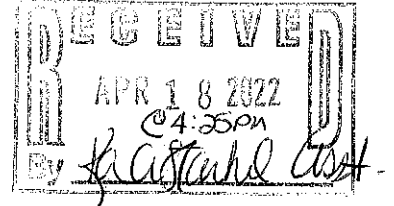


**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**



**SPECIAL MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 6:00 PM  
PAGE 1**

---

**Special Meeting**

**A. Roll Call**

**Members Present:** Chairman Stephen Wagner, Joseph Botti, and James Murray

**Alternates Present:** David Basile

**Staff Present:** Tony Manfre, Superintendent of Pollution Control  
Jeff Lemay, Treatment Plant Supervisor

**Others Present:** Dylan Fisher - Charter Realty Corp.  
David Gagnon, P.E.- Langan Engineering and Environmental Services, Inc.  
Isiah Brown – Langan Engineering and Environmental Services, Inc.

**B. New Business**

1. Plant Tour

Once a year the Authority holds a meeting at the Treatment Plant Facility with the purpose of having a tour of the facility for members of the Authority and the general public. Mr. Tony Manfre, Superintendent of Pollution Control and Mr. Jeff Lemay, Treatment Plant Supervisor gave a tour of the facility.

**C. Adjournment**

The tour ended at 6:55 p.m.

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 2**

---

**Regular Meeting**

Chairman Stephen Wagner called the Regular Meeting to order at 7:00 p.m. The following actions were taken during the April 5, 2022 Regular Meeting.

**A. Roll Call**

**Members Present:** Chairman Stephen Wagner, Joseph Botti, Toby Lewis (7:04 p.m.), Michael Lyon, and James Murray

**Members Absent:** Carol Fletterick, and Bala Ramasamy

**Alternates Present:** David Basile sitting for Carol Fletterick

**Alternates Absent:** Vicki Paliulis

**Staff Present:** Ether Diaz, Recording Secretary  
Jeff Lemay, Treatment Plant Supervisor  
Tony Manfre, Superintendent of Pollution Control

**Others Present:** Phil Tartsinis, Amf Property Management Corp. (150 Sullivan Avenue)  
Jay Fisher, Accubranh, LLC (251 Buckland Road)  
Darren Overton, SLR (251 Buckland Road)  
Isiah Brown – Langan Engineering and Environmental Services, Inc.-  
(601 Evergreen Way)  
Dylan Fisher - Charter Realty Corp. (601 Evergreen Way)  
David Gagnon, P.E.- Langan Engineering and Environmental Services, Inc.-  
(601 Evergreen Way)

Chairman Wagner appointed Mr. David Basile to sit in for Ms. Carol Fletterick.

**B. Acceptance of Minutes of Previous Meetings**

**1. March 1, 2022, Regular Meeting**

Motion to accept the minutes of the March 1, 2022 Regular Meeting as presented.

The motion was made by Mr. Michael Lyon and seconded by Mr. James Murray.  
The motion carried unanimously.

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 3**

---

**C. New Business**

**1. 150 Sullivan Avenue – Approval to Connect**

Mr. Phil Tartsinis of AMF Management was in attendance this evening and presented the proposed application. Included with the Agenda was a copy of the Narrative Report (see Exhibit A). Mr. Tartsinis explained that this project consist of three buildings to be completed in three proposed phases. The project is expected to consist of medical, office, and retail space. This will be minimal water usage. This project has been approved by the Planning & Zoning Commission and the Inland & Wetlands Commission.

Mr. Tony Manfre explained that a monitoring easement to each of the monitoring sewer manholes in favor of the Town is required.

**Motion to approve the connection of 150 Sullivan Avenue subject to the following conditions:**

1. Technical approval by the Engineering Department;
2. The sewer line is installed in substantial conformance with the design plans;
3. Payment of the following charges will be updated and due at the time of connection, the rates for which will be in effect until June 30, 2022:
  - a. Connection Charge in the amount of \$11,811.70 for 2.9 buildable acres;
  - b. Capacity Charge in an amount to be determined by the size and quantity of each water meter.

The motion was made by Mr. Toby Lewis and seconded by Mr. Joseph Botti.

