

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, MAY 12, 2015**

**MEMBERS PRESENT:** Steven N. Wawruck, Jr., Jeffrey Ives, Denise Balboni, Robert Crochetiere, Dennis Gragnolati, William Hamel and Gary Laurito

**MEMBERS ABSENT:** Michael Russo  
Dana Steele, Town Engineer, Ex Officio

**ALSO PRESENT:** Scott C. Lappen, Director of Public Works, Ex Officio  
Gary Kuczarski, Superintendent  
Heather Kane, Recording Secretary  
Paul Dombrowski, Woodard & Curran  
Michael Barile, owner of 246-250 Main Street  
Carl Landolina, Mr. Barile's attorney

**CALL TO ORDER:** At 5:31 p.m., Steven N. Wawruck, Jr. called the meeting to order.

Gary Laurito made a motion: **TO MOVE ITEM 7b UP TO ITEM 1a AND TO MOVE ITEMS 6a AND 6d UP TO ITEM 1b ON THE AGENDA** – Seconded by Denise Balboni. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.

- a. Appeal – 246-250 Main Street, Windsor Locks:** Carl Landolina stated that the prior owner of this building had built an apartment on the second floor. Michael Barile bought the building in 2002. There is a tenant that is currently living on the second floor. Mr. Barile has been asked to pay a connection fee to the WPCA. The building has been connected to the system for many years. The entrance fee under Section 292-10 of the Town's code states that "prior to the connection to the sanitary sewer system or changes in the construction of the building an entrance fee the amount of which shall be determined annually by the Authority, shall be paid." The building has been connected to the sanitary sewer system for many, many years and there has been an apartment on the second floor for many years. Structurally, the building has not changed since the prior owner used the apartment. Mr. Landolina came to the meeting in hopes that the Authority would read that section of the code the same way he reads it and inform Mr. Barile that he does not need to pay the fee. The zoning regulations were recently changed on Main Street to allow second floor apartments over commercial property. Mr. Barile went to Section 8 and found a tenant for the apartment. There is only one water line going into the building (and one water meter) for the five commercial tenants and one residential tenant that occupy the building. Mr. Lappen informed the Authority that the request for Mr. Barile to pay a sewer connection fee was initiated due to work that was being done on the building which required a building permit.

At 5:36 p.m., William Hamel arrived at the meeting.

Mr. Barile informed the Authority that the Fire Marshall's inspection of the building resulted in the requirement to install some more electrical plugs upstairs and to build a fire wall down the center of the unit. Mr. Barile pulled a building permit for that work as is required. The building department was just following their procedures to make sure that a sewer connection fee was correctly paid for the apartment. There is only one sewer use bill issued for the building. There is no change to the one water entrance to the building and the one sewer line exiting the building. The bathroom facilities for that apartment were already there; it was already part of the sewer system in place at the building. No action needed. Mr. Wawruck stated that word will be sent to the building department that the Authority determined that the entity was already in place and therefore no entrance fees need to be collected.

At 5:40 p.m., Mr. Landolina and Mr. Barile thanked the Authority and left the meeting.

The Authority discussed what the WPCA previously charged for an entrance fee for one property that was split into four different apartments (105 Oak Street) and how a condo association (Concorde Way) is issued one bill per building instead of one bill per condo. Mr. Ives stated he based his reasoning regarding 246-250 Main Street on the fact that the facilities were already existing at that property. Mr. Wawruck stated that the property was just recently zoned for the second floor apartment. Therefore, the second floor was not a properly zoned, rentable apartment before but was more like a refuge space used by the property owner. Mr. Hamel shared that “each saleable, rentable unit” part of the definition of the entrance fee came about mainly because owners of commercial buildings on Old County Circle were breaking up the properties into smaller commercial units and adding bathrooms. Mr. Hamel stressed that it involved adding facilities to the property. Mr. Laurito stated that in this situation it does not involve adding anything; the bathroom was already in existence. The Authority agreed that the number of water lines going into a building and the number of sewer lines exiting the building should not be the determining factor in assessing entrance fees. It should be what is being added to the already existing sewer line.

- b. **Clean Water Fund – Dexter’s and Halfway House Pump Stations update:** Mr. Dombrowski stated the DEEP asked the WPCA to put in a reapplication for DEEP’s next funding cycle which will start this July. A draft agreement will be reviewed by Mr. Lappen and Mr. Kuczarski before the WPCA’s next meeting. Once the agreement gets the Authority’s approval, DEEP will need to sign off on it. After that is done, Mr. Dombrowski will start to research some of the initial aspects of the land issues surrounding Halfway House.

