WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, DECEMBER 14, 2010

MEMBERS PRESENT: Steven N. Wawruck, Jr., Jeffrey Ives, Kevin Brace, Joseph Calsetta, Dennis DeMaine, and Gary Laurito

MEMBERS ABSENT: Denise Balboni and 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: Steven N. Wawruck, Jr. called the meeting to order at 6:00 p.m.

Gary Laurito made a motion: TO MOVE NEW BUSINESS ITEM 7a UP TO THE FIRST ITEM ON THE AGENDA—Seconded by Joseph Calsetta. Without further discussion, the motion passed unanimously.

NEW BUSINESS:

a. Fred Mueller, Tighe & Bond, C.E.: Facilities Plan: Mr. Frederick Mueller, P.E., from Tighe & Bond talked to the Authority about the Public Participation Program which is a part of the Windsor Locks Facilities Plan. Mr. Mueller briefly went through the packet he handed out to the Authority at the meeting. The packet was designed for public participation. The idea is that, sometime in the future, this would be presented to an entity outside the WPCA and then to the public. That is part of the scope of work that is specified in the grant.

The Facility Plan is broken down into six tasks. Under Task 1, Short Term Improvements (WPCF), many recommendations have already been implemented at the Plant. Task 2 is the Sewer System Evaluation Survey and Task 3 is the Collection System Planning and Mapping. Under Task 3 a Sewer Service Area Map has been developed by Tighe & Bond. Task 3 and 4 (Long Term Improvements) looked at the flows and loads at the Plant. The good news is that the Plant has the capacity to handle any future needs. No major upgrades are necessary to address the flow or loads at the Plant. In regards to Nitrogen Credits, it is not cost effective to do any major upgrades to the Plant. There are some minor changes that are appropriate to implement to decrease the Plant’s nitrogen numbers which in turn will reduce operating costs. The real issue is that the Plant is moving along in age and the Authority can expect to replace a lot of the equipment in the near future. The recommendation is for better instrumentation. Task 5 outlines the recommended Capital Plan and Financial Evaluation on how to fund the Plan. The presentation tonight is the start of Task 6, Public Participation.

The Department of Environmental Protection (DEP) is requiring each WPCA to adopt a formal sanitary sewer service area for their specific town. This should be integrated into the Plan of Conservation and Development for the Town so that anyone planning to develop in the Town can recognize which areas will be serviced by the Town’s sewer system. From here, the next step would be to go before the Planning and Zoning Committee to present the proposed sanitary sewer service area to them. After that, the Authority should hold a Public Hearing/Meeting. Once this has been presented to the public, the Authority can adopt the sewer service area as part of the Town’s Plan for Conservation and Development. Any comments will be integrated into the final document and some sections are specifically meant to be revised for the final document. Upon completion, the final document will be issued to the DEP. The bond rating of the Town would be used if the WPCA were to bond the recommended improvement projects. It is doubted that the Authority would have a separate bond rating. The majority of this work falls under the Town’s responsibility. Without any further discussion, the Authority thanked Mr. Mueller for the presentation and Mr. Mueller left the meeting.
MINUTES: Gary Laurito made a motion: TO APPROVE THE MINUTES FROM THE NOVEMBER 9, 2010 REGULAR MONTHLY MEETING AS PRESENTED - Seconded by Dennis DeMaine. Without further discussion, the motion to approve the minutes passed 4 - 0, with two abstentions for Steven N. Wawruck, Jr. and Joseph Calsetta.

PUBLIC INPUT: None.

FINANCIAL REPORTS:
   a. November 2010 Cash Reports:
   b. CD Investment – update and changes:

Gary Laurito made a motion: TO ADOPT THE FINANCIAL REPORTS – Seconded by Joseph Calsetta. Gary Laurito began the discussion by asking about the insurance expenditure for the year to date. The WPCA usually receives a bill from the Finance Department towards the end of the fiscal year in regards to what is owed for Workers' Comp Insurance. The WPCA is under the Town's Workers' Comp Insurance policy. Mr. Laurito is concerned that if the WPCA has any unforeseen expenses, the Authority does not have accurate information to rule on the transfer of funds from one budget line item to another. Mr. Laurito also had a question in regards to the Payroll Liability amount on the Cash Report for November. The Payroll Liability is just from October because Heather Kane has just started entering the payroll liability in the month that it is accrued. The payroll liability, for months prior to October, is included in the total expenditures figure. In addition, Mr. Laurito requested that future months are not included in the CD spreadsheet that recaps the statement from Multi-Bank Securities. Scott Lappen informed Mr. Laurito that certain account expenditures are known for the year. Such accounts include salaries and insurance. The insurance figure is given to the WPCA from the Finance Department before the fiscal year begins. The insurance policy year follows our fiscal year according to Steven N. Wawruck, Jr. These financial documents are internal working documents only and are not given out to the public in the form of a report. Steven N. Wawruck, Jr. informed Mr. Laurito that, in regards to unexpected expenditures, there is a contingency budget line item that is specifically funded for any unforeseen expenses that may occur during the year. By the end of the year, when the WPCA transfers funds to cover any budget line item in which funds were overspent, all the expenditures will be in the system. Steven N. Wawruck, Jr. stated that the current lag of information between the Finance Department and the WPCA is mainly due to the transition from the old system to the new system. Without further discussion, the motion passed unanimously.

