

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, MAY 10, 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 5:31 p.m.

**MINUTES:** Gary Laurito made a motion: **TO ACCEPT THE MINUTES FROM THE APRIL 12, 2011 REGULAR MONTHLY MEETING AS PRESENTED** - Seconded by Jeffrey Ives. Without further discussion, the motion to approve the minutes passed 6 – 0.

**PUBLIC INPUT:** None.

**FINANCIAL REPORTS:**

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

Dennis DeMaine made a motion: **TO ACCEPT THE FINANCIAL REPORTS** – Seconded by Gary Laurito. Joseph Calsetta sought confirmation that the revenue report states the WPCA has \$185,302.26 in uncollected funds and that the budget was based on the collection of \$1,621,378.00 in revenue. Gary Laurito confirmed that Mr. Calsetta was correct. Without further discussion, the motion passed unanimously.

**CORRESPONDENCE:**

- a. **Reissuance of Stormwater Permit / Tighe & Bond Proposal:** The State of Connecticut DEP sent a letter dated April 15, 2011 to Gary Kuczarski informing him that the WPCA needs to renew their Stormwater Permit by June 1, 2011. Tighe & Bond created a Stormwater Pollution Prevention Plan Update and Registration proposal for renewing the permit by June 1, 2011. The fee quoted in the proposal is not to exceed \$2,850.00. The proposal is for Tighe & Bond to go through the permit and make sure the WPCA is in compliance with the new regulations and modifications. Typically, the WPCA collects the stormwater samples according to the technique and protocol set by the DEP and then sends the samples to a certified laboratory for analysis. The analysis report gets sent to the State. The permit processing fee or registration fee charged by the State DEP is not included in the \$2,850.00 quote submitted by Tighe & Bond. Typically, the WPCA will send the permit fee directly to the State with the application. Joseph Calsetta made a motion: **TO AUTHORIZE THE EXPENDITURE OF UP TO \$2,850.00 FOR TIGHE & BOND AND UP TO \$500 FOR THE PERMIT FEES** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.
- b. **Tighe & Bond – Facilities Plan Status Report:** Gary Kuczarski, Fred Mueller from Tighe & Bond, John Szczesny from Planning and Zoning and Dana Steele have a meeting set up for this Thursday at 10 a.m. to discuss the Sewer Service Area map. The intent is to get Planning and Zoning to adopt the Sewer Service Area map before the WPCA's June meeting. The map can then be presented for the WPCA to adopt during the June meeting. Joseph Calsetta wanted to know why the businesses and residents located on Route 75 north of North Street appear outside the WPCA's sewer service area. The sewer lines from these properties cross over Route 75 to a MDC pumping station and then on to MDC. The WPCA, though, bills these properties because WPCA maintains that section of the sewer lines on Route 75. Joseph Calsetta

recommended that it be noted somehow on the map that the WPCA maintains those sewer lines. The intent is to present the sewer service area map to the public during the June Public Hearing along with the budget. If the WPCA is unable to adopt the Sewer Service Area map in June, the topic can always be voted on in July.

A revised Facilities Plan Status Report prepared by Fred Mueller was handed out to the Authority at the meeting. The revised report includes the correct amount (\$123,210.00) of the total local share of the project. The difference between what the WPCA has funded for the project and the total local share is \$10,028.00. The invoices that are past due are from 05/14/10 (\$2,925.00) and 06/30/10 (\$4,075.50). The WPCA agreed to pay these past due invoices from the current year budget. As in the past, the WPCA will transfer funds at the end of the fiscal year to cover any over expenditures in a budget line item.

## **OLD BUSINESS:**

- a. **Bickford Health Care Center (BHCC) update:** Gary Kuczarski informed the WPCA that BHCC did have a plumber come in to dye the lines. Two representatives from the company that maintains the grease trap, a representative from the Board of Health and Gary Kuczarski were present when the plumber dyed the lines. Prior to doing the dye-test, the grease trap tank was pumped out and Gary Kuczarski took measurements of the tank. The tank holds 55 gallons according to Mr. Kuczarski's calculations and the representatives from the company maintaining the tank did not disagree with that calculation. The only sink that goes into this existing interior grease tank is the 3-bay pot sink. The plate rinse area, the dishwasher and the floor drains do not go into the grease tank. BHCC will need to get rid of the garbage disposal in the plate rinse area. Garbage disposals fill up the tank much faster which increases the frequency of pumping out the tank. Mr. Kuczarski would rather see the grease trap in the ground than above ground. Typically, the above ground tanks tend to not be maintained allowing material to pass through them.

