

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, DECEMBER 8, 2015**

**MEMBERS PRESENT:** Jeffrey Ives, Denise Balboni, Robert Crochetiere, Michelle Hill and Gary Laurito

**MEMBERS ABSENT:** J. Christopher Kervick and Sara LeMaster  
Dana Steele, Town Engineer, Ex Officio

**ALSO PRESENT:** Gary Kuczarski, Superintendent  
Dianne Tambussi, Recording Secretary  
Paul Dombrowski, Woodard & Curran

**CALL TO ORDER:** At 5:33 p.m., Jeffrey Ives called the meeting to order.

**ELECTION OF OFFICERS:** Jeffrey Ives commented that historically the WPCA has elected the First Selectman for President of the WPCA. The primary reason for doing this is that it is good idea to have a full time person available during the day. The First Selectman is employed with the Town so he is available to sign documents. Gary Laurito made a motion: **TO NOMINATE J. CHRISTOPHER KERVICK AS PRESIDENT OF THE WPCA** – Seconded by Michelle Hill. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed. Mr. Ives stated that in the past a member from the Sewer Commission would be elected as Vice-President to represent the Sewer Commission in an officer role in the WPCA though that does not necessarily mean that is how it needs to be done this year. Robert Crochetiere made a motion: **TO NOMINATE JEFFREY IVES AS VICE-PRESIDENT** – Seconded by Gary Laurito. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed. Gary Laurito made a motion: **TO NOMINATE DENISE BALBONI AS SECRETARY** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

**MINUTES: October 13, 2015 Regular Monthly Meeting:** Robert Crochetiere made a motion: **TO ACCEPT THE OCTOBER 13, 2015 REGULAR MONTHLY MEETING MINUTES** – Seconded by Denise Balboni. Without further discussion, the motion passed with 3 votes in favor, 0 votes opposed and 2 abstentions for Gary Laurito and Michelle Hill. **November 10, 2015 Regular Monthly Meeting:** Gary Laurito made a motion: **TO ACCEPT THE NOVEMBER 10, 2015 REGULAR MONTHLY MEETING MINUTES** – Seconded by Denise Balboni. Without further discussion, the motion passed with 3 votes in favor, 0 votes opposed and 2 abstentions for Robert Crochetiere and Michelle Hill.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **October and November 2015 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS FOR OCTOBER AND NOVEMBER, AND THE CD INVESTMENTS** – 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. **Reconciliation of accounts for FY 2014-2015:** Gary Kuczarski informed the Authority that a few changes were made after talking with Finance. Gary Laurito made a motion: **TO APPROVE THE ADJUSTED RECONCILIATION OF ACCOUNTS AS PRESENTED IN TODAY'S PACKAGE. THE TOTAL RECONCILIATION AMOUNT BEING \$63,334.57.** – Seconded by Robert Crochetiere. Mr. Laurito asked if all the adjustments were done now from the audit. Mr. Kuczarski confirmed the adjustments were done. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

**CORRESPONDENCE:** Gary Kuczarski handed out at the meeting a history of the Capital Projects the WPCA has funded from 2002 to present. It is for informational purposes only.

**OLD BUSINESS:**

- a. **Dexters and Halfway House Rd Update:** Paul Dombrowski distributed a memorandum updating the Authority on the two projects Woodard & Curran is involved in at the WPCA: the Pump Station Upgrades at Dexters and Halfway House Road and the Mixer Replacement project. These two stations move about 85%-90% of the wastewater that comes to the Plant. The initial assessments of the structural, mechanical, and electrical systems in those stations have been done to determine what parts are worth keeping and what parts need to be repaired or replaced. Mr. Dombrowski will review this information with staff in January to make sure everyone is on the same page. In conjunction with that, things are being addressed in regards to land acquisition and hazardous materials. In the spring, Woodard & Curran will be working on designing the pump stations to bid the project in 2016. This project is eligible for state funding, 20% grant and 80% loan.
- b. **Invent Mixer Project Update:** Mr. Dombrowski stated that Woodard & Curran was hired as design build for this project to replace old submersible mixers in the aeration tanks with new invent mixers for better access and maintainability. The mixers are at the Plant. Mr. Dombrowski is looking to work in the tanks over the next few weeks with the invent mixers being installed in January. The WPCA is slightly behind the original schedule due to the platform delivery schedule.

Mr. Dombrowski is in a group that is editing the flood protection guidelines that are used in the design and construction of wastewater facilities and is trying to find the right balance between protection and cost for existing facilities. A regional organization which covers the six New England states and NY sets the guidelines which state regulators tend to follow. The current guidelines state that wastewater facilities must be fully functional at a 25 year flood level and survivable (which means facilities do not go under water & suffer severe damage) at a 100 year flood level. The new requirement is that wastewater facilities must be fully functional at a 100 year flood level and fully protected from damage at a 100 year flood level + 3 feet. Most structures were built to be just barely above 100 year flood level. To change that to 100 year flood level + 3 feet is a big deal. For example, how would you partition off and make waterproof Dexters Pump Station to a level 3 feet higher than it currently is. This stems from problems that arose from such storms as Sandy.

**NEW BUSINESS:**

- a. **Dexters Pump Station Channel Grinder Failure/Replacement:** The channel grinder grinds up the rags and solid materials in the wastewater as the wastewater flows into Dexters so it does not plug up the pumps. The grinders are on a 5 year replacement plan. The current channel grinder at Dexters was installed in August 2011 so Mr. Kuczarski was planning to replace it in FY 2016-2017 capital budget. It recently failed which is critical because not only does it not grind up the rags but it backs up the channel out to the main which can cause grease to build up out in the main. Mr. Kuczarski was looking for an approval at last month's meeting. He has already purchased the replacement grinder which was delivered today. The intent is to get it installed as soon as possible. The new grinder is designed to grind up "disposable" wipes which can cause problems. The price of the new grinder was \$23,000 - \$24,000. The balance in Mechanical Maintenance – Pump Stations is \$9,760.21. There would be a deficit in that account of \$14,214.17 if no further funds are expended. Mr. Kuczarski recommended running that account into the red as has been done in the past and then reconcile the account at year end with the account transfers. The Authority agreed to that plan.

Ms. Hill asked if the Dexters and Halfway House Rd Upgrade will be bonded for 2016. This project will be funded 20% grant and 80% loan but the interim financing will be debt service.

- b. **2016 Meeting Schedule:** Ms. Hill asked if there was a meeting in January 2016. Mr. Laurito noted that over the past year there were a number of times when there was a problem getting the financial statements in time for the meeting. He asked for thoughts on waiting until the third Tuesday of the month for the meeting to have the financials available at the meeting. Mr. Ives stated that the Selectmen meet the third Tuesday of the month. Mr. Kuczarski stated that he is hoping with the new

server, which is more reliable and quicker, that the Authority will have the reports on time. Mr. Kuczarski circled back to Ms. Hill's question and informed the Authority that January's meeting is set with the prior year's schedule. Robert Crochetiere made a motion: **TO ACCEPT THE SCHEDULE OF REGULAR MEETINGS FOR FEBRUARY 2016 – JANUARY 2017** – Seconded by Gary Laurito. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

**ADJOURNMENT:** At 6:00 p.m., with no other business to discuss, Gary Laurito made a motion: **TO ADJOURN THE MEETING** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

Respectfully submitted,

Dianne Tambussi  
Recording Secretary