

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

**REGULAR MEETING  
VIRTUAL MEETING  
SOUTH WINDSOR TOWN HALL**

**DRAFT MINUTES**

**TUESDAY, APRIL 6, 2021  
7:00 P.M.**

Chairman Thomas Ruby called the Regular Meeting/Virtual Meeting to order at 7:00 p.m. and explained that the public is welcome to email comments to [wpcacomment@southwindsor-ct.gov](mailto:wpcacomment@southwindsor-ct.gov) or to call in through WEBEX at 855-925-2801; meeting code 3812.

**A. Roll Call**

**Members Present:** Carol Fletterick (7:01 p.m.), Erik Dabrowski, Steven King, Jr., Toby Lewis, and Thomas Ruby

**Members Absent:** Ashwatha Narayana and Stephen Wagner

**Alternates Present:** Vicki Paliulis

**Alternates Absent:** Shawn Jacobaccio

**Staff Present:** Tony Manfre, Superintendent of Pollution Control  
Michael Lehmann, IT Technician/Webmaster

**Council Liaison:** Liz Pendleton, Deputy Mayor

**B. Acceptance of Minutes of Previous Meeting**

**1. March 2, 2021 Regular Meeting**

Motion was made to approve the minutes of the March 2, 2021 Regular Meeting.

The motion was made by Mr. Toby Lewis and seconded by Ms. Carol Fletterick.  
The motion carried unanimously.

**C. New Business**

None

**D. Communications and Reports**

**1. Superintendent Report**

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit A). A discussion ensued regarding the Miscellaneous Industrial User Permitting (MIU) Permit whereby the State is transferring the permitting responsibility to the Town. Mr. Manfre explained that he spoke to colleagues from other municipalities and discovered that each Water Pollution Control Facility is handling the notifications differently. Mr. Manfre explained that he'll like to gather more information as to how many businesses in Town are MIU and how the permitting process is going to affect the

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Pollution Control Department. He recommended forming a two person subcommittee within the WPCA to help structure the program.

Mr. Toby Lewis asked what the purpose will be of forming a subcommittee for this matter. Chairman Ruby responded that it is to examine the framework for the permitting process of the MIU; the goal is to have a subcommittee do some research and report back to the WPCA their findings. Ms. Vicki Paliulis explained that the industrial wastewater permitting is through the State of Connecticut. As of last year the State established the MIU and the SIU permitting whereby large industrial users have to continue to permit through the state. However, the small industrial users (MIU) now will need to permit through the Town. The State transferred the burden of permitting small sources to municipalities without any financial support or very much direction in that aspect, said Ms. Paliulis. Mr. Manfre added that initially his goal was to include the MIU in the rate sheet that is to be presented in the upcoming public hearing; however, there's a lot more to it.

Mr. King, Jr. asked if the subcommittee will also be setting up costs for or recommendations for the State as well. Is the Town going to be focusing on every MIU and SIU business, asked Mr. King, Jr. Chairman Ruby responded that the mission is to determine how many businesses in Town will be affected in this process and what exactly the permit process entails. Before the Authority takes any action, they need to find out what the questions are and get some answers to those questions, said Chairman Ruby. Ms. Paliulis clarified that at the State level the municipalities have no responsibility pertaining to the larger users (SIU). Also, the facility who's a user can stay with the permit that they currently have or become a minor source. The constituent for parameters that the Authority have for analytical work is significantly different, they are higher. Therefore, they can make those targets easier, said Ms. Paliulis. She also explained that one thing that needs to be clarified is that under permitting through the State of CT there's fees associated for that purpose; those are annual fees that are based on processing and on the annual state inspections. That's a burden to the town now and Mr. Manfre is at a position without any funding for it. He needs to figure out what these regulations mean and what are the requirements and guidelines for the town to monitor the MIU permits. This is going to be challenging because the town is actually going to manage this permit without any environmental people.

Would that also make the Authority possibly liable, asked Mr. Lewis. It will be a liability on the wastewater treatment plant, responded Ms. Paliulis. Chairman Ruby expressed that his overall concern on this matter is that this could be anything from issuing a permit to a process that will put the Authority in a position to add staff to go out and monitor the MIU. Council Liaison Liz Pendleton was in attendance this evening and asked if the permitting is presently being done on the Town's online permitting program. Chairman Ruby responded that this is a new program and currently the WPCA is just looking whether or not they are going to form a subcommittee for this matter.

Motion was made to establish a subcommittee to research the Miscellaneous Industrial Users permit program and to report the findings back to the WPCA.

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The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski.  
Ms. Carol Fletterick and Ms. Vicki Paliulis volunteered to this subcommittee.  
The motion carried unanimously.

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

None

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

None

**G. Unfinished Business**

1. FY 2021/2022 Budget (Discussion and Approval for Public Hearing Presentation)
  - i. Budget
  - ii. Sewer User Rate
  - iii. Discount Program

Included with the Agenda was a copy of the proposed Pollution Control Budget (see Exhibit B) and Sewer User Fees Schedule (see Exhibit C) for FY 2021/2022. Mr. Tony Manfre reported that in an effort to maintain the current sewer fee in the amount of \$415 and following Mr. Stephen Wagner's recommendation at the last meeting to look into electric vehicles, the Truck 80 replacement was removed from the budget to explore an EV replacement and any required infrastructure; this reduced the budget by \$6,000. Mr. Manfre also reduced the uncollectable rate from 8% to 4.5% which is conservative but will balance the budget and user fee.

Chairman Ruby asked if the uncollectable rate in the proposed budget is more reflective of the actual experience over the last couple of years. Mr. Manfre responded that typically in past years it's been budgeted at a 1.4% uncollectable rate. However, this will be conservative said Mr. Manfre, but is based on the numbers of the collection rate and the potential impact the pandemic would be for the remainder of the year.

Mr. Toby Lewis asked what if a year from now we are still dealing with some elements of Covid 19; what does that do to the budget and projection. Mr. Manfre explained that the uncollectable rate is conservative to provide flexibility if the numbers are maintained the same. However, if the economy comes back and the flows are up and the money is collected, that money will be put into the reserves. Mr. Manfre mentioned that this will be the 3<sup>rd</sup> year in a row that the Authority sets at the same sewer rate (\$415) if it does get approve. In looking at future projects for next year the Authority will have to tap into the reserves to help stabilize the user rates as Mr. Manfre is projecting a higher sewer user fee for the coming years. The Qualified Income Discount Program remains unchanged with exception to the income levels which are consistent with the State.

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Motion to present the proposed FY2021/2022 Budget, Sewer User Charge of \$415.00, Sewer User Rate Schedule and Qualified Income Sewer User Charge at the May 4, 2021 Public Hearing.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski.  
The motion carried unanimously.

On behalf of the Town and the Council Ms. Pendleton expressed appreciation to Mr. Manfre and the Treatment Facility staff for working through Covid 19 and their exposure. We truly appreciate your frontline workers, said Ms. Pendleton. Mr. Manfre appreciated the kind words and will relay the message to his staff.

**H. Executive Session**

None

**I. Adjournment**

Motion was made to adjourn the meeting at 7:32 p.m.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski.  
The motion carried unanimously.

Respectfully submitted,

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Ether Diaz, Recording Secretary