

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, JUNE 13, 2017**

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

**MEMBERS ABSENT:** Daniel Flanagan  
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  
Jessie Misciagna, owner of 62A Elm Corners

**CALL TO ORDER:** J. Christopher Kervick called the meeting to order at 5:35 pm.

**MINUTES: May 9, 2017 Regular Monthly Meeting:** Robert Crochetiere made a motion: **TO ACCEPT THE MAY 9, 2017 REGULAR MONTHLY MEETING MINUTES AS PRESENTED** – Seconded by Gary Laurito. Without further discussion, the motion passed with 4 votes in favor, 0 votes opposed and 1 abstention for Michelle Hill.

At 5:36 p.m., Sara LeMaster arrived to the meeting.

Gary Laurito made a motion: **TO MOVE ITEM 7 ON THE AGENDA TO 5a ON THE AGENDA** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **May 2017 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE MAY 2017 CASH REPORTS AND THE CD INVESTMENT UPDATE** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 6 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

**NEW BUSINESS:**

- a. **248 Reed Avenue – sewer user balance:** The mailing address was mistakenly listed on the agenda instead of the service address. The service address is 62A Elm Corners in Windsor Locks, CT. Ms. Misciagna bought the Elm Corners property from a bank on 4/15/09 (though it was not recorded in the Town Clerk's records until 5/11/09). The WPCA never received notification of the property transfer. Therefore, all bills and notices since 2009 were mailed to the bank. These bills and notices were never returned as undeliverable. The WPCF staff just learned of the sale in May 2017. Historically, the WPCF office staff compares the property owner information in the billing system to the assessor's information. The Town Assessor still has the bank listed as the owner of this property. It was only through further research into the Town Clerk's portal that the sale came to the WPCF staff's attention. Normally, the assessor sends the WPCA information on property owner transfers. The WPCF staff relies on the assessor and closing attorneys to provide information regarding transfer of ownership. Michelle Hill noted that information regarding responsibility for the sewer bill should have been in the purchase and

sale agreement and that it is the homeowner's responsibility to know what they have to pay. The only option available to the WPCA is possibly adjusting the interest amount; they cannot adjust the principle amount. Connecticut State Statutes states that the WPCA is to follow property tax laws in the collection of charges. These laws state that a tax collector may waive interest if the tax collector and assessor jointly determine the delinquency is as a result of the tax collector or assessor and not a result of any action or failure on the property owner. Currently, the WPCA does not know where the error lies. Mr. Kervick will research this before next month's meeting. Robert Crochetiere made a motion: **TO DELAY MAKING A DECISION UNTIL J. CHRISTOPHER KERVICK CAN DO SOME RESEARCH INTO THE SITUATION.** Ms. Hill wanted to make it clear, especially to the homeowner, that the WPCA has no authority to waive the principle. The motion was seconded by Michelle Hill. Mr. Kervick asked Ms. Misciagna to provide closing documents to the First Selectman's office and if she had title insurance. Ms. LeMaster thinks it is important to find out where the error happened. She suggested finding out if there was a change in employment in the assessor's office during this time and also suggested auditing bank owned properties to make sure no more have been sold without notification to the WPCA. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.

At 5:50 p.m., Jessie Misciagna left the meeting.

#### **OLD BUSINESS:**

- a. **FY 17-18 Budget Discussion / Adoption:** The WPCA agreed last month to a rate increase of less than 5%. The proposed 4.94% increase to both the budget and rates equates to a \$16.00 increase for the average residential user in FY 17-18. One change in the budget from last month is the removal of a \$22,000 capital expense for a new pump at Old County Road PS since those pumps are not ready due to an overheating problem. Those proposed funds stayed within the capital budget and went towards the new VAC CON building and new sampler(s). Instead of a 2% and then 9% rate increase over the next two years, the WPCA decided last month to have about a 5% increase per year.
- b. **Dexter's Pump Station update:** Draft drawings are prepared and mechanical layouts will be reviewed with WPCF operators next week. Structural specialists will come out the week after that for follow up work.
- c. **Main Plant upgrades:** Processing engineers will go through the Plant next week to mark up the draft drawings for the next iteration. Mechanical, structural and electrical specialists will go through the Plant the following week to do the same process regarding their disciplines. Some WPCF operators visited a station (larger in size but similar in fashion) with pumps that are like those being looked at for Dexters to get a better understanding of how the pumps are set up and function within the configuration.
- d. **SCADA Replacement update:** Equipment is at Woodard & Curran and is being set up with programming and controls. A draft of all the screens has been reviewed by Plant staff to get their feedback. System may be installed next week.
- e. **CAA update – Memorandum of Agreement:** The Town received a proposed MOA from the CAA that included some language regarding a possible capital assessment if the Town does not disconnect from the CAA system within 5 years. Mr. Kuczarski and Mr. Sissick met with Attorney Storms, who is going to revise the language to exclude the potential capital assessment and Camp Hartell. The WPCA does not bill Camp Hartell; the CAA has billed them directly all along. Mr. Sissick learned that Camp Hartell and/or the State is disputing rates with MDC.

