

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, SEPTEMBER 14, 2010**

**MEMBERS PRESENT:** Steven N. Wawruck, Jr., Jeffrey Ives, Denise Balboni, Kevin Brace, Joseph Calsetta, and Gary Laurito

**MEMBERS ABSENT:** Dennis DeMaine and John McSweegan  
Dana Steele, Town Engineer, Ex Officio  
Scott C. Lappen, Director of Public Works, Ex Officio

**ALSO PRESENT:** Gary Kuczarski, Superintendent  
Heather Kane, Recording Secretary

**CALL TO ORDER:** Steven N. Wawruck, Jr. called the meeting to order at 6:00 p.m.

**MINUTES: August 10, 2010 and July 13, 2010 Monthly Meetings and June 8, 2010 Public Hearing:** Gary Laurito made a motion: **TO ACCEPT THE JUNE 8<sup>TH</sup> AND JULY 13<sup>TH</sup> MINUTES** – Seconded by Denise Balboni. Without further discussion, the motion to accept the minutes passed 4-0, with two abstentions for the July 13<sup>th</sup> minutes only (Joseph Calsetta and Kevin Brace). Denise Balboni made a motion: **TO APPROVE THE MINUTES OF THE AUGUST 10<sup>TH</sup> MEETING** – Seconded by Gary Laurito. Without further discussion, the motion to approve the minutes passed 3-0, with three abstentions for Steven N. Wawruck, Jr., Joseph Calsetta, and Kevin Brace.

**PUBLIC INPUT:** Mr. Syed Muddassir and Mr. Wajid Abrar from Pizza Time located at Dexter's Plaza in Windsor Locks attended the meeting to petition the Authority to waive the requirement to install a 1000 gallon exterior grease interceptor. Instead of the 1000 gallon exterior grease interceptor, they would like to install an internal automatic grease trap, a Big Dipper Model #500, which they believe would be able to handle the amount of grease produced at their facility. They have been at Dexter's Plaza for 7½ to 8 years on a 10 year lease. They do not want to spend the money that is required to install the 1000 gallon exterior grease interceptor when they are not sure if they will be there longer than two years. Financially, they believe it is not feasible for them to install the 1000 gallon exterior grease interceptor. If they install an internal grease trap, they will be able to take it with them should their lease not be renewed at the end of two years. Currently, they have an internal passive grease trap that holds no more than 50 gallons. This trap has been in place since Friendly's was at that location. Steven N. Wawruck, Jr. informed Mr. Muddassir and Mr. Abrar that the Authority will discuss their request among themselves tonight and then Mr. Kuczarski will get back to them with the Authority's decision. The Authority thanked Mr. Muddassir and Mr. Abrar for coming to the meeting. Mr. Muddassir and Mr. Abrar thanked the Authority as they departed the meeting.

**FINANCIAL REPORTS:**

- a. **July 2010 & August 2010 Cash Reports:**
- b. **CD Investments – updates and changes:**
- c. **FY 2009-2010 Cash Disbursement Report:**
- d. **FY 2009-2010 Budget Transfers:**

Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS A, B, C, AND D** – Seconded by Joseph Calsetta. Gary Laurito led the discussion with a question in regards to the Confined Space projects that are slated for two different fiscal years in the Capital accounts. Gary Kuczarski stated that these projects are spread throughout the plant and are running simultaneously. Without any further discussion, the motion passed unanimously.

**CORRESPONDENCE:** None

**OLD BUSINESS:**

- a. **Attorney Scott Chadwick's Retainer Fee:** Steven N. Wawruck, Jr. did not have anything new in regards to Attorney Chadwick's retainer fee. He recommended that this topic be dropped from

the agenda until a time when he has received something from Attorney Chadwick in regards to the retainer fee.

Gary Kuczarski informed the Authority that after the budget transfers for FY 2009-2010 there is a remaining balance of \$91,430.09. Gary Laurito made a motion: **TO PROCESS THE BUDGET TRANSFERS AS PRESENTED** – Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.

