

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, MAY 11, 2010**

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

**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 5:00 p.m.

**MINUTES:** Dennis DeMaine made a motion: **TO APPROVE THE MINUTES FROM THE APRIL 13, 2010 REGULAR MONTHLY MEETING** - Seconded by Jeffrey Ives. Without further discussion, the motion to approve the minutes passed 4 – 0, with one abstention for Joseph Calsetta.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **April 2010 Cash Reports:** Jeffrey Ives asked if the Operating Fund Balance was listed on the Cash Report anywhere. It is not currently listed on the Cash Report; it is part of the invested balance number on the Cash Report plus the CD investments minus what is allocated but not expended for the current year budget.

Gary Laurito arrived at 5:04 p.m.

- b. **CD Investments – update and changes:** The CD Investment spreadsheets were handed out at the meeting for informational purposes only. Heather Kane informed the Authority that two CDs were cashed due to bank closings by the FDIC. The banks were R-G Premier Bank in Puerto Rico and Westernbank in Puerto Rico. The money will be reinvested in another 18-month CD and 3-year CD. Now that the investments are at Pershing, LLC the Authority needs to determine who they would like to be the authorized signers for any paperwork/forms. Currently, Barbara Bertrand is the only authorized signer for WPCA. The Authority determined that Steven N. Wawruck, Jr., President of the WPCA, would be the primary signer with Jeffrey Ives, Vice-President of the WPCA, as the secondary signer.
- c. **Delinquent Accounts – Atty. Chadwick's Update:** The delinquent list was handed out at the meeting for informational purposes only.

Gary Laurito made a motion: **TO ACCEPT ALL THE FINANCIAL REPORTS, CASH REPORTS, CD INVESTMENTS AND DELINQUENT ACCOUNTS REPORTS AS PRESENTED**– Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.

**CORRESPONDENCE:** None

**OLD BUSINESS:**

- a. **Dunkin Donuts Elm St. - Inspection:** Gary Kuczarski inspected the facility with the Board of Health. He found everything in order. The food preparation is being done exactly as Mr. Coughlin had described at last month's meeting. The grease production at the facility is limited. Therefore, Gary Kuczarski is satisfied with what they have in place for a grease interceptor. Mr. Kuczarski will send a letter to Mr. John Coughlin stating such on the Authority's behalf. Mr. Kuczarski will also state in the letter, that any change in the food preparation or menu may require the installation of a 1000 gallon grease interceptor. Menu changes must go through the Board of

Health for approval. The Board of Health notifies Mr. Kuczarski about such changes. A process is now in place for when someone is looking for a waiver to the 1000 gallon grease interceptor requirement. This process requires Gary Kuczarski to inspect the facility with the Board of Health to determine if such a waiver should be granted.

- b. **New Sewer User Fee Bill:** The new bills and past due notices were available for the Authority to view at the meeting.

Denise Balboni arrived at 5:14 p.m.

- c. **Attorney Scott Chadwick's Retainer Fee:** Steven N. Wawruck, Jr. stated that the retainer fee for the Town is \$36,000/year which does not cover the WPCA. This amount was recommended by Steven N. Wawruck, Jr. a number of years ago and approved by the Board of Selectmen. The Town Attorney gets appointed every two years by the Board of Selectmen. The Legal line item in the WPCA's budget is for Title Search fees, State Marshall fees and Court Filing fees that are incurred by Attorney Chadwick. Attorney Chadwick charges the WPCA for such fees. The WPCA pays the fees and then gets reimbursed later when the property owner pays Attorney Chadwick. Currently, the WPCA does not pay a retainer fee to Attorney Chadwick. Attorney Chadwick did mention to Steven N. Wawruck, Jr. that he would like to receive a retainer fee from the WPCA but did not mention how much he expects as a retainer fee. Steven N. Wawruck, Jr. proposed that the WPCA pays \$3,600 on top of the Town's retainer fee. The Town does get billed for things that are above and beyond the retainer fee. In order to come up with an amount that everyone agrees on, Jeffrey Ives recommended having Attorney Chadwick inform the Town what he expects financially to represent the entire Town and then determine what portion of the Town's retainer fee should be paid by the WPCA or, if Attorney Chadwick feels that the WPCA's retainer fee should be in addition to what the Town is paying, have Attorney Chadwick inform the WPCA what he proposes for a retainer fee. Gary Laurito thinks that the WPCA should pay a portion of a retainer fee for the entire Town and not have the WPCA pay a separate retainer fee. The Authority determined to table this discussion until Steven N. Wawruck, Jr. talks with Attorney Chadwick.
- d. **FY 2010-2011 Budget Draft:** Gary Kuczarski handed out a new budget draft dated 5/11/10 at the meeting. The only difference between this draft and the previous budget draft is the Chemicals Polymer/Permanganate budget line item. Polymer went up \$0.20 a pound but it did not affect the bottom line and the sewer user rate stays the same at \$3.86. The total Chemicals line item went down 12.7% from FY 2009-2010 because Hypochlorite is now at \$0.96 a gallon from \$1.26 a gallon and Sodium Permanganate is now at \$9.25 a gallon from \$10.09 a gallon. Gary Kuczarski will separate out Sodium Hypochlorite from the Polymer and Permanganate on the back-up sheet in order to match the front budget sheet. The only change that may still occur to the budget, in addition to the legal retainer fee, is the worker's compensation insurance. There is currently an audit going on so there may be changes to the current proposed figure on the budget. The Fuel Oil budget for FY 2009-2010 will be spent before the end of the fiscal year when tanks are topped off. Mr. Kuczarski prefers to run on Natural Gas at the plant yet when Yankee Gas informs Mr. Kuczarski that there is a high demand, Mr. Kuczarski will switch over to Fuel Oil. Mr. Kuczarski is trying to get in with the CROG bid for Natural Gas. The advertisement line item listed under Supplies on the budget back-up from FY 2009-2010 is now listed as Legal Notices under User Fee Administration for FY 2010-2011. The computer training line item from FY 2009-2010 has been deemed unnecessary for FY 2010-2011. In addition, Safety Training went down 25% due to Mr. Kuczarski having a good handle on what is scheduled every year. The boiler maintenance line item under Outside Services increased from \$550 to \$1250. There tends to be more maintenance since the boiler goes from gas to oil. Nitrogen Credit Exchange Program is a new budgeted item. The amount budgeted is a known value as the DEP has already invoiced the WPCA for FY 2010-2011. It previously was under Capital but it really is an operating item. Steven N. Wawruck, Jr. requested that the columns on the front sheet that list previous fiscal years' approved budgets be changed to actual expenditures for the previous three fiscal years. The current fiscal year column remains the same with approved budget numbers and the next fiscal year column also remains the same with the requested budget numbers.

