

Received 2/27/2020 @ 3:50  
Courtney Canhella, etc

MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING, PLEASE CALL ETHER DIAZ at  
(860) 644-2511, EXT. 243, ON OR BEFORE 4:30 P.M. ON THE DAY OF THE MEETING

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

**PUBLIC HEARING/REGULAR MEETING  
MADDEN ROOM**

**AGENDA**

**TUESDAY, MARCH 3, 2020  
7:00 P.M.**

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**PUBLIC HEARING**

1. Proposed sewer benefit assessments for eleven properties on Miller Road and for property located at 375 Rye Street in South Windsor, CT.

**REGULAR MEETING**

**A. Roll Call**

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

1. February 4, 2020 Regular Meeting

**C. New Business**

1. Sewer Benefit Assessment (Discussion and Approval)
2. Set Time and Place for Public Hearing
  - i. Fiscal Year 2020/2021 Budget
  - ii. Sewer User Rates
  - iii. Elderly Discount Program

**D. Communications and Reports**

1. Superintendent Report

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

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

1. Sewer Refunds

**G. Unfinished Business**

1. Fiscal Year 2020/2021 Budget (Discussion and Approval for Public Hearing Presentation)
  - i. Budget
  - ii. Sewer User Rate
  - iii. Elderly Discount Program

**H. Executive Session**

**I. Adjournment**

Received 4/17/2020 @ 3:30 PM  
C. L. Cannella

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

**MINUTES  
MADDEN ROOM**

**PAGE 1**

**PUBLIC HEARING  
MARCH 3, 2020 AT 7:00 PM**

**Members Present:** Thomas Ruby, Erik Dabrowski, Carol Fletterick, and Toby Lewis

**Members Absent:** Steven King, Jr., Ashwatha Narayana, Stephen Wagner

**Alternates Present:**

**Alternates Absent:** Shawn Jacobaccio and Vicki Paliulis

**Staff Present:** Tony Manfre, Superintendent of Pollution Control  
Ether A. Diaz, Recording Secretary

Chairman Thomas Ruby called the public hearing to order at 7:00 p.m. The following actions were taken during the March 3, 2020 Public Hearing of the Water Pollution Control Authority (WPCA).

1. Proposed sewer benefit assessments for eleven properties on Miller Road and for property located at 375 Rye Street in South Windsor, CT.

Ms. Ether Diaz, WPCA Recording Secretary read two legal notices into the record (see Exhibit A and B).

Chairman Thomas Ruby asked Mr. Tony Manfre, Superintendent of Pollution Control to provide a brief explanation of the Miller Road project and the proposed residential sewer assessments for Miller Road and 375 Rye Street. Mr. Tony Manfre explained that in May 2017 the homeowner of 74 Miller Road approached him and the Town Engineer regarding their failing septic system. They looked into the Health Department records and found that two other properties have signs of failing septic systems as well; they had restrictive use of the septic system. In October 2017 soil borings samples were taken and poorly draining soils were confirmed. In December 2017 the Water Pollution Control Authority approved to extend the sanitary sewer system on Miller Road for approximately 1,000 ft. In February 2018, the WPCA Rules and Regulations were revised to defer payment of the sewer benefit assessment until time of connection. Mr. Manfre explained that previously when a project was completed the sewer benefit assessments would be assessed on the properties and payment was due at the time the project was completed. In April 2018 the Town solicited bids for this project. The project was completed and closed out in December 2019. The initial construction cost estimate for the installation of the gravity sewer was \$340,000; however, the project was closed out at \$283,664.

Chairman Thomas Ruby opened the public hearing for public participation at 7:10 p.m.

Ms. Nora Beaulieu of 84 Miller Road was in attendance this evening. First she thanked Mr. Tony Manfre for providing him with copies of caveats whereby other land owners in the Town of South Windsor have paid for caveats. She explained that she wanted to figure out how many caveats were filed. However, the records provided by Mr. Manfre are from 1975 for properties located on Lawrence Road, Nevers Road and Cliffwood Drive; and no caveats were filed in the Town's computer system. The only caveat with a

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

**MINUTES  
MADDEN ROOM**

**PAGE 2**

**PUBLIC HEARING  
MARCH 3, 2020 AT 7:00 PM**

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high amount due she was able to find was in the amount of \$9,095. She explained that a \$20,000 sewer assessment is unacceptable. You asked us to build a road, not just sewer, said Mr. Beaulieu. She explained that nobody wanted the sewers in the road except for the only house that had a problem with the septic system. A \$20,000 assessment on a house that is worth \$200,000 is outrageous, she expressed. We built a road, said Ms. Beaulieu and expressed that they should not be paying for the entire road project. Whether this is called a lien or a caveat is on the property records and this does not increase the value of the property. She explained that she is one of the homes that have a new leach field because it was faulty prior to her purchasing the home. This is an unfair assessment to everybody in the block of housing. This is a road what is very well used in Town. In regard to the 1.9% interest rate, she asked if that's until connection to the sanitary system or is that until they sell the house. There's a lot of variable and gray areas on this matter, she said. Initially, they were told that the assessments were going to be \$10,000, then \$12,000, and now is \$20,000 a household. These houses are only worth \$200,000, she said. Ms. Beaulieu explained that she needs more time to do some research on this matter. She explained that nobody wanted to move forward with this project; this is all due to a family of six living in a three bedroom house. We are not even hooked up to the sewer and we owe \$20,000, said Ms. Beaulieu. She explained that she pays taxes and she feel this Town has a lot to offer, however, this is an unfair assessment in the amount of \$20,000. Ms. Beaulieu asked if the current property owner is responsible for the sewer assessment or does the responsibility to pay goes to the next property owner of the house. If they don't connect, do they have to pay, she asked. Therefore, she asked for more time to conduct research. She explained that these are retired people on a fixed income. Only one family on the road with kids, six people living in a three bedroom family house wanted this project done. Ms. Beaulieu continued to express that a \$20,000 benefit assessment is unacceptable. She had no further comments.

Mr. Arthur Williams of 80 Miller Road came before the Authority and explained that the letter that he received concerning the benefit sewer assessment for his property does not clearly explain when the payment is due by and whose responsibility is it to pay. Is it the current owner responsibility to pay the benefit assessment or is it the future property owner, he asked. Mr. Williams explained that his property is approximately 600 ft. off the road, therefore, he'll probably never hookup to the sanitary sewer system only because is probably going to cost him a lot of money to run a trench or a pipe from the road to serve his house. Currently he does not have a problem with the septic system as well as his close neighbors. He explained that initially three people were living at 74 Miller Road, the property with the failing septic system. The original owner had a failing septic system which was replaced with a small system considering that only three people were living in the property at the time. However, they sold the house to a family of six which they use twice as much water which contributed to this issue. It is unfair to the other neighbors, said Mr. Williams. He explained that years ago one of his neighbor had a failing septic system and it was in front of the house and the well was in the back of the house. He spent a lot of money years ago to replace the septic system and to change its location to the back of the property. He's neighbor is at the end of retirement and if he wants to sell the house the \$20,000 benefit assessment is going to cut down the value of the property, explained Mr. Williams. He stated that three years ago during the WPCA hearing on this

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

**MINUTES  
MADDEN ROOM**

**PAGE 3**

**PUBLIC HEARING  
MARCH 3, 2020 AT 7:00 PM**

---

matter they were kind of led to believe that the benefit sewer assessment was going to be between \$10,000 to \$13,000 and that it was not going to change. There was discussion about how much property frontage each house had to determine the benefit of assessment. But the regulation changed and now is based on the number of bedrooms per house. The property owner of 74 Miller Road was willing to put in their own low-pressure sewer system, however, the WPCA did not want private lines, said Mr. Williams. He explained that he thought this project was completed over a year ago but he didn't heard anything about it up until now that he received a letter in the mail regarding the benefit assessment. Mr. Williams explained that he doesn't want to hear in another year that the benefit sewer assessment is going to increase. He expressed that he has lots of concerns as to how this matter was handled; a lot of people on the street didn't really want or need the sewers. Ms. Williams would like to know the final figure of this benefit sewer assessment and when do they have to begin to pay.

