

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, AUGUST 9, 2016**

MEMBERS PRESENT: J. Christopher Kervick, Jeffrey Ives, Denise Balboni, Robert Crochetiere, Gary Laurito, Michelle Hill and Ruth Cate

MEMBERS ABSENT: Sarah LeMaster
Dana Steele, Town Engineer, Ex Officio

ALSO PRESENT: Gary Kuczarski, Superintendent
Philip J. Sissick, Director of Public Works, Ex Officio
Dianne Tambussi, Recording Secretary
Paul Dombrowski, Woodard & Curran
Prakash Swaroop, homeowner
Mahmoud Alqam, homeowner
Irwin Zuckerman, homeowner

CALL TO ORDER: J. Christopher Kervick called the meeting to order at 5:30 p.m..

Denise Balboni made a motion: **TO MOVE APPEALS (ITEM 7A) UP TO ITEM (2A) AFTER THE MINUTES** – seconded by Ruth Cate. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

MINUTES: July 12, 2016 Regular Monthly Meeting: It was mentioned that the meeting minutes were lengthy. Michelle Hill didn't think the minutes were required to be so long. Minutes are supposed to be about actions. Mr. Kervick stated that, due to some turn over in the recording secretary positions in Town and some changes in requirements from the State, a training session may be beneficial. Robert Crochetiere made a motion: **TO APPROVE THE JULY 12, 2016 REGULAR MONTHLY MEETING MINUTES** – Seconded by Ruth Cate. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed with one abstention for Gary Laurito.

NEW BUSINESS:

a. Appeals:

- 1) **Prakash & Ira Swaroop**, 12 Meg Way: Appeal due to bill based on previous owner's water usage. Mr. Swaroop purchased this property on 7/15/16. Discussion ensued regarding attorneys' responsibility to adjust for the current year bill at closing, whether attorneys' should adjust for high usage which may affect future bills, the established billing process of the WPCA, and whether there are State statutes that govern the billing process for sewer use. The Authority requested further information, specifically copies of the water bills for this property, copies of State statutes and regulations regarding the billing for sewer usage, and the closing papers for this property transfer. Authority agreed no decision should be made until requested documentation is reviewed. J. Christopher Kervick made a motion: **TO TABLE THIS APPEAL UNTIL NEXT MONTH'S MEETING SO THE AUTHORITY HAS TIME TO REVIEW REQUESTED INFORMATION** - Seconded by Denise Balboni. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.
- 2) **Mahmoud Alqam & Rima Mughayyer**, 256 Reed Avenue: Appeal due to bill based on prior owner's water usage. Mr. Alqam purchased the property in April 2016. Next year's bill should reflect a lower usage. Mr. Alqam was wondering if the WPCA would adjust his bill once he receives his new water bill for this property. The Authority informed him that his next water bill will be reflected in next year's sewer bill not the current year's bill. Authority reiterated that any adjustment must be done at closing with the attorney. Ms. Hill believes, with any appeal, the WPCA should be looking at the purchase and sales agreement because the homeowner may not understand the adjustment

done at closing. Discussion ensued regarding the appeals being about having been billed for the prior owners' usage and not about closing adjustments, and the process of annually billing for the four prior quarter water readings of that meter whether property has changed ownership or not. As with Appeal (1), J. Christopher Kervick made a motion: **TO TABLE THIS APPEAL UNTIL NEXT MONTH'S MEETING TO ALLOW THE AUTHORITY TIME TO REVIEW REQUESTED INFORMATION** –Seconded by Robert Crochetiere. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

Mr. Mahmoud Alqam and Mr. Prakash Swaroop left the meeting at 5:57 p.m.

- 3) **Irwin Zuckerman**, 3 Glenbrook Drive: Mr. Zuckerman is requesting a reduction in his bill due to prior military service. Ms. Hill thanked Mr. Zuckerman for his service. Mr. Zuckerman is being billed the minimum bill for residential properties. He is receiving a \$3,000 deduction from the Town. This is more an issue of whether the Town should be considering a similar reduction program for sewer usage fees for seniors and veterans as there is for taxes. The WPCA would need to see if there is a reimbursement program in place at the State level. The WPCA may not have the legal authority to offer such a program. The Authority will look into it. Even if the Authority does determine to implement such a program, it would not impact the current year bill. A letter will be sent to Mr. Zuckerman regarding any judgement made in reference to his appeal and what will be done in the future to take a look at this situation. Mr. Zuckerman was appreciative.

Mr. Irwin Zuckerman left the meeting at 6:04 p.m.

Jeffrey Ives made a motion: **TO DENY THE APPEAL OF IRWIN ZUCKERMAN** – Seconded by Robert Crochetiere. Without further discussion, the motion was passed with 7 votes in favor and 0 votes opposed. Mr. Kervick stated that he will double check on the availability of sewer user fee reduction programs. Per request, the reduction program topic will be placed on next month's meeting agenda.

