

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, APRIL 12, 2016**

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

**MEMBERS ABSENT:** Jeffrey Ives  
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 5:31 p.m.

**MINUTES: March 8, 2016 Regular Monthly Meeting and March 8, 2016 Special Sewer Commission Meeting:** Gary Laurito made a motion: **TO ACCEPT BOTH THE MARCH 8, 2016 REGULAR MONTHLY MEETING MINUTES AND THE MARCH 8, 2016 SPECIAL SEWER COMMISSION MEETING**– Seconded by Robert Crochetiere. Without further discussion, the motion passed with 4 votes in favor and 0 votes opposed with one abstention for Denise Balboni.

**PUBLIC INPUT:** J. Christopher Kervick informed the Authority that Jeffrey Ives had a heart attack over the weekend. He is now home recovering. Mr. Kervick hopes to get an update on his condition soon. The Authority's prayers and thoughts are with him.

**FINANCIAL REPORTS:**

- a. **March 2016 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT ITEMS a. THE CASH REPORTS, b. THE CD INVESTMENT UPDATE AND c. THE QUARTERLY REPORTS UNDER FINANCIAL REPORTS** – 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 the related motion.
- c. **Quarterly Reports:** Please see item (a) under Financial Reports for the related motion.
- d. **Delinquent Accounts update – Atty. Scott Storms:** Heather Kane requested that this motion be tabled until next month as she just sent out final demand letters to a number of residents on April first. J. Christopher Kervick tabled this agenda item until next month.

**CORRESPONDENCE:** None

At 5:35 p.m., Sara LeMaster arrived to the meeting.

**OLD BUSINESS:**

- a. **Dexters and Halfway House Rd Update:** Paul Dombrowski and his team at Woodard & Curran have made edits to the existing condition report for the two pump stations. Mr. Dombrowski will be sitting down with the WPCF staff later this week to go over it with them and finalize recommendations. Mr. Dombrowski would like to follow up with Mr. Kervick regarding the DOT planned traffic circle on Route 75. He would like the contact information for the DOT personnel working on this project.
- b. **Invent Mixer Project Update:** Gary Kuczarski informed the Authority that this project is basically finished. All four mixers are working properly. There are a few minor punch list items that still need to be done but everything is functioning as intended. The motors are running within the appropriate

electrical draw limits. There are no budget changes for the WPCA. The company stood by their deal even though it didn't work the first time.

**NEW BUSINESS:**

- a. **Nitrogen Credits:** For calendar year 2015, the WPCA will be receiving a credit in the amount of \$7,427.00. The Nitrogen Credit Exchange Program is changing to become self-sufficient so that the purchasers and sellers of nitrogen credits will equal out to a net zero for calendar years 2016 and 2017. This way, the State will not need to spend any funds to keep the program running. The projection for 2016 (if the WPCA sells the same amount of credits as in 2015) is a credit of \$319.00 compared to the credit of \$7,427 for 2015. In the past, the facilities that were selling and the facilities that were buying were paid / charged the same dollar value per credit. The State paid out a lot more than they received when the weather was relatively dry which has been the case over the past few years. The change in the program involves placing different dollar values on credits sold compared to credits purchased. The values could fluctuate but it will be set so the net will be zero. The WPCA is a modest seller. The nitrogen is from human waste. A pound discharged near the sound is not the same as a pound discharged in Windsor Locks because of what happens in between in the river. Natural biology does a lot of the work removing the nitrogen naturally as it travels down the river. Mr. Dombrowski stated that the WPCA would want to be above neutral without spending extra operating funds.
- b. **FY 16-17 Budget Discussion:** Mr. Kuczarski received some final figures from Finance for the Audit, Fuel Oil, Gasoline, Diesel and Insurance budget line items. The WPCA is tied in with the Town for the experience rating used to calculate Workers Comp. Mr. Laurito asked what the Town's experience rating is. Mr. Kervick said last year was a good year in terms of occupational injuries. The premium is charged based on a three year moving average of that rate. There were no changes to the projected income. The WPCA is doing well in the collection of miscellaneous income as of 3/31/16. Mr. Kuczarski included Gravity Thickener weirs and launders to the Capital projects for FY 16-17. There was an increase in the evaluation and design process of \$10,000.00. The total Capital figure for FY 16-17 is now at \$417,000.00. This caused the rate to increase from \$6.24 to \$6.27 per thousand gallons (though the rate will need to be an even figure for the billing system, i.e. \$6.28). The bad debt rate is typically at 7% for the annual collection on the current year. Another figure that could affect the rate is the three year moving average of water usage. To calculate the projected rate, Mr. Kuczarski used a two year average of water usage. The WPCA does not receive the final usage report from the Connecticut Water Company until the first week in June.

Mr. Kervick introduced the new Director of Public Works, Philip Sissick, to the Authority. Mr. Sissick started on 4/4/16. The Town is very lucky to have him. He has two Bachelor degrees; one in Landscape Architecture and the other in Occupational Safety. He is currently working on his Master degree in Human Resources Management. Mr. Sissick has a great deal of experience coming from the Town of East Hampton and prior to that running the landscape program at Yale University.

**ADJOURNMENT:** At 5:59 p.m., with no other business to discuss, Gary Laurito made a motion: **TO ADJOURN THE MEETING** – Seconded by Denise Balboni. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane  
Recording Secretary