

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, SEPTEMBER 9, 2014**

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

MEMBERS ABSENT: Dennis Gragnolati
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 5:32 p.m., Steven N. Wawruck, Jr. called the meeting to order.

MINUTES: August 12, 2014 Regular Monthly Meeting: Jeffrey Ives made a motion: **TO ADOPT THE AUGUST 12, 2014 REGULAR MONTHLY MEETING MINUTES AS PRESENTED** – Seconded by Robert Crochetiere. Without further discussion, the motion passed 5-0 with two abstentions for Steven N. Wawruck, Jr. and William Hamel.

PUBLIC INPUT: None

FINANCIAL REPORTS: Gary Laurito made a motion: **TO MOVE THE FINANCIAL REPORTS TO THE END OF THE AGENDA, ITEM (b) UNDER NEW BUSINESS**– Seconded by William Hamel. Without further discussion, the motion passed unanimously.

CORRESPONDENCE: A copy of a permit for 483 Spring Street dated December 2, 1968 and a sketch of 483 and 487 Spring Street drawn by Gary Kuczarski were handed out to the Authority at the meeting. Mr. Kuczarski informed the Authority that approximately three weeks ago H.A.R.P. Mechanical (which occupies 483 Spring Street) had a back-up. They called in a plumber who could not video the line going out because it was full. The plumber started to snake the line and felt like he came into a tank. They started to excavate and found a septic tank and a D-box with two lines going out – one heading out towards 487 Spring Street and one heading out towards the parking lot of H.A.R.P. Mechanical. The tank was packed solid and the pipes going out of the D-Box were packed solid. They had the tank pumped. Operators from the WPCA (with the plumber) dyed all the toilets and everything went into the tank. Nothing went into the main under Spring Street. On 9/2/14, Mr. Kuczarski had Charles Brown videotape the main line from the manhole right in front of 487 Spring Street down to the manhole at Smalley Road. Mr. Brown saw a lateral on the south side at 46'; all the other laterals he located were on the north side. When Mr. Kuczarski viewed the video, he found that the lateral did not look like it was active as there was no staining on the walls. There is a pipe that enters the manhole from 487 Spring Street. Operators dyed 487 Spring Street and it went right into the manhole. They wanted to check if 483 Spring Street was tied into the lateral from 487 Spring Street. They dyed 483 Spring Street while videotaping the lateral from 487 Spring Street and nothing came out. They dyed 487 Spring Street again and the dye came right out and into the manhole. The contractor started digging yesterday from the tank, trenching down, and found a capped transite pipe with a T on it headed towards the tank. This morning the operators put dye into the transite pipe and within five minutes they saw it down at the intersection with Smalley. It looks like the prior owners of 483 Spring Street never connected to sewer. Today the contractor started to work back to the cast pipe coming out of the building; he is going to tie into that and then demolish the tank. The two pipes coming out of the D-box were capped. Owners of this property have been paying a sewer fee since sewer fees went into effect yet this property has never been connected. H.A.R.P. has been at that location for about sixteen years. They have been paying two sewer fees as there is a rental property at that location. Steven N. Wawruck, Jr. recommended that staff consult with the WPCA attorney to see what the WPCA is liable for and how far back the statute of limitations goes. Everyone thought the building

was connected to the sewer system. There is cost involved right now with the contractor and the site work. The WPCA staff will contact the attorney to find out what the WPCA is obligated to pay.

