

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, DECEMBER 13, 2016**

MEMBERS PRESENT: J. Christopher Kervick, Jeffrey Ives, Denise Balboni, Robert Crochetiere, Michelle Hill, 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 5:33 pm.

MINUTES: November 8, 2016 Regular Monthly Meeting: Jeffrey Ives made a motion: **TO APPROVE THE NOVEMBER 8, 2016 REGULAR MONTHLY MEETING MINUTES** – Seconded by Denise Balboni. Without further discussion, the motion passed with 5 votes in favor, 0 votes opposed and one abstention for Michelle Hill.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **November 2016 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE NOVEMBER CASH REPORTS AS PRESENTED** – Seconded by Robert Crochetiere. Mr. Laurito asked that CD maturity dates be included on future CD reports. Knowing the maturity dates would allow the Authority to understand more what their exposure is to market pricing.

Sara LeMaster arrived to the meeting at 5:34 pm.

Without further discussion, the motion passed with 7 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. **Reconciliation of accounts for FY 2015-2016:** An updated operating expenditure report for FY 2015-2016 that reflected account balances after the year end transfers were done was provided to the Authority. Heather Kane requested that the balances in open capital budget accounts for finished projects be moved to the unallocated capital account. The total balance in these finished capital project accounts is \$3,282.26. Gary Laurito made a motion: **TO APPROVE THE RECONCILIATION OF THE ACCOUNTS AND THE MOVEMENT OF THE FUNDS INTO THE UNALLOCATED CAPITAL ACCOUNT** – Seconded by Robert Crochetiere. Michelle Hill requested that the balance in the unallocated capital account be provided at next month's meeting. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Dexter's Pump Station update:** Mr. Dombrowski is working on a few alternatives for the layout of the pumps to try to minimize some of the construction cost involved with bypass pumping while gutting the station. The plan will be discussed and worked through with the WPCF staff at the end of this week or

the beginning of next week. This project will be ready to bid this fiscal year depending on how everything proceeds with funding/bonding.

- b. **CAA Update:** There has been no word from the CAA since Phil Sissick spoke to them a month ago to propose the Town rents the CAA's sewer system for a finite period of time. Mr. Sissick suggested that the Town looks at how to move the potential flow from those properties through the Town's sewer system to the Plant. There is a hydraulic model of the entire Town's sewer system that was built in the early 2000s. Mr. Dombrowski could look at what the impact to the entire sewer system would be if the Town added the discharge from a new pump station in that area into the system. It would not be hard to do except for determining what the amount of wastewater would be from that part of Town. Doing a capacity analysis of the impact on the sewer system would not cost much. A facility plan for the cost of adding a pump station and sewer modifications would be more costly. Mr. Kervick asked that Mr. Dombrowski breaks his proposal up into two different sections – the capacity side and the engineering side.
- c. **SCADA Replacement update:** Mr. Kuczarski has ordered a spare power supply board which should be delivered soon. There is a work order which is ready to be signed by Mr. Kervick to start the process to replace SCADA. It was agreed during last month's meeting that funding for this would be taken from the reserves.
- d. **Chlorine Contact Gates:** Four bids were received - \$39,870, \$57,766, \$67,777 and \$105,125. Mr. Kuczarski and Mr. Dombrowski are familiar with the credentials of the company that had the low bid as the company has done work for the WPCA before.
- e. **Influent Wet Well Insert Valve – Force Main:** There was one bid for \$33,900. Mr. Kuczarski asked that the anticipated balance from the Chlorine Contact Gates project be moved to the Insert valve project as well as the balance from two completed capital projects (Drain Lines and SCADA master plan projects). Robert Crochetiere made a motion: **TO APPROVE THE TRANSFERS OF \$ 27,100 FROM THE EXISTING ACCOUNTS AS PROPOSED** – Seconded Jeffrey Ives. Mr. Kervick requested that the sheet handed out at tonight's meeting detailing the transfers be included with the minutes of the meeting (Addendum A). Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

NEW BUSINESS:

- a. **2017 Meeting Schedule:** Sara LeMaster asked if the meeting time could be moved to 6 pm. The 5:30 pm meeting time works better for some members of the Authority who have another meeting to go to after the WPCA's meeting. Denise Balboni made a motion: **TO APPROVE THE 2017 MEETING SCHEDULE AS PRESENTED** – Seconded by Gary Laurito. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

Mr. Kervick had requested the WPCA be put on the agenda for an upcoming Board of Finance meeting to discuss with them the Authority's bonding plan. He recommended that the Authority members attend the Board of Finance meeting as well. Mr. Dombrowski will prepare a simple PowerPoint presentation regarding the bonding plan. The Capital Improvement Committee wants figures from the WPCA by 12/23/16; Mr. Kervick will e-mail Mr. Dombrowski the proper form. Mr. Kervick will talk to the Board of Finance tonight to see if the WPCA can be put on the agenda for the 1/10/17 meeting. He will then contact the Authority via e-mail with the exact meeting date.

ADJOURNMENT: At 5:59 pm 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,

Heather Kane
Recording Secretary