

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, APRIL 11, 2017**

MEMBERS PRESENT: J. Christopher Kervick, Jeffrey Ives, Denise Balboni, Robert Crochetiere, Michelle Hill, Daniel Flanagan, Gary Laurito and Sara LeMaster

MEMBERS ABSENT: Dana Steele, Town Engineer, Ex Officio

ALSO PRESENT: Philip J. Sissick, Director of Public Works, Ex Officio
Gary Kuczarski, Superintendent
Heather Kane, Recording Secretary
Paul Dombrowski, Woodard & Curran

CALL TO ORDER: J. Christopher Kervick called the meeting to order at 5:34 pm.

MINUTES: February 14, 2017 Special Sewer Commission Meeting: Gary Laurito made a motion: **TO ACCEPT THE FEBRUARY 14, 2017 SPECIAL SEWER COMMISSION MEETING MINUTES** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 3 votes in favor, 0 votes opposed and 2 abstentions for Sara LeMaster and Daniel Flanagan.

February 14, 2017 Regular Monthly Meeting: Gary Laurito made a motion: **TO ACCEPT THE FEBRUARY 14, 2017 REGULAR MONTHLY MEETING MINUTES AS PRESENTED** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 5 votes in favor, 0 votes opposed and 3 abstentions for J. Christopher Kervick, Sara LeMaster and Daniel Flanagan.

PUBLIC INPUT: None

J. Christopher Kervick made a motion: **TO ADJUST THE AGENDA BY MOVING ITEMS (a), (b) AND (c) UNDER OLD BUSINESS AND ITEM (c) UNDER NEW BUSINESS UP TO AFTER PUBLIC INPUT** – Seconded by Jeffrey Ives. The motion passed with 8 votes in favor and 0 votes opposed.

OLD BUSINESS:

- a. **Dexter's Pump Station update:** Advance drawings are being created. The next phase is coming up soon. Site visits are trying to be arranged for a couple of the proposed configurations.
- b. **Main Plant upgrades:** Woodard & Curran is preparing to develop first cut of drawings of different modifications at the Plant. This involves creating an initial list of equipment for replacement.
- c. **SCADA Replacement update:** Many major items have been procured and delivered though not yet installed to replace the Programmable Logic Controls or PLCs. One VFD (Variable Frequency Drive) has been installed for the blower as part of reprogramming the blower system

NEW BUSINESS:

- c. **FY 17/18 Budget Discussion – VAC JET truck storage:**
 - FY17-18 year rate increase options for the Authority to decide on: (1) follow original rate study which had a modest 2% rate increase for FY 17-18 and then a jump to a 9% increase for the FY 18-19 when the bond kicks in or (2) a more gradual transition with a 4.94% increase in FY 17-18 (a \$16 increase for an average residential user) and about a 5% increase in FY 18-19. This option reduces future required rate changes because it allows for a larger down payment on the VAC JET and Mack trucks which would reduce the annual payments by about 20-30%. Proposed rate increases would fund the new debt service. In the long term, the rate increases are the same; it is just whether the rate of change is small and then large or more gradual.

- Proposed budget increase of 4.74% for FY 17-18. Some new budget items: the lease payment on the VAC JET and Mack trucks (\$100,000/year for 5 years), an interest payment of \$49,394 on the new debt service, and the payment to CAA (\$6,500/year based on the flow). Mr. Kuczarski is working with banks for payments of \$100,000 or less per year on the trucks which may mean going to a 6 or 7 year lease. No bank is currently willing to lock in the rate. The Authority supported the proposed 4.74% budget increase.
- The current VAC-CON truck was ordered to fit the vehicle bays at the Plant which are very small. The new VAC JET truck will not fit in the bay. The new truck is a dual rear axle truck because the current single rear axle truck is dangerous to drive with a load as it is not equipped to handle WPCA's activity. It would cost up to \$50,000 to upgrade the bus station bay to meet standards so Mr. Kuczarski is now looking at putting a Quonset hut type building at the current location of the shed. Accessibility to all pipes in that area is required for repair and maintenance purposes.
- Calculation for rate increase is different from the budget increase due to bad debt. The Authority discussed which rate increase option the public may be more willing to accept and understand. The Authority liked the gradual approach (more than the low increase followed by a high increase) as it reflects the WPCA's plan to decrease the rate of change over all. The Authority agreed on the gradual rate increase approach.