Mr. Michael Lyon asked Mr. Manfre how are the sewer fees associated with this project calculated. Mr. Manfre responded that the capacity charge will be determined based on the size and quantity of each water meter. The connection charge in the amount of \$11,811.70 is in effect until June 30, 2022. If they obtain a drain layer permit after June 30<sup>th</sup>, these sewer charges are subject to change based on the sewer rate.

There was no further questions or comment. The motion carried unanimously.

**2. 251 Buckland Road, Peoples Bank – Approval to Connect**

Included with the Agenda was a copy of the Narrative Report for this project (see Exhibit B). Mr. Jay Fisher of Accu Branch and Darren Overton of SLR were in

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 4**

---

attendance this evening and presented the application on behalf of Peoples Bank. This project has been approved by the Planning & Zoning Commission and the Inland Wetlands Commission. Also, the property address has been reassigned as 50 Cedar Street, South Windsor, CT. This is a proposed 2,000 square foot branch on the northeast corner of the property. Mr. Fisher explained that the property is part of the Evergreen Walk master plan and utilities will be provided through that system. There's a potential for significant development on this property which is undefined at this time; the sanitary sewer system is able to handle the additional flow. Mr. Overton explained that this is parcel 5 that was part of the Evergreen Walk Development. They are connecting to the existing sewer line and extending an 8" main into the site; they are proposing two manholes to provide future usage on the 8" line and a 6" lateral to serve the proposed bank. The 8" main is capable of providing laterals to any future uses on the property.

Chairman Stephen Wagner asked if the 8" sewer line is able to handle the additional flow. Yes, responded Mr. Manfre and explained that the flow will go to Clark Street pump station. Mr. Michael Lyon asked if the Town will take responsibility of their sanitary sewer system. Mr. Manfre responded that there's a sanitary easement agreement with Evergreen Walk to access the manholes. However, this is private and is partially owned by Evergreen Walk.

**Motion to approve the connection of 251 Buckland Road (50 Cedar Avenue) subject to the following conditions:**

1. Technical approval by the Engineering Department;
2. The sewer line is installed in substantial conformance with the design plans;
3. Payment of the following charges will be updated and due at the time of connection, the rates for which will be in effect until June 30, 2022:
  - a. Connection Charge in the amount of \$14,784.99 for 3.63 buildable acres;
  - b. Capacity Charge in an amount of \$2,814.00 for a water meter equivalent to 1 EDU.

The motion was made by Mr. Toby Lewis and seconded by Mr. David Basile.  
The motion carried unanimously.

**3. 601 Evergreen Way, Shake Shack – Approval to Connect**

Mr. Isiah Brown of Langan was in attendance this evening and presented the proposed project. Included with the Agenda was a copy of the Narrative Report for this project

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 5**

---

(see Exhibit C). This is a proposed restaurant development at 601 Evergreen Way, South Windsor, CT. The proposed project includes the construction of a 3,200 square foot restaurant with associated site improvements including a mobile pick-up lane, expanded parking, dining patio, walkways, site lighting, new landscaping, utility improvements, and drainage improvements. The proposed project received approval from the Inland Wetlands Commission and the Planning and Zoning Commission. The sanitary sewer improvements for this project include the connection of the building sewer to an existing 12" PVC lateral on the project site. There's a proposed 1,500 gallon grease trap which ultimately discharges to the on-site sanitary lateral via an 8" PVC pipe. Mr. Brown also explained that when Unit 2 of Evergreen Walk was initially designed, the development area was previously approved to house an 8,475 square foot retail building. The building was not constructed, but its sanitary sewer infrastructure was. The proposed project intends to use the existing sanitary sewer infrastructure to discharge the proposed flows to the existing Evergreen Walk sanitary sewer system.

Motion to approve the connection of 601 Evergreen Way subject to the following conditions:

1. Technical approval by the Engineering Department;
2. The sewer line is installed in substantial conformance with the design plans;
3. Payment of the following charges will be updated and due at the time of connection, the rates for which will be in effect until June 30, 2022:
  - a. Connection Charge in the amount of \$2,851.10 for 0.7 buildable acres;
  - b. Capacity Charge in an amount of \$11,256.00 for a water equivalent to 4 EDU's.