#### **NEW BUSINESS:**

##### **a. Appeals – 2010-2011 Sewer User Fee Appeals:**

1. **Account #4642 – Marie Marks, Trustee:** She is looking for the Authority to waive the late payment/interest charges of \$2.00. Gary Laurito made a motion: **TO DENY** – Seconded by Jeffrey Ives. Without further discussion, the motion passed unanimously.
2. **Account #1837 – Michael and Kylee Christianson:** They have a meter on their sprinkler system. The WPCF staff recalculated their bill according to the usage on the sprinkler meter. The remaining balance after the adjustment would be \$91.73. Denise Balboni made a motion: **TO ADJUST THE REMAINING SEWER BILL TO \$91.73** – Seconded by Kevin Brace. Jeffrey Ives started the discussion by confirming with Gary Kuczarski that this meter has been in for over a year and that the WPCF staff read the meter on or around May 31, 2009 and May 31, 2010. Steven N. Wawruck, Jr. asked if this is a WPCF approved meter. Gary Kuczarski stated that this meter is different from what was discussed for the well water meters but this meter is installed well and tamper-proof. Jeffrey Ives asked if the meter is read before the bills go out and if so why doesn't the WPCF send out a corrected bill. Gary Kuczarski said that the meters do get read before the bills go out but the residents still go through the appeals process. Some members of the Authority assumed that since there is an administrative process in place to go and read the sprinkler meters every May 31<sup>st</sup> that the staff would just then change the bill accordingly and thus eliminate the appeal process for these residents. Gary Kuczarski asked "Are they required to file the appeal?" The Authority determined that a policy was never made either way. Steven N. Wawruck, Jr. recommended going through the appeals that are before the Authority at this time and then at next month's meeting the Authority can adopt a policy change so the Authority does not have to go through the appeal process for accounts that have a sprinkler meter in place. Without further discussion, the motion passed unanimously.
3. **Account #3471 – Theresa Charette and Account #4504 – William Marinone:** Joseph Calsetta made a motion: **TO APPROVE BOTH OF THESE AS PRESENTED - MS. CHARETTE FOR \$28.10 AND MR. MARINONE FOR A REFUND OF \$1.58** – Seconded by Denise Balboni. Without further discussion, the motion passed unanimously.
4. **Account #2385 – Antonio Matias:** This is the gentleman who had come in a few months back on behalf of his father who owns a rental property. There was a toilet running over a period of time. Jeffrey Ives made a motion: **TO DENY** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.
5. **Account #5497 – Sebastian Garofalo:** He has a sprinkler system. Joseph Calsetta asked the WPCF staff to put into writing the option for him to install a meter on his irrigation system. Jeffrey Ives made a motion: **TO DENY** – Seconded by Gary Laurito. Steven N. Wawruck, Jr. asked the WPCF staff to inform Mr. Garofalo that the highest quarter is eliminated and the three lowest quarters are averaged out and then multiplied by four to calculate the sewer user charge. Therefore, there is some relief that the WPCA grants to him. Without further discussion, the motion passed unanimously.
6. **Account #1990 – Pride Limited Partnership:** Denise Balboni asked how Pride Limited Partnership got a minimum bill. Heather Kane showed the Authority a report that the billing system generates after she pulls in the water company's information. This report listed all the properties for which the billing system has a water company number but the number was not in the water company's electronic file. Heather Kane contacts the water company to find out why the number is not in the electronic file. Per a conversation today with a representative of the water company, the account for 179 Ella Grasso Turnpike has been written off by the water company but the meter is still there as far as they know. The confusion is that the water company has the property located at 179 Ella Grasso Turnpike listed in their system as

being located at 159 Ella Grasso Turnpike. The Town of Windsor Locks' appraisal system and the WPCA do not have any property or land listed as 159 Ella Grasso Turnpike. At the same time, the water company does not have any property listed as 179 Ella Grasso Turnpike. In addition, Heather Kane confirmed with the water company that the previous owners of 179 Ella Grasso Turnpike match the owners the Connecticut Water Company has for 159 Ella Grasso Turnpike. Therefore, it is one and the same property. Denise Balboni made a motion: **TO DENY** – Seconded by Gary Laurito. Jeffrey Ives asked if there is still a meter at that location. Heather Kane confirmed that according to the Connecticut Water Company there is still a meter at that location. The WPCA policy has been that since the meter is still installed there is a sewer user charge. Without further discussion, motion passed unanimously. Steven N. Wawruck Jr. requested that the WPCF staff inform the owners of this property that the meter is still installed and that it is their responsibility to get it removed and to send the WPCF a letter from the Connecticut Water Company stating that the meter was removed. Once this has been done, they will no longer be billed for future usage.

