

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

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

MEMBERS ABSENT: Jeffrey Ives and Gary Laurito
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
Joseph Calsetta

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

MINUTES: June 13, 2017 Regular Monthly Meeting and June 13, 2017 Public Hearing: Robert Crochetiere made a motion: **TO ACCEPT THE MINUTES FROM THE JUNE 13, 2017 REGULAR MEETING AND THE JUNE 13, 2017 PUBLIC HEARING AS PRESENTED** – Seconded by Michelle Hill. Without further discussion, the motion passed with 5 votes in favor, 0 votes opposed and 1 abstention for Daniel Flanagan.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **June 2017 Cash Reports:** Robert Crochetiere made a motion: **TO APPROVE THE JUNE 2017 FINANCIAL REPORTS INCLUDING THE CD INVESTMENT UPDATE** – Seconded Sara LeMaster. 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

OLD BUSINESS:

- a. **Dexter's Pump Station update:** Paul Dombrowski shared that all of the disciplines (electrical, mechanical, structural and all the process works) have gone through both Dexter's PS and the Main Plant. By the first week in August, thirty percent of the design should be done and ready for review by the WPCF staff. This will set the direction for every aspect of the work. Woodard & Curran also went through the South Center Street Pump Station because the replacement of those pumps is part of the Plant upgrade project.
- b. **Main Plant upgrades:** Please see item (a) under Old Business for the related discussion.
- c. **SCADA Replacement update:** A SCADA engineer has been installing the new computer and implementing the updated controls throughout the Plant this week. The work is half way done. Three PLC cabinets have been rewired and the engineer is currently working on software for the alarm. Tomorrow, the PLC3 cabinet in Pump Chamber 2 will be done. Next week they will be back to do the last PLC3 cabinet which is a little more involved. Through the process, remote monitoring capabilities have been updated: smart phones vs. flip phones, remote acknowledgement of alarms vs. punching in codes, and text messages in addition to just voice messages.
- d. **CAA update – Memorandum of Agreement:** Atty. Storms reviewed the Memorandum of Agreement from the CAA. He changed some language and removed an unknown capital expense that could be levied upon the Town. The CAA responded that they need to have the capital expense in the

agreement. Mr. Sissick asked the CAA for the estimated cost of the capital repairs, what state their sewer system is in, and how that cost will be divided up and levied upon the Town. Mr. Sissick has not received a response. The WPCA will not agree to anything until the amount of the capital expense is more defined. The CAA is giving the WPCA a five year window to disconnect from their system while the WPCA pays the MDC rates on the amount of discharge from the Town according to water usage. They are not looking for payment on prior years' discharges. The cost to separate from the CAA sewer system and reroute that sewage to the Plant could be anywhere from \$0.5 M to \$3.25M. It is important to get a more accurate figure of the cost to separate from the CAA. Ms. Hill asked how long the WPCA has to finalize this contract. Though it is open, the CAA is anxious to move forward and start assessing fees. Mr. Sissick suggested, as a sign of good faith, that the WPCA offers to start paying fees as of July 1st. Mr. Kervick recommended sending a letter to the CAA stating the WPCA will not sign the memorandum until they have more information but, in the meantime, effect July 1st the WPCA will pay the MDC fee on the usage from the associated properties. Robert Crochetiere made a motion: **TO AUTHORIZE THE WPCA DIRECTOR TO SEND A LETTER COMMITTING THE TOWN TO PAYING THE MDC FEES EFFECTIVE JULY 1, 2017. IN THE MEANTIME, THE WPCA REQUESTS THE ADDITIONAL INFORMATION THAT PHIL [SISSICK] HAS ALREADY REQUESTED, WHICH BASICALLY COVERS THE ANTICIPATED COST OF THEIR CAPITAL IMPROVEMENTS, WHEN THEY ANTICIPATE THE COMMENCEMENT OF THE IMPROVEMENTS, AND WHAT PERCENTAGE THE CAA IS ASKING THE TOWN TO BE RESPONSIBLE FOR.** The WPCA will be better equipped to negotiate once this information is provided (preferably in writing) by the CAA. Mr. Dombrowski stated the CAA should have a flow assessment of what is coming from the other side of Route 75. In addition, the CAA may be planning an expansion which is something to keep in mind since the WPCA plans to separate within the next five years. The motion is seconded by Denise Balboni. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.

Paul Dombrowski left the meeting at 5:44 p.m.