The motion was made by Mr. Michael Lyon and seconded by Mr. Toby Lewis.  
The motion carried unanimously.

**4. Reallocation of FY 21/22 CIP Funds**

Included with the Agenda was a copy of the Memo from Mr. Tony Manfre to the Authority (see Exhibit D). Mr. Manfre paraphrased his Memo into the record.

He explained that the Phase IV project consist of relining sanitary sewer pipes and the rehabilitation of manholes. Last year, this project was broken up into two phases (Part 1 and Part 2). The Authority approved \$750,000 to complete Part 1 in fiscal year 2021/2022 and complete Part 2 in fiscal year 2022/2023. The Town Manager appropriated \$2,500,000 of American Rescue Plan Act (ARPA) funds to the WPCA for capital improvement projects. The Town solicited bids for both Part 1 and Part 2 of Phase IV in which there will be mobilization cost savings; the low bid was \$972,982.

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 6**

---

Mr. Manfre recommended completing Phase IV using the \$1,100,000 of ARPA funds and reallocating the \$750,000 for Part 1 to repair the aeration weir gates which is a proposed capital improvement project in the fiscal year 2022/2023 budget. Mr. Manfre explained that the aeration weir gate is beginning to fail and it's a process control tool that is often used for the secondary clarifiers. He further recommended completing the aeration weir gate project this year instead of next year which will reduce the projected sewer user fee from \$495 to \$432.

Mr. Michael Lyon asked if there's any downside in what Mr. Manfre was proposing. Mr. Manfre responded that the ARPA fund took almost three years of projects of the Capital Improvement Plan. The Authority appropriated \$1.1 million to Phase IV. The bid came in at \$970,000 so there's a bit of contingency there for any change orders, etc. Chairman Stephen Wagner asked if the tank is going to get drained in order to replace the irrigation gate. Mr. Jeff Lemay, Plant Supervisor responded that there's no way to isolate the channel from the other; but they'll have stop logs. He explained that both of the tanks will be operating as normal, however, the flow is going to be diverted. This work won't interfere with any of the regular maintenance of the tank.

Mr. Toby Lewis asked if the \$750,000 currently appropriated for Part 2 can be used towards something else rather than allocating the funds towards the aeration wear gates. This is a critical project, responded Mr. Manfre.

Motion to approve completing both Part 1 and Part 2 of Phase IV with ARPA funds and transferring \$750,000 from Phase IV Part 1 to rehabilitate the Aeration Tank Weir Gates.

The motion was made by Mr. Toby Lewis and seconded by Mr. David Basile.  
The motion carried unanimously.

**5. Set Time and Date for Sewer User Rate Public Hearing**

Motion to set a Public Hearing for the Fiscal Year 2022/2023 budget and sewer user fees for May 3, 2022 at 7:00 pm in the Madden Room.

The motion was made by Mr. Toby Lewis and seconded by Mr. Joseph Botti.  
The motion carried unanimously.

**D. Communications and Reports**

**1. Superintendent Report**

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit D). Mr. Manfre briefly paraphrased each item on his report.

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 7**

---

In regards to the “DEEP Class III Wastewater Operator Certification” that Mr. Tim Cronin recently passed, Mr. Toby Lewis expressed that “not any company in the world that exist can afford to have everyone rise to the skills level and ability of the boss”. He encourages for everyone to excel in their career, however, he asked at what point this becomes financially unsustainable for the Authority. The highest cost in the budget is salaries, and therefore, those classifications affect that. “You need to stop training these people because; we need to keep some lower”, said Mr. Lewis. They’ll go to work for another town, said Mr. James Murray. Our rates are competitive, expressed Mr. Manfre and explained that they have close to \$500 million in infrastructure and it takes people to maintain it and that’s what his staff does; Town gets a lot of value out of that budget number. “Our staff is really top notch”, said Mr. Manfre.