7. **Account #8050 – Todd Dixon:** This is a residential well account which is being charged the average of the residential users. Gary Kuczarski suggested sending Mr. Dixon the standard letter the WPCA sent out last year for the well water users who appealed their bill. Kevin Brace made a motion: **TO DENY** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.
  8. **Account #3319 – Atlas World Travel:** This is a commercial account on city water being charged the commercial minimum charge. Gary Laurito made a motion: **TO DENY** – Seconded by Jeffrey Ives. Without further discussion, the motion passed unanimously.
  9. **Account #4581 – David and Gail Udas:** This account is appealing due to the water they used outside. Jeffrey Ives made a motion: **TO DENY** – Seconded by Kevin Brace. Steven N. Wawruck, Jr. requested that the WPCF staff send a letter to the owners informing them of how the WPCA eliminates the highest usage quarter when calculating the sewer user charge. Without further discussion, the motion passed unanimously.
  10. **Account #8124 – Judith Werth:** This is a residential well account which is being charged the average of the residential users. Gary Laurito made a motion: **TO DENY** – Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.
- b. **Grease Interceptor – Pizza Time, Dexter's Plaza:** Gary Kuczarski informed the Authority that he visited the site with the Board of Health. The current internal passive tank had a lot of grease and was not being maintained. They had difficulty opening the tank and they could not answer how often they cleaned the tank. Pizza Time also has a 300-gallon rendering container in the back. The area near this container had also not been kept up. Mr. Kuczarski stated that Pizza Time does quite a bit of take out. They have two fryolators on the premises and are currently generating a lot of grease. Mr. Kuczarski does not approve of the Big Dipper because these type of tanks are usually not maintained very well and they are often inadequate for what they are being used for. Mr. Kuczarski sent Mr. Muddassir a letter regarding what he needed to do, starting with obtaining quotes from engineers. Mr. Muddassir thinks it will take \$15,000 - \$20,000 to install the exterior grease interceptor which is much more than it will probably cost them. At this time an engineer hasn't even looked at the property. Jeffrey Ives made a motion: **FOR GARY KUCZARSKI TO CONTINUE ALONG THE LINES HE HAS ALREADY STARTED; TO HAVE PIZZA TIME INSTALL A 1000-GALLON EXTERIOR GREASE INTERCEPTOR** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.

Heather Kane informed the Authority that she had sent Multi-Bank Securities, Inc the form listing Steven N. Wawruck, Jr. and Jeffrey Ives as the authorized signers for the WPCA's CD investments. The WPCF's contact at Multi-Bank Securities, Kenneth Bailey, informed Heather that since she was not listed on the form as an authorized person he would not be able to discuss the investments with her and that he would need to have more contact with Steven N. Wawruck, Jr. Kenneth Bailey again recommended that Heather Kane be listed as an authorized person on the form. He stated that most companies have an internal policy in place which limits the authority of the office manager who is listed on the form. Steven N. Wawruck, Jr. informed the Authority that Joyce Williams and Barbara Bertrand currently handle the CD investments for the Town. Gary Laurito does not think this is any different from other brokerage relationship where you can

authorize people to transfer information only. Mr. Laurito suggested that maybe Multi-Bank's issue is that there is not a piece of paper signed by Steven N. Wawruck, Jr. that goes back to them regarding a transaction; they only hear the authorization from Heather Kane. The WPCA uses Multi-Bank because the Town uses Multi-Bank. Denise Balboni requested that Heather Kane ask Multi-Bank if there is a document that would provide Mrs. Kane with limited authorization which would allow her to obtain investment information for the purpose of forwarding it onto Steven N. Wawruck, Jr. There has not been a time where Kenneth Bailey needed an answer in a hurry and Mrs. Kane was unable to get in touch with Steven N. Wawruck, Jr.

Gary Kuczarski will be working on a 5-year capital plan and requested that, over the next few months, the Authority come up with capital figures and sewer user rates (or a percentage of increase) that would eliminate the use of reserve funds over the next five fiscal years. The Authority would need to determine how much should be in reserve at any particular time and what the projected rates and capital expenditures should be to make sure that the WPCA is building back up the reserve account.

At 6:58 p.m., there being no other business to discuss, Joseph Calsetta made a motion: **TO ADJOURN THE MEETING** – Seconded by Kevin Brace. Without further discussion, the motion was passed unanimously.

Respectfully submitted,

Heather Kane  
Recording Secretary