

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, FEBRUARY 9, 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:** Gary Kuczarski, Superintendent  
Heather Kane, Recording Secretary

**CALL TO ORDER:** J. Christopher Kervick called the meeting to order at 5:31 p.m.

**MINUTES: January 12, 2016 Regular Monthly Meeting:** Robert Crochetiere made a motion: **TO APPROVE THE JANUARY 12, 2016 REGULAR MONTHLY MEETING MINUTES** – Seconded by Jeffrey Ives. Michelle Hill requested a little time to read the minutes as she just received the packet today. After a short time passed for Ms. Hill to read the minutes, the motion passed with 4 votes in favor, 0 votes opposed and 1 abstention for Gary Laurito.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **January 2016 Cash Reports:** Gary Laurito had two questions on the expenditure report.

Sara LeMaster arrived to the meeting at 5:33 p.m..

Mr. Laurito asked if there are enough funds in the chemical account since two-thirds of the funds have already been expended for the year. Mr. Kuczarski stated that it will be close this year due to the fact that more permanganate was needed for odor control during 2015's hot, dry summer. In addition, the operators had to press three times a week instead of twice a week just to keep up with the sludge in the tanks. Mr. Laurito also asked if the debt service account was out of line as three-fourths of the budgeted figure has already been expended for the year. Mrs. Kane informed the Authority that the Town may accrue the debt over 12 months but the WPCA pays the Town on a quarterly basis. A check is issued to the Town during the first month of each quarter.

Denise Balboni arrived to the meeting at 5:35 p.m..

Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS INCLUDING THE CD INVESTMENT REPORTS** – Seconded by Robert Crochetiere. 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 the related motion.

**CORRESPONDENCE:** None

**OLD BUSINESS:**

- a. **Dexters and Halfway House Rd Update:** Mr. Kuczarski is waiting on a geotechnical survey from Woodard & Curran on the Dexters Pump Station upgrade. Regarding the Halfway House Pump Station upgrade, there is a possibility that the Town will need to acquire some land near the current pump station. In order to do it right, a new station will need to be built as the current pump station has already been retrofitted twice.

- b. Invent Mixer Project Update:** The supplier of the mixers fabricated shafts that were 6 inches longer than the approved plans. The shafts were sent to New Jersey to be modified but they came back in terrible condition and could not be accepted. Therefore, the supplier sent from Germany four new shafts which are currently in the shed. In the meantime, the motors are drawing more amperage than the nameplate on the motor. The chief engineer for Invent has suggested replacing the gear boxes and motors and slowing the shaft speed down. The shaft currently revolves at 18 rpms. It is suggested to slow it down to 16 rpms. The engineer feels that will be enough to bring the amperage down in the range that works for the motor control center. The motors and gear boxes are brand new. The engineer does not feel that a bigger motor would work for the long haul. Mr. Ives asked if the slower speed would still provide adequate mixing in the tank. Mr. Kuczarski did ask Mr. Dombrowski the same question. Though it is just a decrease of 2 rpms, 18 rpms isn't too many rpms to begin with. The design of the mixers with a 5 foot diameter mixer blade should provide adequate mixing. In addition, there is a new theory that too much mixing in this zone is not necessarily a good thing. What the engineers do not want to see happening is the creation of a vortex which would pull in oxygen when the operators are trying to eliminate oxygen in this zone.
- c. Change of billing system update:** Though Mrs. Kane has not yet called other WPCAs in the state to see what they use as their billing system, she did find out that Webster Bank interfaces not only with Quality Data but also SunGard/HTE and Walsh.

#### **NEW BUSINESS:**

- a. FY 16-17 Budget Discussion:** Mr. Kuczarski has been working on next year's budget. Mr. Kuczarski asked if the Authority wants to keep the capitals around the same as it is this year which is about \$182,000. Mr. Kervick asked what the needs and the priorities are for the WPCF. Mr. Ives suggested looking at what is scheduled for next year on the capital improvement plan, and seeing if there are any new projects that need to be added due to priority. Mr. Kuczarski is working with Mr. Dombrowski on the estimated cost of some of the projects. He will continue working on the figures. Mr. Laurito asked if the cost for acquiring more land for the Halfway House Pump Station is already figured in the budget for the upgrade. Mr. Kuczarski will provide an update on that when he has more information.

Michelle Hill asked to go on a tour of the Plant one day next week. Ms. Hill will give Mr. Kuczarski a call to schedule it. Once it is scheduled, she will call Mr. Kervick (per his request) to see if he is able to join the tour.

**ADJOURNMENT:** At 5:51 p.m., with no other business to discuss, Jeffrey Ives made a motion: **TO ADJOURN THE MEETING** – Seconded by Michelle Hill. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane  
Recording Secretary