

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, SEPTEMBER 10, 2013**

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

MEMBERS ABSENT: Dennis Gragnolati
Dana Steele, Town Engineer, Ex Officio

ALSO PRESENT: Scott C. Lappen, Director of Public Works, Ex Officio
Gary Kuczarski, Superintendent
Heather Kane, Recording Secretary
Paul Dombrowski, Woodard & Curran
Steve Ruffy, Company Owner, 1000 Old County Circle, Unit 109

CALL TO ORDER: Steven N. Wawruck, Jr. called the meeting to order at 5:30 p.m.

Steven N. Wawruck, Jr. requested that item 6a in the agenda be moved up to the next item of business on the agenda since Paul Dombrowski has to get to Canton for another meeting. Gary Laurito made a motion: **TO MOVE ITEM 6A TO THE BEGINNING OF THE AGENDA** – Seconded by Denise Balboni.

Robert Crochetiere arrived at the meeting at 5:31 p.m.

Without further discussion, the motion passed unanimously.

OLD BUSINESS:

- a. **Woodard & Curran – Financial Services Proposal:** During a prior meeting, the WPCA and Paul Dombrowski discussed reevaluating some aspects of the current rate structure. Since then, Mr. Kuczarski and Mr. Dombrowski went through a relatively long list of potential ways to tackle this issue and they narrowed it down to what they thought the WPCA would need to have a good analysis of the current rate structure to effectively evaluate a number of possible alternatives. Woodard & Curran will look at existing revenue streams and the current rate structure, develop and document a 5-year financial picture comparing projected revenue streams with projected expenditures for that same period, and present that picture to the WPCA. During this presentation, the WPCA will be able to do some permutations to the 5-year financial picture to see what effect such changes would have on the financial future of the WPCA. Then, Woodard & Curran will document in a memo a recommended 5-year rate structure for the Authority to consider and act on. Mr. Kuczarski stated that a major part of this process will be creating a 5-year capital projects plan. Mr. Dombrowski expects this project to cost about \$9500. Mr. Dombrowski plans to present the draft memo within three months of the effective or start date.

William Hamel made a motion: **TO GO FORWARD WITH THIS PROPOSAL** – Seconded by Robert Crochetiere. Without further discussion, the motion passed unanimously.

The effective date on the first page of Work Order No. 006 was changed to September 10, 2013 and signed by Steven N. Wawruck, Jr. The WPCA's signed copy of Work Order No. 006 was given to Gary Kuczarski.

Paul Dombrowski left the meeting at 5:37 p.m.

MINUTES:

- a. **June 11, 2013 Regular Monthly Meeting:** Denise Balboni made a motion: **TO APPROVE THE MINUTES OF THE JUNE 11, 2013 REGULAR MONTHLY MEETING** – Seconded by William Hamel. Without further discussion, the motion passed unanimously.
- b. **June 11, 2013 Public Hearing:** Kevin Brace made a motion: **TO APPROVE THE JUNE 11, 2013 PUBLIC HEARING MINUTES** – Seconded by Jeffrey Ives. Without further discussion, the motion passed unanimously.
- c. **July 9, 2013 Regular Monthly Meeting:** Robert Crochetiere made a motion: **TO ACCEPT THE MINUTES OF THE JULY 9, 2013 REGULAR MONTHLY MEETING** – Seconded by Denise Balboni. Without further discussion, the motion passed with four abstentions for Steven N. Wawruck, Jr., Kevin Brace, Jeffrey Ives and Gary Laurito.
- d. **August 13, 2103 Regular Monthly Meeting:** William Hamel made a motion: **TO ACCEPT THE MINUTES OF THE AUGUST 13, 2013 REGULAR MONTHLY MEETING** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with three abstentions for Denise Balboni, Jeffrey Ives and Gary Laurito.
- e. **August 15, 2013 Special Meeting:** Jeffrey Ives made a motion: **TO ACCEPT THE MINUTES OF THE AUGUST 15, 2013 SPECIAL MEETING** – Seconded by Gary Laurito. Without further discussion, the motion passed with two abstentions for Steven N. Wawruck, Jr. and Kevin Brace.

