order the new bills as presented in the proof.
- d. **WPCA Response to Auditor's Management Letter:** Steven N. Wawruck, Jr. stated that the Town is formulating a response to the auditor's letter. The Finance Department is currently finishing up the budget process right now. Therefore, the WPCA should have the Town's response in a week or two.

#### **NEW BUSINESS:**

- a. **FY 2010-2011 Budget Draft:** A draft of the budget was handed out to the Authority at the meeting. Gary Kuczarski mentioned that the .75% increase in the salary account is due to a partial week payment at the end of the year per Barbara Bertrand's recommendation. On the rate sheet the rate is the same. Mr. Kuczarski brought to the Authority's attention that again this year the WPCA will need to take funds out of the fund balance to offset a loss in revenue and an increase in rate. Steven N. Wawruck, Jr. would like to discuss how the rates are set, including the minimum rate, in more detail during next month's meeting. There are residents who are very cognizant of how much water they are using, which when figured out is far below the threshold of the minimum rate. Jeffrey Ives mentioned that the minimum has nothing to do with water usage. If the WPCA used water usage as the criteria their sewer bill would be less than the minimum. There is a minimum in order to fund the operation of the plant. The Authority agreed that it would be important to have such a discussion about rates and revenue. In addition, Mr. Kuczarski will present to the Authority next month just how much has been taken from the fund balance over the last 5 or 6 years. Mr. Kuczarski has received a rate survey which states the average for the State of Connecticut is \$4.40. The WPCA is at \$3.86. Mr. Kuczarski will present the information at next month's meeting. If the WPCA does not settle the budget during the next month's regularly scheduled meeting then a special meeting will be scheduled for later in the month. Please note that it will be a longer meeting in May in order to go over the budget. Steven N. Wawruck, Jr. requested the WPCF staff check with Suffield, East Windsor, Enfield, and Windsor plants to find out their delinquency rate. Mr. Kuczarski also suggested adding the Vernon plant to that list. Kevin Brace requested that the staff also find out what the sewer rate is for these municipalities. Mr. Kuczarski will first check the rate survey as they might already be on there.

Steven N. Wawruck, Jr. thanked the WPCF office staff for their collection efforts exhibited through phone calls and follow through. The past due amounts are shrinking.

- b. **Nitrogen Credit Exchange Program - Budgeting:** Previously, the Nitrogen Credit Exchange Program was set up as a capital account. Mr. Kuczarski thought that since the WPCF receives an invoice from the DEP which is due July 31<sup>st</sup>, the WPCA can accurately budget for it from the operating fund. An account will also be set up on the revenue side in case the WPCF receives a credit some year. The WPCF would know ahead of time if a credit was to be received so it can be added into the rate calculation for the upcoming fiscal year. The plant did do a piping modification to help out with the nitrification. The permit levels are dropping each year so it is getting harder to meet the requirements for a credit. The initial upgrade installed the I-Fas Media racks which were the best available technology at the time for this plant, due to the footprint and tankage. The racks are supposed to have microorganisms that act as additional nitrifiers in the colder weather. Experience over the past 7 years, though, show that the Plant still has problems with the secondary clarifiers when there is a high flow. The racks have become totally infested with red worms which have inhibited the nitrification process. The company no longer makes this particular rack in this configuration. The WPCF would like to rent a crane in order to remove the racks, clean them and then store them in the red barn next door. Plant operators hope to see if they can consistently nitrify without the racks for a trial period of a year or two.

At 7:19 p.m. there being no other business to discuss, Jeffrey Ives made a motion: **"TO ADJOURN THE MEETING"** -- Seconded by Dennis DeMaine (passed unanimously).

Respectfully submitted,

Heather Kane  
Recording Secretary