

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

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

**MEMBERS ABSENT:** Michael Russo  
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:** At 5:31 p.m., Steven N. Wawruck, Jr. called the meeting to order.

**MINUTES: February 10, 2015 Regular Monthly Meeting:** Jeffrey Ives made a motion: **TO ACCEPT THE MINUTES OF THE FEBRUARY 10, 2015 REGULAR MONTHLY MEETING** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 5 votes in favor, 0 votes opposed and 2 abstentions for Steven N. Wawruck, Jr. and William Hamel.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **February 2015 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS INCLUDING THE CD INVESTMENT UPDATES** – Seconded by William Hamel. Without further discussion, the motion passed with 7 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:** None

**OLD BUSINESS:**

- a. **Clean Water Fund – Dexter’s and Halfway House Pump Stations update:** The WPCA did get the approval from the CT DEEP for the engineering for the Dexter Pump Station upgrade and the Halfway House Pump Station relocation. This fund provides a grant for 20% of the project and the remaining 80% gets financed at a 2% interest rate over 20 years. Mr. Wawruck informed the Authority of another option: the Town’s financial advisor has stated that bonds are at 0.5% to 0.75%. By going this route, the project would be bonded. The WPCA is paying until 5/31/22 on the bond for the Plant upgrade. Mr. Kuczarski asked if bonding the project would affect the grant money. Mr. Wawruck stated that the financial advisor has knowledge of the Clean Water Fund and would be able to answer that question. If the savings of bonding the project outweighs the grant money, then it would be worth further discussion even if it means losing the grant money. As for time restrictions for the grant money, the Fund would like the project to be completed within two years but there currently are no pending deadlines that the WPCA is required to meet to receive the grant. The Authority would like to meet with the financial advisor at the next regularly scheduled meeting since there are no time restraints. Mr. Wawruck will talk to the financial advisor about attending the WPCA meeting in April. Mr. Kuczarski will update Paul Dombrowski, ask for his feedback and invite him to come to the meeting as well.
- b. **Webster Bank update:** Mrs. Kane has a phone conference with Webster Bank representatives tomorrow. The Payment-Link system upgrade will go into effect on April 22. Mrs. Kane will be talking to Webster Bank about accepting credit and debit cards and would like to know if the Authority would like the fees to be passed on to the cardholder. After some discussion about having the cardholders pay for the convenience of using their card. The Authority unanimously agreed to pass the fee on to the cardholder.