- e. **Quality Data System update:** Mrs. Kane told QDS that the WPCA is holding off on making a decision until the Finance Department chooses a new financial system. Mr. Kervick said it didn't make much sense to go further with the QDS decision until the new financial system is chosen to make sure the systems are compatible. This topic is tabled until the next meeting.
- f. **62A Elm Corners:** Mr. Kervick confirmed (based on discussion with the Town Assessor and the attorney who represented the buyer at closing) that it was the Town's error. The property transfer never was entered in the assessor's database until recently. Mr. Kervick handed out copies of an e-mail from the attorney. According to Statutes, the WPCA cannot waive the fees but they can choose to waive interest and lien fees if it is a result of a WPCA or Town error. A review of all foreclosure property transfers was discussed but the assessor's office currently does not have the manpower for such a project. The WPCA liens are filed through the Town Clerk. This account had not been turned over to the attorney for collections. Since it is due to Town's error, Ms. Hill suggested the WPCA waives the interest and lien fees. Mrs. Kane asked when she should start charging interest on the fees. The fees have accumulated over 9 years, would the WPCA like to give the property owner some time to pay the fees off without accruing interest? Ms. Hill believes prior years' principle should be paid within 30 days. Michelle Hill made a motion: **TO WAIVE THE INTEREST AND LIEN FEES ON THE ACCOUNT AND TO SEND THE PROPERTY OWNER A WRITTEN NOTICE INFORMING HER OF THE WPCA'S DECISION, THE PRINCIPLE AMOUNT THAT IS DUE AND THAT INTEREST WILL BEGIN TO ACCRUE ON PRIOR YEARS' PRINCIPLE IF IT IS NOT PAID IN FULL WITHIN 30 DAYS FROM THE DATE OF THE NOTICE** – Seconded by Robert Crochetiere. Sara LeMaster asked if the WPCA can work with the property owner on a payment plan considering her circumstances. Historically, the WPCA does not enter into formal payment plans. The option is for her to pay in full within the 30 days and not pay any interest or to pay in installments and pay interest. It is her choice. The standard has been that people pay what they can while interest continues to accrue on a monthly basis starting the first of every month. If the principle is not paid in full by June 1st, a lien is placed on the property. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.

NEW BUSINESS:

- a. Sewer User Bills:** Mrs. Kane informed the Authority that the bills were brought to the post office on Friday, June 30th. There were 5065 bills totaling \$2,283,925.69.
- b. OSHA surprise inspection:** In April, OSHA held a surprise inspection of every Town facility. Overall, the Town did extremely well. Though there were violations in every Town building, there were very few serious ones. The total fined amount was about \$3,600. Phil Sissick was put in charge of a fast action plan to remediate the violations and most of the violations were addressed even before the Town got the formal notices. At an informal meeting with OSHA this afternoon, OSHA representatives were so impressed with how quickly the Town responded and the actions the Town took to remediate the violations that they cut the fines in half to about \$1,800 town-wide. The original fines for the WPCA were \$1,800 so now it is about \$900. The issues at the WPCA were lock out/tag out, fire extinguisher inspections, fire extinguisher training, distance from the guard to the wheel on bench grinders, and clearance around electrical panels. Mr. Kervick wanted to let the Authority know that Mr. Sissick went above and beyond the call of duty when this was thrown on his lap. He did an excellent job. The Town will bill the WPCA their share of the fine. Payment is due within 30 days. OSHA is supposed to inspect facilities every 6 -8 years but they last inspected the Town in 2005. The Town was noncompliant in the review of policies. The Town provided OSHA with the plan to review policies. Each year, the cover page for policies will be updated with a new review / revised date. Several violations were just policy issues where the Town did not have a clear or updated policy.

Joseph Calsetta addressed the Authority on behalf of Mr. John Barberino who owns Carite which is on the corner of North Street and Route 75. They received approval from the Planning & Zoning Board for a car wash at that facility. This car wash would only be for cars that they are going to sell; it is not a public car wash. They were then informed by the Town Planners that since the memorandum has not been approved, the Town would not allow the car wash to hook up to the existing sewer line which goes to the airport to be processed by MDC. Mr. Calsetta would like to know where the Town stands on this topic. Mr. Kervick asked if the proposed agreement talks about new hook-ups. The agreement states that if there is an additional expense that has to be born to carry the increased volume, the third party would be responsible to pay for that expense. Mr. Calsetta said that this is not a new hook-up as the sewer line already exists and there is no formula to determine the extra expense. Mr. Kervick's previous concern was about adding to the volume while in negotiations when the Town does not pay for what is already going through CAA. That issue was dealt with tonight when the WPCA agreed to pay for the flow volume that is going to CAA. The Authority does not have a problem with the car wash being hooked up to the existing sewer. Mr. Kuczarski would like to be involved to ensure compliance regarding the oil/water separator.

ADJOURNMENT: At 6:20 pm, with no other business to discuss, Denise Balboni made a motion: **TO ADJOURN THE MEETING** – Seconded by Robert Crochetiere. The motion passed with 6 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane
Recording Secretary