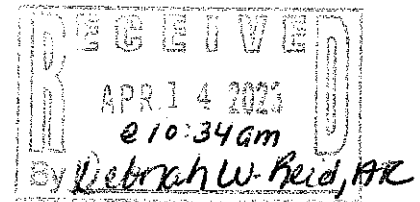


**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**



**SPECIAL MEETING AT 6:00 PM  
REGULAR MEETING AT 7:00 PM**

**MINUTES  
TUESDAY, APRIL 4, 2023**

**LOCATION: TREATMENT FACILITY, 1 VIBERT ROAD, SOUTH WINDSOR, CT**

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**SPECIAL MEETING**

**A. Roll Call**

**Members Present:** Stephen Wagner, Michael Lyon, and Bala Ramasamy

**Members Absent:** David Basile, Joseph Botti, Toby Lewis, and James Murray

**Alternates Present:** Joseph Kennedy

**Alternates Absent:** Vicki Paliulis

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

**B. New Business**

**1. Plant Tour**

Members of the Authority did a tour of the facility.

**C. Adjournment**

The meeting adjourned at 6:55 p.m.

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**REGULAR MEETING**

**A. Roll Call**

**Members Present:** Stephen Wagner, Joseph Botti, Toby Lewis (7:03 pm), Michael Lyon, James Murray, and Bala Ramasamy

**Members Absent:** David Basile

**Alternates Present:** Joseph Kennedy sitting for David Basile

**Alternates Absent:** Vicki Paliulis

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

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

1. March 21, 2023 Special Meeting

Motion to accept the minutes of the March 21, 2023 Special Meeting as presented.

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

Chairman Stephen Wagner introduced Mr. Joseph Kennedy as the new alternate to the Authority. Mr. Toby Lewis walked in at 7:03 p.m.

**C. New Business**

1. Reallocation of Capital Reserve Funds (Decision)

Mr. Manfre explained that the annual town financial audit was completed and any unexpended funds go back to the Operating Fund. Mr. Manfre recommended transferring the exceeding funds to the underfunded Replacement Reserve (see Exhibit A).

Motion to approve transferring \$293,564 from the Operating Reserve to the Replacement Reserve.

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

2. Set Time and Date for Sewer User Rate Public Hearing (Decision)

Mr. Tony Manfre explained that a public hearing needs to be scheduled to present the proposed WPCA budget and the proposed sewer user fees schedule.

Motion to set a Public Hearing for the Fiscal Year 2023/2024 budget and sewer user fees for May 2, 2023 at 7:00 pm in the Madden Room.

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

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**3. Odor Control Improvement – Sludge Storage Tanks (Decision)**

Mr. Tony Manfre explained that currently there is \$157,500 in the budget for this project. They are considering purchasing two systems; the ECS Activated Carbon system and the Pure Air Activated Carbon system. Both units are within budget but the ECS may exceed budget with the Nanozyme purchase. Mr. Manfre recommended waiving the bidding process to save up to an additional two months for installation and purchase the Pure Air system.

Mr. Toby Lewis asked if the Authority should wait to see how one system works before purchasing another one. We can, said Mr. Manfre, but recommended moving forward with the carbon system as is a proven technology in the industry. If one unit isn't performing, it can be connected to a second unit. Hence, the Vapex system was worth a pilot program to see if it worked which in that application it was inconsistent.

Mr. Joseph Kennedy stated that last year he watched the WPCA public hearing regarding the odor issue on Main Street. Weren't the Main Street residents in favor of having the charcoal system, he asked. Mr. Manfre responded that they were looking for a carbon system for the entire treatment plant which was one of the recommended treatments to solve the odors at the facility. However, the issue with it is that the concept is similar to what they have now with the bio filter; where that's the only treatment source that they have and when they had to do maintenance on it recently they had to shut the system down and they had zero treatment. Therefore, they are looking at these satellite system so there be one for the gravity system/sludge storage tanks and they'll be looking at having one for the west side of the facility which will be for the headwork and the control building.

Motion to approve the purchase of the recommended Pure Air activated carbon odor control system.

The motion was made by Mr. Joseph Botti and seconded by Mr. James Murray.  
The motion carried unanimously.

**D. Communications and Reports**

**1. Superintendent Report**

Included with the Agenda was a copy of the Superintendent's report (see Exhibit B). Mr. Tony Manfre presented his report.

