

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, AUGUST 9, 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:** Jeffrey Ives called the meeting to order at 5:34 p.m.

Kevin Brace arrived at 5:35 p.m.

**MINUTES: June 14, 2011 Regular Monthly Meeting and June 14, 2011 Public Hearing:** Dennis DeMaine made a motion: **TO APPROVE BOTH SETS OF MINUTES** - Seconded by Gary Laurito. Without further discussion, the motion to approve the minutes passed 6 – 0.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **June 2011 Cash Reports:** Gary Laurito made a motion: **TO APPROVE THE JUNE 2011 CASH REPORTS AND THE QUARTERLY FINANCIAL REPORTS** – Seconded by Denise Balboni. Without further discussion, the motion passed unanimously.
- b. **July 2011 Cash Reports:** The July 2011 Cash Reports were not completed in time to be sent out with the packets that were mailed to the Authority prior to the meeting. Therefore, this topic was tabled until next meeting.
- c. **Quarterly Financial Reports:** Please see above.
- d. **CD Investments – Updates and Changes:** This is for informational purposes only.
- e. **Atty. Chadwick's Quarterly Update – Delinquent Accounts:** There were no comments or questions.
- f. **Reconciliation of accounts for FY 2010-2011:** There were two spreadsheets in regards to this topic: one for the Capital accounts and one for the Operating accounts.

Steven N. Wawruck, Jr. arrived at 5:39 p.m.

On the Capital spreadsheet, the accounts highlighted in yellow are for projects that have been completed and therefore the WPCF staff is looking to close the accounts. Some of the accounts have a balance (totaling \$1,423.13) that will need to be transferred to the capital unallocated account. Denise Balboni made a motion: **TO ACCEPT THE TRANSFER OF \$1,423.13 FROM THE FINISHED CAPITAL PROJECTS TO THE UNALLOCATED CAPITAL ACCOUNT** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.

Joseph Calsetta made a motion: **TO ACCEPT THE TRANSFER OF \$48,707.44 BETWEEN OPERATING ACCOUNTS TO RECONCILE THE ACCOUNTS FOR YEAR END** – Seconded by Denise Balboni. The motion passed unanimously.

**CORRESPONDENCE:** None

**OLD BUSINESS:**

- a. **Webster Bank – Barbara Hart, Senior Vice President of Government Banking re: online payments:** Barbara Hart, as a resident of Windsor Locks and the Town's representative from

Webster Bank, asked to be put on the agenda in a hope to answer any questions regarding online payment privacy issues or statutory issues that may have caused the WPCA to table the implementation process. As a resident, she would really like to have the WPCA bills online. Webster Bank has many utility sites already on their system for Bristol Water Dept., Greater New Haven WPCA, and MDC. Webster Bank also does the Town's taxes.

Ms. Hart asked the Authority what their biggest concerns were with the site. There was a short discussion about liability issues should the system be compromised. Ms. Hart stated that the liability issue is really Webster Bank's issue since the system lies behind Webster Bank's firewalls and that Webster Bank spends a lot of time and money making sure everything is locked down. Steven N. Wawruck, Jr. and Scott Lappen agreed that privacy issues were the biggest concern for the Authority. Ms. Hart stated that Webster Bank is trying to build a bill presentment site where the residents validate themselves on three fields instead of two. Normally, it is just the account number and the service address but the billing system at the WPCF is unique in that the account number remains with the service address despite change in ownership. Webster Bank suggests a third field of validation (for example: the first five characters of the name) that would be unique to each owner. Once an owner is registered, their bill is always tied to them; the person doesn't need to register every single time. Another person would have to have the three pieces of information in order to see the bill. When a property is sold, the previous owner would be able to see a history of the bills that they paid but would not be able to see any bills under the new owner's name. The new owner would be able to register and then connect themselves to that property. The WPCF staff changes the owner's name when the transfer of property goes through at the appraiser's office. There is a lag between the sale of a property and the time the WPCF is informed of the new owner's information. The WPCF would provide the bank with an electronic file of the bills. The WPCF controls this electronic file and can eliminate certain properties due to privacy issues for those that are in the law enforcement field.

Gary Laurito asked what would happen when the property is sold mid-term and the bill is only paid through the first installment. Heather Kane stated that when an attorney contacts the WPCF for the balance due on a property because of a closing the WPCF staff informs the attorney to collect the full amount for the year since another bill is not sent out in January. Joseph Calsetta asked Ms. Hart if Webster Bank has had any issues like this with MDC. Ms. Hart stated that there has not been any issue like this with MDC.

Steven N. Wawruck, Jr. stated that his concerns have been satisfied with the third field of validation which keeps the information online private and unique to that individual. Denise Balboni stated that the concern is really about people finding out others' billing information and not about people finding out any payment information. Joseph Calsetta stated the issue began when an individual notified the WPCF about the statute and his interpretation of the statute. This in turn prompted the Authority to ask the Town Attorney for his legal opinion on the statute. Copies of the statute in question were handed out per Gary Laurito's request.

