

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, JUNE 10, 2014**

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

**MEMBERS ABSENT:** William Hamel and Gary Laurito  
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  
Bonnie Cureton, Utility Service Partners, Inc., NLC

**CALL TO ORDER:** At 5:37 p.m., Steven N. Wawruck, Jr. called the meeting to order.

**MINUTES: April 8, 2014 Regular Monthly Meeting:** Dennis Gragnolati made a motion: **TO APPROVE THE APRIL 8, 2014 REGULAR MONTHLY MEETING MINUTES AS SUBMITTED** – Seconded by Robert Crochetiere. Without further discussion, the motion passed 5-0 with one abstention for Jeffrey Ives.

**PUBLIC INPUT:** None

Dennis Gragnolati made a motion: **TO MODIFY THE AGENDA BY MOVING ITEMS (A) AND (B) UNDER OLD BUSINESS UP TO THE NEXT ITEM OF BUSINESS ON THE AGENDA** – Seconded by Michael Russo. Without further discussion, the motion passed unanimously.

**OLD BUSINESS:**

- a. **Clean Water Fund – Dexter’s and Halfway House Pump Stations update:** Paul Dombrowski informed the Authority that only a fraction of the WPCA’s Facilities Plan has been approved by the CT DEEP. Woodard & Curran is currently working on getting the DEEP to at least approve the parts of the Facilities Plan that justify modifications to Dexter’s and Halfway House Pump Stations. The DEEP has not done so yet. Mr. Dombrowski would like to get the DEEP’s approval on the scope of work (which still needs to come before the WPCA for review and approval) shortly after the money becomes available on July 1. During the evaluation time, the DEEP may or may not give any grant money depending on the schedule. There is a concern about the schedule because the State put together a two-year budget with DEEP for this program though the current governor’s term ends after the first year. Should a new governor be elected, the second year of the program may evaporate. This is the motivating factor in trying to get the money allocated this calendar year. This particular program runs on a “first come, first serve” basis so there shouldn’t be a problem with getting the money except the WPCA’s Facilities Plan is in limbo (as so many are) since DEEP is short-staffed. There are some facility plans older than the WPCA’s plan that are still waiting on DEEP’s approval. Denise Balboni asked who advocates on behalf of the Town to get that grant money or is that done arbitrarily by DEEP. The Authority, the WPCF staff and Woodard & Curran, on the Authority’s behalf, act as advocates. The WPCA’s representative at the DEEP changed recently. Mr. Dombrowski has talked to the new representative as well as the representative’s two superiors. Mr. Dombrowski will give another update at the next WPCA meeting.
- b. **Mixer Project:** Mr. Dombrowski has spoken with both Mr. Kuczarski and the WPCA staff on the particulars of what should be incorporated in the package. The full package should be completed and ready for Mr. Kuczarski and the WPCA staff to review in detail by Friday, June 13<sup>th</sup>.

Woodard & Curran would then solicit the bids which would be presented to the WPA. The WPCA can decide at that time whether or not to proceed with a design build approach for the project.

Dennis Gragnolati made a motion: **TO MOVE ITEM (A) UNDER CORRESPONDENCE UP TO THE NEXT ITEM OF BUSINESS ON THE AGENDA** – Seconded by Michael Russo. Without further discussion, the motion passed unanimously.