PUBLIC INPUT: Mr. Steve Ruffy, an owner of a business located at 1000 Old County Circle, Unit 109, stated that he was following up on his appeal regarding a different rate structure for the commercial minimum rate for small businesses. Steven N. Wawruck, Jr. informed Mr. Ruffy that the WPCA just signed an agreement with Woodard & Curran to assess current revenue streams and evaluate existing and alternative rate structures. It will be about a four month process. As the rate structure is discussed and the Authority moves towards adoption of a new rate structure, it will be brought up as a recommendation at a Public Hearing and then adopted, if so desired, with an implementation date for the following fiscal year.

Mr. Ruffy thanked the Authority for their consideration and the Authority thanked Mr. Ruffy for his patience. Mr. Ruffy left the meeting at 5:40 p.m.

FINANCIAL REPORTS:

- a. **June 2013 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS FOR JUNE, JULY AND AUGUST 2013 INCLUDING THE CD INVESTMENT REPORT** – Seconded by William Hamel. Without further discussion, the motion passed unanimously.
- b. **July 2013 Cash Reports:** Please see item (a) under Financial Reports for the motion.
- c. **August 2013 Cash Reports:** Please see item (a) under Financial Reports for the motion.
- d. **CD Investments – update and changes:** Please see item (a) under Financial Reports for the motion.
- e. **Atty. Storm’s Quarterly Update – Delinquent Accounts:** No discussion took place regarding this item.
- f. **Reconciliation of accounts for FY 2012-2013:** Gary Laurito made a motion: **TO APPROVE THE RECONCILIATION OF THE ACCOUNTS FOR FY 2012-2013** – Seconded by Robert Crochetiere. Without further discussion, the motion passed unanimously.

CORRESPONDENCE: None

NEW BUSINESS:

- a. **NPDES Permit / IDEXX System for E-coli testing:** Gary Kuczarski informed the Authority that the WPCA’s NPDES permit expired in September 2010. The WPCA started the renewal process with the DEEP six months prior to the expiration of the permit in 2010 yet, due to a backlog at the DEEP, the reissued permit was just received in June 2013. The DEEP had noted in a draft permit previously sent to the WPCA that, instead of doing fecal coliform testing, the lab will be

required to do e-coli testing. In the draft, the DEEP stated that they would give the Plant two years to implement the e-coli testing. In the meantime, the WPCA looked into the IDEXX System which is a system specifically for e-coli testing. Mr. Kuczarski had seen the system at a Boston trade show and knows of two treatment plants that already use this system. The lab director at the Plant tried the system with a demonstration product and supplies provided by the company. The system is very reliable and easy for anyone to use. Mr. Kuczarski planned on adding the purchase of this system to the capitals for next fiscal year. When the new permit was reissued, the DEEP changed the implementation period for the e-coli testing to one year instead of two years. The WPCA has until June 4, 2014 to be on board with the e-coli testing which means the WPCA would need to start their testing in May. Mr. Kuczarski would like to purchase the IDEXX system later this fiscal year. The WPCA will be stopping the fecal coliform testing on October 1, 2013. The total cost of the IDEXX system will be about \$6,973. The only equipment used currently for the fecal coliform tests are small vials. The WPCA will be using up their supply of small vials this month. Kevin Brace asked if there was a cheaper test system. Mr. Kuczarski stated that he has not seen one. Mr. Kuczarski likes this system because it is pretty easy to use; anyone could run the test and get reliable results. Mr. Wawruck asked if the testing reveals high levels of e-coli will it be more cumbersome or costly to remediate the situation. Mr. Kuczarski does not foresee that happening as the test results will just be a different indicator.