CORRESPONDENCE: None

OLD BUSINESS:
   a. Policy surrounding water meter removals and refunds: Heather Kane informed the Authority that this topic was tabled from last month's meeting when it was brought up in regards to two situations where the owner of the property did not inform the WPCA in writing that the meter was removed from the property. Mrs. Kane handed out a copy of Section 12-129 from the Connecticut State Statutes surrounding the refund of excess payments for property tax. The Authority discussed whether this section of CT State Statutes applies to the WPCA and what procedures are in place that would enable the WPCA staff to learn of a meter removal early in the billing process regardless of whether or not the WPCA receives written notification from the property owner. Steven N. Wawruck, Jr. asked Gary Kuczarski to see if other authorities have a policy in place that governs the issuance of refunds. The WPCA does have an appeal process in place that requires the property owner to send in a written appeal to the Authority.

At 6:37 p.m., Steven N. Wawruck, Jr. left the meeting and Jeffrey Ives took over as head of the meeting.

NEW BUSINESS:
   a. Fred Mueller, Tighe & Bond, CE: Facilities Plan: Jeffrey Ives asked what exactly is the WPCA asking from the public. Scott Lappen stated that part of the Facilities Plan is the Public Participation. The presentation to the WPCA tonight was the start of the Public Participation part
of the Plan. The WPCA must offer a Public Hearing though no one may show up. It is part of the communication process that must occur. Joseph Calsetta suggested that when Mr. Mueller presents the information to the public he should mention the dates when specific recommendations were put into place.

b. LEEF Exchange Program – Mowers, etc.: LEEF stands for Lawn Equipment Exchange Fund. The State of Connecticut has put $500,000.00 into this Fund. The State is offering an 80% grant to municipalities to replace old equipment in order to lower emissions. The WPCA has applied for a total of $6,210.60. This amount has been included with the DPW’s, Board of Education's and the Town’s request for funding. All departments in the Town must file as one entity. The WPCA will need to pay for the equipment upfront and then, if approved for funding, the State will reimburse the WPCA up to 80% of the cost. The WPCA takes care of the WPCF lawn, the Pump Stations, and the Animal Control Facility.

c. A 3% increase in auditor's fee for FY 10-11: Heather Kane informed the Authority that there is a 3% increase in the auditor's fees this fiscal year. The WPCA budgeted $3500.00. The increase raises our fee to $3605.00, an increase of $105.00. Gary Laurito asked if the WPCA can get competitive quotes from auditors for next fiscal year. Joseph Calsetta made a motion: TO CREATE A COMMITTEE OF ONE, GARY LAURITO, TO GET COMPETITIVE QUOTES FROM AUDITORS FOR NEXT FISCAL YEAR – Seconded by Dennis DeMaine. Without further discussion, the motion passed unanimously. Jeffrey Ives suggested to Gary Laurito that he talk to Barbara Bertrand before he proceeds with getting competitive quotes from other auditors.

d. Septage dumping rate: A spreadsheet was handed out at the meeting that compared what some Connecticut towns are charging for commercial septage dumping. The lowest being $60 per 1000 gallons and the highest being $83.33 per 1000 gallon, with the majority of the towns charging $75 per 1000 gallons. Currently, the WPCA charges $25.00 per 1000 gallons. The spreadsheet showed that the WPCA is not in line with what surrounding towns are charging. The WPCF does not restrict septage dumping to just town residents. Though, the WPCF does not receive a lot of out-of-town septage. Gary Kuczarski requested that the WPCA look into increasing the commercial septage dumping rate so that it is more in line with what other towns are charging. Some towns charge a fixed fee; some towns charge a per gallon fee. RVs are charged a different flat rate of $5.00; RVs usually have a 30 gallon holding tank. The WPCA’s septage dumping tank is not metered. Joseph Calsetta made a motion: TO SET THE COMMERCIAL SEPTAGE DUMPING RATE AT $0.075 PER GALLON- Seconded by Kevin Brace. Without further discussion, the motion passed unanimously. Gary Laurito asking if the WPCA should establish a minimum amount. Gary Kuczarski stated that the Authority could say that the minimum is 1000 gallons; anything under 1000 gallons will be charged a flat rate of $75.00. Joseph Calsetta amended his motion: TO REFLECT THAT THERE WILL BE A MINIMUM OF 1000 GALLONS AT $0.075 PER GALLON - Seconded by Kevin Brace. Without further discussion, the motion passed unanimously.

At 6:50 p.m. there being no other business to discuss, Joseph Calsetta made a motion: “TO ADJOURN THE MEETING” – Seconded by Dennis DeMaine. The motion passed unanimously.

Respectfully submitted,

Heather Kane
Recording Secretary