OLD BUSINESS:

- a. **Clean Water Fund – Dexter’s and Halfway House Pump Stations update:** On 8/26/14, two representatives from the DEEP toured the facility - Ivonne Hall, an engineer, and Paul Grochowski, an accountant. Mr. Dombrowski asked about the status of the Clean Water Fund. Ms. Hall asked if the Town had submitted a Facilities Plan, which is typically part of the Clean Water Fund. The WPCA had submitted a Facilities Plan. Ms. Hall is going to look into who is responsible for overseeing the facilities plan. In the meantime, she asked Mr. Kuczarski and Mr. Dombrowski to put together a scope of work for the pump stations and submit it within the next two weeks.
- b. **Mixer Project:** Mr. Dombrowski has been in contact with the mixer manufacturer to determine what the lead time is for the mixers to be built and delivered. Should the lead time be about 12 weeks, the WPCA would plan on starting the project in the spring. Mr. Dombrowski does not want to put a final contract together for the Authority until a schedule is figured out with the contractor. Mr. Dombrowski will get in touch with Mr. Kuczarski once he hears from the mixer manufacturer.

NEW BUSINESS:

- a. **Appeals: Dexter Plaza, 20 Main Street:** There were appeals for two vacant units at 20 Main Street that were being charged the minimum commercial rate for fiscal year 2014-2015. There was also a request for a refund for the sewer user charges billed to a unit where the water meter was removed on 11/21/13 (this date was confirmed by a letter from the water company). A discussion took place regarding how bills are issued to properties that no longer appear on the water company’s report. Properties no longer appear on the water company report for various reasons including the company writing off the bill for a property and the water being shut off though the meter remains at the property. Mrs. Kane manually charges properties that still have a meter even though they are no longer on the water company report. The property owner is responsible for informing the WPCA when the water meter has been removed. Robert Crochetiere made a motion: **TO DENY THE APPEALS BECAUSE THEY WERE SUBMITTED AFTER THE APPEAL DEADLINE DATE OF AUGUST 1, 2014 AS SET BY THE AUTHORITY** - Seconded by Gary Laurito. Discussion was held regarding the property that did have the water meter removed. Mr. Laurito stated that there are two issues – one issue is the appeals under the appeal policy and the other is in regards to the WPCA’s policy for properties that have had the water meter removed. This motion did not negate any action towards the unit that had the water meter removed. Without any further discussion, the motion passed unanimously.

In keeping with the WPCA’s operating policy regarding meter removal, Gary Laurito made a motion: **TO REFUND THE SEWER USER CHARGES THAT OCCURRED AFTER THE METER WAS REMOVED** – Seconded by Denise Balboni. The refund would be from December 2013 through December 2014. William Hamel suggested that the policy be amended to state that property owners need to notify the WPCA within 60 days of the water meter removal. This suggestion was heard but not agreed upon by the Authority. Without further discussion, the motion passed unanimously. Mrs. Kane stated that the current year’s bill is based on usage from June 1, 2013 through May 31, 2014. For the location where the meter was removed, the WPCA had three quarters of usage which created the FY 2014-2015 bill. Mr. Ives suggested that Mrs. Kane contact the water company regarding properties that are not on the water company report or properties that have zero usage to confirm there is still a meter at the location. Mr. Laurito and Mr. Wawruck suggested that Mrs. Kane ask the water company to notify her when a water meter has been removed from any of the WPCA’s account locations in Windsor Locks.

- b. **FINANCIAL REPORTS:**
 1. **August 2014 Cash Reports:** Please see item (3) under Financial Reports for the motion.
 2. **CD Investments – update and changes:** Please see item (3) under Financial Reports for the motion.
 3. **Reconciliation of accounts for FY 2013-2014:** Gary Laurito made a motion: **TO PROCESS AS PRESENTED THE RECOMMENDED TRANSFERS TO BALANCE THE 2013-2014 YEAR [BUDGET LINE ITEMS] AMOUNTING TO \$84,038.86** – Seconded by William Hamel. Without further discussion, the motion passed unanimously.

Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS FOR JULY AND AUGUST** – Seconded by Jeffrey Ives. Without further discussion, the motion passed unanimously.

ADJOURNMENT: At 6:08 p.m., with no other business to discuss, Jeffrey Ives made a motion: **TO ADJOURN THE MEETING** – Seconded by Robert Crochetiere. Without further discussion, the motion passed unanimously.

Respectfully submitted,

Heather Kane
Recording Secretary