Joseph Calsetta suggested that the Authority take this under advisement and, without giving any promises that the Authority is going to proceed with online payments, asked if Ms. Hart would provide some documentation and examples regarding the third validation field. Heather Kane stated that the third validation field would be something that she would need to discuss with the WPCF's billing system administrator. Webster Bank programmers would work with the WPCF's billing system and WPCF staff to come up with something that is unique. Ms. Hart asked if there were any other questions. As there were none, she thanked the Authority for their time and asked that the Authority contact her with any further questions. Barbara Hart left the meeting.

- b. Facilities Plan – Adopt Plan Recommendation 1-5:** Gary Kuczarski informed the Authority that the Facilities Plan Task Memos 1 through 5, which Fred Mueller from Tighe & Bond went over when he was here, need to be adopted. The last phase, Task 6, is when it goes to the DEP. Mr. Kuczarski clarified that adopting this document meant that the Authority has reviewed and discussed the tasks and that they are aware of the recommendations. It does not mean that the Authority must follow them exactly; it is more a guidance document. Gary Laurito made a motion:

**TO ADOPT THE FACILITIES PLAN RECOMMENDATIONS ONE THROUGH FIVE** – Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously. The document will now be sent to DEP.

- c. **Review Water Pollution Control Plan / Sewer Service Area Map:** Mr. Kuczarski informed the Authority that Fred Mueller recommended that the Plan be sent to the Town Attorney for review before adopting it formally. The attorney would be able to review the legal language in the Plan for clarity. The Plan will be presented to the Authority again after the Town Attorney reviews it.
- d. **Ahlstrom – Abandoned Pump Station Demolition:** Gary Kuczarski informed the Authority that since the last meeting Associated Building Wreckers from Springfield toured the Pump Station and estimated the demolition of the building to cost about \$22,350.00 compared to Tighe & Bond's quote of roughly \$90,000. At minimum, asbestos testing must be done which is included in the quote. Today, Plant Operators took samples of the standing ground water at the station. These samples will be picked up tomorrow to be tested for eight RCRA metals as well as oil and grease. This testing costs \$400. The unknowns are (1) if there are PCBs in the caulk around the windows and other joints and (2) if there is any asbestos in the foundation coating. According to the rep from Associated Building Wreckers, the best solution is to abate the asbestos on site. The difference in cost is mainly due to Tighe & Bond putting the plan together quickly, the fact that they are not in the demolition business per se, and that Tighe & Bond's quote covered everything with some extra to cover for the unexpected. Scott Lappen stated that the WPCF has posted a request for proposals. Mr. Kuczarski and Mr. Lappen will review and compare the proposals. The good news is that it looks like the funding (\$50,000) that the Authority allocated this year will be enough to get the whole project done. Mr. Kuczarski and Mr. Lappen have put a tentative schedule together (though it is dependant on what the quotes come in at and the Authority's approval) with October 7<sup>th</sup> as a completion date. There is a mandatory walk through on August 23<sup>rd</sup>. The completion date is set for October in order to allow time for the contractor to pave it. Ahlstrom has been informed of the schedule.

#### **NEW BUSINESS:**

##### **a. Appeals:**

**135 Southwest Avenue:** Joseph Calsetta stated that it is a heart-wrenching appeal. Unfortunately, there is nothing that the Authority can do. There are already liens on the property and the Authority cannot change the interest rate as that is statutory. Steve N. Wawruck, Jr. stated that as long as someone is making regular payments towards their bill the Town Attorney will not start legal procedures. The WPCA will not enter into any formal payment plan. Jeffrey Ives reiterated what the Authority has always said to residents which is do your best and keep making payments towards your bill. The Authority will work with you but they cannot change anything; interest will still be accruing and the liens will still be applied. With regular payments, though, the bill will eventually be paid off. Gary Laurito made a motion: **TO DENY THE APPEAL REQUEST FOR 135 SOUTHWEST AVENUE** – Seconded by Kevin Brace. Without further discussion, the motion passed unanimously.

**466 Spring Street:** This is a commercial well property with two separate rentable units. The Authority's policy is that the meter must be removed in order to stop being billed, but there is no meter on this property as it is a well. Joseph Calsetta asked if they have abandoned the well. As far as Heather Kane knew they have not. Commercial well properties are charged a flat rate. Gary Laurito stated that this request is primarily because there are no tenants in the building. As with other similar appeals the Authority has received in the past for residential rental properties, the sewer user charge remains. Joseph Calsetta stated that with utility companies, such as gas and electricity, there is a minimum charge even if there is no usage. Jeffrey Ives mentioned that the owner still has the ability to use the sewer system because it is there. Joseph Calsetta made a motion: **TO DENY THE APPEAL REQUEST FOR 466 SPRING STREET** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously. Joseph Calsetta stated that it would be different story if the owner abandons the well and has it inspected. Steven N. Wawruck, Jr. agreed then it would be a different story.

At 6:25 p.m., there being no other business to discuss, Dennis DeMaine made a motion: **TO ADJOURN THE MEETING** - Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.

Respectfully submitted,

Heather Kane  
Recording Secretary