

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, DECEMBER 10, 2013**

MEMBERS PRESENT: Steven N. Wawruck, Jr., Jeffrey Ives, Denise Balboni, Robert Crochetiere, Dennis Gragnolati, Gary Laurito and Michael Russo

MEMBERS ABSENT: William Hamel
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

At 5:33 p.m., Steven N. Wawruck, Jr. called the meeting to order

ELECTION OF OFFICERS: Gary Laurito made a motion: **TO RETAIN THE CURRENT SLATE OF OFFICERS.** The current officers are Steven N. Wawruck, Jr. as President, Jeffrey Ives as Vice President, and Denise Balboni as Secretary. With no further nominations, the motion passed unanimously.

MINUTES: October 8, 2013 Regular Monthly Meeting: Jeffrey Ives made a motion: **TO ACCEPT THE MINUTES FROM OCTOBER 8, 2013** – Seconded by Dennis Gragnolati. Without further discussion the motion passed 4-0 with three abstentions for Denise Balboni, Gary Laurito and Michael Russo.

November 12, 2013 Regular Monthly Meeting: Jeffrey Ives made a motion: **TO ACCEPT THE MEETING MINUTES FROM TUESDAY, NOVEMBER 12, 2013** – Seconded by Gary Laurito. Without further discussion the motion passed 4-0 with three abstentions for Steven N. Wawruck, Jr., Denise Balboni, and Michael Russo.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **October 2013 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT BOTH THE OCTOBER AND NOVEMBER CASH REPORTS AS PRESENTED** – Seconded by Denise Balboni. Without further discussion, the motion passed unanimously.
- b. **November 2013 Cash Reports:** Please see item (a) under Financial Reports for the motion.
- c. **CD Investments – update and changes:** There was no discussion on this topic.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **7/1/13 Tornado damage:** Repairs to the skylight and the roof have been completed. There is only one small issue on the lower left side of the administration roof where a piece of damaged trim was replaced with trim of the wrong color. When the contractor receives the trim in the right color, they will replace what has been installed there. For right now, though, it is all sound. The fence work is all done as well.
- b. **Woodard & Curran – Update:** Paul Dombrowski stated that there are a couple of work orders that are active right now.

One is the flow monitoring being done at Dexter's Pump Station. Data has been collected since January of this year. Woodard & Curran is trying to find the source of inflow into the pump station because if that is not remedied the station will need to be upgraded to a more robust, larger system than what is there now. The pump station does need to be upgraded; the question is whether the station can be replaced in kind or if it is necessary to upgrade the station to a

larger system which would be a difference of .5 million dollars. Infiltration is clean water entering the system from ground water through weaknesses in the sewer pipes. Inflow is rainfall or surface water coming into the system via catch basins, roof drains, or other sources direct from the surface. Woodard & Curran has been monitoring the flow at Dexter's every 15 minutes to try and correlate it with rainfall events and high ground water in hope to better understand the source of the problem. In the past, a lot of work has been done to try and find the problem. Some of the issues causing the problem have been discovered and fixed but not the big cause of the problem. Mr. Dombrowski stated that most of the water likely comes in via ground water through the pipes however when a combination of conditions occur it also enters from the surface. The combination of conditions is when it rains while the ground water is already high. Taking that information, Woodard & Curran will work with the operators at the WPCF to do some field work to try to find the source of the excess water. There is an increase of flow coming off North Main Street during the above mentioned conditions. The operators have seen this themselves when they have popped a manhole in that area. This large flow is not going into any other pump station except for Dexter's. It will not be cost effective to remediate infiltration because when you fix one area the ground water will go to the next weakest spot to infiltrate the pipe. But if you can find the inflow, it usually is not that expensive to fix it. It is finding the inflow source that is troublesome. During rain events, WPCF gets leaves and bottles at Dexter's on the bar rack and in the wet well. The WPCF has done camera work and smoke testing but has yet to find the source. Dennis Gragnolati asked how people are to dispose of water from sump pumps. That water is not to run into the sewer; it may run into the storm water system, catch basins, or run off their property to some other drainage area. Residents can run the drainage into a catch basin but they are required to put in a check valve because if the catch basin becomes surcharged the flow will go right up into the pipe and flood their basement. The WPCF did find a number of homes in the Clay Hill area that had incorrectly run the sump pump drainage into the sewer system. The residents were cooperative in fixing that issue. A typical flow is 1.5 million gallons/day but after the storm this past November the flow increased to over 7 million gallons/day in a relatively short time. There may be one or more inflow sources out there. The WPCF operators will identify a number of manholes to go out and check during a rain event. Woodard & Curran will work with the WPCF's operators to check these manholes during rain events (whether night or day) to try and narrow down the area for potential sources. Woodard & Curran and WPCF operators will also do elevation measurements on the swells around brook valleys to determine at what elevation problems occur in order to try and narrow down which one of those swells could potentially be the source. The source hasn't been found yet because it isn't a direct, obvious source which means non-standard investigative techniques need to be used to try and find it.

