

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, MARCH 8, 2016**

**MEMBERS PRESENT:** J. Christopher Kervick, Jeffrey Ives, Robert Crochetiere, Michelle Hill, and Gary Laurito

**MEMBERS ABSENT:** Denise Balboni and Sara LeMaster  
Dana Steele, Town Engineer, Ex Officio

**ALSO PRESENT:** Gary Kuczarski, Superintendent  
Heather Kane, Recording Secretary  
Paul Dombrowski, Woodard & Curran

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

**MINUTES: February 9, 2016 Regular Monthly Meeting:** Gary Laurito made a motion: **TO APPROVE THE FEBRUARY 9, 2016 REGULAR MONTHLY MEETING MINUTES** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **February 2016 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS INCLUDING THE CD INVESTMENT REPORTS** – Seconded by Jeffrey Ives. 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.

**CORRESPONDENCE:** None

**OLD BUSINESS:**

- a. **Dexters and Halfway House Rd Update:** An assessment of the existing conditions at these two stations has been completed and Mr. Dombrowski will be reviewing it with the WPCF staff in the next week or so. This assessment sets the tone for how these pump stations can be reused/updated or in the case of Halfway House Road maybe even be demolished. The acquisition of the property adjacent to the current Halfway House Pump Station will be determined by whether the current structure is worth keeping and using. If it isn't, then the house next to the current pump station is a very good option to look at and survey. Once the property acquisition is in motion, the design of the station can move forward. The State has come out with their plan on redoing all of Route 75 which includes a traffic circle at the intersection of Halfway House Road and Route 75. If Mr. Kervick schedules a meeting with DOT, he will let Mr. Dombrowski and Mr. Kuczarski know so someone could attend. The main sewer line is right off of Route 75 in the grass. Mr. Laurito asked last month if the funds to acquire land was in the WPCA budget. Mr. Dombrowski stated that the funds were not in the WPCA budget but property acquisition is eligible for funding through the State's grant/loan program. The State would need documentation that the property acquisition was a necessity. The WPCA will still have the expense of repaying the debt service. A partial allowance for land acquisition is already taken into account in the projected debt service figure.
- b. **Invent Mixer Project Update:** Mr. Dombrowski apologized to the WPCA for the fact that this project is a couple of months behind schedule. Both Woodard and Curran and the supplier of the mixers are committed to making it right. It will not cost the WPCA any extra funds. The WPCF staff has been excellent to work with in making sure the delays do not have a large impact on the Plant performance. The reps will be at the Plant tomorrow to replace the two shafts that were a wrong size and the new

gear boxes. Thursday, the crane will replace the ladder and bring in the second platform. The supplier has already replaced about 90% of what had been delivered with product that is brand new. Mr. Dombrowski confirmed that the slower speed of 16 rpms will lower the amp draw and make the motor and the breakers work well. It will not hurt the operation of the Plant. There will be a mixer test to make sure that the solid concentration throughout the tank is uniform.

#### **NEW BUSINESS:**

- a. **FY 16-17 Budget Discussion:** Mr. Kuczarski passed out a draft of the fiscal year (FY) 16-17 budget at the meeting. In the FY 14-15 capital budget, \$60,000 was set aside for the engineering evaluation of Dexters and Halfway House Road pump stations. After talking with Mr. Dombrowski, it was decided that it would be best not to use that money and instead lump that expenditure into the 80% loan / 20% grant program. (It is almost the equivalent of 6 months of debt service). Mr. Kuczarski would like to use that \$60,000 to fund the following projects:
1. Renewal of the storm water permit - \$5,000
  2. Engineering design for the replacement of two gate valves in the chlorine contact tank that are leaking pretty substantially as they are original to the Plant. The engineering design would need to be done this fiscal year so that the WPCA can do the replacement in FY 16-17. Mr. Kuczarski would like to move the gate valves to the opposite side of the tank as it would be better accommodations and a cheaper install. The cost for the engineering design is about \$25,000. This project is better being done in the summer months when the flow is lower.
  3. SCADA review and master plan - what would it take to replace all the PLCs at the Plant (5 PLCs) and the pump stations. - \$8,000
  4. In previous years, the WPCA purchased a number of replacement valves for the influent wet wells in Pump Chamber #1. There are three pumps down there that pump against the force main for Dexters which is always running. One cannot isolate that line to get in there and replace the leaky valves. Mr. Kuczarski doesn't know if there is an isolation valve on the line under the sidewalk. He sees a valve box but it doesn't show on the print. A valve can't be put on the line in the chamber because there is no room for it. The WPCF staff is going to start the process of digging up the sidewalk and seeing what they find. The price to put a valve on a live line like that is about \$22,000. Mr. Kuczarski would like to get it done so the valves can be installed.

