

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, JUNE 14, 2011**

**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 5:32 p.m.

**MINUTES: May 10, 2011 Regular Monthly Meeting and May 24, 2011 Special Meeting:** Dennis DeMaine requested that the May 24, 2011 Special Meeting minutes be changed to note that he was not present for the meeting. Joseph Calsetta made a motion: **TO APPROVE BOTH SETS OF MINUTES WITH THE ONE CORRECTION THAT DENNIS DEMAINE ALLUDED TO** - Seconded by Gary Laurito. Without further discussion, the motion to approve the minutes passed 6 – 0 with one abstention for Dennis DeMaine.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **May 2011 Cash Reports:**
- b. **CD Investments – Updates and Changes:**

Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS INCLUDING THE CD INVESTMENT REPORT** – Seconded by Kevin Brace. Without further discussion, the motion passed unanimously.

**CORRESPONDENCE:** Mr. Frederick Mueller, P.E., from Tighe & Bond was present to update the Authority regarding the Facilities Plan. Since December when the Facilities Plan Summary was first presented to the Authority, he and Gary Kuczarski have met with John Szczesny from Planning and Zoning and Dana Steele to review the Facilities Plan and the Sewer Service Area Map. Last night, Mr. Mueller and Mr. Kuczarski presented the Plan and the Sewer Service Area Map to the Planning and Zoning (P&Z) Commission. He reviewed what the Facilities Planning process was and indicated to them that the Plan looked at the Plant and the collection systems, as well as upcoming regulations and the flows and loads to the Plant. The conclusion is that no major upgrades to the Plant are required. It is more a matter of maintaining the Plant and the infrastructure of the Town which would be accomplished through capital improvement projects. Mr. Mueller then focused on the adoption of the Sewer Service Area Map. He explained to the P&Z Commission what the Sewer Service Area Map is and that the Department of Environmental Protection (DEP) requires all communities to develop a Water Pollution Control Plan, which is a written document that describes what area the Town services or could potentially service through the Town's Sewer System and what areas are not serviced. This Plan references the Sewer Service Area Map. Basically, the service area is the entire Town except for the property owned by the military and the parcels that are served by MDC. The areas in Town that will not be serviced are the Waterworks Brook parcel and the preservation areas. This is consistent with the State Plan of Conservation and Development which protects Windsor Locks' ability to receive grant money from the DEP for water improvement projects. There are currently a couple of areas in Town that still have septic systems. These areas involve less than 20 homes. Steven N. Wawruck, Jr. asked if the Town can apply for grant money to sewer these areas. Mr. Mueller stated that the Town could potentially get a low percentage loan after waiting on a list but not grant money. P&Z had one main comment in regards to the Babylon property. The Babylon property is currently in the process to request connection to Suffield. According to the map, this area could connect to the Town's sewer line though it may not be economically feasible for them to do so. Mr. Mueller thought it was unnecessary to change the map.

The process going forward would first involve having the WPCA adopt the Sewer Service Area Map and the Water Pollution Control Plan. Once adopted, the completed plan would be submitted to the DEP. After allowing time for the DEP to review the plan, it would be appropriate to include the Water Pollution Control Plan and Sewer Service Area Map in the Town's Plan of Conservation and Development either as an amendment or when it is updated next in 2017. Mr. Mueller doesn't feel that it has to be added to the Plan of Conservation and Development immediately.

**OLD BUSINESS:**

a. **FY 2011-2012 Projected Budget and Sewer User Charges:** Gary Kuczarski made the changes to the proposed budget that were recommended by the Authority at last month's Special Meeting:

- The proposed rate is at \$4.56 per 1000 gallons.
- The capital figure of \$132,710 includes \$50,000 for the demolition of the old Dexter's Pump Station.
- No money from the operating fund was used to adjust the rate.
- Replenishing the operating fund by \$50,000.
- Increasing the inspection fee to \$100.00 and increasing the disposal fee to \$10.00.