The second work order that is currently active is for the rate study. Much of the financial model has been developed. To create the model, Woodard & Curran needs to project the operating costs and the capital expenditures for the next few years and determine how to stagger those capital expenditures into the rate model. It wasn't in the scope of work to develop a CIP for the WPCF. But Mr. Dombrowski and Mr. Kuczarski are working together to develop a Capital Improvement Plan for the next few years. Mr. Dombrowski thinks they will have something more on paper for the January meeting.

Paul Dombrowski left the meeting at 5:58 p.m.

NEW BUSINESS:

- a. **WPCF's Front Office PCs:** There are four PCs at the Plant that are running on XP Professional which is expiring in April 2014. The two main computers that need to be upgraded are Heather Kane's and John Ferrari's as their computers use the billing system, which is an Access based program. These PCs are five years old. Based on the age of the PCs, TAB recommends replacing the PCs not just updating the operating system. The other two computer upgrades could be planned for next fiscal year. In addition, the server is four to five years old. TAB has informed Mr. Kuczarski that servers are usually good for four to six years. Upgrading the server can also be planned for next fiscal year. The cost to upgrade the two PCs with new software this fiscal year was quoted at \$3,314.00. Since the last meeting, Mr. Kuczarski learned that Microsoft Office Home & Business does not include Access. Therefore it will cost an additional \$200 per

machine to install Microsoft Office Pro version of Home & Business (which does include Access) on Mrs. Kane's and Mr. Ferrari's computers. There is no need to install Access on the other two machines. The new quote to upgrade the two administration computers is roughly \$3714.00. Gary Laurito asked why not go with a network version of Microsoft Office Pro instead of two stand alone versions in case a computer goes down and the administrative staff needs to access the billing system from another computer. Usually the cost of licensing three stand alone versions of Microsoft Office Pro exceeds the cost of a network license for the software. The network version would be installed on the server and rights to the billing system would be assigned to users. There should be no problem with installing the new software on our current server. Mr. Kuczarski will do a little more research and talk to TAB about purchasing a network version of the software.

- b. **DEEP's annual inspection of Plant:** The WPCF had its annual inspection on October 9, 2013. The state inspector had no concerns and was pleased with how the Plant is running. The report was passed out at last month's meeting. The state inspector's comment was "I like the way you guys do business here. If you do not need it, you get rid of it and if you do it, you do it right."
- c. **Interviews for open position:** Interviews were conducted on December 3, 2013. An outside panel consisting of Art Enderle from the East Windsor WPCF, Kevin Shlatz from the Enfield Treatment Plant and Jim Rusczyk from the Suffield Treatment Plant interviewed the three candidates. Shannon Walker and Gary Kuczarski had prepared all the interview questions for the panel. Ms. Walker and Mr. Kuczarski were present as observers during the interviews. After the interviews, the panel discussed their ranking of the candidates. The panel unanimously ranked one individual far above the other two. The open position is an Operator II position. There is an Operator I position but that wouldn't be helpful at the Plant because the WPCF needs an operator who has some experience in the lab and is able to work on the weekends or be called in to cover the lab. The WPCF does not have any Operator I positions so it is not possible to hire from within. John Kana left as an Operator II and the plan is to replace him with an Operator II. After the interviews, Mr. Kuczarski went to Mr. Lappen with the candidate he wanted to call in for a second interview. Mr. Lappen, Mr. Kuczarski and Rich Persson, the chief operator for the Plant, sat down with the individual on December 9, 2013. This gentleman did not hesitate on any questions and by his answers it was obvious he knew what he was talking about. Mr. Persson took the candidate on a quick tour of the facility. Mr. Persson felt very comfortable with him which was important as he will be closely working with him. The candidate has been in his current position for the past 13 years. He is looking for advancement, which he feels is not an option with his current employer. The candidate has an Associate Degree from the environmental program at Springfield Technical Community College from which he graduated with honors. It is obvious he is a worker. Mr. Lappen informed the Authority that they cannot technically offer him the job but instead they have to give him a letter of intent to hire. The candidate then goes to CT DEEP to receive, through reciprocity, a Connecticut license. How that usually works is that the CT DEEP will say, for example, that since the candidate is a Grade 4 in MA, he is a Grade 2 in CT. The candidate feels confident though, that with all his schooling, he would get a Grade 3 license which is more than what the WPCF is looking for but it never hurts to have a higher license. After he gets his CT license and goes through the background check, the WPCF can formally offer him the job. It is a time consuming process so the WPCF would like to start the process as soon as possible. The Authority supported Mr. Lappen and Mr. Kuczarski in their decision.

ADJOURNMENT: At 6:11 p.m., with no other business to discuss, Jeffrey Ives made a motion: **TO ADJOURN THE MEETING** – Seconded by Denise Balboni. Without further discussion, the motion passed unanimously.

Respectfully submitted,

Heather Kane
Recording Secretary