

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, JANUARY 12, 2016**

MEMBERS PRESENT: J. Christopher Kervick, Jeffrey Ives, Denise Balboni, Robert Crochetiere, Michelle Hill and Sara LeMaster

MEMBERS ABSENT: Gary Laurito
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: December 8, 2015 Regular Monthly Meeting: Denise Balboni made a motion: **TO APPROVE THE DECEMBER 8, 2015 REGULAR MONTHLY MEETING MINUTES** – Seconded by Robert Crochetiere. Without further discussion, the motion passed with 4 votes in favor, 0 votes opposed and 1 abstention for J. Christopher Kervick.

PUBLIC INPUT: None

FINANCIAL REPORTS:

- a. **December 2015 Cash Reports:** Jeffrey Ives made a motion: **TO ACCEPT THE DECEMBER 2015 CASH REPORTS, CD INVESTMENT REPORTS AND THE QUARTERLY REPORTS** – 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. **Quarterly Reports:** Please see item (a) under Financial Reports for the related motion.

Sara LeMaster arrived at the meeting at 5:41 p.m.

- d. **Delinquent Accounts update – Atty. Scott Storms:** The Authority discussed the current billing and collection processes and practices in an effort to share information with the newest members.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Dexters and Halfway House Rd Update:** A memorandum from Mr. Dombrowski was handed out at the meeting in order to update the Authority on the two projects involving Woodard & Curran. The Dexters and Halfway House Rd station upgrades are still on track. Woodard & Curran will submit reports on their assessment of the stations during the week of 1/25/16. Sub-consultants will be visiting the stations in the next 4 to 6 weeks.
- b. **Invent Mixer Project Update:** Contractors from Delray were at the Plant on 1/11/16 to cut out and remove the concrete 'T' wall in the first zone of the tank and to set the mixer platform in place. The contractors were back at the Plant today to secure the platform. The electricians were also working at the Plant today and will return tomorrow to continue wiring the mixers for Thursday's and Friday's tests. There are two parts of the start-up: a dry test on Thursday and a wet test on Friday. Once the electricians leave tomorrow, contractors from Delray will continue on the platform to get ready for the tests. If everything goes well with the tests, the operators will start to fill the tank and get it back on line. Once aeration tank #1 is online, the operators will take aeration tank #2 offline to start emptying and cleaning the tank for the demolition work and installation of the platform and mixer.

- c. **Channel Monster at Dexters status:** Channel Monsters grind up any rags and materials before the flow enters the pumps at the Plant or Dexters to avoid plugging up the pumps. Dexters' Channel Monster was scheduled to be replaced in August 2016. It was on a 5 year replacement schedule. Its recent failure was critical because sewage could back up all the way to the main and it could cause an increase in grease build up. Though there is a bypass around the Channel Monster, rags could get into the pumps and affect the operation at the Plant. Mr. Kuczarski priced new Channel Monsters which can now handle "flushable" wipes which are causing problems nationwide. The operators removed the old Channel Monster and installed the new one.

NEW BUSINESS: Mr. Kuczarski is getting ready to start working on next year's budget. There are some components at the Main Plant that he is looking to replace under the capital budget. One would be the Headworks' mechanical bar rack which picks up rags before the flow continues into the Channel Monster. Due to its age and the gap in the rack, a lot of rags pass through. Mr. Kuczarski is also looking to replace the mechanical mechanisms and repair the concrete in the two primary clarifiers and the two secondary clarifiers. The wear and tear in the clarifiers effect components downstream. Mr. Kuczarski would like to do an engineering evaluation of the replacement costs for these projects this fiscal year in order to properly budget for these projects. They are listed in the 5 year+ capital plan.

Michelle Hill asked if she could have another tour of the Plant at some time.

Mr. Kuczarski is looking to replace the current Access based billing system with Quality Data this coming year. The gentleman supporting the current system has retired in California. Ms. Hill asked the WPCF staff to contact other WPCAs in CT to see what system(s) they use for billing and account recordkeeping. The WPCF staff became interested in learning more about Quality Data because it is currently being used by the Town in the Tax Collector's office and Quality Data interfaces with Webster Bank's Online Bill Pay system well. Currently, it is very time consuming to get the WPCA information on to the bill pay system. Ms. Hill also recommended researching if Webster Bank works well with other software systems besides Quality Data. Mrs. Kane will look into that as well.

ADJOURNMENT: At 5:57 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 6 votes in favor and 0 votes opposed.

Respectfully submitted,

Heather Kane
Recording Secretary