

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, MAY 14, 2013**

MEMBERS PRESENT: Jeffrey Ives, Denise Balboni, Dennis Gragnolati, William Hamel and Gary Laurito

MEMBERS ABSENT: Steven N. Wawruck, Jr., Kevin Brace and Robert Crochetiere
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: Jeffrey Ives called the meeting to order at 5:33 p.m.

MINUTES: April 9, 2013 Regular Monthly Meeting: Gary Laurito made a motion: **TO ACCEPT THE MINUTES OF THE APRIL 9, 2013 REGULAR MONTHLY MEETING** - Seconded by Dennis Gragnolati. Without further discussion, the motion to approve the minutes passed 4 – 0 with one abstention for William Hamel.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **April 2013 Cash Reports:** William Hamel made a motion: **TO ACCEPT THE FINANCIAL REPORTS** - Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.
- b. **CD Investments – update and changes:** There were no questions or discussion on this topic. Please see item a. under Financial Reports for the motion regarding this topic.

Jeffrey Ives made a suggestion to skip the Correspondence item on the agenda and move directly to the FY 13-14 Draft Budget/Capital as a member of the Authority had to leave early.

OLD BUSINESS:

- a. **FY 13-14 Draft Budget/Capitals:** The latest budget revision was handed out to the Authority at the meeting. The revision included a budget increase due to an increase in the Audit line item. There was also an increase in the use of the operating fund balance for rate adjustment purposes. At last month's meeting Gary Kuczarski presented two budgets, Proposed Budget A reflected full staff for the full fiscal year while Proposed Budget B reflected full staff just until 11/25/13 when one employee retires and then contracting out the sewer line jetting of the main roadways. Scott Lappen and Mr. Kuczarski would prefer to go with Proposed Budget A without reducing the staff. After looking into it further, Mr. Kuczarski realized that the WPCF staff did jet the whole sewer system within the first five years after hiring the additional staff member while working on a lot of projects at the Plant. After those first five years, the regular maintenance of the entire sewer system was not scheduled and therefore the WPCF staff focused more on projects at the Plant and Pump Stations and maintaining the trouble spots on a regular schedule. Mr. Kuczarski stated that he now sees how he needs to schedule the jetting of the sewer lines in order to meet the expectation to jet the entire sewer system over a five year period on a continual basis. The staff already started the new schedule on Monday. Certain projects at the Plant and Pump Stations can be done during the winter when the operators cannot go out and jet the lines. Mr. Kuczarski also looked at the cost of contracting out the sewer line jetting of the main roadways and it was almost \$1600.00/day more from what it would cost for the operators to do it and that does not include traffic detail. Typically the WPCF only contracts out certain size lines that the operators cannot jet with the WPCF's machine. The contractors have a bigger size hose and capacity to jet the larger size lines. The larger size lines are Main Street and North Main Street. The other lines are typically 8"-10" lines that the WPCF operators can handle with their

machine. William Hamel stated that at this time he is not opposed to full staffing plus contracting if it is going to utilize the WPCF's resources and manpower in a more efficient and optimal manner. Mr. Kuczarski stated that they could easily use the entire budgeted amount on contracting but it would not get the whole town done because it is a continual project. A full staff would also allow the WPCA to save on contracting out some projects because the WPCF operators can do the projects on their own and do a very good job at it. Mr. Kuczarski stated that the WPCF operators know their limitations. They typically contract out projects that are too big for them to take on or projects for which they do not have the proper equipment. Many times the staff will do 75% of the work and then call in a specialist to complete the work. Mr. Hamel asked how much unallocated money does the WPCA have to date. There is about \$1.5 to \$1.6 million that is unencumbered to date. The WPCA does not plan on "raiding" the reserves to pay for the capital projects. In fact, over the last couple of years, it has been in the budget proposal to add to the reserves \$50,000/year. In June, Woodard & Curran should have a proposal for the Authority in regards to the financial plan.

William Hamel made a motion: **"TO APPROVE PLAN A AS OUR PROPOSED BUDGET"** – Seconded by Dennis Gragnolati. Without further discussion, the motion passed unanimously. Before next month's meeting, an updated proposed budget and proposed rate schedule will be mailed to the Authority. Mr. Lappen noted that the Proposed Budget includes the retiree's sick time buy-out which will not be in the following year's budget.

CORRESPONDENCE:

- a. **Letter regarding Charles-Ten Restaurant:** The owner of the Charles-Ten Restaurant requested to be grandfathered from the requirement to install a grease interceptor. The letter is for informational purposes only because she hasn't yet been notified that she is required to install a grease interceptor. No action was taken regarding this letter.

OLD BUSINESS:

- b. **Skyline Restaurant – Grease Interceptor:** Mr. Kuczarski met with Mr. D'Amato and two plumbers at Skyline Restaurant today. They understand what needs to be done to become compliant and it should be done shortly. The only issue that has occurred due to Skyline Restaurant bypassing the grease interceptor is that the sewer line heading south into the manhole where Skyline enters is not functioning properly and effectively.

NEW BUSINESS: Mr. Kuczarski informed the Authority that Taco Bell is now in compliance after it was discovered that their plumbing was also modified to bypass the grease interceptor. John Ferrari, who is responsible for making sure tanks are being pumped, brought it to Mr. Kuczarski's attention that the pumper's report noted that there was a low liquid level in the tank. Mr. Kuczarski checked the tank himself and found that it was void of grease. He also saw patched saw cuts in the pavement. Basically, Taco Bell was paying to have their tank pumped but nothing was going into it. The plumbing was recently modified to bypass the tank. The new owner agreed to become compliant when approached by Mr. Kuczarski and the issue has been fixed.

At 6:00 p.m., there being no other business to discuss, Gary Laurito made a motion: **TO ADJOURN THE MEETING** - Seconded by Denise Balboni. Without further discussion, the motion passed unanimously.

Respectfully submitted,

Heather Kane
Recording Secretary