Paul Dombrowski left the meeting at 5:55 p.m.

FINANCIAL REPORTS:

- Revised February 2017 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE REVISED FEBRUARY 2017 FINANCIAL REPORTS** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 8 votes in favor and 0 votes opposed.
- March 2017 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE MARCH 2017 CASH REPORTS** - Seconded by Robert Crochetiere. Without further discussion, the motion passed with 8 votes in favor and 0 votes opposed.
- CD Investments – update and changes:** No motion taken on this item. Mr. Laurito requested that interest rates be included on the CD Investment spreadsheet. Ms. LeMaster asked if the interest rate on the CD investments is lower than the interest rate for the trucks can the WPCA “borrow” these funds to purchase the trucks. It was recommended not to do that.
- Quarterly Reports:** This item was tabled until next month's meeting.

CORRESPONDENCE: Mr. Kuczarski informed the Authority that the WPCA will be receiving a check from the CT DEEP for \$3,159 for selling nitrogen credits to the State.

OLD BUSINESS:

- CAA Update:** The CAA reached out with an initial offer to rent their sewer. They prefer that the WPCA pay per flow at the MDC rate. The draft agreement stated the CAA may institute a capital assessment for sewer infrastructure repairs within the 5 year window. Per Attorney Storms' advice, Mr. Sissick informed CAA three weeks ago that the WPCA wants the possible capital assessment removed from the agreement with an understanding that the WPCA will disconnect from the system within 5 years. He has not heard from them since. Camp Hartell has been paying CAA all along. The flow is not large right now but the area is zoned industrial so it could become larger in the future. It will be a major outlay of capital funds to reroute the sewer to come to the Plant including a new pump station.
- Quality Data System update:** QDS did provide a quote for a new billing system as well as a new computer at the front desk. A demo will occur later this month. The Town's tax department uses QDS. QDS quoted \$34,500 to transfer to their billing system. Mrs. Kane will find out the cost of the annual maintenance / support contract.
- Bond Package Resolution:** The WPCA received a wire transfer from the Town for \$4.3M. Funds are in the capital STIF account. Interest needs to be monitored to insure the WPCA is not earning more interest on the funds than what is being charged.

NEW BUSINESS:

- a. **Withhold return envelopes:** The Authority discussed the pros and cons of providing return envelopes. QDS provides online bills and the printing and mailing of bills. QDS does not provide return envelopes with their printing and mailing service. The Authority decided to continue providing return envelopes this year as they wait to see what happens with QDS. Mrs. Kane will find out if there is a law which requires the mailing of a bill.
- b. **Credit Card payments:** Should the WPCA accept credit cards? The Town's tax department currently accepts credit card payments online. It would be the choice of the resident. If they chose to pay by credit card, they would pay the surcharge charged by the credit card company. The overall rate would not increase. The Authority wants to wait to see what happens with QDS
- c. **Doosan Fuel Cells:** Mr. Kervick, Mr. Kuczarski and Mr. Dombrowski met with Doosan out of South Windsor. Purchase of a fuel cell would not work since the Town's buildings are at different locations. Another option would be to buy energy from Doosan; Doosan would own and install the fuel cell for just WPCA and DPW. The energy not used would be Doosan's to sell to the rest of the market. WPCA would not get a credit but the rate of would be 1.5% lower than market price. The Town falls short on power usage to make this worthwhile.

ADJOURNMENT: At 6:35 pm with no other business to discuss, Sara LeMaster made a motion: **TO ADJOURN THE MEETING** – Seconded by Jeffrey Ives. The motion passed with 8 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane
Recording Secretary