**2. Boat Launch Approval Letter from Wetlands Committee**

Mr. Tony Manfre explained that at the last WPCA meeting, Ms. Barbara Kelly, Chairperson of the Inland Wetlands Commission and member of the Agriculture Commission approached the Authority asking for the Authority to verify that the Inland Wetlands Commission approval letter conditions were met for the stabilization of the treatment plant outfall. In particular, the sediment from the boat launch. Mr. Manfre discussed this matter with Mr. Jeff Folger, Senior Environmental Planner. The approval letter condition #7 states that accumulated sediment on

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the boat ramp be removed to facilitate equipment access (see Exhibit C). Mr. Manfre explained that the conditions specified in the approval letter were met and completed by the contractor.

**3. Constable and State Marshal Collection Rate**

Mr. Manfre reported that at the last WPCA meeting, the question was raised about the Constables collection rate. The Collector of Revenue does not currently track the collection rate of the constables but will begin doing so with the Commercial and Industrial billing. Hence, the State Marshalls have an overall collection rate of 90%.

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

None

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

None

**G. Unfinished Business**

**1. FY 2023/2024 Budget (Discussion and Decision for Public Hearing)**

Chairman Stephen Wagner explained that as previously reported the Authority applied for state funding; the Authority submitted a bond request for the Odor Control project 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. However, this would not be on the Bond Commission Agenda until the summer. Therefore, the proposed budget is on the assumption that the funding is not granted for the Odor Control project. At the last meeting, Mr. Manfre put out a slide with different user rates options and the projects that would have to be dropped from the budget. There was a proposed sewer user rate of \$475 and \$500. The Authority asked Mr. Manfre to take \$520,000 out of the Capital Improvement Projects.

Included with the Agenda was a draft copy of the proposed Budget for FY 2023/2024 (see Exhibit D). Mr. Manfre highlighted the proposed budget in a PowerPoint presentation (see Exhibit E). The only changes in the draft budget made since the last meeting is in the Capital Improvements; total of \$520,000 was reduced bringing the proposed user rate to \$470. The Odor Control Improvements was reduced by \$320,000; the VFD Replacements was reduced by \$150,000 and \$50,000 was reduced from the I/I Removal & Manhole Rehabilitation. Mr. Michael Lyon asked where the estimated \$800,000 was generated from for the Sanitary Sewer Evaluation Study. Mr. Manfre responded that is an estimate he got from a consulting engineering firm which did a similar scope project. Can it be done in phases, asked Mr. Joseph Botti. Mr. Manfre responded that it is going to be done in phases. The study should be completed this year and the recommended improvements will be completed the following two years. Mr. Joseph Kennedy recommended doing the study at once as there's a lot of future development in town that will impact the sanitary system. Mr. Bala Ramasamy agreed and also recommended the project all at once.

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Mr. Manfre stated this budget would require increasing the sewer user rate from \$425 to \$470. Mr. Toby Lewis expressed he's very opposed to such a huge increase in the rate. He asked if there's anything that can be done to maintain the current rate. He told Mr. Manfre that he have done a great job at training his staff and every time they get new certifications, their salary increases. That's a huge part of the budget, he said. Mr. Murray responded that they need trained staff as there is an asset to protect. Mr. Manfre responded that the Authority have close to half a billion dollars in infrastructure in Town to maintain. They have a very well trained, talented and qualified staff and they are passionate. They know their job and the facility. They also have very little turnover; their turnover is typically from retirements. They had two retirements this past year. Chairman Wagner pointed out that in the budget the salaries are going down. Mr. Lemay explained that they hired two operators at a low entry level. Mr. Kennedy expressed that when it comes to labor, there's a shortage in any industry. Therefore, if you have good people you have to pay them.

Mr. Botti expressed concern on increasing the user rate by 11%. Mr. Wagner expressed that personally he was in favor of increasing the rate to \$470 in an effort to fund the Sanitary Sewer Evaluation Study and fund the Reserve accounts. Mr. Ramasamy expressed that an increase in the rate cannot be avoided, therefore, he was in favor of increasing the rate to \$460. Mr. Manfre distributed a copy of the proposed sewer user fee schedule based on a user rate of \$470 (see Exhibit F).

Motion to present for purposes of a public hearing a user charge rate of \$460 and to reduce from the proposed Capital budget the following: I/I & Manhole Rehabilitation (\$50,000), VFD (\$150,000), Odor Control (\$355,000), Reserve (\$100,000).

The motion was made by Mr. Bala Ramasamy and seconded by Mr. Joseph Kennedy

Upon a Roll Call Vote the motion carried as follows: Stephen Wagner, Michael Lyon, James Murray, and Bala Ramasamy (ayes); Joseph Botti and Toby Lewis (nays).

**H. Executive Session**

None

**I. Adjournment**

Motion to adjourn the meeting at 8:25 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