**CORRESPONDENCE:**

- a. **National League of Cities (NLC) – Service Line Warranty:** Bonnie Cureton introduced herself to the WPCA. The NLC Service Line Warranty Program is offered to Town residents at no cost to the Town. NLC realized infrastructure was deteriorating across the country and therefore undertook a nationwide initiative to encourage cities to adopt this program. NLC partners with Utility Service Partners, Inc. (USP) to educate the consumers on their responsibility in terms of water lines and sewer lines. USP found that a lot of homeowners do not understand that they are responsible for the repair and maintenance of their sewer line from the main to the entry into their home. Homeowners either think that it is covered by their homeowners' policy or it is covered by the city or the utility that services them when in actuality it is not covered by either. USP is offering a warranty program for water and sewer that runs about \$5.75/month for water and \$7.75/month for sewer. A typical sewer line blockage can cost between \$500 and \$1000 depending on the cause of the blockage. This is an inexpensive insurance program. One of the benefits to the municipality is that USP uses all local labor. The municipality would provide USP with a list of qualified plumbers/contractors. USP would then evaluate the plumbers/contractors using a very stringent vetting system to determine who USP will allow to provide services through the program. USP would train the approved plumbers/contractors so they would be up to USP's standard. WPCA would still be involved in inspecting the work and making sure the contractors are following the Town's codes. Once a consumer calls into the customer service center, a service provider is out there within 24 hours. Ms. Cureton shared that USP is a recipient of the Better Business Bureau's Torch Award and has the highest ethics in the industry. USP honors pre-existing issues and will cover sewer back-ups as well. USP does not go into any municipality without the consent of the Town's officials. USP's goal is to have it be a collaborative effort where the USP sends out mailings to the Town's residents with the Town's endorsement and logo. This program will be open to anyone in Town. All calls and questions come back to USP. It is optional, no one is mandated to take this service. CWC Linebacker's program does cover water and sewer but only covers up to the property line. USP is available at a lower cost and will cover into the road. It covers up to \$4000 per occurrence if repairs are within the property line. Residents can have multiple incidents per year. USP will cover up to \$8000 if they need to go into the street and USP will replace any sidewalk damage. Right now the program is only offered to single family dwellings. USP is still evaluating multi-family dwellings, apartment buildings and commercial properties.

Enfield, CT is the closest municipality to Windsor Locks that offers this program. They just endorsed the program. There are over 200 cities nationwide that have partnered with this program. USP has two different mailing campaigns, one in September and one in April, and then they follow up with phone calls. Invoicing for the services is done strictly through USP. There was a discussion regarding mailing an insert about the program with the sewer bills. Ms. Cureton stated that research has shown that inserts usually go straight into the trash and it is more effective to have a focus mailer explaining the program. Scott Lappen asked Ms. Cureton if the quoted monthly charge would double should the residents want the coverage to go all the way to the main. Ms. Cureton will look into that for Mr. Lappen. The WPCA discussed how important it is to clarify and educate homeowners that they are responsible from the main to their house. USP will seek the WPCA's input in making sure the mailing has all the information that the Town would like to provide to the residents. USP would be looking to the WPCA staff to provide the mailing list. Mr. Ives had questions regarding the program's responsiveness and the accuracy and standard of the work. Mr. Wawruck stated that these questions go back to the local plumbers/contractors that USP will end up vetting and using. The plumbers/contractors will give USP the price of the job and USP will review the price. USP will have a list of

plumbers/contractors and will not be using just one allied plumber/contractor in order for USP to keep everyone honest and within a reasonable rate range for the market.

The Authority can send any questions to Mr. Kuczarski who will forward them over to Ms. Cureton. Mr. Wawruck stated that there is no need to rush into this. The next step would be for the WPCA to choose either to endorse or to not endorse the program. If the WPCA chooses to endorse the program, Ms. Cureton would send the WPCA a term sheet which is the contract between the Town and USP. Then USP would work towards getting a list of WPCA's recommended plumbers/contractors and a mailing list all in the anticipation of a September campaign. Mr. Crochetiere requested that Ms. Cureton send a sample of a term sheet to Mr. Kuczarski for the WPCA to review during next month's meeting. Each contract's language is tailored per the Town's request. The WPCA's attorney would also review the contract.

At 6:09 p.m., Bonnie Cureton departed after thanking the Authority. Paul Dombrowski also left the meeting at that time.

At 6:10 p.m., Michael Russo made a motion: **TO RECESS THE REGULAR MONTHLY MEETING UNTIL AFTER THE PUBLIC HEARING** – Seconded by Dennis Gragnolati. Without further discussion, the motion passed unanimously.