Ms. Samreen Hussain of 99 Miller Road was in attendance this evening and approached the Authority. She explained that she purchased the property about five years ago. Currently she has two kids going to college and is planning to sell the property because they are living in a pay check to pay check situation. It is really hard for us to pay \$20,000; we are planning to sell this property and that's going to affect us, she stated. She expressed that is very hard to pay taxes in Town and this is a big concern for her.

Mr. Francis Lawlon of 84 Miller Road came before the Authority and explained that this is a hardship. He expressed that what he perceived happened is that the Town of South Windsor used the unfortunate situation of one homeowner on Miller Road to leverage their hardship and to get in sewers installed on the street and then charge everyone on the street for that. He explained that he understands that it's in the town's best interest to have as much sewer line out there as possible as it is a revenue stream. It is upsetting that we are financing basically the town of South Windsor ability to charge all their residents on the street for sewer which they weren't able to do before, he said. He explained that Ms. Nora Beaulieu made a really good point about the street itself. He believes that a lot of that cost that they've are now asked to share was to repave the whole road which is falling apart already. He also explained that Ms. Beaulieu was trying to find other examples of where one homeowner on a street had an issue or knew about it for years and did nothing with it except for complaining to the Town. He explained that he think that somebody just came with the idea to use the homeowner hardship to get sewer put in on Miller Road and start collection of sewer fees. He just thinks it's unfair, and the court will feel the same way, he said. He expressed that this matter needs to be appealed in court and definitely one of the position that they will take in court is that the town of South Windsor unfairly used the hardship of one house to overly burden the entire neighborhood so they ultimately can collect sewer fees from that neighborhood. He had no further comments.

With no further comments from the public, Chairman Ruby adjourned the meeting at 7:30 pm.

Respectfully Submitted,

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Ether A. Diaz, Recording Secretary

received 02/11/2020 @ 9:10 am  
C. J. [Signature] TC

**LEGAL NOTICE  
TOWN OF SOUTH WINDSOR**

Exhibit A

**PROPOSED SEWER ASSESSMENTS FOR PROPERTIES ON**

**Miller Road**

**Rye Street**

Pursuant to Chapter 103 Section 7-250 of the Connecticut General Statutes, notice is hereby given that the South Windsor Water Pollution Control Authority will hold a Public Hearing on March 3, 2020 at 7:00 p.m. in the Madden Room of Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut to establish proposed sewer assessments for:

#44 Miller Road	#74 Miller Road
#54 Miller Road	#80 Miller Road
#55 Miller Road	#84 Miller Road
#64 Miller Road	#94 Miller Road
#65 Miller Road	#99 Miller Road
#73 Miller Road	#375 Rye Street

A copy of the proposed sewer assessments will be available February 11, 2020 for review in the Town Clerk's Office in the Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut.

Thomas Ruby, Chairman  
Water Pollution Control Authority

Received 2/11/2020 @ 2 PM  
Cristine Cannella, LLC

Exhibit B

**LEGAL NOTICE  
TOWN OF SOUTH WINDSOR**

**SEWER ASSESSMENTS FOR PROPERTIES ON  
Miller Road      Rye Street**

Pursuant to Chapter 103 Section 7-250 of the Connecticut General Statutes, notice is hereby given that the South Windsor Water Pollution Control Authority proposes to levy sewer assessments for the following properties and this list was filed in the office of the Town Clerk on February 11, 2020. The property owner may elect to pay said assessment in 15 equal installments. The first payment shall be due on the first day of November or the first day of May, whichever occurs first, after the property connects to the public sewer.

Appeals from such assessment must be taken within twenty-one days after said filing; Any person aggrieved by any assessment may appeal to the Superior Court for the judicial district and shall bring any such appeal to a return day of said court not less than twelve or more than thirty days after service thereof and such appeal be privileged in respect to its assignment for trial.

<u>LOCATION</u>	<u>SEWER ASSESSMENT TOTAL</u>
44 Miller Road	\$ 20,630.09
54 Miller Road	\$ 20,630.09
55 Miller Road	\$ 25,787.61
64 Miller Road	\$ 20,630.09
65 Miller Road	\$ 20,630.09
73 Miller Road	\$ 20,630.09
74 Miller Road	\$ 20,630.09
80 Miller Road	\$ 20,630.09
84 Miller Road	\$ 20,630.09
94 Miller Road	\$ 20,630.09
99 Miller Road	\$ 20,630.09
375 Rye Street	\$ 7,525.00

Thomas Ruby, Chairman  
Water Pollution Control Authority



Received 4/17/2020  
@ 4:15 PM  
Cathy Cannella, etc

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

**MINUTES  
MADDEN ROOM**

**PAGE 1**

**REGULAR MEETING  
MARCH 3, 2020 AT 7:00 PM**

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**A. Roll Call**

**Members Present:** Thomas Ruby, Erik Dabrowski, Carol Fletterick, and Toby Lewis

**Members Absent:** Steven King, Jr., Ashwatha Narayana, Stephen Wagner

**Alternates Present:** Vicki Paliulis

**Alternates Absent:** Shawn Jacobaccio

**Staff Present:** Tony Manfre, Superintendent of Pollution Control  
Ether A. Diaz, Recording Secretary

Chairman Thomas Ruby called the meeting to order at 7:34 p.m. The following actions were taken during the March 3, 2020 Regular Meeting of the Water Pollution Control Authority (WPCA).

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

1. February 4, 2020, Regular Meeting

Motion to accept the minutes of the February 4, 2020 regular meeting as presented.

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

**C. New Business**

1. Sewer Benefit Assessment (Discussion and Approval)

Mr. Tony Manfre, Superintendent of Pollution Control explained that the property on Rye Street, the original lot was subdivided in 2019. In June 2019, the WPCA granted approval for the newly subdivided lot, known as 375 Rye Street, to connect to the existing sanitary sewer main on Rye Street. The sewer benefit assessment was previously paid for the original lot. The approval granted by the WPCA was subject to payment of the benefit sewer assessment for the newly created lot, said Mr. Manfre. The property owner has been informed of this matter. Mr. Manfre explained that the assessment for this property was calculated different from the assessment for the properties of Miller Road because there was an existing sewer line. Hence, the Miller Road project was a new project which was funded by the Town.

Motion was made to levy sewer benefit assessments to property located at 375 Rye Street and to place a caveat on the property's land records.

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

**MINUTES  
MADDEN ROOM**

**PAGE 2**

**REGULAR MEETING  
MARCH 3, 2020 AT 7:00 PM**

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

A discussion ensued on the proposed sewer benefit assessments for properties on Miller Road. Mr. Erik Dabrowski explained that he recalls an estimated sewer benefit assessment in the amounts of \$10,000 and \$12,000. Several property owners raised concern this evening on what the initial estimated cost was and what is now. How it got to double; why is this project so much, asked Mr. Dabrowski. Mr. Manfre responded that he was citing the Lawrence Road project and benefit sewer assessments that was done in 2004. In 2018, Mr. Manfre explained that correspondence was sent to each property owner notifying them of the estimated assessment based upon the construction bid proposals received. The project was approved by the Authority and the rules and regulations were changed to allow for the option that payment would not be due until the time of connection, said Mr. Manfre.

What happens if the property owners don't connect to the sanitary sewer system and continue to use the septic system, asked Mr. Dabrowski. Mr. Manfre responded that as long as their septic system is functioning they don't have to connect. However, once the septic system fails they are required to connect to the sanitary sewer system; the Health Department will determine if the septic system failed.

One of the concerns raised by several property owners was having a caveat on their land records. How a caveat affects anyone that wants to sell their home, asked Mr. Dabrowski. Mr. Manfre explained that a caveat is placed on the land records to inform that the property is subject to payment of a sewer benefit assessment if they decide to connect to the town's sanitary sewer system. They don't understand that, stated Ms. Carol Fletterick and Mr. Erik Dabrowski. Mr. Toby Lewis explained that the property owner impression of this was that if they sell their house, the perspective buyer is going to think that they need to pay an additional \$20,000. This is 10% of the value of the house, said Mr. Dabrowski and therefore, it is important to communicate to the property owners as explained by Mr. Manfre. Mr. Manfre explained that they are paying 80% of the total cost of the project and the WPCA paid 20%. Chairman Thomas Ruby expressed his appreciation on the raised concerns about having a caveat placed on the land records and perhaps that been a concern to a perspective buyer, however, is really outside the WPCA jurisdiction and the Authority is bound by the regulations.