- 4) **Mark and Jamie Naughton**, 53 John Street: Homeowners are asking the WPCA to take usage readings from their old house and transfer the readings to their new house. This cannot be done. This is a similar issue as the first two appeals. The Authority does not perceive an adjustment would be warranted for either this appeal or the two similar appeals that were presented before this whether there is no State statute or one that offers some discretion. Paul Dombrowski did a quick search on the State's website as he listened to the homeowners' appeals, and he does not see any particular statutes on the previously mentioned issues. The WPCA has set precedent over the years that it is up to the attorneys to make any type of adjustments at closing. Tabling the motions on the previous appeals until next month's meeting was a wise decision. This appeal is different in that the homeowners are asking to use their usage from their prior residence. Michelle Hill made the motion: **TO DENY MARK AND JAMIE NAUGHTON'S APPEAL** – Seconded by Robert Crochetiere. Ruth Cate stated that these homeowners had moved in on October 31, 2015 so their usage is covering over half the year. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.
- 5) **Paul G. Massa**, 38 Harrison St: The appeal is over the rate increase from last year. Robert Crochetiere made a motion: **TO DENY PAUL G. MASSA'S APPEAL** – Seconded by Gary Laurito. Ms. Cate stated that there was nothing to really deny as it was just a complaint. Mr. Kervick added to the motion: **TO THE EXTENT THAT THE APPEAL CONSTITUTES A REQUEST TO REDUCE THE RATE CHARGE**. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **July 2016 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.
- a. **CD Investments – update and changes:** Please see item (a) under Financial Reports for the related motion.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Dexter's & Halfway House Rd update:** The State does not anticipate having funding for the Route 75 project for at least 5 years. Mr. Dombrowski gave a quick update that they are proceeding with the structural, architectural, and electrical design work associated with Dexter's which is really just rehabilitating and upgrading the existing structures in place. Halfway House is being handled differently and will very likely be a mostly or completely new structure adjacent to the existing structure. The plan is to move the structure further away from the Route 75 intersection to the extent that is possible so that the likelihood of any potential conflict is nominal. Dexter's and Halfway House are being handled independently from one another. There will be a need for land acquisition at Halfway House. Mr. Dombrowski would like to sit down with Mr. Kuczarski and Mr. Kervick to discuss how they would like to approach the adjacent property's owner. Mr. Kuczarski asked if the Dexter's and Halfway House projects should be joined with the engineering, design and build of the Main Plant upgrades for funding and bonding purposes. Mr. Kervick suggested Mr. Kuczarski might like to attend an educational meeting next week with the Bond Council to get a better understanding of some possible options. Mr. Kuczarski stated there is grant money (subject to the changes of the State) available for Dexter's and Halfway House but not for the Main Plant. Mr. Kervick asked for any information regarding available grants from Mr. Dombrowski.

NEW BUSINESS:

- b. **Exterior AC Condenser Unit / Interior Air Handler Unit / Ductwork / Dampers:** The existing air conditioning condenser unit outside was bought used years ago. In the past three weeks, a lot of money has been put into it and it is not feasible to continue to do so. The air handler is inside and takes care of both the heating and air conditioning. In planning ahead, the WPCA could fund replacing the AC condenser unit as a Capital expense next year or incorporate it into the engineering design for the Main Plant upgrades. Mr. Kuczarski would also like to replace the existing ceilings in the conference room, office area, and administration area as the current ceiling is not user friendly for any type of electrical wiring or ductwork. Due to the age of the building, the WPCA may see a quick return on investment in operating a new air conditioning HVAC system. This system provides for both heating and air conditioning. The expected cost for the condenser unit and air handler unit is between \$50,000 to \$60,000 then there would be the ductwork. When replacing the air handler and heating/air conditioning unit, the integration of the administration building as a whole should be reviewed. Funding would not be possible through the operating fund, so it would have to be a capital project for next year. Mr. Kervick asked Mr. Kuczarski to define the scope of the project and then obtain a reliable project cost estimate. Mr. Dombrowski stated that the ideal time to replace a HVAC system is the spring or fall. Mr. Kervick stated there is really two options, fund it as an individual item in capitals next year or bond it with the bigger overall projects.

Mr. Kuczarski informed the Authority that the replacement gates are leaking excessively in the Chlorine Context Chamber. In the process of obtaining quotes, Mr. Kuczarski has found that the necessary concrete repairs are more of a specialty item. He is not comfortable going out to bid with a company that can replace the gates but are not really capable of doing specialty concrete repairs. The gate install is relatively simple compared to the special concrete work. The concrete contractor may be able to do it. The problem with separate bids is coordinating the work. Mr. Kuczarski would be acting more like a general contractor. Part of the coordination problem is the project cannot start until the end of the chlorination season which is October 1st and the concrete contractors are concerned at that time about temperature. This is already budgeted for in capitals. Question for the Authority is should the WPCA

sole source the project to a concrete specialist or go through a regular wastewater engineering contractor who may not have the concrete expertise to do the project correctly. Mr. Dombrowski stated that the WPCA could go out to bid for the entire project and get wastewater contractors bidding who do not have concrete expertise or bid the work out separately which would put the coordination of the work on Mr. Kuczarski. Mr. Kervick stated that the Authority gives Mr. Kuczarski the discretion to proceed as he sees fit to get the job done correctly and accurately while remaining within budget.

ADJOURNMENT: At 6:42 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 was passed with 7 votes in favor and 0 votes opposed.

Respectfully submitted,

Dianne Tambussi
Recording Secretary