The WPCA discussed the effectiveness of another grease tank being put in the ground under the kitchen floor in the plate wash area in addition to the 55 gallon tank already in place. The dishwasher would need to be segregated out because it would be discharging a lot of hot water which would liquefy the grease. Though this plan would not adequately handle all the grease, it would be the most economical for BHCC. The WPCA does put the businesses with grease tanks on a pump-out schedule to ensure proper maintenance of the tank. Michelle Welch follows up with the businesses to make sure the tanks are being pumped out on schedule.

The ideal solution is the installation of 1000-gallon exterior grease interceptor. The WPCA discussed what steps to take with BHCC since they came before the WPCA claiming financial hardship. In 1991, the North Central District Health Department (NCDHD) informed BHCC that they were required to install a 1000 gallon grease interceptor with the new kitchen. Steven N. Wawruck, Jr. suggested giving BHCC a one-year extension to install the 1000 exterior grease interceptor. This would give the BHCC time to get the engineering study done to determine what the best fit and most economical system would be to meet their needs and the Town's needs. Jeffrey Ives made a motion: **TO GIVE THE BICKFORD HEALTH CARE CENTER A ONE-YEAR EXTENSION TO COME INTO COMPLIANCE WITH THE REQUIREMENT TO INSTALL AN EXTERIOR 1000 GALLON GREASE INTERCEPTOR** – Seconded by Gary Laurito. Dennis DeMaine suggested giving BHCC a specific date by when the installation of the tank must be completed. Gary Kuczarski mentioned that BHCC would probably need to do the installation in phases to minimize the impact on the residents and that the BHCC would probably need to coordinate with a contractor regarding the shutting down of the kitchen. The Center would need to find out where the saw cuts should occur. BHCC will have to separate out the four bathrooms that tie into the sewer lines after the kitchen. In line with Mr. DeMaine's suggestion of a timeframe, Scott Lappen recommended requiring the BHCC come back in 4 months with proof that they have retained an engineer. Kevin Brace requested that the letter to BHCC reference that the NCDHD first recommended the installation of a 1000 exterior grease interceptor at BHCC in 1991. Steven N. Wawruck, Jr. supported Mr. Brace's idea. The one-year extension

would give the BHCC until June 30, 2012 to come into compliance with the required installation of a 1000 gallon exterior grease interceptor. Jeffrey Ives thought it would be prudent for the WPCA to provide specific dates in the letter to BHCC for when certain tasks must be done in order to ensure compliance by June 30, 2012. Gary Laurito asked if the WPCA could require quarterly updates. Gary Kuczarski will put a draft letter together for the WPCA to take a look at. The draft letter will be sent out to everyone via e-mail for informational purposes only. Without further discussion, the motion passed unanimously.

- b. **Pizza Time – Grease Trap update:** Gary Kuczarski met with a contractor last Friday. The contractor was going to give Pizza Time a price to come into compliance with the installation of a 1000 gallon exterior grease interceptor by the deadline of June 30<sup>th</sup> unless there are utilities in the way.
- c. **CTDEP Reimbursement – Nitrogen Analyzer Equipment:** Gary Kuczarski told the Authority that the WPCF did receive the equipment and that four of the controllers have been mounted. Mr. Kuczarski does not want to mount the probes until a technician from the company has been scheduled to come to the WPCF to perform the start up. In the meantime, Mr. Kuczarski had sent in all the paperwork to the DEP for reimbursement. WPCF spent \$37,935.60 which is eligible for 75% reimbursement. Therefore, the WPCF is expecting a reimbursement of \$28,452.00. Mr. Kuczarski wanted to get the paperwork in as soon as possible because it is important that the WPCF receives the reimbursement before next fiscal year.
- d. **Webster Bank – bill presentation option:** Heather Kane informed that Authority that Webster Bank provides a bill presentment option that allows residents to view their bill online in addition to the online payment option. The tax department currently provides this service to the residents through their billing system and not through Webster Bank. This is not an option for the WPCF. This was not part of the original cost analysis presented to the Authority because the WPCF was not aware that this was an available option with Webster Bank. Residents would be able to go online and view their bill. Their payment history would be linked to their bill. Bill presentation would not be available for July 1<sup>st</sup> due to time limitation but it would be available starting August 1<sup>st</sup>. Residents would be able to pay online though by July 1<sup>st</sup>; they just wouldn't be able to view their bill online until August 1<sup>st</sup>. Residents would have an ability to opt out of receiving a paper bill through the online system. The WPCF would receive notification of who opted out of receiving a paper bill. The WPCF will not allow any future dating of payments. An e-mail from Barbara Hart at Webster Bank with the cost of Payment–Link with Bill Presentment was handed out to the Authority at the meeting. Joseph Calsetta made a motion: **TO ACCEPT THE PROPOSAL AS OUTLINED IN THE MAY 9, 2011 E-MAIL PROVIDED TO THE AUTHORITY** – Seconded by Kevin Brace. Without further discussion, the motion passed unanimously.
- e. **FY 2011-2012 Budget Discussion:** Steven N. Wawruck, Jr. began budget discussions by asking questions regarding the projected rates sheet for fiscal year 2011-2012. The 16 projected entrance fees are conservative for the projects in Town. These 16 projected new tie-ins are also part of the 25 projected application and inspection fees. The inspection fee has been \$50 since before Scott Lappen started working for the Town. Steven N. Wawruck, Jr. suggested raising the rate to \$100.00 for planning purposes only right now. Recreational vehicles are charged \$5.00 for dumping. Steven N. Wawruck, Jr. suggested raising that fee to \$10 from \$5. Miscellaneous revenue comprises of the collection of fees from people buying either the Public Improvements Manual or the Sewer Use Ordinance.