Mr. Erik Dabrowski explained that several property owners also expressed concern on the condition of the road. They said that they paid to have the road repaved, however, is deteriorating. Was that in the initial scope of the project, asked Mr. Dabrowski. Yes, that was part of the scope of the project, said Mr. Manfre. Chairman Ruby made recommendation to have Town staff look at the condition of the road to determine its condition. There was a consensus to provide a written response to the property owners on the concerns raised.



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

**MINUTES  
MADDEN ROOM**

**PAGE 3**

**REGULAR MEETING  
MARCH 3, 2020 AT 7:00 PM**

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Motion was made to table any action on this matter until its next meeting on April 7, 2020.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

2. Set Time and Place for Public Hearing
  - i. Fiscal Year 2020/2021 Budget
  - ii. Sewer User Rates
  - iii. Elderly Discount Program

A public hearing needs to be scheduled to present the proposed FY 2020/2021 budget and to establish proposed sewer user rates and the elderly discount program. Mr. Tony Manfre recommended having the public hearing and the regular meeting on April 7, 2020 in the Conference Room of the Wastewater Treatment Facility. There was a consensus to move the meeting from the Treatment Facility because people may not attend.

Motion to set a Public Hearing for Fiscal Year 2020/2021 budget, sewer user rate, and elderly discount program for April 7, 2020 at 7:00 pm in the Town Hall.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis. 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 A). He reported on the following items:

Commercial/Industrial Billing: Mr. Manfre is in the process of preparing the commercial/industrial billing list and will be sending sewer user bills that will be due and payable April 1, 2020. A billing summary will be provided to the WPCA at the April meeting.

Master Utility Agreement: A meeting was held with the State of CT Department of Transportation (DOT) to discuss the Master Utility Agreement with regards to DOT paving over the Town's manholes. DOT will strongly consider revising the current utility agreement to reimburse communities 100% of the cost to raise manholes, said Mr. Manfre.

Odor Control: Work has begun to reconstruct the odor control biofilter with the assistance of the Streets Department, Environmental Services, Inc. and Distinctive Tree Care. Mr. Manfre reported that he will be meeting with the contractor for the

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

**MINUTES  
MADDEN ROOM**

**PAGE 4**

**REGULAR MEETING  
MARCH 3, 2020 AT 7:00 PM**

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quality based selection process for the engineering part of the pump stations and to negotiate the scope of work and fees.

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

None

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

**1. Sewer Refunds**

Included with the Agenda was a Memo from Ms. Jennifer Hilinski-Shirley, Collector of Revenue requesting approval of 2 refund totaling \$185.99 due to an overpayment (see Exhibit B).

Motion was made to approve two sewer refunds totaling \$185.99 as noted in the report provided to the WPCA (see Exhibit C).

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

**G. Unfinished Business**

**1. Fiscal Year 2020/2021 Budget (Discussion and Approval for Public Hearing Presentation)**

- i. Budget
- ii. Sewer User Rate
- iii. Elderly Discount Program

Included with the Agenda was a draft copy of the proposed budget (see Exhibit D). Mr. Tony Manfre explained that there were two changes on the budget. The first change was that there's 53 pay periods in the upcoming fiscal year, therefore, the full time salaries was adjusted causing an increase of \$15,000. Also, Mr. Manfre received a hard number from the Finance Department for the employee benefits which caused a decrease in the budget by \$20,000. Mr. Manfre recommended a sewer user fee in the amount of \$434; the sewer user fee is based on 79,000 gallons.

Chairman Thomas Ruby explained that there was a request for a zero increase option; to maintain the current sewer fee. Mr. Tony Manfre explained that he did an analysis of the budget versus the zero increase option (see Exhibit E). Mr. Tony Manfre explained that included with the budget is a 10 year projection plan for capital improvements. For example, fiscal year 2021/2022 there's not many projects to complete, therefore, Mr. Manfre want to increase the replacement reserve during that time. Included with the Agenda, there was an article from Fort Lauderdale, Florida regarding the collapsing sewer pipes (see Exhibit F). Chairman Ruby recommended going on YouTube and searching for Fort Lauderdale sewer, whereby there's a number of local news

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

**MINUTES  
MADDEN ROOM**

**PAGE 5**

**REGULAR MEETING  
MARCH 3, 2020 AT 7:00 PM**

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stations reports on this ongoing situation. The town's sanitary sewer lines is a 50 years old system and things are breaking and there's fines, and \$1 million doesn't go far, stated Chairman Ruby. In looking at the reserve accounts, that's something to be concerned of as there's about \$2 million in the replacement reserve and about \$1 million in the operation reserve.

Mr. Erik Dabrowski asked if there was no creativity found in the way the apartments could be billed. For example, billing the apartments a set user fee and an additional charge per apartment. Mr. Manfre responded that a public hearing will be necessary. Chairman Ruby explained that the WPCA had a meeting in July 2019 to discuss the fees structure, and the outcome of that was to go from 84,000 gallons to 79,000 gallons for commercial flow. Mr. Dabrowski expressed that people are clearly burden and that's why he "always fight to keep" the sewer user rate the same. Perhaps, the WPCA can revisit later the apartments without having to change other fees. Chairman Ruby responded that he's open to discuss this matter at a later time. For purposes of this budget, they need to propose a sewer user rate. He explained that part of his concern is if there's a serious sewer main break and the reserves funds are used quickly. Therefore, it's critical to build the reserves. The WPCA is self-funded, said Mr. Manfre. Ms. Vicki Paliulis expressed that she hears people who have had it with the Town of South Windsor right now due to the increase in sewer user fees. Mr. Dabrowski agreed. Mr. Dabrowski explained that next year the Authority needs to take a solid look at the apartment's situation to put more in the replacement reserves. Therefore, he recommended maintaining the sewer rate at \$415. Mr. Manfre expressed concern on the pipes that are hitting the 50 year mark. Chairman Ruby explained that when presenting the proposed budget, Mr. Manfre proposed a sewer user fee of \$460 and since then he reduced it to \$434.

Motion was made to present for purposes of a public hearing a sewer user charge in the amount of \$415.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis. Upon a roll call vote the motion failed as follows: Aye: Erik Dabrowski and Toby Lewis; Nay: Carol Fletterick, Vicki Paliulis and Chairman Thomas Ruby.

Ms. Vicki Paliulis expressed that is a big jump from \$415 to \$434. The difference is \$200,000 between the \$415 and the \$434; if we have a disaster is not going to be \$200,000, stated Mr. Dabrowski.

Motion was made to present for purposes of a public hearing a sewer user charge in the amount of \$417.

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

**MINUTES  
MADDEN ROOM**

**PAGE 6**

**REGULAR MEETING  
MARCH 3, 2020 AT 7:00 PM**

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The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski. Upon a roll call vote the motion failed as follows: Aye: Erik Dabrowski and Toby Lewis; Nay: Carol Fletterick, Vicki Paliulis, and Chairman Thomas Ruby.

Motion was made to present for purposes of a public hearing a sewer user charge in the amount of \$420.

The motion was made by Ms. Vicki Paliulis and seconded by Ms. Carol Fletterick. Upon a roll call vote the motion passed as follows: Aye: Carol Fletterick, Vicki Paliulis, and Chairman Thomas Ruby; Nay: Erik Dabrowski and Toby Lewis.

**H. Executive Session**

None

**I. Adjournment**

Motion to adjourn at 8:35 pm.

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

## **WPCA COMMUNICATIONS AND REPORTS**

March 3, 2020

*The following is a monthly report from the Superintendent of Pollution Control as an appendix to the Water Pollution Control Authority meeting.*

### **General Information**

#### Commercial/Industrial Billing

We are preparing the commercial/industrial billing list and will be sending sewer user bills that will be due and payable April 1, 2020. A billing summary will be provided to the WPCA at the April meeting.

