

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, MAY 9, 2017**

MEMBERS PRESENT: J. Christopher Kervick, Jeffrey Ives, Denise Balboni, Robert Crochetiere, Daniel Flanagan and Gary Laurito

MEMBERS ABSENT: Michelle Hill and Sara LeMaster
Philip J. Sissick, Director of Public Works, Ex Officio
Dana Steele, Town Engineer, Ex Officio

ALSO PRESENT: Gary Kuczarski, Superintendent
Heather Kane, Recording Secretary

CALL TO ORDER: J. Christopher Kervick called the meeting to order at 5:34 pm.

MINUTES: April 11, 2017 Regular Monthly Meeting: Jeffrey Ives made a motion: **TO APPROVE THE APRIL 11, 2017 REGULAR MONTHLY MEETING MINUTES AS PRESENTED** – Seconded by Gary Laurito. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **April 2017 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE APRIL 2017 CASH REPORTS AND THE CD INVESTMENT UPDATE** – 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:** Gary Laurito made a motion: **TO ACCEPT THE QUARTERLY REPORTS** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

CORRESPONDENCE: None

Denise Balboni arrived to the meeting at 5:36 pm.

OLD BUSINESS:

- a. **Dexter's Pump Station update:** Woodard & Curran is currently working on the preliminary design. They are looking to plan a site visit possibly in New Jersey to see a different pump arrangement.
- b. **Main Plant upgrades:** Woodard & Curran is assessing the existing condition of the equipment. Additional site visits are being scheduled.
- c. **SCADA Replacement update:** One (1) blower VFD has been installed. All 3 blower VFDs and new PLCs (going from 5 PLCs to 2 PLCs) are Allen-Bradley. Updated electrical drawings are completed. The new PLCs are at the Woodard & Curran office. The computers and remote tablets are being configured at Woodard & Curran. Software updates are being installed. Woodard & Curran is working on rewriting the program that runs the blower system to an Allen-Bradley type program. The program was originally done by Spencer but Spencer no longer services the program.
- d. **CAA update – Memorandum of Agreement:** CAA wants to charge the WPCA a 15% capital fee for the repair/replacement of their sewer infrastructure in the 5-year window. Within that 5 years, the WPCA will be rerouting the sewer to incorporate it within the Town's sewer system. The WPCA is therefore asking for no capital assessment. Mr. Kuczarski, Mr. Kervick, Mr. Sissick and Atty. Storms will

meet to create a formal response. The billed amount based on usage will be around \$6,500 -\$8,000 annually.

- e. **Quality Data System update – Demo 4/26/17:** The QDS representative who did the demo was very knowledgeable on the billing and needs of the WPCA. She works with the WPCAs in Connecticut who are clients of QDS. The system has a lot more functions than what is available on the current system. Total proposal is \$32,100 to convert to QDS. Support fees would be waived the first year; after that, the support fee is \$4500/yr. The WPCA pays around \$1,000/yr in support fees for the current billing system. Mr. Kuczarski has budgeted \$34,500 for the conversion due to the addition of a desk computer which is not included in the \$32,100. Is QDS's support fee negotiable? What does the support fee include? Does it include automatic upgrades and 24-hour support service? The Authority asked Mrs. Kane to find out what exactly is included in the annual fee, obtain a sample of the proposed contract, e-mail the sample contract to the Authority prior to next month's meeting, itemize what is included in the contract and annual fee, and what (if any) additional fees are charged above the maintenance fee.
- f. **FY 17/18 Budget Discussion:** The annual payment for the 5-year lease for the VAC/JET and Triaxle decreased due to quotes received from the bank. Mr. Kuczarski believes the 5-year loan works best for the WPCA (instead of a 6 or 7 year loan) because the debt service on the WPCA's original loan and this 5 year lease will expire in the same fiscal year. That will free up about \$195,000. An additional capital item was added to plan/replace obsolete sampler(s) required by CT DEEP for \$7,000. The current samplers are obsolete which is unfortunate because the staff likes them. There have been some problems with the compressors and copper. Mr. Kuczarski knows that at some point something is going to fail and he wants to be prepared to replace them. The projected rate is still the same even after these two changes. The one variable is the flow used for the three year moving average but there is room and flexibility in the budget to keep the rate increase below 5%.

NEW BUSINESS: None

ADJOURNMENT: At 6:04 pm, with no other business to discuss, Robert Crochetiere made a motion: **TO ADJOURN THE MEETING** – Seconded by Daniel Flanagan. The motion passed with 6 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane
Recording Secretary