On the new draft, the legal fees increased to \$7,500 and the budget increased for the lab equipment. Part of the nitrogen funding program for the probes requires a 5-year service contract with the company that supplied the probes. The annual cost for a service contract with Hach is \$1,346.00. This contract would cover having a service technical recalibrate the probes, change wipers and perform other procedures. This is the only way to get into the program. The State wants to make sure that the equipment they are funding is being maintained. This annual cost has been added to the lab equipment account. These changes to the budget are reflected on the rate calculation page with an increase in the use of the operating fund to \$137,000 (which is an actual use of \$87,000 when one deducts the \$50,000 projected replenishment of the operating fund). Steven N. Wawruck, Jr. wants to get away from using the operating fund balance.

The WPCA would like Gary Kuczarski to get an estimate of how much it would cost to remove the abandoned pump house in Ahlstrom's parking lot. Steven N. Wawruck, Jr. would like to work with Ahlstrom to remove that pump house before this winter. The WPCA would like to see this project funded in FY 2011-2012 budget.

The average bill is currently \$210.86. If the \$137,000 operating fund is taken out of the rate calculation, the rate would increase to \$4.44 (a 9.5% increase). That would change the average bill to be about \$231.00. The WPCA wants to keep the \$50,000 replenishment of the operating fund in the rate calculation. The Authority asked Gary Kuczarski to verify those numbers for the next meeting. If the new projected rate is not acceptable to everyone, Jeffrey Ives suggested keeping the \$137,000 out of the calculation and reducing the \$50,000 reimbursement to something like \$25,000 instead.

Gary Kuczarski put a package together regarding the funding for future capital projects. He came up with a number of scenarios. The scenarios start with the WPCA borrowing \$750,000 at 4% interest for 20 years and occur at \$250,000 intervals up to the WPCA borrowing \$3,000,000 at 4% for 20 years. Each debt figure has two projections: one that does not use any operating fund and one that does pull from the operating fund balance.

A spreadsheet comparing what the WPCA has expended in legal fees to what the WPCA took in as revenue for legal fees was handed out to the Authority at the meeting. The WPCA expends legal fee funds before it begins to recoup the funds.

Gary Kuczarski asked the Authority what they would like to see as a rate after he enters in the estimate for the demolition of the abandoned pump station. Gary Laurito would like to see two scenarios: one with the rate at \$4.44 as calculated tonight and the other as what the rate would be if the WPCA only allocated \$25,000 towards the reimbursement of the operating fund.

The WPCA requested that Heather Kane looks into how the minimum bill was calculated last year. Currently, 38% of residential users are charged the minimum bill.

The WPCA decided to hold a special meeting to discuss the following items:

- the \$137,000 projected use of the operating fund
- the cost to remove the abandoned pump station
- the calculation of the minimum bill
- the \$50,000 projected reimbursement of the operating fund

The special meeting will be held Tuesday, May 24, 2011 at 5:30 p.m. at the Facility located on Stanton Road.

**NEW BUSINESS:** None

At 7:22 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