

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, JANUARY 10, 2017**

MEMBERS PRESENT: J. Christopher Kervick, Jeffrey Ives, Robert Crochetiere, Michelle Hill and Sara LeMaster

MEMBERS ABSENT: Denise Balboni and Gary Laurito
Philip J. Sissick, Director of Public Works, Ex Officio
Dana Steele, Town Engineer, Ex Officio

ALSO PRESENT: Gary Kuczarski, Superintendent
Heather Kane, Recording Secretary
Paul Dombrowski, Woodard & Curran

CALL TO ORDER: J. Christopher Kervick called the meeting to order at 5:38 pm.

NEW BUSINESS:

- a. **Board of Finance Meeting – WPCA Capital Bonding:** Paul Dombrowski handed out copies of the PowerPoint presentation he will be showing at the Board of Finance meeting tonight. He also handed out a 5 year plan that has already been submitted to the Capital Improvement Advisory Committee. There was discussion regarding the information that was handed out.

Sara LeMaster arrived to the meeting at 5:39 p.m.

MINUTES: December 13, 2016 Regular Monthly Meeting: Jeffrey Ives made a motion: **TO APPROVE THE DECEMBER 13, 2016 REGULAR MONTHLY MEETING MINUTES** – Seconded by Michelle Hill. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **December 2016 Cash Reports:** Jeffrey Ives made a motion: **TO ACCEPT THE DECEMBER 2016 CASH REPORTS AND THE CD INVESTMENT REPORTS AS PRESENTED** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.
- b. **CD Investments – update and changes:** Please see item (a) under Financial Reports for information regarding this topic.
- c. **Quarterly Reports:** Due to illness, Mrs. Kane was only able to complete the Quarterly Cash Disbursement report. The Quarterly Cash Receipts report will be handed out at next month's meeting. There are two budget line items that are in the negative right now – the audit budget line item and the sewer line maintenance budget line item. The sewer line maintenance line item is in the negative due to extra camera work done per a change in approach to maintaining street sewer lines.
- d. **Delinquent Accounts update:** The WPCA's bad debt rate is about 7% each year. The WPCA does eventually collect on these delinquent accounts.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Dexter's Pump Station update:** Mr. Dombrowski is working through the layouts and plans with the WPCA staff in hopes to minimize the challenges of keeping the pump station running during the upgrade. 90% of the Town's wastewater goes through the Dexter's Pump Station.

- b. **CAA Update:** Woodard & Curran will be doing a capacity analysis study. The focus over this past month, though, has been on the two projects (Chlorine Chamber gates & Influent Wet Well Insert valve) going on here at the Plant.
- c. **SCADA Replacement update:** This project is just starting so progress has not been made on it.
- d. **Chlorine Contact Gates:** The package is done. Mr. Dombrowski had a preconstruction meeting and work will be starting on the 17th.
- e. **Influent Wet Well Insert Valve – Force Main:** This project involves inserting a valve into a live water line. The work started last week and the actual valve went in today. The remaining work will be completed in the next few days.

Gary Kuczarski informed the Authority that the \$7,200 check for the old mixers (which were sold to a company in Canada) cleared the bank.

ADJOURNMENT: At 6:02 pm with no other business to discuss, Robert Crochetiere made a motion: **TO ADJOURN THE MEETING** – Seconded by Michelle Hill. Without further discussion, the motion was passed with 5 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane
Recording Secretary