

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, JULY 8, 2008**

MEMBERS PRESENT: Dennis DeMaine, Jeffrey Ives, John McSweegan, Gary Laurito, and Joseph Calsetta

MEMBERS ABSENT: Steven N. Wawruck, Jr., Denise Balboni, and Edward Ferrari, Joe Russo, Town Engineer, Office

ALSO PRESENT: Scott C. Lappen, Director of Public Works, Ex Officio
Gary Kuczarski, Superintendent
Heather Kane, Recording Secretary
Michelle Welch, Recording Secretary

CALL TO ORDER: The meeting was called to order at 6:02pm by Joseph Calsetta.

MINUTES: Joseph Calsetta made a recommendation since there was no quorum to table the approval of the Minutes from the June 10, 2008 Regular Monthly Meeting to the next meeting.

Jeffrey Ives arrived at 6:04pm making a quorum.

MINUTES: Dennis DeMaine made a motion: **"TO APPROVE THE MINUTES FROM THE June 10, 2008 REGULAR MONTHLY MEETING"** - Seconded by John McSweegan (passed 3 - 0, with two abstentions for Gary Laurito and Joseph Calsetta)

Jeffrey Ives made a motion: **"TO APPROVE THE MINUTES FROM THE June 5, 2008 FINANCIAL WORKSHOP"** - Seconded by Dennis DeMaine (passed 2 - 0, with three abstentions for John McSweegan, Joseph Calsetta and Gary Laurito)

John McSweegan made a motion: **"TO APPROVE THE MINUTES FROM THE June 10, 2008 PUBLIC HEARING"** - Seconded by Dennis DeMaine (passed 3 - 0, with two abstentions for Gary Laurito and Joseph Calsetta).

FINANCIAL REPORTS: Gary Laurito made a motion: **"TO APPROVE THE JUNE FINANCIAL CASH AND CAPITAL REPORTS"** - Seconded by Dennis DeMaine.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Financial software system installation:** Gary Laurito discussed his findings from his meeting regarding the new software system. The new system would have a one time cost of \$4,000.00 and an annual fee between \$825.00 and \$850.00. This software is designed with municipalities in mind. It was recommended to have the software installed while maintaining our current billing system with the hopes to be on the new system completely before next fiscal year.

Gary Laurito made a motion: **"TO ACCEPT THE PURCHASE OF SOFTWARE SYSTEM"**. - Seconded by Dennis DeMaine (passed unanimously)

- b. **Grease Trap Program** - A copy of the Windsor Locks Sewer Usage Ordinance was given to the members of the Commission for review of section 12.6 Administrative Fines. Gary Kuczarski informed the Commission that it states that the Superintendent may fine a user who has or is violating this ordinance in an amount not to exceed \$99.00 per violation per day. This fee would be the responsibility of the restaurant owner. Scott Lappen suggested that this information go to Attorney Scott Chadwick with hopes that he would be able to assist in creating a letter that would be sent to restaurant owners.

NEW BUSINESS:

- a. **Investing in a higher yield CDs - Scott Lappen:** It was brought to the table to invest some of money into higher yield CDs. Scott will need to get more information from Barbara Bertrand in

regards to how much money is to be invested, what the cost is and the terms and what the WPCA will be getting in return. This information will then be sent to the Commission before the next meeting for them to look it over.

Memory Sticks – Gary Kuczarski informed the Commission that the WPCA is now backing up the billing system daily on “Memory Sticks”; one stays in the safe and the other one goes home with either Heather Kane or Michelle Welch.

At 6:30pm there being no other business to discuss, Jeffrey Ives made a motion: **“TO ADJOURN THE MEETING”** -- Seconded by Gary Laurito (passed unanimously).

Respectfully submitted,

Michelle Welch
Recording Secretary