

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, JUNE 11, 2013**

MEMBERS PRESENT: Steven N. Wawruck, Jr., Jeffrey Ives, Denise Balboni, Kevin Brace, Robert Crochetiere, Dennis Gragnolati, William Hamel and Gary Laurito

MEMBERS ABSENT: 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 5:30 p.m.

MINUTES: May 14, 2013 Regular Monthly Meeting: Gary Laurito made a motion: **TO ACCEPT THE MINUTES OF THE MAY 14, 2013 REGULAR MONTHLY MEETING** - Seconded by William Hamel. Without further discussion, the motion to approve the minutes passed 5 – 0 with three abstentions for Steven N. Wawruck, Jr., Kevin Brace and Robert Crochetiere.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **May 2013 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED** - Seconded by William Hamel. Heather Kane stated that she is working with the bank to find out why two ACH payments have not been deposited into the WPCA's checking account. 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.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **FY 13/14 Draft Budget / Capitals:** The overall rate increase is 3% which brings the rate from \$4.74 to \$4.88. Mr. Kuczarski projected the use of \$69,000 from the operating fund balance for rate adjustment purposes. There is one capital project to replace current mixers with the newer design mixers. William Hamel made a motion: **TO ADOPT THE DRAFT BUDGET AS PRESENTED AS THE WPCA'S PROPOSED BUDGET FOR FY 2013-2014** – Seconded by Robert Crochetiere. Without further discussion, the motion passed unanimously.
- b. **Skyline Restaurant:** Skyline Restaurant is in compliance. Mr. Kuczarski dye-tested all the equipment that needed to be tied into the grease interceptor. Mr. D'Amato was very cooperative. It was inspected by Jim Plumridge. During the five day period between the equipment being tied into the grease interceptor again and the inspection, a substantial amount of grease accumulated in the grease interceptor. Every six months the operators grease cut the line from the Ramada Inn down to the Halfway House pump station. Then the operators take out the grease that is in the station using the VAC-CON truck and they bring it down to the Plant. They were originally cutting the grease in the line every three months but with the installation and use of grease interceptors on that line they now do it every six months. Jeffery Ives asked where the grease, that the operators are cutting out every six months, come from now that there are grease interceptors in place. Mr. Kuczarski stated that the grease interceptors are not 100% foolproof, some grease does get by. A grease interceptor catches approximately 85-90% of the grease entering the unit. John Ferrari makes sure that each establishment is having their grease tank pumped-out according to their set schedule. Pump out reports are sent to Mr. Ferrari who then reviews the

reports and brings any discrepancies to Mr. Kuczarski's attention. Mr. Kuczarski stated that it is only half the battle to get an establishment to install a grease interceptor, the other half is getting them to clean it out on a regular basis

NEW BUSINESS:

- a. **Capital transfers:** A list of capital projects, with completed projects highlighted, was sent to the Authority prior to the meeting. Mrs. Kane would like to transfer the remaining balances from these completed projects into the unallocated capital account this month since Mr. Kuczarski is using these balances to partially fund the capital project proposed for FY 2013-2014. There will be a total of \$50,182.00 in the unallocated capital account after these transfers are completed. Gary Laurito made a motion: **TO TRANSFER \$7,529.31 TO THE UNALLOCATED CAPITAL ACCOUNT FROM THE INDIVIDUAL CAPITAL PROJECTS THAT ARE INDICATED AS COMPLETED ON THIS REPORT** – Seconded by Dennis Gragnolati. Without further discussion, the motion passed unanimously.

Mr. Kuczarski stated Paul Dombrowski of Woodard & Curran will have a proposal (regarding the financial model and rate structure) ready for next month's meeting.

Mrs. Kane informed the Authority that the collection rate for the current year principle is at 94%, which is 1% higher than prior years' rates and it is not even the end of the year. The collection rate for prior year principle was at 45% which is about 10-17% higher than prior years' rates which were 36% and 28%. Steven N. Wawruck, Jr. stated that the WPCA's 94% collection rate matches the Town's current collection rate.

Mrs. Kane placed 409 liens on properties at the beginning of this month. That was a decrease of 10 liens from last year. Mr. Gragnolati asked what the collection rate was for these liens. Mrs. Kane estimated about 33% pay off the lien within the following fiscal year.

William Hamel made a motion: **TO ADD ITEM 7b TO THE AGENDA TO ADOPT THE BUDGET AND SET THE RATES AFTER THE PUBLIC HEARING** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.

At 5:45 p.m., Gary Laurito made a motion: **TO RECESS THE REGULAR MONTHLY MEETING UNTIL AFTER THE PUBLIC HEARING** – Seconded by William Hamel. Without further discussion, the motion passed unanimously.