#### Master Utility Agreement

- CWPCA, CWPAA, Melissa Biggs (lobbyist for CWPCA and CWPAA), along with East Windsor and South Windsor representatives met with DOT officials to discuss revising the Master Utility Agreement
- Discussion points included:
  - Communication improvements between DOT/municipalities
  - Budgetary impact on municipal utilities
  - Revising the current agreement
- DOT will strongly consider revising the current utility agreement to reimburse communities 100% of the cost to raise manholes

### **Treatment Plant and Collection Systems**

#### Treatment Plant

Process Numbers:

January

- Average flow 2.84 Million gallons per day
- Removed 99% of Biological Oxygen Demand
- Removed 99% of Total Suspended Solids
- Processed 138,837 lbs of dry solids
- Discharged 104 lbs/day Total Nitrogen (NPDES limit 106 lbs/day)

## Odor Control Biofilter



Work has begun to reconstruct the odor control biofilter with the assistance of the Streets Department, Environmental Services, Inc. and Distinctive Tree Care. The Streets Department has been hauling leaf compost to Distinctive Tree Care who is supplying wood chips for the project. The compost and wood chips are being mixed to create the biofilter media. ESI is supplying a 65' extended reach excavator for the removal and replacement of the media.

## Collection System

- Inspected 1/2 mile of sewer line, mostly concentrated in the Quarry Brook Pump Station area and the trunk line coming in off of Main Street
- Cleaned approximately 3/4 mile of sewer line

## Capital Improvement Projects Update

### Quality Based Selection for Engineering Services – Pump Station Upgrades

- Began negotiations with Arcadis to create a detailed scope of work, project schedule and project fees
- Catherine Chu from DEEP has been assigned as the Town's engineering contact for the project
- Next steps:
  - Agree to scope of work and fees
  - DEEP review
  - Execute contract

### Ellington Road Sewer Extension Design

- Final design plans have been submitted by Wright Pierce along with a cost estimate



- We are awaiting approval from Department of Economic Community Development to continue to use Wright Pierce for project administration
- Once approval is granted/denied we will reallocate funds appropriately

#### Miller Road Sewer Extension

- Project has been closed out
- Sewer Benefit Assessments are being determined
- Caveats will be placed on effected properties

#### Griffin Road Sewer Repair/Avery Street Manhole Replacement

- We continue to monitor the sewer line break on a monthly basis
- Video of the break has been submitted to a contractor for review. They believe that they may have a product that will provide pipe stability and can be lined through. This option can potentially save thousands of dollars with less disruption to traffic and service.

#### Treatment Outfall Stabilization Project

*Nothing new to report*

### **Collection of Delinquent Accounts**

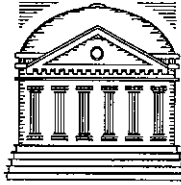
#### TaxServ Collection Report

*Please see attached report.*



X

Tony Manfre  
Superintendent of Pollution Control



**TAXSERV CAPITAL SERVICES, LLC**

MUNICIPAL TAX SERVICES

21 Oak Street, Suite 301

Hartford, CT 06106

TELEPHONE (860) 724-9100 ♦ FACSIMILE (860) 727-1080

E-MAIL: [taxserv@taxserv.com](mailto:taxserv@taxserv.com)

February 6, 2020

**Via Email**

Anthony Manfre

Superintendent

Town of South Windsor

Water Pollution Control Authority

1540 Sullivan Avenue

South Windsor, CT 06074

Re: Professional Services Agreement dated May 1, 2018 ("Contract")  
Monthly Collections Report for January 2020 ("Report")

Dear Mr. Manfre:

The following presents the collections report for the delinquent accounts placed with TaxServ Capital Services, LLC ("TaxServ") for the month of January 2020.

1. Status for January 2020: The following Table 1 presents the characteristics of the bills placed for collection with interest, costs accrued and collections through January 2020:

Number of Active Bills/Accounts: 670 / 301

Lien Age Range: 2008-2020

**Table 1**

Category	Original Balance <sup>(1)</sup>	Collected Amount <sup>(2)</sup>	Current Balance <sup>(3)</sup>
Principal	\$677,706.66	\$511,271.65	\$230,764.97
Interest	\$187,401.69	\$222,516.70	\$117,116.25
Collection Fee	\$129,766.25	\$55,509.68	\$52,182.18
Costs of Collection	\$43,060.94	\$93,041.92	\$18,705.41
<b>Total Receivable</b>	<b>\$1,037,935.54</b>	<b>\$882,339.95</b>	<b>\$418,768.81</b>

Total gross historical collections are \$882,339.95 (\$826,830.27 net of collection fees). Total gross collections in January 2020 are \$12,458.00 (\$10,895.64 net of collection fees) and described in Table 2. A report that details the Table 2 collections is attached hereto as Schedule A.

**Table 2**

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$8,474.25	\$1,888.59	\$489.32	\$10,852.16	\$1,555.84	\$12,408.00
TaxServ	\$42.27	\$1.21	\$0.00	\$43.48	\$6.52	\$50.00
<b>Grand Total</b>	<b>\$8,516.52</b>	<b>\$1,889.80</b>	<b>\$489.32</b>	<b>\$10,895.64</b>	<b>\$1,562.36</b>	<b>\$12,458.00</b>

2. Table 3 provides a summary of Schedule B which provides total number of attempts to collect for both Outstanding and Redeemed accounts.

**Table 3**

<b>Description</b>	<b>January 2020 Count of Attempts</b>	<b>Total Count of Attempts</b>	<b>Average of Total Count of Attempts</b>
Outstanding	1	1337	5
Redeemed	0	1755	5
<b>Grand Total</b>	<b>1</b>	<b>3092</b>	<b>5</b>

3. Collection Charts: Attached hereto as Schedule A1 through Schedule A3 are the collection charts providing for monthly and cumulative collections, monthly collection comparison and collection rates by Grand List year. Schedule B provide the detail and summary of attempts made to collect.

Thank you and please advise if you have any questions or comments.

