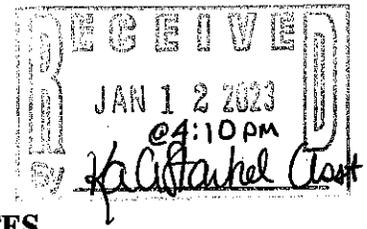


**WATER POLLUTION CONTROL AUTHORITY
TOWN OF SOUTH WINDSOR**



**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**DRAFT MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 1

A. Roll Call

Members Present: Stephen Wagner, David Basile, Joseph Botti, Toby Lewis, Michael Lyon, James Murray, and Bala Ramasamy

Members Absent:

Alternates Present: Vicki Paliulis

Alternates Absent:

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

Others Present: Suzanne Choate, P.E., Director of Engineering, Design Professionals, Inc.

B. Acceptance of Minutes of Previous Meetings

1. December 6, 2022 Regular Meeting

Motion to accept the minutes of the December 6, 2022 Regular Meeting as amended.

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

Chairman Stephen Wagner had one change; David Basile was a regular member as of that date (December 6, 2022). A confirmation appointing Mr. David Basile as a member has not been provided to Ether Diaz, WPCA Recording Secretary by the Clerk of the Council. Therefore, Chairman Wagner recommended a friendly amendment to the motion to approve the minutes with the instruction to Ms. Diaz to find out whether David Basile was a regular member as of that date.

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

C. New Business

1. 249 Ellington Road – Approval to Connect

Included with the Agenda was a copy of the Narrative Report for this project (see Exhibit A). Ms. Suzanne Choate, P.E., Director of Engineering at Design Professionals, Inc., was in attendance this evening and presented the application. Ms. Choate was seeking approval to connect to the existing force main in Ellington Road for a proposed 99,200± storage building

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**DRAFT MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 2

to be located at 249 Ellington Road, South Windsor, CT served by a private pump station. This is a proposed vertical self-storage building; only one employee will be present within the proposed office area during the day. Based on the testimony from the applicant, visitors to the facility do not use the bathrooms much but can on occasion. Therefore, the expected sanitary flow generated by one employee is 20 GPD, however, to account for additional flows from visitors, Ms. Choate asked that the design flow for this facility be approved at 100 GPD. There will be no industrial use, no industrial processes. Most of the time the type of uses are household items because is a climate control storage. The lot is about 2.5 acres, however, it is 3.05± acres of total disturbance associated with this new development.

Mr. Tony Manfre, Superintendent of Pollution Control requested that a sewer easement be shown on the plans to the pump station. Also, required a generator connection with a transfer switch.

Mr. Michael Lyon asked if the proposed 4" PVC force main lateral is similar to other connections in Town. Is there anything unique or different about the proposed lateral, he asked. No, said Mr. Manfre, and explained that they are connecting to the existing force main installed in 2020 and it is in conformance with technical approval.

Motion to approve the connection of 249 Ellington Road subject to the following conditions:

- a. Technical approval of the Engineering Dept.;
- b. The sewer line is installed in substantial conformance with the design plans;
- c. A manhole monitoring easement is granted in favor of the Town of South Windsor to the private pump station;
- d. Installation of an automatic or manual transfer switch for an external connection of a generator;
- e. Payment of the following charges will be due at the time of connection, the rates for which will be in effect until June 30, 2023:
 - i. Connection Charge in the amount of \$12,251.85 for 3.05 buildable acres;
 - ii. Capacity Charge in the amount in an amount to be determined by the size and quantity of domestic water meters;
 - iii. Benefit Assessment in the amount of \$25,200 for a minimum zone frontage of 300 feet;
 - iv. Lateral Assessment in the amount of \$1,255.00 for one lateral.

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

Mr. James Murray expressed that typically when there's a construction project a bond is required. He asked Mr. Manfre if bonds are required for sewers projects. Mr. Manfre responded that the Planning Department requires bonds, not the Pollution Department. Chairman Wagner explained that as part of the Planning and Zoning Commission they've seen Inland Wetlands bonds, Conservation bonds, and Landscaping bonds, however, he have

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**DRAFT MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 3

never seen a bond to cover sewer. Mr. Manfre responded that there should be a performance bond to cover the entire project, however, he'll verify to see if it covers sewer.