At 6:12 p.m., Jeffrey Ives made a motion: **TO RECONVENE THE REGULAR MONTHLY MEETING** – Seconded by Michael Russo. Without further discussion, the motion passed unanimously.

#### **FINANCIAL REPORTS:**

- a. **April 2014 Cash Reports:** Dennis Gragnolati made a motion: **TO APPROVE THE APRIL 2014 AND MAY 2014 FINANCIAL REPORTS AS PRESENTED** – Seconded by Robert Crochetiere. Without further discussion, the motion passed unanimously.
- b. **May 2014 Cash Reports:** Please see item (a) under Financial Reports for the related motion.
- c. **CD Investments – update and changes:** Mr. Gragnolati asked who handles the CD investments. The WPCA works with Multi-Bank Securities.
- d. **Delinquent Accounts – update:** There was no discussion regarding this topic.

#### **NEW BUSINESS:**

- a. **FY 14-15 Budget Discussion:** The latest proposed FY 14-15 budget was handed out at the meeting. The actual expenditure and revenue figures for FY 13-14 were updated through 5/31/14. The projected rate on the budget is \$5.25 but the proposed rate is \$5.26 because the billing system cannot have an odd number since the WPCA bill must be split into two equal installments. The main reason for the rate increase (even though the overall budget decreased) is due to the change in how the projected annual water consumption figure is calculated. The WPCA has implemented using a 3-year average to determine the projected annual water consumption figure. This will help keep the WPCA on track to fund the capital improvement plan in the future. Mr. Ives noted that with the initiation of this 3-year average the rate increased but as years go on the WPCA should expect to see that average smooth out and not see so much of a fluctuation. Mr. Wawruck noted that the Woodard & Curran rate study was initiated by the WPCA because of residents' questions regarding the rates. The rate model before the WPCA is what was proposed and what is now being adopted. The WPCA now has some solid data to fall back on when answering residents' or business owners' questions. Mr. Ives stated that the Authority's realization that they needed a long term vision regarding financially supporting the Plant and Pumping Stations also led to the study. Mr. Russo stated that he appreciates how Mr. Kuczarski's spreadsheet design and detailed back-up makes it easy to understand the numbers.
- b. **Capital Transfers:** There are three capital projects, one from FY 2009-2010 and two from FY 2012-2013, for which work is completed. Mr. Kuczarski is looking to transfer the remaining balances in these accounts to the unallocated capital account. Robert Crochetiere made a motion: **TO MOVE THE TOTAL BALANCE OF \$857.25 FROM THE THREE COMPLETED**

**PROJECTS TO THE UNALLOCATED CAPITAL ACCOUNT AS PRESENTED** – Seconded by Dennis Gragnolati. Without further discussion, the motion passed unanimously.

Dennis Gragnolati made a motion: **TO ADOPT THE WATER POLLUTION CONTROL AUTHORITY'S PROPOSED BUDGET OF \$1,849,250.00 FOR FISCAL YEAR 2014-2015 AS PRESENTED** – Seconded by Jeffrey Ives. Without further discussion, the motion passed unanimously.

Jeffrey Ives made a motion: **TO ADOPT THE WATER POLLUTION CONTROL AUTHORITY'S PROJECTED SEWER USER CHARGES FOR FISCAL YEAR 2014-2015 AS PRESENTED** – Seconded by Denise Balboni. Without further discussion, the motion passed unanimously.

Mr. Wawruck asked that a copy of the proposed budget and a copy of the projected Sewer User Charges be included in the minutes.

**ADJOURNMENT:** At 6:26 p.m., with no other business to discuss, Jeffrey Ives made a motion: **TO ADJOURN THE MEETING** – Seconded by Michael Russo. Without further discussion, the motion passed unanimously.

Respectfully submitted,

Heather Kane  
Recording Secretary

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