Gary Laurito made a motion: **TO APPROVE THE BUDGET SUBJECT TO FINAL REVIEW IN JUNE** – Seconded by Joseph Calsetta. Without any further discussion, the motion passed unanimously.

The Authority discussed the amount transferred from the undesignated Fund Balance over the past few years to fund the budget. In FY 2008-2009 an estimated \$215 thousand was used and in FY 2007-2008 an estimated \$149 thousand was used to fund the budget. The current amount in the Fund Balance is roughly \$1.62 million. In 1984, it was recommended that \$50,000 per year be added to the Fund Balance in order to have the funding necessary to replace multiple items at the same time. Due to inflation, that number surely has changed over the years. Over the last few years, the WPCA has been taking out of the Fund Balance in order to keep the rate low due to the economy. Denise Balboni recommended that the WPCA should know how much is needed in the undesignated Fund for emergencies. Jeffrey Ives is currently concerned with the future of the capital and replacement budget. Gary Kuczarski handed out a spreadsheet titled 2009 Connecticut Sewer Rate Survey based on a rate survey done by Tighe & Bond. Some of the WPCA's listed on the survey are funded by their town's General Fund. The Annual Cost on the spreadsheet is based on a normal household's use of 72 thousand gallons per year. The Windsor Locks WPCA's rate of \$3.86 is maintained by the allocation from the undesignated Fund Balance. The Town of Windsor Locks went up 7% in the mill rate. A discussion ensued in regards to what various increases to the Sewer User Rate would do to the amount allocated from the undesignated Fund Balance. A 16% increase in rate would eliminate the use of funds from the undesignated Fund Balance. A 5% increase in rate would reduce the allocation from the undesignated Fund Balance to \$160,000. This allocation might change due to final changes in the budget.

Gary Laurito made a motion: **TO INCREASE THE RATE BY 5% TO \$4.05 PER THOUSAND GALLONS** – Seconded by Jeffrey Ives. Without further discussion, the motion passed unanimously.

The residential average is determined by adding up all the residential sewer user charges and dividing it by the number of residential bills. There is no absolute formula in determining the minimum rate. Jeffrey Ives suggested that the Authority could establish a rule that the minimum be a certain percentage, i.e. 60%, of the average residential bill. There must be a minimum rate that a resident pays for the benefit of being connected to the public sewer in order to fund the maintenance of the pump stations and sewer treatment plant.

Steven N. Wawruck, Jr., upon handing the meeting over to Jeffrey Ives, left the meeting at 6:34 p.m.

The minimum rate was set arbitrarily when the WPCA began many years ago and since then it has been raised the same percentage that the sewer user rate was raised each year. For FY 2009-2010, the minimum residential rate was about 62.5% of the average residential rate. Discussion ensued regarding what percentage of the average residential rate should be used to calculate the minimum residential rate. The Authority determined to use a percentage close to what is currently in place to maintain some consistency with what has been done in the past. The public, commercial, and industrial minimum rates as well as the commercial well rate have been determined in the past by raising it the same percentage that the sewer user rate was raised. Jeffrey Ives suggested continuing to do the same for FY 2010-2011. The Authority agreed with Mr. Ives' suggestion.

Gary Laurito made a motion: **THE MINIMUM RESIDENTIAL RATE WILL BE 60% OF THE AVERAGE RESIDENTIAL RATE** – Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.

**NEW BUSINESS:** None

At 6:50 p.m., Joseph Calsetta made a motion: **TO ADJOURN THE MEETING**. The motion died from lack of a second.

The June regularly scheduled monthly meeting will be held at Town Hall starting at 6 p.m. with the meeting breaking at 6:30 p.m. for the Public Hearing.

Gary Laurito recommended a change to the April 13, 2010 meeting minutes. Mr. Laurito suggested that the sentence "Steven N. Wawruck, Jr. discussed this earlier in the meeting" (under Old Business: b. Investment Management) should be changed to "Steven N. Wawruck, Jr. discussed this earlier in the meeting under Financial Reports: c. CD Investments – update and changes."

At 6:53 p.m. there being no other business to discuss, Joseph Calsetta made a motion: **"TO ADJOURN THE MEETING"** -- Seconded by Gary Laurito (passed unanimously).

Respectfully submitted,

Heather Kane  
Recording Secretary