**Belt Filter Press Room caulking project / Capital Transfer:** Mr. Kuczarski originally estimated \$12,000 to seal the leaks around the outer perimeter wall and the internal columns in the belt filter press room. He wants to do it right, making sure the area is prepped correctly and the proper material is used to seal the leaks. A spec went out for the bidding process. With the bid that came in at \$18,557, the Authority transferred \$6,000 during last month’s meeting. The total project cost, with engineering fees, will be about \$25,000. Mr. Kuczarski stated that they need another \$7,557 transferred to fund this project. The estimate was based on the original work that was done in 2007. The caulking around the perimeter, which was replaced in 2007, failed and then failed again. The scope changed to include the thorough cleaning or removal of the previous caulking material to ensure a good adhesion of the new caulking material. The bottom 6 to 8 inches of the internal steel support columns are rusting due to moisture. Therefore, the scope also includes clearing the old caulking material from around those columns, cleaning the old paint and rust off the columns and recoating them. The project also involves some concrete repair where there are cracks in the floor. The work will include drilling and injecting the sealant into areas in the floor. There is a notable difference in the scope of the work that was to be done under the original estimate of \$12,000 and the final figure of \$25,000. Mr. Kuczarski believes the caulking that was used in 2007 was out of date and therefore did not properly adhere to the walls and floor. The contract for this project includes a three year warranty. If there is a problem with the material, it will become evident in less than three years. The most common failure with this kind of project is due to improper surface preparation which causes the sealant to not adhere properly to the glazed tile on the wall or the concrete on the floor. The contractor who placed the bid has done a number of similar projects that involved Woodard & Curran so Mr. Dombrowski can attest to their track record. Mr. Kuczarski did seek multiple bids for this project but it came down to just one bid. The Authority needs to do a transfer and then Mr. Kuczarski will send a Notice to Proceed to the company. Today’s proposed transfer will leave \$2,603 in the valves/isolators/sink fund from which the money is being transferred from. This figure is just enough to cover the cost of three valves that are needed for a project in Pump Chamber 1. Robert Crochetiere made a motion: **TO TRANSFER IN THE FY 14-15 BUDGET \$7,557 FROM CAPITAL ACCOUNT 761-7615 VALVES/ISOLATORS/SINK TO CAPITAL ACCOUNT 761-7315 CAULKING BFP ROOM** – Seconded by William Hamel. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

At 6:00 p.m., Paul Dombrowski thanked the Authority and left the meeting.

**MINUTES: April 14, 2015 Regular Monthly Meeting:** William Hamel made a motion: **TO ACCEPT THE MINUTES OF THE APRIL 14, 2015 REGULAR MONTHLY MEETING** – Seconded by Gary Laurito. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed with two abstentions for Denise Balboni and Dennis Gagnolati.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **April 2015 Cash Reports:** Gary Laurito made a motion: **TO ACCEPT THE FINANCIAL REPORTS FOR APRIL 2015 INCLUDING THE CD INVESTMENTS REPORTS**– Seconded by Denise Balboni. 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.

Steven N. Wawruck, Jr. informed the Authority that the Bendel property on South Elm Street was recently sold so the WPCA will be getting about \$2800 in back sewer charges.

**CORRESPONDENCE:** The governor issued an official statement designating May 20, 2015 as Wastewater Treatment Facility Day.

Steven N. Wawruck, Jr. informed the Authority that he met with the developer for the nursing home today and one of the issues they brought up was the sewer connection fees. They are looking for a lower connection fee for the memory care area (20 units) and assisted living area (56 units). They have no issue paying \$3,000 for each of the 36 independent living units. The majority of the residents in the memory care units will not be using the bathroom facilities as they wear diapers. These rooms, along with the assisted living rooms, will only have a sink and a toilet. There is a common shower area for residents in those units. The developers previously have received a lower rate based on the type of room from other communities. The Authority discussed at last month's meeting billing \$3,000 per unit. At \$3,000 per unit the total fee would be \$336,000. If the WPCA decides to bill \$3,000 per independent living unit and \$2,000 per memory care and assisted living unit (which is what the WPCA bills hotels), the total fee would be \$260,000. This would be a savings of \$76,000 for the developer and it would show good will from the Town and the WPCA. It is also an issue of quality of life for the aging population in Windsor Locks who would like to stay in Windsor Locks. Right now, Windsor Locks does not have a facility of this magnitude (there is Bickford which is smaller). They are hoping to break ground in 30 to 40 days. The facility will pay sewer bills based on water consumption once completed. The Authority discussed how some of the rooms (i.e. the memory care and assisted living rooms) sound more like a hotel room than an apartment. The WPCA can waive the requirement for the developer to pay the sewer connection fee before breaking ground knowing that, whatever is decided, the sewer connection fees will be paid. This therefore will not hold up the developer from breaking ground when they want to while the Authority discusses and comes to an agreement on the connection fees. The Authority requested that a representative from the developer attend next month's meeting and provide the Authority with a breakdown of the number of units, what type of facilities will be in the units (i.e. full bath vs. half bath), and the occupancy per unit.