None of these projects are in the proposed FY 16-17 budget. Mr. Dombrowski suggested tackling the isolation valve first. He recommended tackling these projects in phases in case one project is more expensive than what was estimated.

Proposed rate for FY 16-17 is \$6.24, which is in line with the rate study Woodard & Curran did for the WPCA a year and a half ago.

Mr. Kervick asked why the proposed budget for sewer line maintenance greatly increased from last year. No root control was scheduled for last year. This year there is 6500 feet scheduled for treatment.

Jeffrey Ives made a motion: **TO AUTHORIZE THE REALLOCATION OF CAPITAL FUNDS FROM THE 2014-2015 BUDGET TO PAY FOR THE STORM WATER POLLUTION PLAN, CHLORINE CONTACT CHAMBER GATES, SCADA SYSTEM MASTER PLAN AND THE ISOLATION VALVE FOR THE INFLUENT PUMP STATION** – Seconded by Robert Crochetiere. Michele Hill double checked that these projects were not budgeted for in this fiscal year or next fiscal year. Mr. Dombrowski stated that the money that the WPCA originally allocated to evaluate Dexters and Halfway House Road pump stations has been rolled into the state project which is 20% grant. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

Woodard & Curran did a rate study a year and a half ago. They looked at revenues, expenditures and projected increases in operating cost. A 5-year Capital Improvement Plan was created by Mr. Kuczarski and Mr. Dombrowski to plan for the replacement of old equipment. Mechanically, some aspects of the Plant are 30 years old as it was built in 1983. Some metal parts are past their life span.

The Plan is to help the WPCA act now in order to prevent having to go into emergency mode. Mr. Ives stated that previously it was a challenge for the WPCA to build into its rate structure the ability to build up money to handle the replacement of capital equipment 10, 20 or 30 years down the road. The WPCA puts aside \$50,000 a year in order to build up the reserve fund. In the past, the WPCA tried to artificially keep the rate increase low by borrowing from the reserve fund. The study came up with a plan to increase the rate on a yearly basis so it would not be a huge increase all at once. Small capital projects are pay as you go. A couple of large projects will be grouped together to be bonded. In fiscal year 16-17, Mr. Kuczarski would like to do the evaluation and design for the large capital projects in order to have an estimated figure to go to bond. There is no available grant/loan funding for capital improvements to the Main Plant.

A short discussion took place about the projected revenue sheet. Mr. Dombrowski offered to provide a review on the rate study performed by Woodard & Curran. The projected rate for FY 16-17 is \$6.24 per 1000 gallons which is about a 13% increase from last year. This would increase the average residential user's annual bill by about \$36 per year. An issue sewer plants around the country are facing is the decrease in water usage due to an increase in conservation. Most operating costs are not associated with the actual quantity of water but the amount of pollutant in the water. With water usage decreasing, rates need to go up to fund the operating expenditures and capital.

**ADJOURNMENT:** At 6:15 p.m., with no other business to discuss, Jeffrey Ives 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,

Heather Kane  
Recording Secretary