Mr. Lemay stated that this is not just about taking a test; this involves cross training and learning every aspect of the job. The staff gets involved in fixing equipment at the facility that most other places just generally don’t; they will generally contract a lot of that work out and that’s a saving to the Town. He also explained that he’s confident that sometime in the next two or three years they will have some of his staff moving on to other plants because they want to be in a higher position. Mr. Lemay expressed that if he can have somebody for ten years and in those ten years that person is engaged and enthusiastic about coming to work and ready to give their all and then move on, he’ll take those ten years or five years even if that’s all it is. When his staff is out on site, they get the work done and they network. They are people that work at a high level and that’s a benefit to the Town. Mr. Lewis expressed that he wasn’t trying to be critical. He was just trying to think from the citizen’s point of view when it comes to money. Chairman Wagner expressed that people’s qualifications are demonstrated by passing these exams. You’ll also get more out of them than what is invested in any salary increase. The Authority is seeing just how great the staff is at the treatment plant. This is another employee coming in with a very challenging qualification that he achieved. “I think is wonderful the way people are really working hard here and not only just doing their job everyday but going through extra work in getting these extra qualifications”, said Chairman Wagner.

Mr. Manfre pointed out that they just can’t go and sit for a wastewater test; they need to be qualified to take each examination. For example, they need 90 CEU for the Class III test; 120 CEU for the Class IV which is equivalent to an Associate’s Degree and is directly related to wastewater. There’s also a number of different skills and qualifications that they have to meet before they are able to be promoted, said Mr. Lemay.

Mr. Manfre continued to discuss his report (Exhibit D) and also added that the Collector of Revenue reported that the 2021 grant list commercial/industrial collection rate is 99.79% and 4.4% of the current billing. The 2022 grand list residential collection rate is 96.19%. Town Constables has been issued residential Alias Warrants. They have 60 days to collect before it’s assigned to State Marshall. The Collector of Revenue staff have completed title searches for accounts that are delinquent more than one year; lenders will be notified this week of such.

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 8**

---

Chairman Stephen Wagner asked Mr. Manfre to discuss the battery project. Mr. Manfre explained that this past month they had a contractor on site to look at two different proposed sites for the battery storage. They took a more in depth look on the electrical side and where the connections may be. Currently they have an agreement with Enelx to shut power at peak demand periods typically during the summer months; that requires a flip over to generator. That's typically required later in the day and that involves having staff in the treatment plant until the session is over; it also requires the treatment plant to run off the generator. The battery backup project essentially is going to be the same thing except there's no need to have staff at the facility while the transfer is taking place. Also, they won't be burning diesel and running the generator at that time; the flip is supposed to be automatic. They are going to flip over battery power and that's going to run the treatment plant for up to four hours on a full load. Mr. Lemay explained that the generator is 1.5 mW; the battery they want to install is a 1.3 mW. With this in place they don't have to keep staff overtime and they are not burning 60 gallons of diesel an hour on the generator. Chairman Wagner explained that there's a very significant part of the electric bill called "demand" where for the peak hour anytime in the past twelve months and is hold against as part of the electric bill. Mr. Lemay responded that they should see a savings on their electric bill.

There were no further questions or comments on the report.

**E. Public Participation (Items not on the agenda)**

None

**F. Bills, Change Orders, Disbursements**

None

**G. Unfinished Business**

1. FY 2022/2023 Budget (Discussion)

Mr. Manfre explained that the original budget previously presented to the Authority was \$9,907,035; \$3.5m of that is reimbursed by the State Department of Energy and Environmental Protection (DEEP) through Clean Water Funds for the Clark Street Pump Station Upgrade. This item was shown on the expenditure side of the budget and on the revenue side. That budget represented a proposed user fee of \$495. The current user fee is \$415 so that clearly was a significant increase. Since the last WPCA meeting, Mr. Manfre revised the budget (Exhibit F). This budget is \$9,170,502 with the DEEP \$3.5 for Clean Water Funds reimbursement; again that's shown in the expenditure side and again in the revenue side so it will cancel itself out. Mr. Manfre made the following budget revisions:

*Sludge Hauling:* The Town solicited bid proposals for the sludge hauling and the bid received was \$200,000 more than what was budgeted. Mr. Manfre budgeted an increase



**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 9**

---

but it wasn't enough so he increased from \$400,000 to \$600,000. In order to balance that, Mr. Manfre removed out of the Capital Improvement projects \$200,000 of the Variable Frequency Drive (VFD) upgrade and left \$25,000.