At 5:58 p.m., Denise Balboni arrived to the meeting.

Mr. Sissick and Mr. Kuczarski will meet with Attorney Storms again to review the MOA once he revises the language. The final agreement will be presented to the WPCA for approval. Originally, Camp Hartell was the only line that was connected to the airport system. The Town tied in back in 1962 because it existed. CAA is wanting the Town to pay MDC rates on the usage that is going to their system (minus Camp Hartell). A payment figure is included in FY 17-18 budget though this figure will fluctuate in the future due to rates and usage.

At 6:04 p.m., Sara LeMaster made a motion: **TO RECESS THE REGULAR MONTHLY MEETING UNTIL AFTER THE PUBLIC HEARING** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

At 6:09 p.m., Michelle Hill made a motion: **TO RECONVENE THE REGULAR MONTHLY MEETING** – Seconded by Gary Laurito. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

Mr. Kervick discussed how the rate increase went from 2% to 4.94%. The budget, when first prepared, had a 2% increase and then a 9% increase the following year due to the rate study and the bond package. The concern was, after coming off last year's relatively large increase, to eliminate the swings. This was achieved by pushing some things into this year's budget (on both the operating and capital side) to achieve a 4.94% increase this year and a projected 5.29% increase next year. Over the next 5 years, the percentage of increase progressively drops down to close to 2%. If the increase drops down to 3.94% from 4.94% this year, the proposed rate would be \$6.74/1000 gallon compared to \$6.80/1000 gallons. This decrease would require future rate increases to meet the debt service. Mr. Kuczarski recommends the WPCA adopt the current budget to avoid future rate spikes. Once the WPCA has a better handle on the debt service, appropriate adjustments can be made. Included in this budget is \$49,000 towards the first year of the debt service. Subsequent years the debt service will be more. It is low in FY 17-18 because the WPCA hasn't drawn all the funds yet.

Discussion occurred around how the WPCA sets the minimum commercial charge based on the cost of maintenance and repairs for the Plant and Pump Stations. Commercial entities do not commonly complain about the minimum usage charge. The WPCA has heard from a couple of businesses that use very little water over the years. Restaurants and bars use over the minimum usage. If the WPCA reduces the commercial minimum charge, the rates across the board would need to increase to cover the loss. Commercial entities tend to get charged more than residential.

Robert Crochetiere made a motion: **TO ADOPT THE WATER POLLUTION CONTROL AUTHORITY'S PROPOSED BUDGET OF \$2,254,036.00 FOR FISCAL YEAR 2017-2018 AS PRESENTED** – Seconded by Gary Laurito. Mr. Crochetiere made an amendment to the motion: **THAT A COPY OF THE BUDGET BE INCLUDED IN THE MINUTES OF THE MEETING** – Seconded by Michelle Hill. Without further discussion, the amendment to the motion passed with 7 votes in favor and 0 votes opposed. The motion then passed with 7 votes in favor and 0 votes opposed.

Gary Laurito made a motion: **TO SET THE RATES BASED ON WATER USAGE FOR RESIDENTIAL, PUBLIC, COMMERCIAL AND INDUSTRIAL ENTITIES AT \$6.80 / 1000 GALLONS AND A COPY OF THE RATE SHEET AS PRESENTED BE INCLUDED IN THE MINUTES OF THE MEETING** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

Gray Laurito made a motion: **TO ACCEPT THE MINIMUM CHARGES AND SEWER CONNECTION FEES AS PRESENTED IN THE TOWN OF WINDSOR LOCKS WATER POLLUTION CONTROL AUTHORITY PROJECTED SEWER USAGE CHARGES FOR 2017-2018 AND THAT THIS DOCUMENT IS MADE PART OF THE MINUTES OF THE MEETING** – Seconded by Denise Balboni. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

