

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MONTHLY MEETING  
TUESDAY, OCTOBER 13, 2015**

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

**MEMBERS ABSENT:** William Hamel, Gary Laurito and Michael Russo  
Dana Steele, Town Engineer, Ex Officio  
Scott C. Lappen, Director of Public Works, Ex Officio

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

**CALL TO ORDER:** At 5:32 p.m., Steven N. Wawruck, Jr. called the meeting to order.

**MINUTES: September 8, 2015 Regular Monthly Meeting:** Robert Crochetiere made a motion: **TO APPROVE THE SEPTEMBER 8, 2015 REGULAR MONTHLY MEETING MINUTES** – Seconded by Jeffrey Ives. Without further discussion, the motion passed with 4 votes in favor, 0 votes opposed and 1 abstention for Dennis Gragnolati due to being absent from last month's meeting.

**PUBLIC INPUT:** None

**FINANCIAL REPORTS:**

- a. **September 2015 Cash Reports:** Denise Balboni made a motion: **TO APPROVE THE FINANCIAL REPORTS** – Seconded by Dennis Gragnolati. 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:** During last month's meeting, the Authority recommended that the reconciliation be done to the penny. The total amount that needs to be transferred between budget accounts is \$62,469.53. At year end, the budget's remaining balance is \$25,582.02. Robert Crochetiere made a motion: **TO APPROVE THE YEAR END TRANSFERS** – Seconded by Dennis Gragnolati. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

**CORRESPONDENCE:** Thomas Arnone was nominated to receive the James J. Courchaine Collection System Award. He learned this week that he will receive the award. Mr. Kuczarski nominated Mr. Arnone because he thought of a solution for a problem with grease build up at Dexters Pump Station. He suggested shutting off the small wet well which, when implemented, significantly reduced the grease blanket, improved the capacity of the Pump Station and reduced the amount of clean outs from every three months to every six months.

**OLD BUSINESS:**

- a. **Dexters and Halfway House Rd Update:** Mr. Kuczarski met with three representatives from Woodard & Curran today. They were Paul Dombrowski, Shelby Beauchemin and Jim Sturgis, a structural engineer. Mr. Sturgis spent the whole day in Windsor Locks looking at the WPCA buildings, dry wells, wet wells and to determine if the wet well could be reused at Halfway House. He will issue a report but he did say that he didn't see anything major. Mr. Kuczarski has not yet talked to him about the size of the wet well at Halfway House Pump Station. The issue is the elevation of the wet well and how the inlet pipe enters the well. Dexters Pump Station was well built. Everything looks good for its age. Mr. Kuczarski will wait for the report.

- b. **Invent Mixer Project Update:** This project is still on schedule. The mixers are being built. Mr. Kuczarski met with Mr. Dombrowski and Ms. Beauchemin this past Friday to review the platform prints before they are released to the contractors. They went over everything to ensure there wasn't anything that Mr. Kuczarski wanted to change prior to the release. Every item of the blueprints were reviewed and agreed upon. Mr. Dombrowski and Ms. Beauchemin will come back with clean prints, which they will review once more with Mr. Kuczarski before releasing them to the contractors.

**NEW BUSINESS:**

- a. **New WPCA part-time clerk:** The WPCA's new part-time clerk, Dianne Tambussi, started today. There were many good candidates and the interview process went smoothly. Ms. Tambussi had worked at Ahlstrom for 25 years before losing her job during a corporate-wide restructuring/downsizing.
- b. **Quality Data:** The WPCA switched to the Access billing system many years ago. The creator of the system is now retired in California and sometimes service can take time depending on his schedule. There are some features that Quality Data has that are not currently available in the Access system. Mr. Kuczarski stated that switching to Quality Data is something that the staff at the facility would like to look into. Quality Data is currently being used by the Town's tax department. One feature that Quality Data has that would be useful is a running history of changes to the accounts, i.e. an electronic record of changes to ownership, addresses, dates/times of changes, and who entered the changes. A paper record of changes is currently being kept by the WPCF staff but it would be useful to have it electronically.

The new server has been installed. There was an issue where the desktops kept seeing the old server. A TAB representative found and resolved the issue after diligently working on it for a few days. A new phone system has also been installed. The WPCA now has voicemail. Currently, Heather Kane is having trouble getting into the iFips program. CCAT has been looking into it since this past Thursday. But as of today, Mrs. Kane still cannot get into the system. Tomorrow, Mr. Kuczarski will try to get TAB and CCAT to work on it together. The new server has greatly increased the speed of the Access billing system.

Mr. Kuczarski thanked John Ferrari for his help and assistance in the office since May 2015.

**ADJOURNMENT:** At 5:42 p.m., with no other business to discuss, Jeffrey Ives made a motion: **TO ADJOURN THE MEETING** – Seconded by Dennis Gagnolati. Without further discussion, the motion passed with 5 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane  
Recording Secretary