Robert Crochetiere made a motion: **TO APPROVE THE PURCHASE OF THE IDEXX SYSTEM DURING FY 2013-2014** – Seconded by William Hamel. Without further discussion, the motion passed unanimously.

b. Damage incurred from the 7/1/13 tornado: Gary Kuczarski informed the Authority that the tornado came right through the back of the Plant. It pulled out a section of the acrylic glass in one of the skylights and it dented the skylight frame. It also lifted up the membrane roof and pulled the insulation up with it. The roof is less than 10 years old and has been problem-free since it was replaced. The tornado also took out five trees by the road. A tree took out a section of the fence. The Plant operators were able to pull the fence back up with the pay loader from next door and straightened it out a bit. Some of the fence posts are bent and need to be replaced. The security of the Plant is important. The front gates swung open in the opposite direction in the wind and got bent in the process. The front doors to the Plant also were swung open and now one of the doors does not close all the way. The roof repairs estimate from Silktown Roofing, who originally did the roof, is \$14,376, the fence repairs estimate is \$9613, and the front door repair estimate is \$585. For a total cost of \$24,574. The WPCA does have a claim in with CIRMA. Mr. Kuczarski has asked CIRMA for an update but has not yet heard back from them. Though the WPCA will be dealing with three individual vendors, it is considered as one claim. Scott Lappen is pretty sure there is a \$1000 deductible. The work does not need to be done immediately. The skylight that was blown out is over a belt filter press which can get wet without any problems. Silktown Roofing sent their sheet metal expert to take a look at the bent frame. They believe they can fix it. The skylight will be fixed before the arrival of any cold weather. Mr. Kuczarski plans on waiting for the insurance company before beginning any repair work. The WPCA labor was not included in the claim. The claim was only filed after there was a complete assessment of the damage. Mr. Kuczarski has not heard if the insurance company will be sending their own loss control claims adjusters to assess the damage.

c. Appeals:

i. 190 Taft Lane – listen to 8/13/13 tape: The Authority listened to the tape from the 8/13/13 meeting on which Ann Curcio discussed her appeal. Robert Crochetiere made a motion: **TO NOT GRANT THE APPEAL** – Seconded by Gary Laurito. Steven N. Wawruck, Jr. stated that he did discuss the interest with the WPCA Attorney after talking with Ms. Curcio on the phone. The attorney did confirm that when a resident is one day late interest must be paid on the account. Per Connecticut State Statute Sec. 12-146, in the computation of interest, “each fractional part of a month in which any portion of the principle of such tax remains unpaid shall be considered to be equivalent to a whole month”. The Sewer User Bills did go out at the end of June. The

tax bills were sent out a couple of weeks late. Ms. Curcio did state that her timing to pay the sewer bill was thrown off by the late mailing of the tax bill. The WPCA did say that this could be a possibility but, with all fairness, the WPCA is a separate entity from the Town taxes and therefore stands on its own billing cycle. There was no big increase in residents paying their sewer bills late due to the tax bills being sent out later. Without further discussion, the motion passed with one abstention for William Hamel.