#### **OLD BUSINESS:**

- f. **Quality Data System update:** Mrs. Kane sent the Authority a copy of a sample agreement and some information before the meeting. Knowing that the Finance Department is looking for a new financial system, Mrs. Kane and Mr. Kuczarski thought it might be best to hold off on purchasing a system until the Finance Dept. has settled on what system they will be going with. It would be important for the WPCA system to integrate well with the Finance system. Gary Laurito made a motion: **TO TABLE ITEM (f) QUALITY DATA SYSTEM UNTIL JULY MEETING** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

**ADJOURNMENT:** At 6:29 pm, with no other business to discuss, Gary Laurito made a motion: **TO ADJOURN THE MEETING** – Seconded by Robert Crochetiere. The motion passed with 7 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane  
Recording Secretary

ADDENDUM A

TOWN OF WINDSOR LOCKS  
 WATER POLLUTION CONTROL AUTHORITY  
 2017-2018 BUDGET REQUEST

	FY 2017-2018
ACCOUNTS	REQUESTED
SALARIES	691,460
FRINGE BENEFITS	268,512
OVERTIME	38,500
AUDIT	7,275
CAA PAYMENT	6,500
CAPITAL PROJECTS	353,706
CHEMICALS POLYMER / PERMANGANATE	62,449
CHEMICALS HYPOCHLORITE	24,648
CONTINGENCY	10,000
DEBT SERVICE - NITROGEN UPGRADE	103,183
DEBT SERVICE - WPCF/DEXTERS UPGRADES	49,394
ELECTRICITY	181,000
EQUIP. RENTAL/HAULING	6,192
FUEL OIL - # 2 HEATING	1,435
GAS NATURAL	21,000
GASOLINE	1,573
DIESEL FUEL	6,150
INSURANCE	52,664
LAB SUPPLIES / TESTS/ EQUIPMENT	26,570
LEGAL FEES	7,500
MANHOLES	2,500
MECHANICAL MAINTENANCE MAIN PLANT	29,250
MECHANICAL MAINTENANCE PUMP STATIONS	12,250
NITROGEN CREDIT EXCHANGE PROGRAM	-
OUTSIDE SERVICES	25,392
SAFETY TRAINING	1,000
SEWER LINE MAINTENANCE	19,029
SLUDGE DISPOSAL	79,000
SUPPLIES	37,425
TELEPHONE	5,494
USER FEE ADMINISTRATION	10,992
VAC-JET / TRIAXLE TRUCKS 5YR LEASE OWN	93,569
VEHICLE PARTS/REPAIR	9,000
WATER	9,424
TOTALS	2,254,036

**ADDENDUM B**

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
PROJECTED SEWER USER CHARGES FOR FISCAL YEAR 2017-2018**

**RATES BASED ON WATER USAGE**

Residential Rate	\$ 6.80	Per 1000 gallons of water consumed. Total user fee based on adjusted annual water consumption *
Public Rate	\$ 6.80	Per 1000 gallons of water consumed
Commercial Rate	\$ 6.80	Per 1000 gallons of water consumed
Industrial Rate	\$ 6.80	Per 1000 gallons of water consumed

Residential Well Users the average of the residential users

**MINIMUM CHARGES**

Residential	\$199.14	Per year
Public	\$679.08	Per year
Commercial	\$679.08	Per year
Commercial Wells	\$679.08	Per year
Industrial	\$970.76	Per year

Charges reflect the consumption period between June 1, 2016 and May 31, 2017 and are due and payable on July 1, 2017. Interest will be charged on delinquent accounts at the rate of 1 1/2% per month, with a minimum charge of \$2.00, as provided by statute. Appeals for such charges must be filed within 30 days after the mailing of the bills. NOTE: Sewer Fees are the responsibility of the property owner.

**SEWER CONNECTION FEES**

Sewer Connection \$3,000.00 per each separately saleable, rentable and/or transferable unit\*\*

This charge is applicable to each residential, commercial, industrial or public unit and is applicable to new construction and renovation work on a unit basis, with the exception of hotels, inns and motels as set forth below.

AS TO HOTELS, MOTELS, AND INNS, the following formula shall apply for purposes of calculating the connection/entrance fee:

\$2,000 per individual unit plus \$3,000\*\*

Note: This formula shall not apply to any other multi-dwelling structure

Inspection Fees: \$100.00 for any new construction, renovation or repair work.

Disposal Fees: \$10.00 to dump sewage from recreational vehicles.

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\* Total consumption is adjusted in the following manner:  
The highest of four consecutive quarters is eliminated. The remaining are divided by three and multiplied by four to arrive at an adjusted annual water consumption.

\*\* Plus a \$100.00 inspection fee for any new construction, renovation or repair work.