**OLD BUSINESS:**

- a. **Clean Water Fund – Dexter's and Halfway House Pump Stations update:** Please see item (b) under Call to Order for the discussion on this topic.
- b. **Webster Bank online bill pay system upgrade:** The WPCA has gone live with the new online bill pay system but there has been issues. Mrs. Kane has temporarily taken the link off of the Town's website while she works with representatives from Webster Bank to resolve the issues. There has been an issue with the uploading of files. Previously the most recent upload would replace what was already on the site, currently though the uploaded files just add to what is already on the site so residents have been seeing two bills on their account.

Mr. Wawruck asked that the appeal be brought forward at this time since he needs to leave within the next five to ten minutes. William Hamel made a motion: **TO MOVE ITEM (A) UNDER NEW BUSINESS**

**UP TO THE NEXT ITEM OF BUSINESS ON THE AGENDA** – Seconded by Dennis Gragnolati. Without further discussion, the motion passed with 7 votes in favor and 0 votes opposed.

**NEW BUSINESS:**

- a. **Appeal – 12 Creston Road, Windsor Locks:** The owners of 12 Creston Road live in Vermont now. They had the water shut off at the house and at the curb. They are looking for a refund from when the water was shut off as they have paid their bill in full through 6/30/15. Mrs. Kane did inform the owners that the Authority requires the water meter to be removed from the property in order to stop being billed for sewer use. The owners stated that it would be difficult to have someone remove the water meter as they are now living in Vermont. The Authority discussed how it is a requirement to have the meter removed from the property and it is the homeowner's decision to either comply with that requirement or not. William Hamel made a motion: **TO DENY THE APPEAL** – Seconded by Robert Crochetiere. After a very short discussion on possible actions the homeowner's could take to aid in the removal of the meter, the motion passed with 7 votes in favor and 0 votes opposed.

At 6:20 p.m., Steven N. Wawruck, Jr. left the meeting and Jeffrey Ives took over leading the meeting.

- b. **Appeal – 246-250 Main Street, Windsor Locks:** Please see item (a) under Call to Order for the discussion on this topic.

**OLD BUSINESS:**

- c. **FY 15/16 Draft Budget Discussion:** Mr. Kuczarski provided a budget cover sheet to the Authority prior to the meeting explaining the changes in the proposed budget from the previous draft. Mr. Kuczarski transferred \$4500 from the sludge disposal account to the Mechanical Maintenance Main Plant and Pump Stations accounts (\$2250 into each account) in response to Mr. Hamel's concerns that he brought up at last month's meeting. As of 3/31/15, the WPCA has exceeded the projected revenue collections on various fees and interest for the fiscal year. With the changes in the budget, Mr. Kuczarski is projecting a 3.9% rate increase which would result in about a \$10 increase per year for the average residential user. There was a decrease in the price of permanganate from \$9.25/gallon to \$8.86/gallon. The budget line item for permanganate increased though because two additional totes were added for the year. In order to keep the rate increase reasonable, Mr. Kuczarski did remove the 100 horsepower blower VFD replacement from the capital budget. Based on the history over the last couple years, the current blower VFD may fail but there are two other blowers they could run as a replacement. One thing to keep in mind is that there will be an increase in the debt service in the coming fiscal years for the pump stations. Mr. Hamel stated that he is not afraid of a rate increase of 4.5% so that these items can be taken care of now before the debt service increase. When Mr. Kuczarski adds the \$18,500 back in to capitals for the blower, the rate goes from \$5.46 to \$5.51 per 1000 gallons which would be a 5% increase. Mr. Hamel suggested putting the blower VFD replacement project back into the FY 15-16 budget. The rest of the Authority that were present agreed with no objections. This would increase the average residential bill by about \$13 for the year.

- d. **Belt Filter Press Room caulking project / Capital transfer:** Please see item (b) under Call to Order for the discussion and motion on this topic.

Next month's meeting will be at the Town Hall with a Public Hearing at 6 p.m.

**ADJOURNMENT:** At 6:31 p.m., with no other business to discuss, William Hamel made a motion: **TO ADJOURN THE MEETING** – Seconded by Dennis Gragnolati. Without further discussion, the motion passed with 6 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane  
Recording Secretary