*Heating and Fuel:* due to the rising cost of heating and fuel, Mr. Manfre increased this budget item by \$9,000.

*Aeration Gates:* Mr. Manfre removed \$750,000 out of the budget for this project.

The impacts of the revised budget is postponing the VFD replacement and represents a 3.9% increase over the current rate; from \$415 to \$432. Mr. Manfre explained that he looked up what \$432 was with the Consumer Price Index and that has the same buying power as \$387 in 2019. The Town's sewer user rate in 2019 was \$385. Mr. Manfre will maintain the O&M budget, the Treatment Plant and Collection System Capital Improvement Projects with the exception of the VFDs. The Capital Equipment will remain in place and the Replacement Reserve contribution of \$100,000 will also remain in place. Included with the Agenda was also a copy of the proposed rate sheet which includes a sewer user rate of \$432 (see Exhibit).

Mr. Toby Lewis expressed that he feels like he's been set up on this matter of increasing the sewer fees due to the economy, or the average income in South Windsor. Mr. Manfre responded that he's not trying to set him up; the Authority is dealing with inflation as well. The sewer user rate has not increased in two years; there's been a zero dollar increase in two consecutive years.

Chairman Stephen Wagner explained that there's a need to raise revenue to support certain costs of the budget and that's the reason why the proposed sewer user rate is \$432. How are we compared to prior years, asked Mr. James Murray. Mr. Manfre responded that they have very reasonable sewer user fees and the Authority has been very good about staying ahead of the Capital Improvement projects. Chairman Wagner explained to the Authority that if they don't feel that the Operational Budget or the Capital Improvement Budget is reasonable then they should talk about that but then the question comes down to, how they are going to come out with the \$9.17 million. Also, they have reserves that they need to maintain. The Replacement Reserve is actually half of what the Authority approved as the target several years ago, said Chairman Wagner.

Mr. Lewis asked what the budget impact is if they were just to increase the rate by \$10; from \$415 to \$425. Mr. Manfre responded that they'll need to either generate more revenue or cut expenditures. Mr. Lewis stated that he's not going to support a sewer rate of \$432.

Mr. David Basile recommended discussing the alternative options in the billing structure (see Exhibit H). Mr. Manfre explained the four alternative option as follows:

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 10**

---

Option 1 is to maintain the proposed budget as presented; increase the sewer rate to \$432 but maintain the minimum flow of 79,000 gallons. This anticipates to collect \$5.6 million in revenue and this does not include the Clean Water Fund reimbursement of \$3.5 million.

Option 2 is to bill the apartments per unit 50% off the user fee (\$432) and also maintain the minimum flow of 79,000 gallons. Mr. Wagner explained that the apartments generate about half as much water per unit as the condos and the single family houses.

Option 3 is to reduce the minimum flow by 5,000 gallons; from 79,000 gallons to 74,000 gallons. This will generate an additional \$103,000 in revenue on the commercial side. This also affects the fixed revenue versus variable revenue.

Option 4 will be both; billing the apartments per unit 50% off the user fee (\$432) and dropping the minimum flow from 79,000 to 74,000 gallons.

Chairman Wagner expressed that the Replacement Reserve is about 1/2 of what it needs to be. This is critical to have funded for when there's unforeseen emergency. Mr. Manfre explained that \$1 million sounds a lot but it isn't. It can be used extremely quickly when there's an unforeseen sewer emergency. It can entail bypassing for three to five days, overtime costs, emergency construction costs, etc. This is one reason he recommends doing the Capital Improvement projects and funding the Replacement Reserve.