Steven N. Wawruck, Jr. reconvened the regular monthly meeting at 6:01 p.m..

Gary Laurito made a motion: **TO ADOPT THE RATES BASED ON WATER USAGE, THE MINIMUM CHARGES AND THE SEWER CONNECTION FEES AS PRESENTED AT THE MEETING IN THE NOTICE THAT WE RECEIVED WITH OUR PACKAGE** – Seconded by Robert Crochetiere. Mr. Laurito requested that a copy of the notice be included in the minutes (please see Addendum A). Without further discussion, the motion passed unanimously.

William Hamel made a motion: **TO ADOPT THE FISCAL YEAR 2013-2014 BUDGET AS PRESENTED** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously. (Please see Addendum B for a copy of the budget).

Steven N. Wawruck, Jr. requested that the motions be written out for next year's meeting.

At 6:05 p.m., there being no other business to discuss, Kevin Brace made a motion: **TO ADJOURN THE MEETING** - Seconded by Robert Crochetiere. Without further discussion, the motion passed unanimously.

Respectfully submitted,

Heather Kane
Recording Secretary

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
PROJECTED SEWER USER CHARGES FOR FISCAL YEAR 2013-2014**

RATES BASED ON WATER USAGE

Residential Rate	\$ 4.88	Per 1000 gallons of water consumed. Total user fee based on adjusted annual water consumption *
Public Rate	\$ 4.88	Per 1000 gallons of water consumed
Commercial Rate	\$ 4.88	Per 1000 gallons of water consumed
Industrial Rate	\$ 4.88	Per 1000 gallons of water consumed

Residential Well Users the average of the residential users

MINIMUM CHARGES

Residential	\$151.24	Per year
Public	\$487.94	Per year
Commercial	\$487.94	Per year
Commercial Wells	\$487.94	Per year
Industrial	\$697.52	Per year

Charges reflect the consumption period between June 1, 2012 and May 31, 2013 and are due and payable on July 1, 2013. Interest will be charged on delinquent accounts at the rate of 1 1/2% per month, with a minimum charge of \$2.00, as provided by statute. Appeals for such charges must be filed within 30 days after the mailing of the bills. NOTE: Sewer Fees are the responsibility of the property owner.

SEWER CONNECTION FEES

Sewer Connection \$3,000.00 per each separately saleable, rentable
and/or transferable unit**

This charge is applicable to each residential, commercial, industrial or public unit and is applicable to new construction and renovation work on a unit basis, with the exception of hotels, inns and motels as set forth below.

AS TO HOTELS, MOTELS, AND INNS, the following formula shall apply for purposes of calculating the connection/entrance fee:

\$2,000 per individual unit plus \$3,000**

Note: This formula shall not apply to any other multi-dwelling structure

Inspection Fees: \$100.00 for any new construction, renovation or repair work.

Disposal Fees: \$10.00 to dump sewage from recreational vehicles.

* Total consumption is adjusted in the following manner:
The highest of four consecutive quarters is eliminated. The remaining is divided by three and multiplied by four to arrive at an adjusted annual water consumption.

** Plus a \$100.00 inspection fee for any new construction, renovation or repair work.

ADDENDUM B

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
2013-2014 BUDGET REQUEST**

	FY 2013-2014
ACCOUNTS	REQUESTED
SALARIES	660,212
FRINGE BENEFITS	297,064
OVERTIME	38,500
AUDIT	6,500
CAPITAL PROJECTS	197,818
CHEMICALS POLYMER / PERMANGANATE	57,031
CHEMICALS HYPOCHLORITE	20,370
CONTINGENCY	10,000
DEBT SERVICE - NITROGEN UPGRADE	103,183
ELECTRICITY	185,493
EQUIP. RENTAL/HAULING	8,266
FUEL OIL - # 2 HEATING	3,600
GAS NATURAL	23,163
GASOLINE	3,188
DIESEL FUEL	12,000
INSURANCE	45,221
LAB EQUIPMENT	24,250
LEGAL FEES	7,500
MANHOLES	2,500
MECHANICAL MAINTENANCE MAIN PLANT	27,000
MECHANICAL MAINTENANCE PUMP STATIONS	10,000
NITROGEN CREDIT EXCHANGE PROGRAM	0.00
OUTSIDE SERVICES	23,769
SAFETY TRAINING (ANNUAL)	2,500
SEWER LINE MAINTENANCE	6,000
SLUDGE DISPOSAL	83,500
SUPPLIES	37,425
TELEPHONE	4,908
USER FEE ADMINISTRATION	11,162
VEHICLE PARTS/REPAIR	6,500
WATER	8,729
TOTALS	1,927,351