- c. **Phone System Upgrade – WPCA/ DPW:** Mr. Kuczarski has received two quotes. One was about \$1,000 more expensive than the first one he received from a local business. Mr. Kuczarski has two calls into Cox Business Systems. He spoke to a sales representative who promised him something last week but he has not heard back from him even after leaving two messages. Mr. Kuczarski will seek another vendor if he doesn't hear back from Cox soon.
- d. **FY 15/16 Draft Budget Discussion:** A preliminary draft of FY 15/16 operating budget was provided to the Authority prior to the meeting for their review. The quick overview included:
1. There are 53 weeks next fiscal year which reflects in the **salaries**.
  2. There is an expected reduction in **health insurance** due to one individual coming off the Town's insurance and two individuals moving from family to two-person insurance.
  3. Mr. Kuczarski would like to add an additional two totes of **sodium permanganate** to help with hydrogen sulfide reduction. Mr. Kuczarski had someone come in to help with the nitrification/denitrification process at the Plant. One suggestion he had made was to produce more 'food' for the bugs which creates a lot of sulfides. Soon after implementing the suggestion, the operators started noticing problems with equipment throughout the Plant. The sulfides during pressing were spreading throughout the Plant and were damaging copper, electrical connections and concrete. It was decided to stop the practice of producing 'food' because the cost to repair the damage to the Plant would outweigh any savings received through the nitrogen exchange program.
  4. **Gasoline** is down because of the price locked in by the Town. The price is good January through December of 2016. Mr. Kuczarski is still waiting on the price for **diesel**.
  5. More **chlorine** will be added to the budget as well which is not reflected in the current draft.
  6. **Mechanical Maintenance for the Pump Stations** line item is consistently budgeted at \$10,000 and the WPCA consistently goes over that amount. Mr. Hamel asked if the WPCA should be more realistic. Mr. Kuczarski stated that he tries to address some of the concerns, such as VFD failures, in the capitals but mechanical problems tend to happen unexpectedly. Mr. Lappen suggested that, instead of increasing the budget, Mr. Kuczarski could look at the line items that the WPCA transferred funds out of the last few years to cover the expenditures in Mechanical Maintenance. The figure for that budget line item could be reduced and the difference could be put towards the mechanical maintenance for the pump stations. It would be a best guess estimate as anything could go wrong at any time. Mr. Hamel requested that Mr. Kuczarski sets a realistic budget for the Mechanical Maintenance and then approach the Authority with the rate that will support the budget. If the rate increase is not acceptable to the Authority, then the Authority can look at where to cut back the budget or look at the WPCA's investments. Mr. Kuczarski will increase those budget items and see what it does to the rate.
  7. **Sewer line maintenance** changes yearly with root control. This item also includes camera work but not grease control.
  8. **User Fee Administration** increased during FY 13/14 by \$3,000. Mr. Hamel asked for the cause behind the increase. This budget line item is mainly used for the postage of bills and past due notices. The FY 13/14 expenditures may have included two annual bill runs (depending on when the bills were mailed) when the WPCA budgets for just one bill run. The User Fee Software Annual Renewal /Enhancements is not new. The number for Water Co. Info does not equal the detail in parenthesis. Mr. Kuczarski will check what the cause was for the increase over the budget.
  9. **Safety Training** – The WPCA and the DPW just switched to CIRMA for Safety Training. Mr. Kuczarski expects a reduction in cost for the training.

#### **NEW BUSINESS:**

- a. **HML Old County Development, LLC Connection fees:** Mr. Lappen has been contacted by two firms that are putting together a packet for Merrigan & LeFebvre for this senior living facility. Mr. Lappen would like to be fair with them regarding the connection fees. Hotels are charged at \$2,000 per room while residential and business properties are charged at \$3,000 per rentable, sellable unit. This facility will have 112 units in total divided into independent living, assisted living and memory care units. The connection fees would total \$224,000 at \$2,000/unit or \$336,000 at \$3,000/unit. Mr. Lappen encouraged them to come before the Authority. This is just for informational purposes right

now. These figures are not included in the budget as it is just in the planning stages still. The \$100 inspection fee is for the entire facility and not a per unit fee. They may be coming in and starting the application process this spring. Mr. Wawruck asked how other Towns treat senior living facilities – do they treat them like a hotel or like residential/commercial properties. A discussion ensued regarding how to treat this facility. Mr. Lappen stated that he sees this facility as a place that will house the aging population in Town where now they need to leave Town to find similar housing facilities outside of Bickfords. The firms were informed to plan on the cost being \$3,000 per rentable, sellable unit. The Authority agrees that for budgeting purposes the firms should expect to pay \$3,000/unit.

- b. Mr. Lappen informed the Authority that there is a commercial building on Main Street that has an illegal apartment. The building department and the fire marshal are working with the owner to bring it up to code to become a legal apartment. Mr. Lappen informed the owner what the connection and sewer fees were and the owner questioned if the apartment could be grandfathered in because the apartment had been there for so long. It was an illegal apartment though, so Mr. Lappen told the owner that he could plead his case before the Authority. The apartment may not have had a separate water meter from the commercial business in the building. There are no penalty fees in this case. This property may have been treated as one entity all these years when it should have been treated as two separate entities with two separate bills. This information will influence the Authority's decision on any potential appeal.

**ADJOURNMENT:** At 6:19 p.m., with no other business to discuss, Dennis Gragnolati made a motion: **TO ADJOURN THE MEETING** – Seconded by William Hamel. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane  
Recording Secretary