**NEW BUSINESS:**

a. **FY 2010-2011 Liens:** Heather Kane informed the Authority that the WPCA put liens on 435 accounts. Joseph Calsetta asked if this figure was more than usual. The amount of liens has increased each year for the past four years, which is a reflection of the economy.

A short discussion ensued regarding online payments and bill presentment. Further clarification is needed on this subject.

**RECESS FOR PUBLIC HEARING:** At 6:00 p.m., Jeffrey Ives made a motion: **TO ADJOURN THE REGULAR MONTHLY MEETING UNTIL AFTER THE PUBLIC HEARING** – Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.

**RECONVENE MEETING:** At 6:44 p.m., Joseph Calsetta made a motion: **TO RECONVENE THE REGULAR MONTHLY MEETING** – Seconded by Denise Balboni. Without further discussion, the motion passed unanimously.

Gary Laurito made a motion: **TO ADOPT THE FISCAL YEAR 2011-2012 PROPOSED BUDGET AND RATES FOR SEWER USER FEES, MINIMUM CHARGES, SEWER CONNECTION FEES, INSPECTION FEES AND DISPOSAL FEES BASED ON THE PRESENTATION IN HAND AND THAT A COPY OF THIS PRESENTATION BE ADDED TO THE MINUTES AS PART OF THE PERMANENT RECORD** – Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.

At 6:46 p.m., there being no other business to discuss, Jeffrey Ives made a motion: **TO ADJOURN THE MEETING** - Seconded by Dennis DeMaine. Without further discussion, the motion passed unanimously.

Respectfully submitted,

Heather Kane  
Recording Secretary

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
SEWER USER CHARGES FOR FISCAL YEAR 2011-2012**

**RATES BASED ON WATER USAGE**

Residential Rate	\$ 4.56	Per 1000 gallons of water consumed. Total user fee based on adjusted annual water consumption *
Public Rate	\$ 4.56	Per 1000 gallons of water consumed
Commercial Rate	\$ 4.56	Per 1000 gallons of water consumed
Industrial Rate	\$ 4.56	per 1000 gallons of water consumed

Residential Well Users    the average of the residential users

**MINIMUM CHARGES**

Residential	\$142.46	Per year
Public	\$455.94	Per year
Commercial	\$455.94	Per year
Commercial Wells	\$455.94	Per year
Industrial	\$651.78	Per year

Charges reflect the consumption period between June 1, 2010 and May 31, 2011 and are due and payable on July 1, 2011. 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.

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
FISCAL YEAR 2011-2012 BUDGET**

ACCOUNTS	FY 2011-2012 APPROVED
SALARIES	603,039
FRINGE BENEFITS	295,554
OVERTIME	38,500
AUDIT	3,605
CAPITAL PROJECTS	132,710
CHEMICALS POLYMER / PERMANGANATE	49,383
CHEMICALS HYPOCHLORITE	27,951
CONTINGENCY	10,000
DEBT SERVICE - NITROGEN UPGRADE	103,183
ELECTRICITY	203,650
EQUIP. RENTAL/HAULING	7,630
FUEL OIL - # 2 HEATING	3,623
GAS NATURAL	11,498
GASOLINE	2,890
DIESEL FUEL	11,253
INSURANCE	37,672
LAB EQUIPMENT	23,646
LEGAL FEES	7,500
MANHOLES	2,500
MECHANICAL MAINTENANCE MAIN PLANT	27,000
MECHANICAL MAINTENANCE PUMP STATIONS	10,000
NITROGEN CREDIT EXCHANGE PROGRAM	6,685
OUTSIDE SERVICES	23,769
SAFETY TRAINING (ANNUAL)	2,750
SEWER LINE MAINTENANCE	14,900
SLUDGE DISPOSAL	83,500
SUPPLIES	37,425
TELEPHONE	4,908
USER FEE ADMINISTRATION	8,500
VEHICLE PARTS/REPAIR	6,500
WATER	7,733
<b>TOTALS</b>	<b>1,809,454</b>