

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, DECEMBER 8, 2009**

MEMBERS PRESENT: Steven N. Wawruck, Jr., Jeffrey Ives, Gary Laurito, John McSweegan and Kevin Brace

MEMBERS ABSENT: Joseph Calsetta, Denise Balboni and Dennis DeMaine
Scott C. Lappen, Director of Public Works, Ex Officio
Dana Steele, Town Engineer, Ex Officio

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

CALL TO ORDER: The meeting was called to order at 6:03 p.m. by Steven N. Wawruck, Jr.

MINUTES: Jeffrey Ives made a motion: **"TO APPROVE THE MINUTES FROM THE NOVEMBER 10, 2009 REGULAR MONTHLY MEETING"** - Seconded by Gary Laurito (passed 5 – 0).

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **November 2009 Cash Reports:** Gary Laurito made a motion: **"TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED"** – Seconded by John McSweegan. With no further discussion, the motion passed unanimously.
- b. **CD Investments – update and changes:** The CD Investment spreadsheets were handed out at the meeting. There were no questions or concerns regarding the CD Investments.

CORRESPONDENCE:

- a. **Appeal for 11 Greenview Lane:** The owners are looking to have the interest of \$12.95 waived as they did not receive the bill or the past due notice. The WPCF does not have a record of the owner calling to ask that the mailing address be changed to 116 Grove Street in Windsor Locks. The Facility did receive the Vision Appraisal from Town Hall for the sale of the property and the mailing address on the appraisal was 11 Greenview Lane. Steven N. Wawruck, Jr. stated that the owners bought the property to house the workers of their landscaping business. Steven N. Wawruck, Jr. does not believe the workers are able to read English so the bill may have been thrown out. Gary Laurito stated that even though the owner did not receive the bill, the owners are still obligated to pay the bill. At this time, the bill has been paid and the account is now current. John McSweegan made a motion: **"TO DENY THE APPEAL"** – Seconded by Gary Laurito. With no further discussion, the motion passed unanimously.
- b. **CL&P Claims Letter written by Gary Laurito:** Gary Laurito forwarded to Gary Kuczarski a letter he wrote to CL&P Claims regarding the work done at Dexter's Pump Station. Gary Kuczarski will print the letter out on Town letterhead and mail it in.

OLD BUSINESS:

- a. **WPCF New Computer/Server Update:** Gary Kuczarski informed the Authority that the new server has been installed as well as the two new workstations. One issue is that the back-up is not performing the way that it should. TAB began looking into the problem today. The total cost of the project was \$11,149.75 which leaves a balance of \$1350.25 from the approved funding of \$12,500.00. One of the things that TAB did find was that the lab computer cannot be connected to the server because it is so old. Gary Kuczarski would like to use the balance of \$1350.25 to update the lab computer especially since the DEP is looking to go to a web-based data entry system in the near future instead of having people mail in the reports.

Steven N. Wawruck, Jr. asked if the WPCF has a formal replacement schedule for the computer hardware. The WPCF currently does not have a formal replacement schedule. Steven N. Wawruck, Jr. asked, "Will this be the last computer that needs to be updated?" Gary

Kuczarski mentioned that the Facility may take one of the old computers and set it up for Rich Persson. Currently, there are five computers at the Facility. Two have been replaced so far with this upgrade. Gary Kuczarski's computer is running but it is about 7 years old. It was recommended that every three or four years the hardware should be upgraded and that the WPCF should have a formal replacement schedule.

TAB is proposing to build the computer for the lab. A monitor is not needed as the one currently in the lab is still good. The quote from TAB is \$1100.00. Gary Laurito asked if there was a need for a laptop at the WPCF since at this price one could get a new laptop. A laptop would not be necessary in the lab but the Facility could switch out another computer and put it in the lab if portability is a need for the Facility. Gary Kuczarski mentioned that a laptop would be useful when the WPCF personnel are maintaining the sewer lines. The personnel would be able to enter the information onsite rather than coming back to the Facility. Steven N. Wawruck, Jr. stated that if the WPCF is going to do something like that the laptop needs to be sturdy enough to handle the work environment.

Gary Laurito made a motion: **"TO AUTHORIZE THE WPCF TO SPEND THE REMAINING BALANCE, UP TO THE MAXIMUM FOR THE COMPUTER UPGRADE, ON WHATEVER EQUIPMENT THEY DEEM THE MOST BENEFICIAL TO THE WPCA"** – Seconded to Jeffrey Ives. With no further discussion, the motion passed unanimously. Steven N. Wawruck, Jr. requested that a replacement schedule for the computer hardware be created for the upcoming WPCA operating budget.

- b. **CT Water Meters:** Gary Kuczarski stated that he got a response from the CT Water Company (CWC). The response was included in the packets mailed out to the Commission members before the meeting. Gary Kuczarski would like to take this information and draft a letter to send to those that sent in an appeal. The cost listed in the letter is for the meter only, it does not include installation. Installation time would be different per situation but the minimum would be at least an hour. The Commission discussed how to ensure that the integrity of the well meter is maintained. It was determined that the meter would need to be sealed to ensure its integrity. The Commission decided to inform the well users that the meter will need to be inspected by WPCA personnel after installation (during the initial meter reading) to ensure it is a sealed system. The WPCF personnel will then need to inspect the seal each year when they read the meter to ensure it is still intact. The Commission cannot require the well users to use a licensed plumber to install the meter. Gary Kuczarski will check with the CWC to see what type of seals they have available for purchase.

NEW BUSINESS:

- a. **William D. Hatfield Award Recipient – Rich Persson:** Steven N. Wawruck, Jr. stated that the Commission is very proud of Rich for winning the award and is proud of the plant itself. This award is a testament that the WPCF is held in high regard. Gary Kuczarski stated that Rich is well deserving of this recognition and award. This award is given to operators for "their outstanding performance and professionalism"; it is a lifetime achievement award in the field. Gary Kuczarski would like to send Scott Lappen, Rich Persson, himself and possibly two others from the plant to the awards ceremony to support Rich. There was no need for a motion as there is enough money in the budget to pay for the trip.
- b. **Calling on Delinquent Accounts:** The calls have resulted in a number of individuals making payments towards paying off their bills. Some residents were unaware that making payments was an option for them until Michelle Welch informed them of such during the call.

Steven N. Wawruck, Jr. wished everyone at the plant a Merry Christmas and a Happy New Year on behalf of the Commission.

At 6:39 p.m. there being no other business to discuss, Jeffrey Ives made a motion: **"TO ADJOURN THE MEETING"** -- Seconded by John McSweegan (passed unanimously).

Respectfully submitted,

Heather Kane
Recording Secretary