

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, NOVEMBER 8, 2016**

**MEMBERS PRESENT:** J. Christopher Kervick, Jeffrey Ives, Denise Balboni, Robert Crochetiere and Gary Laurito

**MEMBERS ABSENT:** Ruth Cate, Michelle Hill and Sarah LeMaster  
Dana Steele, Town Engineer, Ex Officio  
Philip J. Sissick, Director of Public Works, Ex Officio

**ALSO PRESENT:** Gary Kuczarski, Superintendent  
Heather Kane, Recording Secretary  
Paul Dombrowski, Woodard & Curran  
Thacher Tiffany, Beacon Communities Development LLC

**CALL TO ORDER:** J. Christopher Kervick called the meeting to order at 5:36 p.m..

**MINUTES: September 13, 2016 Regular Monthly Meeting:** Robert Crochetiere made a motion: **TO APPROVE THE SEPTEMBER 13, 2016 REGULAR MONTHLY MEETING MINUTES** – Seconded by Jeffrey Ives. Without further discussion, the motion passed with 4 votes in favor, 0 votes opposed and one abstention for Gary Laurito.

**October 11, 2016 Regular Monthly Meeting:** Jeffrey Ives made a motion: **TO ACCEPT THE OCTOBER 11, 2016 REGULAR MONTHLY MEETING MINUTES** - Seconded by Robert Crochetiere. Without further discussion, the motion passed with 4 votes in favor, 0 votes opposed and one abstention for Gary Laurito.

**PUBLIC INPUT:** J. Christopher Kervick introduced Thacher Tiffany, the Director of Acquisitions from Beacon Communities Development LLC, who will speak later regarding the Montgomery Mill Conversion.

**FINANCIAL REPORTS:**

- a. **September 2016 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE SEPTEMBER AND OCTOBER CASH REPORTS** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.
- b. **October 2016 Cash Reports:** Please see item (a) under Financial Reports for the motion on this item.
- c. **CD Investments – update and changes:** No motion was taken on this item.
- d. **Quarterly Reports:** No motion was taken on this item.
- e. **Update on delinquent accounts:** Payment was recently received for one of the accounts. Attorney Storms is handling these delinquent accounts.

**CORRESPONDENCE:** None

**OLD BUSINESS:**

- a. **Dexter's & Halfway House Rd update:** Mr. Dombrowski informed the Authority that Woodard & Curran is currently designing Dexter's Pump Station. The Halfway House Pump Station is being held back after some discussion. There are also two other active projects Woodard & Curran is working on for the WPCA. One is the replacement of the chlorine contact chamber gates which isolate the tanks. The gates have arrived. The concrete work is being bid this week and the remainder will be bid next week. It is a small yet important project. The second project is getting a bid package together for the installation of an insertion valve. The valve needs to be installed while the line is active. This has to be done on the force main between the Influent wet well and the line that meets up with Dexter's force

main going into the Headworks Building. The WPCA needs to install a number of a new valves on pumps yet cannot until this valve is in place. It would take about a day to install.

- b. **Capital Projects Bonding:** Since last month's WPCA meeting, Mr. Kervick, Mr. Dombrowski and Mr. Kuczarski met with the Town's finance director to strategize on how to fund the capital needs of the WPCA. The plan is to start getting ready in December to bond in the spring. A potential projects and bonding list was handed out to the Authority members with basically two bond packages. One bond package, for \$6,241,400, would require payments to begin FY 2018-2019. The second bond package, for \$2,479,675, would potentially begin in FY 2022-2023 after the WPCA's current debt service will have expired. There are also two lower priority projects for \$363,220 which could be incorporated into the annual capital budget or into the bond if some projects come in under budget. The larger sheet has two charts; the top one is from the original rate study and the bottom one is updated with actual rates and revenues plus projections which include the two proposed bond packages and a 5 year lease-to-own for a new Mack truck and VAC-CON.