Mr. Lewis asked how much was budgeted for the Replacement Reserve account. Mr. Manfre responded that he budgeted \$100,000 to put into the Replacement Reserve. Also, additional revenue from commercial flow or unexpended project funds will go into that account as well. Mr. Lewis explained that currently there's close to \$2.5 million in the Replacement Reserve. Therefore, this can be increased every year as they go along in reviewing the budget. Mr. Manfre explained that the additional contribution has been in the budget at the beginning of the year, however, it is one of the first things that gets cut. Mr. Manfre explained that he tries to budget every year in an effort to get the Reserve Replacement account up to \$4.4 million as was adopted by the Authority years ago.

Chairman Wagner explained that for purposes of presenting at the next public hearing they need to have a proposed sewer user fee. Currently the proposed sewer fee based on the budget presented by Mr. Manfre is \$432. Mr. Wagner asked members of the Authority for comments as to whether or not they agree with the proposed sewer fee. Mr. Murray expressed that they should go easier on the residents more than businesses. He agrees with Option 3 which is to reduce the minimum flow from 79,000 gallons to 74,000 gallons. He explained that the turnover of the Town is really high; people are moving in and out. However, the large commercial site has many employees, and different shifts, therefore, they will be using more water than the average individual. Mr. Murray also expressed that he'd like to see a matrix of the four options provided this evening and the revenue projection. Chairman Wagner responded that they've discussed the proposed budget, sewer fees and billing options at the last previous meetings. This evening they need to decide what sewer rate to propose at the public hearing.

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 11**

---

Mr. David Basile asked with regards to billing the apartments per unit 50% of the user fee. He asked what the projected average increase the renters will obtain assuming that is passed on to them. The bill goes out to the property owner for all the apartments. A public hearing is required for any changes made to the apartments, said Mr. Manfre.

Mr. Michael Lyon explained that he's in favor of Option 2 as it offers a growth potential. He doesn't like that the Authority is delaying completing projects like the VFD. He knows people will be a little unhappy with the sewer rate increase, however, they'll be wildly unhappy if there's a sewage break. He's not in favor of options 3 or 4.

Mr. Joseph Botti recommended perhaps reducing the amount going into the Replacement Reserve account maybe \$50,000 or even \$25,000. "Maybe this isn't the year to put additional funds into the reserve", he stated. The cost of everything is going up except salary for people. It's just a difficult time to increase the rate. Mr. Wagner asked for his opinion of any of the other options. Mr. Botti responded that the other option entails having more administrating burden or increase changing a model that has been in place.

Mr. David Basile was in favor of Option 3. He explained that reducing the flow sounds like administratively it'll be a lot easier to just lower the flow minimum without maybe putting a burden on renters in town. Maybe that's something that the Authority can look into and consider for next year budget. Chairman Wagner added to perhaps having the public hearing on changing the rules for apartments effective the following year. This will also allow for the landlords to be notified.

Motion to use Option 4: billing the apartments 50% off the user fee and reduce the minimum flow for commercial. Also, to apply 75% of that increase to lower the rate and 25% towards the replacement reserve.

The motion was made by Mr. Toby Lewis and seconded by Mr. Lyon.

Chairman Wagner asked that the motion be translated into numbers so that everyone understand at the public hearing the proposed sewer user rate and changes to the billing structure. Mr. Manfre explained that there will be a notification to the apartment owners notifying them of the proposed change to their sewer bill. During the month of May and June the Authority will discuss this matter and at that time the Authority can decide where they want to appropriate funds.

Mr. Toby Lewis made a friendly amendment of the motion as follows:

Motion to increase the sewer user charge from \$415 to \$425 and reduce the minimum usage from 79,000 gallons to 74,000 gallons. Also to bill each apartment unit 50% of the user rate and to hold a Public Hearing to present the proposed changes to the apartments billing structure.

The motion was seconded by Mr. Michael Lyon and carried unanimously.

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
TREATMENT FACILITY  
1 VIBERT ROAD, SOUTH WINDSOR, CT**

**DRAFT MINUTES  
TUESDAY, APRIL 5, 2022 AT 7:00 PM  
PAGE 12**

---

**H. Executive Session**

None

**I. Adjournment**

Motion to adjourn at 9:02 p.m.

The motion was made by Mr. Toby Lewis and seconded by Mr. James Murray.  
The motion carried unanimously.

Respectfully Submitted,

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Ether Diaz, Recording Secretary