2. 24L Amato Drive – Request for Temporary Removal from Billing List

Mr. Tony Manfre explained that he received a letter from Ms. Beverly Giordano, property owner of 24L Amato Drive explaining that her condominium unit was destroyed in a fire. She is requesting to be removed from the billing list until the Building Department issues a Certificate of Occupancy and occupancy is allowed again (see Exhibit B). Ms. Giordano has paid her sewer user fee through June 30, 2023. Following previous practice, Mr. Manfre recommended refunding \$283.33 for the months of November 2022 through June 2023. Once the Certificate of Occupancy is issued the property will be added back to the sewer billing list and a prorated sewer user fee will be owed.

What would get the property back in the sewer billing list, asked Mr. Bala Ramasamy. Mr. Manfre responded that once the unit is approved habitable by the Building Department a Certificate of Occupancy will be issued and at that time the property will be added to the billing list.

Mr. David Basile asked if other units were impacted as well by the fire. Yes, said Mr. Manfre, and explained that he just find out that three other units were also affected by this. He does not know of their status or if they've been displaced as well. He will seek for more information. How the other affected properties would be handled, asked Mr. Basile. Mr. Manfre responded that a similar situation happened about seven years ago whereby there was eleven affected units. He was not part of that process, therefore, he does not know who approached who but is something that can be discussed.

Mr. Joseph Botti asked if the issuance of a Certificate of Occupancy that starts the billing process for sewer. The drain layer permit would do it, Mr. Manfre responded. However, this is a unique situation and the Building Department is aware Mr. Manfre's recommendation this evening.

It seems the right and fair thing to do, expressed Mr. Toby Lewis and also encouraged Mr. Manfre to approach the other property owners that have been displaced from their units.

Motion to approve refunding 24L Amato Drive \$283.33 in sewer use fees for the months of November 2022 to June 2023 and to remove the property from the billing list until the Building Department issues a Certificate of Occupancy at which time the property will be added back to the billing list and billed any applicable prorated sewer use fees.

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

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**DRAFT MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 4

3. Budget (Discussion)

Included with the Agenda was the Budget Calendar (see Exhibit C) and a draft copy of the Pollution Control Budget for FY 2023/2024 (see Exhibit D) for review and discussion. Mr. Manfre explained that the Operation and Maintenance (O&M) budget is for the treatment plant, pump stations and sewer lines. That budget has a 5.3% decrease, down to \$250,000 from last year budget; this is much due to the decrease in the Account 400 Capital Outlay.

Mr. Manfre did a brief overview of the budget and explained the changes on each account as follows:

Account 100 Salaries and Benefits: Salaries reflect negotiated rates.

- Line Item 130 Employee Benefits: There was a 1% increase over last year. The Finance Department will provide a hard number in the coming months.

Account 200 Material & Expenses:

- Line Item 221 Operating Supplies: increased by \$35,000 and a large portion of that was due to chemical cost increase over last year.
- Line Item 222 Vehicle Supplies: increased by \$10,000 mainly due to fuel costs.
- Line Item 232 Equipment Repair: increased by \$25,000 and that's for the treatment plant and pump station preliminary equipment repairs.

Account 300 Contractual Services:

- Line Item 360 Utilities: the heating fuel was increased by \$45,000 for the year; this estimate is subject to change.
- Line Item 371 Maintenance Contracts: this was another large increase, said Mr. Manfre and this was due to the sludge hauling. There's been a huge increase in sludge disposal and hauling. This line item was increased by \$175,000.

Account 400 Capital Outlay: this account has decreased by \$535,000. This is for equipment purchase such as vehicles. Last year the jet truck was purchased and therefore the account decreased by that amount of money. Chairman Wagner asked what the status of the hybrid truck was. Mr. Manfre responded that the delivery was expected at the end of December, however, it hasn't been delivered yet.