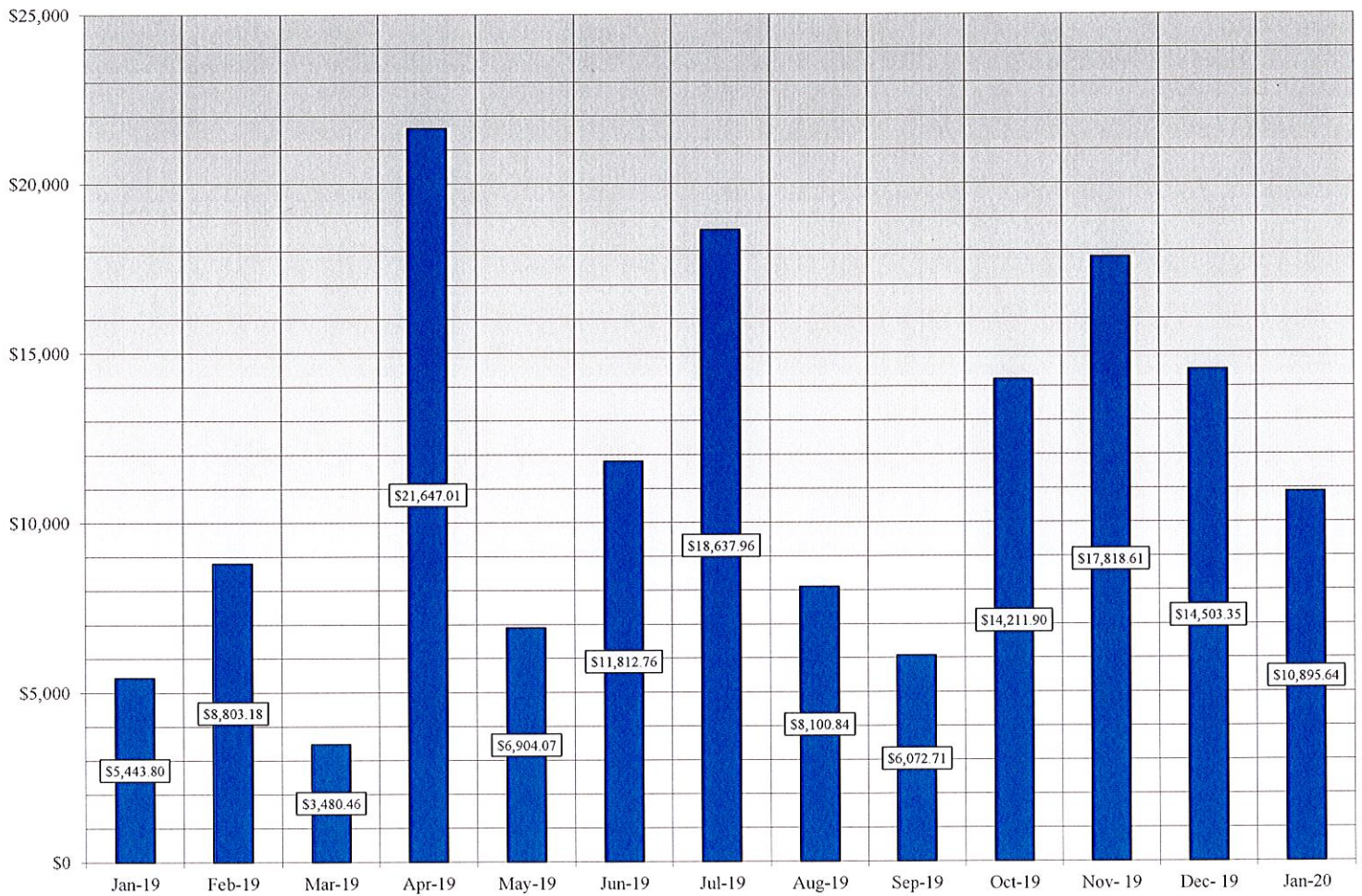
Sincerely,



Maria Thomas  
Service Manager  
TaxServ Capital Services, LLC  
Phone: (561)799-9626 ext 303  
Email: mthomas@taxserv.com

cc: Mr. Roger Blain

SCHEDULE A1  
 South Windsor CT - TAXSERV CAPITAL SERVICES, LLC  
 MONTHLY COLLECTIONS FOR THE PERIOD January 2019 THROUGH January 2020





## *Town of South Windsor*

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074  
TELEPHONE (860) 644-2511

**TO:** MICHAEL MANISCALCO, TOWN MANAGER  
ANTHONY MANFRE, SUPERINTENDENT OF POLLUTION CONTROL  
MEMBERS OF THE WPCA  
**FROM:** JENNIFER R. HILINSKI-SHIRLEY, CCMC COLLECTOR OF REVENUE  
**SUBJECT:** REFUND BATCH #9 MARCH 03, 2020 AGENDA  
**DATE:** February 24, 2020  
**CC:** PATRICIA PERRY, DIRECTOR OF FINANCE

---

I respectfully request approval of 2 refunds totaling \$185.99 as noted on the attached report. All refund requests received by 3:30 pm, February 24, 2020 are included in subject batch.

Exhibit C

Bill #	Name	Address/Account Info	Reason	Over Pay
2019-06-0047007	KAUFMAN SHELLEY FIDUCIARY	912 PLEASANT VLY CONDO	Sec. 12-129 Refund of Excess Payments.	-66.96
2019-06-0047007	KAUFMAN SHELLEY FIDUCIARY	912 PLEASANT VLY CONDO	Sec. 12-129 Refund of Excess Payments.	-119.03
TOTAL				-185.99
Deputy Collector of Revenue		Collector of Revenue		
Date: February 21, 2020		Date: February 21, 2020		



**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2020/2021**

Exhibit D

**ACCOUNT NO.  
3252**

**REVISED DRAFT  
February 27, 2020**

	FY1819 ACTUAL	FY1920 APPROVED	FY1920 YTD AS OF 2/27/20	FY2021 PROPOSED	DELTA FROM LAST YEAR
110 Full-time Salaries	\$ 974,660	\$ 1,010,251	\$ 697,300	\$ 1,081,700	\$ 71,449
111 Overtime	\$ 86,813	\$ 113,539	\$ 61,840	\$ 114,472	\$ 933
112 Longevity	\$ 700	\$ 700	\$ 700	\$ 700	\$ -
113 Part-time Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
130 Employee Benefits	\$ 585,624	\$ 498,475	\$ 254,593	\$ 522,872	\$ 24,397
<b>Subtotal:</b>	<b>\$ 1,647,797</b>	<b>\$ 1,622,965</b>	<b>\$ 1,014,433</b>	<b>\$ 1,719,743</b>	<b>\$ 96,778</b>
<b>200 Materials &amp; Expenses</b>					
210 Office Supplies	\$ 906	\$ 1,600	\$ 2,062	\$ 2,000	\$ 400
221 Operating Materials	\$ 92,870	\$ 131,450	\$ 75,382	\$ 118,950	\$ (12,500)
222 Motor Vehicle Supplies	\$ 6,307	\$ 27,550	\$ 5,810	\$ 23,100	\$ (4,450)
223 Uniforms & Clothing	\$ 11,314	\$ 15,750	\$ 5,609	\$ 15,750	\$ -
232 Equipment Repair	\$ 95,491	\$ 97,000	\$ 29,903	\$ 115,000	\$ 18,000
<b>Subtotal:</b>	<b>\$ 206,888</b>	<b>\$ 273,350</b>	<b>\$ 118,766</b>	<b>\$ 274,800</b>	<b>\$ 1,450</b>
<b>300 Contractual Services</b>					
310 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
320 Professional	\$ 156,950	\$ 161,500	\$ 83,406	\$ 160,100	\$ (1,400)
330 Rentals & Leases	\$ 25,409	\$ 33,400	\$ 14,872	\$ 33,400	\$ -
360 Utilities	\$ 459,663	\$ 529,650	\$ 181,610	\$ 456,000	\$ (73,650)
371 Maintenance Contracts	\$ 462,619	\$ 567,100	\$ 290,464	\$ 674,300	\$ 107,200
373 Repair Maintenance Equip.	\$ 40,645	\$ 32,000	\$ 3,129	\$ 32,300	\$ 300
374 Fees & Memberships	\$ 12,921	\$ 2,670	\$ 240	\$ 1,900	\$ (770)
375 Recruitment & Training	\$ 19,454	\$ 24,200	\$ 5,605	\$ 23,750	\$ (450)
390 Other Purchase Services	\$ 385,469	\$ 326,000	\$ 76,915	\$ 326,000	\$ -
393 Internal Service Charge	\$ 37,240	\$ 45,000	\$ 45,000	\$ 45,000	\$ -
<b>Subtotal:</b>	<b>\$ 1,600,369</b>	<b>\$ 1,721,520</b>	<b>\$ 701,241</b>	<b>\$ 1,752,750</b>	<b>\$ 31,230</b>
<b>400 Capital Outlay</b>					
430 Capital Projects	\$ 67,578	\$ 45,000	\$ 42,738	\$ 168,000	\$ 123,000
441 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
442 Department Equipment	\$ 90,587	\$ 72,500	\$ 2,978	\$ 76,500	\$ 4,000
<b>Subtotal:</b>	<b>\$ 158,165</b>	<b>\$ 117,500</b>	<b>\$ 45,716</b>	<b>\$ 244,500</b>	<b>\$ 127,000</b>
<b>Department Total:</b>	<b>\$ 3,613,220</b>	<b>\$ 3,735,335</b>	<b>\$ 1,880,156</b>	<b>\$ 3,991,793</b>	<b>\$ 256,458</b>

PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR 2020/2021

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
<b>100 PERSONNEL SERVICES</b>		<b>\$ 1,719,743</b>	<b>\$ 1,622,965</b>
<b>110 FULL TIME SALARIES</b>	ANNUAL		
	SUPERINTENDENT*	\$ 92,000	\$ 83,796
	PLANT SUPERVISOR	\$ 100,000	\$ 85,640
*SALARY IS 80% FUNDED BY WPCA	FACILITIES MECHANIC	\$ 85,280	\$ 81,830
**SALARY IS 25% FUNDED BY WPCA	LEAD OPERATOR W/O CERT	\$ 85,280	\$ 81,830
	LEAD OPERATOR W/O CERT	\$ 85,280	\$ 81,830
	OPERATOR 3 STEP 3	\$ 78,979	\$ 75,784
	OPERATOR 3 STEP 3	\$ 78,979	\$ 75,784
CONTRACTUAL	OPERATOR 3 STEP 3	\$ 78,979	\$ 75,784
SALARY INCREASES:	OPERATOR 3 STEP 3	\$ 78,979	\$ 75,784
CSEA UNION 2.15%	OPERATOR 3 STEP 2	\$ 78,205	\$ 75,784
AFSME UNION 2.25%	OPERATOR 3 STEP 1	\$ 77,423	\$ 75,041
	OPERATOR 2 STEP 1	\$ 70,703	\$ 69,207
	LABORATORY ANALYST	\$ 78,979	\$ 60,296
	ADMINISTRATIVE SECRETARY**	\$ 12,633	\$ 11,861
	<b>Salary Total</b>	<b>1,081,700</b>	<b>\$ 1,010,251</b>
<b>111 OVERTIME</b>			
SCHEDULED OVERTIME:			
SATURDAYS (52 DAYS)			
# OF HRS # OF STAFF WAGE x 1.5			
2 2 \$ 60.34	SATURDAY OVERTIME	\$ 12,551	\$ 12,275
	SUNDAY OVERTIME	\$ 16,734	\$ 16,366
SUNDAYS (52) AND HOLIDAYS (13)	HOLIDAY OVERTIME	\$ 4,184	\$ 4,092
# OF HRS # OF STAFF WAGE x 2	<b>SCHEDULED OT TOTAL</b>	<b>\$ 33,469</b>	<b>\$ 32,732</b>
2 2 \$ 80.45			
UNSCHEDULED OVERTIME:	ALARMS	\$ 56,317.21	\$ 55,077.96
ALARMS/YR 100	LINE BLOCKAGES	\$ 1,126.34	\$ 1,101.56
LINE BLOCKAGES/YR 2	REPAIRS	\$ 10,559.48	\$ 10,327.12
PLANT/PS REPAIR (HRS.) 75	<b>UNSCHEDULED OT TOTAL</b>	<b>\$ 68,003</b>	<b>\$ 66,507</b>
# OF HRS # OF STAFF WAGE x 1.75			
4 2 \$ 70.40			
STAND BY COMP:	STAND BY COMPENSATION	\$ 13,000	\$ 14,300
WKS/YR COST/WK.	<b>TOTAL</b>	<b>\$ 13,000</b>	<b>\$ 14,300</b>
52 \$ 250			
<b>112 LONGEVITY</b>			
	LONGEVITY PAYMENT	700	700
	<b>TOTAL</b>	<b>\$ 700</b>	<b>\$ 700</b>

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
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114 TEMPORARY HELP

TEMPORARY/SEASONAL HELP	\$	-	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

130 EMPLOYEE BENEFITS

FICA	\$	91,051	\$	86,631
BC/BS	\$	207,407	\$	207,035
DEARBORN LIFE	\$	8,294	\$	7,752
LTD	\$	1,538	\$	1,374
STD	\$	221	\$	221
W/C	\$	37,366	\$	38,924
ICMA	\$	57,406	\$	56,579
LAB CERTIFICATION	\$	1,500	\$	1,500
AETNA PENSION	\$	110,989	\$	91,359
CDL LICENSE	\$	2,500	\$	2,500
STATE LICENSES	\$	4,600	\$	4,600
<b>TOTAL</b>	<b>\$</b>	<b>522,872</b>	<b>\$</b>	<b>498,475</b>

**PUBLIC WORKS  
POLLUTION CONTROL**

**FICAL YEAR  
2020/2021**

**ACCOUNT NO.  
3252**

<b>CODE NO. &amp; DESCRIPTION</b>	<b>PROGRAM</b>	<b>COST</b>	<b>FY20 BUDGET</b>
<b>200 MATERIALS AND SUPPLIES</b>		<b>\$ 274,800</b>	<b>\$ 273,350</b>
<b>210 OFFICE SUPPLIES</b>			
PAPER, PENS, FAX, AND PRINTER CARTRIDGES	SUPPLIES	\$ 2,000	\$ 1,600
	<b>TOTAL</b>	<b>\$ 2,000</b>	<b>\$ 1,600</b>
<b>221 OPERATING SUPPLIES</b>			
221.1 PLANT SUPPLIES		\$ 1,000	\$ 1,000
221.2 PUBLICATIONS		\$ 1,000	\$ -
221.3 SHOP SUPPLIES		\$ 4,000	\$ 4,000
221.4 SIGNS		\$ 1,200	\$ 1,200
221.5 EMERGENCY		\$ 1,500	\$ 1,500
221.6 CUSTODIAL SUPPLIES		\$ 3,500	\$ 3,500
221.7 LINE CLEANING SUPPLIES		\$ 15,000	\$ 25,000
221.8 SAFETY SUPPLIES		\$ 4,000	\$ 4,000
221.9 CHEMICALS		\$ 22,000	\$ 25,000
221.10 BUILDING SUPPLIES		\$ 1,750	\$ 1,750
221.11 PLUMBING SUPPLIES		\$ 2,000	\$ 2,000
221.12 LABORATORY SUPPLIES		\$ 18,500	\$ 18,500
221.13 HARDWARE SUPPLIES		\$ 3,500	\$ 3,500
221.14 SLUDGE DISPOSAL		\$ 2,500	\$ 2,500
221.15 LUBRICANTS		\$ 2,500	\$ 4,500
221.16 ELECTRICAL SUPPLIES		\$ 5,000	\$ 3,500
221.17 MECHANICAL SUPPLIES		\$ 30,000	\$ 30,000
	<b>TOTAL</b>	<b>\$ 118,950</b>	<b>\$ 131,450</b>
<b>222 MOTOR VEHICLE SUPPLIES</b>	<b>USE (GAL.)</b>		
ASSUMPTIONS:	FUEL: Diesel Generators - Pump Stations	600	\$ 1,800
GASOLINE \$ 2.50	80SW - 2009 Ford Explorer	300	\$ 750
DIESEL \$ 3.00	81SW - 2017 Ford F-250	400	\$ 1,000
	82SW - 2014 Ford E-350 Cam. Tr.	500	\$ 1,250
	83SW - 2019 F550 Utility Truck	800	\$ 2,000
	84SW - 1995 Ford LN9000 Vac Tr.	300	\$ 900
	86SW - 2008 Combination Truck	1500	\$ 4,500
	87SW - 2014 Ford F-350 Utility Tr.	400	\$ 1,000
	Pumps/Misc Equipment	100	\$ 250
	<b>TOTAL</b>	<b>\$ 13,450</b>	<b>\$ 16,900</b>
<b>REPAIR PARTS:</b>	Portable Equipment	\$ 1,200	\$ 1,200
	1995 - 84SW Ford LN9000 Vacuum Truck	\$ 1,500	\$ 500
	2008 - 86SW Combination Truck	\$ 4,500	\$ 750
	2009 - 80SW Ford Explorer	\$ 1,200	\$ 500
	2014 - 82SW Ford E-350 Camera Truck	\$ 750	\$ 1,200
	2014 - 87SW Ford F-350 Utility Truck	\$ 500	\$ 1,500
	2017 - 81SW Ford F-250	\$ 500	\$ 4,500
	2019 - 83SW F450 Utility Truck	\$ 500	\$ 500
	<b>TOTAL</b>	<b>\$ 9,650</b>	<b>\$ 20,650</b>

PUBLIC WORKS  
POLLUTION CONTROL

FICAL YEAR  
2020/2021

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
223 UNIFORMS			
UNIFORM RENTAL		\$ 7,500	\$ 7,500
SAFETY SHOES		\$ 3,250	\$ 3,250
REPLACEMENT CLOTHING		\$ 5,000	\$ 5,000
TOTAL		\$ 15,750	\$ 15,750
232 EQUIPMENT REPAIR			
PLANT EQUIPMENT		\$ 75,000	\$ 69,000
PUMP STATION EQUIPMENT		\$ 40,000	\$ 28,000
TOTAL		\$ 115,000	\$ 97,000

PUBLIC WORKS	FISCAL YEAR	ACCOUNT NO.
POLLUTION CONTROL	2020/2021	3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
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300 - CONTRACTUAL SERVICES		\$ 1,752,750	\$ 1,721,520
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310 ADVERTISING/PRINTING

