

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, JUNE 8, 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 6:00 p.m.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was observed.

MINUTES: Gary Laurito made a motion: **TO APPROVE THE MINUTES FROM THE MAY 11, 2010 REGULAR MONTHLY MEETING** - Seconded by Kevin Brace. Without further discussion, the motion to approve the minutes passed 7 – 0.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **May 2010 Cash Reports:**
- b. **CD Investments – Updates and Changes:**

Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED INCLUDING THE CD INVESTMENT - UPDATE AND CHANGE REPORTS** – Seconded by Dennis DeMaine. Without further discussion, the motion passed unanimously.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Attorney Scott Chadwick's Retainer Fee:** Steven N. Wawruck, Jr. apologized that he did not reach out to Attorney Scott Chadwick since last month's meeting. He will try to have something for the Authority at next month's meeting.

NEW BUSINESS:

- a. **2010-2011 Budget:** Gary Kuczarski informed the Authority of the following changes to the proposed budget packet since last month's meeting:
 - The cover sheet has the approved and actual expenditures since Fiscal Year 2006-2007.
 - There is a 1.5% salary increase for both Gary Kuczarski and Scott Lappen on page two.
 - A capital increase of \$30,000 for the purchase of two new primary sludge pumps. The WPCF has four primary sludge pumps. One was sent out earlier this year and another one was taken out of service recently. The pumps are 25 years old and have been rebuilt before. The quote to rebuild one is \$10,000; the cost to purchase a new one is \$15,000. Therefore, the WPCF is looking to buy two new primary sludge pumps for \$30,000.
 - The addition of \$19,000 in projected revenue on page 7. This revenue is from the collection of prior fiscal years' principal. Money collected from prior years' principal has never been added into the rate calculation. Barbara Bertrand informed the WPCF

staff that a conservative number would be 10% of the total remaining accounts receivable.

- The amount needed from the operating fund is now at \$173,000, down from the \$230,000 that was proposed on the first budget draft. After the WPCA approved a rate increase to \$4.05/1000 gallons at last month's meeting, the money needed from the operating fund was reduced to \$162,000. The increase to \$173,000 comes from increasing the budget by the net amount of \$11,000 (\$30,000 increase in capital less the revenue increase of \$19,000).

Gary Kuczarski initiated a discussion around the motion made last month to calculate the minimum rate by taking 60% of the average residential rate. The average residential rate is currently determined by adding up all the residential bill amounts and dividing that number by the number of accounts. Since roughly one third of the residential accounts are charged the minimum rate, the minimum rate is needed before the average rate can be calculated and, per the motion, the average rate is now needed before the minimum rate can be set.

In addition, the WPCF staff usually does not receive the water company records for the quarter ending 5/31 until after the June monthly meeting. The billing system requires the water company records for the quarter ending 5/31, as well as the minimum rate and the rate per 1000 gallons, to create the User Charge report that is used to calculate the average residential rate. The average residential rate, and therefore the minimum residential rate, cannot be calculated at this time because the WPCF has not yet received the water company records for the quarter ending 5/31/10. Typically, though, the WPCA wants to set the minimum rates tonight. Steven N. Wawruck, Jr. stated he thought there had been a previous discussion about taking the fourth quarter from last year (quarter ending 5/31/09 in this case) plus the three quarters from this year to calculate the average. This would be off cycle for the fiscal year but it would still be four consecutive quarters. With the four quarters of information, the WPCF should be able to calculate the residential average if the calculation for the average residential bill was changed to be based on water usage instead of the bill amount.

Another option would be to hold either the regular monthly meeting or a special meeting on the third Tuesday of June so that the WPCF would have the quarterly information from the water company to determine the average and minimum charges. This option would allow for the use of the same four consecutive quarters that have been used in the past. Still another option would be for the Authority to just approve the residential minimum charge at 60% of whatever the average is without stating a specific amount. The Authority is unable to do that for this year since the projected minimum rate of \$129.74 has already been posted for tonight's Public Hearing. The minimum rate of \$129.74 was calculated by increasing the residential average for fiscal year 2009-2010 by 5% (the percentage the rate/1000 gallons was increased) and then taking 60% of that average.

The Authority decided to approve the rate sheet as is and then make any necessary changes in the coming fiscal year for the 2011-2012 billing. The calculation for the average residential rate may need to be done differently than in the past.

Steven N. Wawruck, Jr. was curious to find out what the total gallonage has been for the past five years to see whether there is a trend showing the gallonage going down, going up, or if it is all over the map.

Denise Balboni asked about the salary increase. The Director's and the Superintendent's salary increase mirrors what the Town has approved for its 2010-2011 budget.

RECESS FOR PUBLIC HEARING: At 6:27 p.m., Joseph Calsetta made a motion: **TO ADJOURN THE REGULAR MONTHLY MEETING UNTIL AFTER THE PUBLIC HEARING** – Seconded by Denise Balboni (passed unanimously).

RECONVENE MEETING: At 6:32 p.m., Steven N. Wawruck, Jr. reconvened the regular monthly meeting.

Kevin Brace made a motion: **TO ACCEPT THE WATER POLLUTION CONTROL AUTHORITY'S PROPOSED SEWER BUDGET FOR THE FISCAL YEAR 2010-2011** – Seconded by Denise Balboni. Without further discussion, the motion passed unanimously.

Gary Laurito made a motion: **TO ADOPT THE RATE SHEET INCLUDING THE MINIMUM CHARGES AND SEWER CONNECTION FEES AND REQUEST THAT IT BE INCLUDED AS PART OF THE MINUTES OF THE MEETING.** – Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.

At 6:34 p.m., there being no other business to discuss, Joseph Calsetta made a motion: **TO ADJOURN THE MEETING** - Seconded by Dennis DeMaine (passed unanimously).

Respectfully submitted,

Heather Kane
Recording Secretary