The Debt Service decreased by \$23,000 over last year.

The Capital Improvement Projects has significantly increased. Mr. Manfre distributed a copy of the CIP plan (see Exhibit E). This is a preliminary budget and these are projects that they would like to get done at least in the near future, said Mr. Manfre. This year the following budgetary project items were added:

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**DRAFT MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 5

- Sanitary Sewer Evaluation Study (\$800,000): the plan is to do a sewer evaluation study; that has been a scheduled CIP.
- Odor Control Improvements (\$600,000): this project is going to be changing as things develop. The Authority is looking into grants and other sources of funding for this project. The proposed budget cost may change.
- Clark Street Pump Station Force Main Evaluation (\$50,000): This project is been on the CIP plan for five years. Wright-Pierce, the Town's Consultant Engineering Firm evaluated the force main and recommended waiting another five years for another evaluation.
- VFD Replacement (\$200,000): Mr. Manfre stated that they are also looking at a large scale to do a replacement. This line item is to carry over \$200,000.

Reserve Fund: There is \$100,000 towards the Replacement Reserve.

The WPCA Operating budget remains the same as last year \$3,200; each line item is the same and that's the 1129 Account.

Mr. Manfre asked if there was any questions on the budget. Chairman Wagner asked why there was a decrease in Account 100 Salaries and Benefits. Mr. Manfre explained that this is due to one retirement.

In reference to the Odor Control Improvements project, Chairman Wagner explained that he met with Mr. Tony Manfre, Senator Saud Anwar and his aide to request state funding for this project. A bond request form has been provided and needs to be submitted. They will be seeking state funding in the amount of \$2.2M which includes the Vapex System, the Gravity Thickener and Sludge Storage Tank, and improvements to the West Side of the treatment plant including the engineering design for that part. Mr. James Murray explained that they need to present the need for this bond request. Chairman Wagner responded that the need is clear and it affects all residents within a mile of the facility, it also affects the Wood Memorial Library and the Nowashe Village are also impacted.

D. Communications and Reports

1. Superintendent Report

Included with the Agenda was a copy of the Superintendent's report (see Exhibit F). Mr. Tony Manfre presented his report. Regarding the collection of sewer user fees and delinquent accounts, Mr. Manfre reported that seven 700 liens were filed Monday, December 5th for outstanding balances on the 2023 residential sewer grand list. Alias Tax Warrants were issued to State Marshal's last month and will be renewed in January. Also, the delinquency balance was reduced by \$68,173 since last month. The Commercial/Industrial Sewer Collection Rate for the 2022 Grand List is 99.47% and the Residential Collection Rate for the 2023 Grand List is 94.26%.

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**DRAFT MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 6

Chairman Wagner asked Mr. Manfre to elaborate on the possibility of charging the town's assisted living facilities the same way as the apartments. Mr. Manfre explained that last year the Authority reviewed the billing structure for the commercial/residential apartments and it was changed to 50% of the sewer user rate per unit or if they exceed the minimum flow, whichever is higher. This year they'll like to discuss changing the rate structure for the assisted living facilities in Town. There's five or six facilities in Town. This will generate an estimated additional \$20,000 in revenue. Chairman Wagner asked for this matter be a specific line item on the next agenda for further discussion.

E. Public Participation (Items not on the agenda)

None

F. Bills, Change Orders, Disbursements

1. Refund of Excess Payments (Decision)

Included with the Agenda was a request from the Tax Office for two refunds in the amount of \$537.75 for overpaid sewer user fees (see Exhibit G).

Motion to approve two refunds of overpaid sewer use payments as presented.

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

G. Unfinished Business

1. Election of Secretary

Mr. Toby Lewis nominated Mr. David Basile as Secretary of the WPCA.
Mr. Bala Ramasamy seconded. There was no other nominations.
The vote passed unanimously.

H. Executive Session

None

I. Adjournment

Motion to adjourn the meeting at 8:11 p.m.

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

Respectfully Submitted,

Ether Diaz
Recording Secretary