ADVERTISING	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

320 PROFESSIONAL

320.1 JobCal Support	\$ 500	\$ 900
320.2 Rockwell Support	\$ 1,000	\$ 2,000
320.3 Debt Mgt.	\$ 2,000	\$ 2,000
320.4 Water Consumption Reports	\$ 1,200	\$ 1,200
320.5 Insurance Premiums	\$ 138,000	\$ 138,000
320.6 NPDES Compliance Testing	\$ 14,000	\$ 14,000
320.7 NPDES PERMIT	\$ 2,400	\$ 2,400
320.8 Drug Testing and Innoculations	\$ 1,000	\$ 1,000
<b>TOTAL</b>	<b>\$ 160,100</b>	<b>\$ 161,500</b>

330 RENTAL & LEASES

330.1 Communications	\$ 22,000	\$ 22,000
330.2 2 Way Radio	\$ 2,000	\$ 2,000
330.3 GPS Rental	\$ 2,100	\$ 2,100
330.4 SCADA Line Equipment Rental	\$ 3,300	\$ 3,300
330.5 Security System	\$ 2,000	\$ 2,000
330.6 Copier	\$ 2,000	\$ 2,000
<b>TOTAL</b>	<b>\$ 33,400</b>	<b>\$ 33,400</b>

360 UTILITIES

360.1 ELECTRICAL USE:		
TREATMENT PLANT	\$ 320,000	\$ 370,000
PUMP STATIONS:		
Avery	\$ 3,000	\$ 4,000
Barrington	\$ 2,500	\$ 2,500
Benedict	\$ 22,000	\$ 30,000
Clark	\$ 35,000	\$ 44,700
Ellington	\$ 2,900	\$ 2,900
Pleasant Valley	\$ 8,500	\$ 9,400
Quarry Brook	\$ 3,100	\$ 3,100
Route 5	\$ 2,600	\$ 2,600
Rye	\$ 3,000	\$ 3,600
Scantic I	\$ 1,700	\$ 2,100
Scantic II	\$ 3,100	\$ 3,100
360.2 HEATING FUEL 15,000/YR	\$ 37,500	\$ 41,250
360.3 TELEPHONE LAND LINES	\$ 3,000	\$ 4,800
360.4 WATER SERVICE:		
TREATMENT PLANT	\$ 7,500	\$ 5,000
CLARK ST PS	\$ 600	\$ 600
<b>TOTAL</b>	<b>\$ 456,000</b>	<b>\$ 496,650</b>

HEATING FUEL COST  
\$2.50



**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2020/2021**

**ACCOUNT NO.  
3252**

<b>CODE NO. &amp; DESCRIPTION</b>	<b>PROGRAM</b>	<b>COST</b>	<b>FY20 BUDGET</b>
<b>371 MAINTENANCE CONTRACTS</b>			
371.1 Treatment Plant Pest Control		\$ 3,500	\$ 1,500
371.2 Container Rental Grit/Trash Collection		\$ 18,000	\$ 4,000
371.3 Sludge Transportation and Disposal		\$ 360,000	\$ 347,000
371.4 Custodial Building Maintenance		\$ 18,000	\$ 24,000
371.5 Grounds Maintenance		\$ 13,000	\$ 18,000
371.6 Stormwater Inspection and Testing		\$ 3,000	\$ 13,000
371.7 Power Center and ATS Service Contract		\$ 15,000	\$ 6,000
371.8 Plant/PS Generator Load Test/Adjustme		\$ 10,000	\$ 15,000
371.9 SCADA Maintenance		\$ 20,000	\$ 6,000
371.10 Fire Alarm System Maintenance		\$ 4,000	\$ 20,000
372.11 HACH Analyzer Maintenance		\$ 7,000	\$ 2,800
372.12 HVAC Control System Service Contract		\$ 2,800	\$ 7,000
372.13 HVAC Mechanical System Maintenance		\$ 45,000	\$ 2,800
372.14 Controls/PLC Service Contract		\$ 5,000	\$ 45,000
372.15 Easement Vegetation Management		\$ 50,000	\$ 5,000
372.16 Sewer Line Inspection		\$ 100,000	\$ 50,000
<b>TOTAL</b>		<b>\$ 674,300</b>	<b>\$ 567,100</b>
<b>373 REPAIR MAINTENANCE EQUIP.</b>			
Service calls		\$ 6,000	\$ 6,000
Hoist Certification		\$ 4,000	\$ 4,000
Fire Extinguisher Testing		\$ 1,200	\$ 1,200
Fall Protection Certification		\$ 2,800	\$ 2,800
Backflow Preventer Certifications		\$ 800	\$ 1,500
Boiler Certifications		\$ 3,000	\$ 3,000
Machining		\$ 10,000	\$ 8,000
Flow Meter Calibrations		\$ 1,500	\$ 1,500
Equipment Calibrations/Certifications		\$ 3,000	\$ 4,000
<b>TOTAL</b>		<b>\$ 32,300</b>	<b>\$ 32,000</b>
<b>374 FEES &amp; MEMBERSHIPS</b>			
Water Environment Federation		\$ 1,650	
C.W.P.A.A.		\$ 250	
<b>TOTAL</b>		<b>\$ 1,900</b>	<b>\$ 2,000</b>
<b>375 RECRUITMENT &amp; TRAINING</b>			
Training materials and conferences		\$ 18,000	\$ 18,000
DEEP Licensing Exams		\$ 750	\$ 1,200
NASSCO		\$ 2,500	\$ 2,500
Safety and Compliance Training		\$ 2,500	\$ 2,500
<b>TOTAL</b>		<b>\$ 23,750</b>	<b>\$ 24,200</b>

PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR  
2020/2021

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
<b>390 OTHER PURCHASE SERVICES</b>			
SANITARY SEWER SERVICES:			
Vernon (469 Units)		\$ 260,000	\$ 260,000
MDC		\$ 14,000	\$ 14,000
Manchester (85 units)		\$ 52,000	\$ 52,000
		<b>TOTAL \$ 326,000</b>	<b>\$ 326,000</b>
<b>393 INTERNAL SERVICE CHARGE</b>			
ENGINEERING/COLLECTOR OF REV.		\$ 45,000	\$ 45,000
		<b>TOTAL \$ 45,000</b>	<b>\$ 45,000</b>

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2020/2021**

**ACCOUNT NO.  
3252**

<b>CODE NO. &amp; DESCRIPTION</b>	<b>PROGRAM</b>	<b>COST</b>	<b>FY20 BUDGET</b>
<b>400 CAPITAL OUTLAY</b>		\$ 244,500	\$ 117,500
<b>430 CAPITAL PROJECTS</b>			
	SCADA Server/Software Upgrade	\$ 103,000	
	Alarm System Radio Replacement	\$ 60,000	
	Sludge Storage Tank Floors	\$ 5,000	
	<b>TOTAL \$ 168,000</b>		<b>\$ 45,000</b>
<b>441 OFFICE EQUIPMENT</b>		\$ -	
	<b>TOTAL \$ -</b>		<b>\$ -</b>
<b>442 DEPARTMENT EQUIPMENT</b>			
	CCTV Inspection Camera	\$ 32,000	
	Aeration Air Flow Ctrl Actuators	\$ 30,000	
	Trailor	\$ 8,000	
	Personal Voltage Meters (10 )	\$ 3,500	
	Laboratory Balance	\$ 3,000	
	<b>TOTAL \$ 76,500</b>		<b>\$ 72,500</b>

DEBT SERVICE/CIP/RESERVE TOTAL \$ 1,944,268

### DEBT SERVICE - PRINCIPAL AND INTEREST

PROJECT NAME	COST	FY20 BUDGET
1 TOWN OF VERNON UPGRADE	\$ 82,686	\$ -
<b>SUBTOTAL</b>	<b>\$ 82,686</b>	<b>\$ -</b>
2 STATE GRANT UV SYSTEM (FINAL PAY. 7/1/21)		
PRINCIPAL	\$ 46,576	\$ 46,576
INTEREST	\$ 1,537	\$ 1,537
<b>SUBTOTAL</b>	<b>\$ 48,113</b>	<b>\$ 48,113</b>
3 PLEASANT VALLEY PS UPGRADE (FINAL PAY. 2026)		
PRINCIPAL	\$ 21,728	\$ 21,728
INTEREST	\$ 2,503	\$ 2,503
<b>SUBTOTAL</b>	<b>\$ 24,231</b>	<b>\$ 24,231</b>
4 SUBMERSIBLE PS UPGRADE (FINAL PAY. 2027)		
PRINCIPAL	\$ 82,611	\$ 82,611
INTEREST	\$ 11,692	\$ 11,692
<b>SUBTOTAL</b>	<b>\$ 94,303</b>	<b>\$ 94,303</b>
5 DRY PIT PS UPGRADE (FINAL PAY. 2028)		
PRINCIPAL	\$ 100,000	\$ 100,000
INTEREST	\$ 39,935	\$ 39,935
<b>SUBTOTAL</b>	<b>\$ 139,935</b>	<b>\$ 139,935</b>
<b>TOTAL DEBT SERVICE</b>	<b>\$ 389,268</b>	<b>\$ 306,582</b>