- ii. **1000 Old County Circle, Unit 109 – listen to the 8/13/13 tape:** Since Mr. Steven Ruffy attended tonight's meeting to discuss his appeal (please see the notes under Public Input), the Authority did not listen to the 8/13/13 tape in regards to his appeal. The Authority agreed that Mr. Ruffy understood that no action could be taken at this time as the WPCA has employed Woodard & Curran to assess and evaluate the WPCA's rate structure and that this process will take at least four months. William Hamel made a motion: **TO DENY THE APPEAL** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.
- iii. **20 Main Street, Unit 26:** Kibble 'n Stuff initiated the process of the WPCA taking a closer look at the commercial minimum rate and rate structure as a whole when they filed their appeal last year. Mr. Ives remembered that they all sympathized with the business owner last year. Jeffrey Ives made a motion: **TO DENY THE APPEAL WITH THE EXPECTATION THAT NEXT TIME THE SEWER BILL IS SENT OUT THE RATE STRUCTURE WILL BE DIFFERENT** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.
- iv. **364 Reed Avenue:** The owner's of this property received a one-time partial credit from the water company for a leaky toilet. In the past, the WPCA has granted similar appeals because it was proven that the water did not go through the sanitary system. In this situation, the water did enter the sanitary system. The CWC refunded the owner's account for 25,000 gallons. Their past sewer use bills were about \$300/year then this year's bill jumped to \$700/year. As always, the highest quarter of their usage was dropped in the calculation of their sewer use bill. Their quarterly usage in gallons was 35,000, 29,000, 45,000 and 45,000. The previous year's usage was 31,000, 16,000, 23,000, and 14,000 gallons. The Authority previously has made adjustments based on the water company's adjustments only when the Authority could prove that the water did not enter the sewer system. The property owner's were probably not home enough to be aware that this was happening due to an illness in the family. A question was raised as to what they meant by an "inside pipe leak". The leak must have been after the water meter. Did they have a sump pump that removed the water? William Hamel made a motion: **TO DENY THE APPEAL** – Seconded by Jeffrey Ives. Without further discussion, the motion passed unanimously.
- v. **278 Mary Webb Road:** Mr. Joe Pauletti appealing the residential well rate. Gary Laurito made a motion: **TO DENY THE APPEAL** – Seconded by Robert Crochetiere. Without further discussion, the motion passed unanimously.
- vi. **11 Northgate Drive:** The water usage at the business went from 36,000 gallons to 372,000 gallons due to watering the trees. They do not have an external meter. Mr. Ives said that there is plenty of precedence with this appeal as the WPCA has voted on similar appeals regarding swimming pools and sprinkler systems. Gary Laurito made a motion: **TO DENY THE APPEAL** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with one abstention for Kevin Brace. The Authority stated that the letter to the business owner should note the Authority's recommendation to install an outside meter on that line to monitor water used to water the trees.
- vii. **8 Bristol Road:** There has been no water usage at this property since the quarter ending August 2012. They have been charged the minimum residential rate. The water was turned off August 13, 2012 but the meter was not removed until July 11, 2013 per the water company. Her account has not been sent to the WPCA attorney for collection, contrary to her appeal. Kevin Brace made the motion: **TO EXONERATE THE SEWER USER BILL FOR 8 BRISTOL ROAD FROM AUGUST**

2012 TO WHEN THE METER WAS REMOVED – Seconded by William Hamel. Without further discussion, the motion passed unanimously.

- viii. **377 South Center Street:** The water company back-billed Ads Pizza one year due to a faulty meter that was not reading the water usage correctly. For example, they were billed for 4,700 gallons in August 2012 when it should have been 47,000 gallons. This issue had been going on for more than a year but the water company can only back bill for one year. The water company added the usage previously not billed for during the past year to the quarter ending November 2012. Due to this, their usage went from 4,000 gallons in August 2012 to 270,000 gallons in November 2012. Mrs. Kane previously handed out a spreadsheet which noted the business's water usage and billed amounts for the past two fiscal years. The net adjustment would be a reduction of about \$400 to the current year bill. This problem with the meter had been going on since 2010. Before that time, they used roughly 148,000 gallons per year. The water company caught this error. William Hamel made a motion: **TO ADJUST THE BILL DOWNWARD ACCORDING TO THE NUMBERS ON THE SPREADSHEET**– Seconded by Robert Crochetiere. Without further discussion, the motion passed unanimously.
- ix. **46 North Street:** The property owner came into the Plant after he received the past due notice that the WPCA mailed out 9/1/13. He had written a check 07/01/13 for the full amount and had put it in his mailbox for the postal service worker to pick up on his/her route. The WPCA never received the check though. He is claiming that he is not responsible for what happens to his check after it is mailed and that he should not be charged interest in this case. William Hamel made a motion: **TO DENY THE APPEAL** – Seconded by Robert Crochetiere. The owner did give the WPCA a check for the original billed amount when he came in this month. Therefore, he still has a small balance that is due in January for the interest amount that he refused to pay. Without further discussion, the motion passed unanimously.

At 6:40 p.m., there being no other business to discuss, William Hamel made a motion: **TO ADJOURN THE MEETING** - Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.

Respectfully submitted,

Heather Kane
Recording Secretary