There is one project listed as part of the first bond package, the SCADA Replace / Blower Controls project, which Mr. Kuczarski is looking to have done now due to some recent problems. Last Thursday, the PLC (programmable logic control) network throughout the Plant went down. When the PLC network is down, the operators do not know if an alarm comes in so there has to be overnight coverage. The current PLCs, which are 15 years old, have been very reliable up until now. The intent is to fund the replacement from the reserves and then replenish the reserves with the bond money. There may be a stipulation that bonds cannot be used to replenish cash. If that is the case, the bond package would just be lower due to the removal of that project. The recent problems are due to a driver related issue. The communication was running into bottlenecks because too much was trying to occur at the same time. Processes have been slowed down at the Plant to reduce alarms but not too much to cause problems. This project would replace the entire communications system. The time frame to get this done would be sometime during the first quarter of 2017. Mr. Kervick likes the plan and bonding list that Mr. Dombrowski and Mr. Kuczarski put together. The next step would be to get this item on an agenda for a Board of Finance meeting to get the Board's approval for this approach by early 2017. Robert Crochetiere made a motion: **TO APPROVE THE IMPLEMENTATION OF THE SCADA REPLACEMENT PROJECT WHICH IS NOT TO EXCEED THE BUDGETED FIGURE OF \$375,000. THESE FUNDS ARE TO BE DRAWN FROM THE RESERVES.** – Seconded by Gary Laurito. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

- c. **CAA Update:** Mr. Sissick, Mr. Dana Steele and Mr. Kuczarski met with CAA representatives since the Authority's last meeting. They asked that the Town draw up a billing agreement for flows from Windsor Locks that enter their pump station. Mr. Kuczarski and Mr. Sissick met with Attorney Scott Storms. Attorney Storms recommends a flat rental fee that is not based on flow with the intent that in 3-5 years Windsor Locks removes themselves from the airport pump station. This would require the WPCA to look into the potential impact of additional flow on the sewer system and the cost for a pump station. There is no request from CAA at this time to reimburse them for prior years. The WPCA would continue to bill the users based on their water usage. It is projected that the WPCA will be billed around \$7,000 in a flat rental fee and the WPCA will collect about \$11,000 in sewer user fees from the properties that flow to the airport pump station. Currently, the WPCA does not bill Camp Hartell which flows to the airport. It is time to bring Camp Hartell on board to inform them that they will start to receive a bill. Bill Bruno from the CAA will be taking the proposed agreement to the CAA's legal and financial departments for review. Mr. Kuczarski is currently waiting to hear back from the CAA.

## **NEW BUSINESS:**

- a. **Montgomery Mill Conversion:** Beacon Communities Development LLC has been working on this project for about a year now. The planning board has signed off on the redevelopment of the mill. The plan is to convert the mill into 160 1 & 2 bedroom residential units. The dye house to the east will be demolished to make room for parking and vehicle access. There is an existing sewer line that they hope to reuse that goes under the canal and train tracks to Main Street. They will be installing a new pump station at the location of the existing pump station to handle all the sewer. Mr. Tiffany asked the Authority if they would be willing to reduce the sewer user connection fee of \$3,000/unit by 50%. The reason behind this request is that the sewer usage from the 160 units will flow into one sewer lateral

that is already connected to the main line under Main Street. Discussion followed regarding renovation of buildings that have an existing sewer connection. Beacon Communities Development will be surveying the sewer connection this week to see if it is viable. The connection was made in the early 1970s. Mr. Dombrowski offered some thoughts from other towns that he has worked with. The purpose of the connection charge is to purchase additional capacity of the existing sewer system that others have already funded (i.e. the existing sewer lateral and connection). For property renovations, towns will often charge for the difference between projected flows and prior flows. Mr. Kervick informed the Authority that Suffolk, NY charges 50% less in connection fees for adaptive reuse of properties due to the fact that the prior user already paid for some of the infrastructure. In addition, a lower fee encourages the reuse of these buildings. Discussion occurred regarding the sewer usage of a large, 24-hour, industrial complex based on the square footage of the facility. The Authority discussed treating remodeled commercial to residential properties like a hotel which the WPCA charges \$2,000/unit. This would be an easier approach to consider than calculating differences in usage. In addition, it would enable the WPCA to move on this request a lot faster. Gary Laurito made a motion: **TO TREAT THE MONTGOMERTY MILL CONVERSION OF THE HISTORIC MILL LIKE A HOTEL IN REGARDS TO THE SEWER CONNECTION FEES AND CHARGE \$2,000/UNIT** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

Mr. Tiffany thanked the Authority and left the meeting at 6:36 p.m.

Mrs. Kane stated that Mr. Prakash Swaroopa, who appealed his bill this year, asked that the Authority consider billing quarterly instead of annually. The Authority noted his request.

**ADJOURNMENT:** At 6:37 p.m. with no other business to discuss, Robert Crochetiere made a motion: **TO ADJOURN THE MEETING** – Seconded by Jeffrey Ives. Without further discussion, the motion was passed with 5 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane  
Recording Secretary