### CAPITAL IMPROVEMENT PROJECTS

PROJECT LOCATION	PROJECT NAME	COST	FY20 BUDGET
TREATMENT PLANT		\$ -	
COLLECTION SYSTEM	Manhole Replace. and Rehab	\$ 100,000	
	Chapel Rd Phase 2B	\$ 845,000	
	I/I REMOVAL AND MH REHAB.	\$ 60,000	
	<b>CIP TOTAL</b>	<b>\$ 1,005,000</b>	<b>\$ 935,000</b>

### RESERVE FUND CONTRIBUTION

FUND NAME	COST	FY20 BUDGET
OPERATING RESERVE (FUND BALANCE)	\$ -	\$ -
REPLACEMENT RESERVE (CAPITAL PROJECTS)	\$ 550,000	\$ 340,000
<b>RESERVE TOTAL</b>	<b>\$ 550,000</b>	<b>\$ 340,000</b>

**DEFINITIONS**

**Ct** = Total annual cost for operation, debt service, capital projects, contributions to reserves

**Cr** = Surcharges for removal of excess TSS/BOD

**Ro** = Other sources of revenue: dumping fees, permit fees, assessments, interest, liens, connection charges, grants, transfers from reserves, internal services transfers, and investment earnings

**Qo** = Annual individual user discharge (84,000 gallons)

**Qt** = total annual indust/comm and residential discharge

$$\text{USER CHARGE} = \frac{(\text{Ct} - (\text{Cr} + \text{Ro})) \times \text{Qo}}{\text{Qt}}$$

**ASSUMPTIONS**

<b>Ct=</b>	OPERATIONS	\$ 3,991,793
	DEBT SERVICE	\$ 389,268
	<b>*REPLACE. RESERVE</b>	<b>\$ 550,000</b>
	OPERATING RESERVE	\$ -
	CAP. IMPROVEMENT	\$ 1,005,000
	WPCA	\$ 2,900
	<b>TOTAL EXPENDITURES</b>	<b>\$ 5,938,961</b>

<b>Cr=</b>	SURCHARGES	\$ -
<b>Ro=</b>	OTHER SOURCES OF REVENUE	\$ 431,450
<b>Qt=</b>	RESIDENTIAL FLOW	717,060,000
	COM/IND FLOW	302,940,000
	<b>TOTAL FLOW</b>	<b>1,020,000,000</b>
<b>Qo=</b>	USER DISCHARGE FLOW	79,000 GAL

USER CHARGE = \$ 426.56

ALLOWABLE FOR  
UNCOLLECTABLES 1.4% \$ 5.97

<b>USER CHARGE</b>	<b>\$ 426.56</b>
<b>FINAL USER CHARGE</b>	<b>\$ 433</b>

RESIDENTIAL USERS	8,400
COM/IND REVENUE	\$ 1,658,631
RES. REVENUE	\$ 3,633,286
<b>TOTAL</b>	<b>\$ 5,291,917</b>

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2019/2020**

**ACCOUNT NO.  
3252**

**REVENUES**

<b>Sources of Revenue</b>	<b>Actual FY1718</b>	<b>ACTUAL FY1819</b>	<b>PROJECTED FY1920</b>	<b>ESTIMATED FY2021</b>
Sewer User Charges	\$ 4,427,505	\$ 4,986,299	\$ 5,000,000	\$ 5,291,917
Industrial Surcharges	\$ -	\$ 112,044	\$ 37,000	\$ -
Septic Dumping Fees	\$ 10,400	\$ 26,392	\$ 12,000	\$ 10,000
Grant Reimbursement/Loan	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 188,456	\$ 68,073	\$ 70,000	\$ 80,000
Lien Fees	\$ 35,552	\$ 18,487	\$ 20,000	\$ 20,000
Gen. Gov. Sundry	\$ 2,035	\$ 2,873	\$ 9,000	\$ 5,000
Permit Fees	\$ 4,820	\$ 7,840	\$ 5,000	\$ 6,000
Assessments	\$ 11,336	\$ 14,898	\$ 20,000	\$ 15,000
Connection Charges	\$ 205,508	\$ 129,559	\$ 200,000	\$ 200,000
Capacity Charge	\$ 1,303	\$ 50,439	\$ 50,000	\$ 60,000
Investment Interest Earnings	\$ 464	\$ 449	\$ 400	\$ 450
Cancel Pr. Year Encumbrances	\$ (2,248)	\$ 10,918	\$ -	\$ -
Internal Services	\$ 46,591	\$ 25,800	\$ 40,000	\$ 35,000
Fund Balance Appropriations	\$ -	\$ -	\$ -	\$ -
	<b>\$ 4,931,722</b>	<b>\$ 5,454,071</b>	<b>\$ 5,463,400</b>	<b>\$ 5,723,367</b>



**WATER POLLUTION CONTROL  
BUDGET CHANGE FORM FY20/21**

ACCOUNT NUMBER	EXPLANATION OF CHANGE	BUDGET IMPACT
110 - SALARIES	SALARY INCREASES	\$ 71,449
111 - OVERTIME	SALARY INCREASES	\$ 933
130 - BENEFITS	<b>ESTIMATED</b> INCREASE IN EMPLOYEE BENEFITS	\$ 24,397
210 - OFFICE SUPPLIES		\$ 400
221 - OP. MATERIALS	REDUCED NEED FOR SEWER LINE CLEANING EQUIPMENT	\$ (12,500)
222 - VEHICLE SUPPLY	DECREASE IN FUEL COSTS VER LAST YEAR	\$ (4,450)
223 - UNIFORMS		\$ -
232 - EQUIP. REPAIR	AGING EQUIPMENT IS REQUIRING MORE REPAIRS	\$ 18,000
320 - PROFESSIONAL	REDUCED JOB CAL AND ROCKWELL SUPPORT BUDGET	\$ (1,400)
330 - RENTALS/LEASES		\$ -
360 - UTILITIES	SOLAR POWER SAVINGS	\$ (73,650)
371 - MAINT. CONTRACTS	SUPPLEMENTAL SEWER LINE INSPECTION WAS ADDED	\$ 107,200
373 - REPAIR MAINT.		\$ 300
374 - MEMBERSHIPS		\$ (770)
375 - TRAINING		\$ (450)
390 - OTHER PURCH.		\$ -
393 - INT. SERVICES		\$ -
430 - CAPITAL PROJ.	SCADA SERVER AND SOFTWARE UPDATES ARE REQUIRED ALONG WITH ALARM SYSTEM RADIOS	\$ 123,000
441 - OFFICE EQUIP.		\$ -
442 - DEPART. EQUIP.		\$ 4,000
<b>TOTAL</b>		<b>\$ 256,458</b>

## FISCAL YEAR 2021 BUDGET ANALYSIS

USER FEE	REPLACEMENT RESERVE	RESERVE BALANCE
\$434	\$550,000	\$2,450,000
\$417	\$350,000	\$2,250,000

Replacement Reserve: 2% of WPCF asset value (\$220,000,000)

Current Reserve Goal: \$4,400,000

Current Reserve Balance: \$1,900,000 (43% funded)

*Section 16.7 of the WPCA Rules and Regulations states the purpose of the Reserve fund policy "is to ensure the proper functioning and continuous operation of South Windsor's sanitary sewage system is essential for public health and safety, economic development, environmental protection , and the quality of life for those living and working in our town."*

User fee Projection @ 79,000 gallons

FY21/22	FY22/23	FY23/24
\$434	\$465	\$471