

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, FEBRUARY 10, 2015**

**MEMBERS PRESENT:** Jeffrey Ives, Denise Balboni, Robert Crochetiere, Dennis Gragnolati, Gary Laurito and Michael Russo

**MEMBERS ABSENT:** Steven N. Wawruck, Jr. and William Hamel  
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:** At 5:30 p.m., Jeffrey Ives called the meeting to order.

**MINUTES: January 13, 2015 Regular Monthly Meeting:** Gary Laurito made a motion: **TO ACCEPT THE MINUTES OF THE JANUARY 13, 2015 REGULAR MONTHLY MEETING** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **January 2015 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS INCLUDING THE CD INVESTMENT REPORT** – Seconded by Denise Balboni. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.
- b. **CD Investments – update and changes:** Please see item (a) under Financial Reports for the related motion.

**CORRESPONDENCE:** Gary Kuczarski handed out correspondence from the CT DEEP regarding the Long Island Sound Nutrient Reduction Program. The WPCA will be receiving \$4,487 from the Program this year. The 2014 calendar year was a good year, a dry year, so the operators had good control over the nitrification/denitrification process. Last year the WPCA paid \$1,557.

**OLD BUSINESS:**

- a. **Clean Water Fund – Dexter’s and Halfway House Pump Stations update:** The Authority received in the packets the e-mail correspondence between Paul Dombrowski from Woodard & Curran and Ivonne Hall from the CT DEEP. Mr. Kuczarski and Mr. Dombrowski have been addressing her concerns. One of her last questions was regarding the capacity at Dexter’s Pump Station and if there are any plans for future development in Town that would impact Dexter’s capacity. Mr. Kuczarski thought of the Montgomery site and noted that infrastructure replacement in Town has cut down on the inflow and infiltration.
- b. **Webster Bank update:** Heather Kane informed the Authority that she did meet with a representative from Webster Bank and spoke with a representative from FirstData, the merchant services company used by Webster Bank. FirstData processes Visa, MasterCard and Discover Card transactions. The WPCA is able to charge card users a flat convenience fee. Card companies charge about 2% of each transaction. If the WPCA chooses to absorb the cost and not charge card users a convenience fee, Visa would reduce their fee to about 1% of each transaction. If the WPCA accepts credit cards online and charges a convenience fee, the WPCA must also accept credit cards for payments received in office. There would be no cost for the office’s card processing machine. The fees by FirstData would be a percentage of the transactions plus a \$10 monthly service fee. To accept payments over the phone, the phone line must be recorded per law. The automated phone line that Webster Bank provides is a recorded line. There is a one-time fee for the phone script which Webster Bank provides in Spanish and English and a usage charge of about \$0.11/minute. Mrs. Kane would like to accept

payment by credit and debit cards via phone, online and in the office. Webster Bank hosts the WPCA's online bill payment website and therefore provides the security. Currently, the WPCA only accepts checking and savings account payments online. There would be a dedicated 800 number for phone payments. It is recommended that the WPCA doesn't verbally take payments over the phone but instead directs people to use the automated phone line. Measurements would need to be implemented at the Plant in order to comply with security regulations regarding tracking card numbers and keeping records on file. A new phone system is needed regardless of whether the WPCA starts accepting payments over the phone.

- c. **Phone System Upgrade – WPCA/ DPW:** The current phone system does not have voice mail and there are no direct lines to the operators and superintendent. Mr. Kuczarski believes the phone system dates back to 1982. The 12 phones at the Plant are spread out throughout the various buildings for paging and emergency purposes. The daily workings of the Plant require the ability to get to a phone. The WPCA has two phone lines, one fax line and one data logger line which is required by Eversource Energy (Yankee Gas). Mr. Kuczarski believes the WPCA would need one more line to accept payments over the phone. In addition, the WPCA has one dedicated hard-wired line for the alarm system through Frontier, formerly AT&T of CT. Mr. Kuczarski received a quote to update our phone system and the DPW phone system from Landry Communications. The cost to upgrade the phone system at the Plant is \$5,000 plus some optional equipment. This upgrade would connect the Plant to the DPW building which would allow for the transfer of phone calls and sending messages. The cost to upgrade the phone system at the DPW (including connecting the DPW phone system to the Plant's system) would be \$4,520. Mr. Kuczarski believes that Landry's quote is for Samsung equipment with which the company has gotten good results. Landry stated that it would take a day to install the system. The Authority would like Mr. Kuczarski to get some comparative quotes from other vendors. Mr. Russo and Ms. Balboni feel comfortable with Mr. Kuczarski making the decision of which vendor to go with as long as he is able to find the funds to cover the expense within this year's budget even though this is not a budgeted item. It may need to be addressed at the end of the year when the WPCA transfers funds between budgeted line items. Mr. Kuczarski did list the system upgrade under the capitals for next fiscal year. Upgrading the phone system would save on time spent by Mrs. Kane and Mrs. Koenig in answering phone calls and taking messages for the operators.

#### **NEW BUSINESS:**

- a. **FY 15/16 Budget Discussion:** The Authority received in the packet a spreadsheet of prior years' capital improvement budgets and the capital average over 14 years. On page three, Mr. Kuczarski listed the capital requests for FY 15-16 which totals \$172,130. Starting FY 16-17, the cost of the station upgrades will be noted in the capital budget. Mr. Kuczarski has based the figures for the FY 15-16 capital improvement requests on current quotes, prior quotes and state contracts. Mr. Kuczarski would like to replace the waste pump but it is no longer manufactured. The pump will be sent to Associated Electro-Mechanics to be rebuilt. Upon completion, the WPCF staff will reinstall the pump. The server installation and set-up line item would cover the labor to transfer data. These funds would be added to funds already set aside in the current year's capitals to replace the server. The WPCA already approved \$5,000 to rebuild the plant's water strainer in the FY 14-15 capital budget. The WPCF operators took the strainer apart and found that it is not worth trying to rebuild due to the wear and tear on the strainer. Mr. Kuczarski would rather have another strainer on hand as it is always running (24 hours/day, 7 days/week). Mr. Kuczarski plans on using the \$5000 from the FY 14-15 capital budget towards to purchase of a new strainer in addition to the \$7,000 he is requesting for the FY 15-16 capital budget. A brand new strainer costs about \$11,500.

**ADJOURNMENT:** At 6:04 p.m., with no other business to discuss, Robert Crochetiere made a motion: **TO ADJOURN THE MEETING** – Seconded by Dennis Gragnolati. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane  
Recording Secretary