

Received 4/30/2020@ 1:15 PM
CouthyCannella, ATC

MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING, PLEASE CALL ETHER DIAZ, (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 AGENDA
VIRTUAL MEETING
SOUTH WINDSOR TOWN HALL**

**Tuesday, May 5, 2020
7:00 P.M.**

This meeting can be viewed on Cox Channel 16 or Channel 6082 if your provider is Frontier and will be live streamed on the Town's website at <http://gmedia.swagit.com/live>.

PUBLIC HEARING

1. Proposed Water Pollution Control Budget, proposed Sewer User Charges, Surcharges, Sewer Assessment Schedules, and Septic Disposal Fees for Fiscal Year 2020/2021.

Public is welcome to email comments to Wpcacomment@southwindsor-ct.gov. WPCA members will not respond to any public comments/questions.

REGULAR MEETING

A. Roll Call

B. Acceptance of Minutes of Previous Meetings

1. April 3, 2020 Public Hearing
2. April 3, 2020 Regular Meeting
3. April 16, 2020 Special Meeting

C. New Business

1. 350 Buckland Road Irrigation Meter Reimbursement Request (Decision)

D. Communications and Reports

4. Superintendent Report

E. Public Participation (Items not on the agenda)

1. Service Recognition of former WPCA Chairman Richard Aires

F. Bills, Change Orders, Disbursements

G. Unfinished Business

1. Fiscal Year 2020/2021 Budgets, Sewer User Fee and Income Eligible Discount Program (Decision)

H. Executive Session

I. Adjournment

**WATER POLLUTION CONTROL AUTHORITY
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PUBLIC HEARING

1. Proposed Water Pollution Control Budget, proposed Sewer User Charges, Surcharges, Sewer Assessment Schedules, and Septic Disposal Fees for Fiscal Year 2020/2021.

Chairman Thomas Ruby called the Public Hearing/Virtual Meeting to order at 7:00 p.m. and explained that the Public Hearing is being held as such because the WPCA Public Hearing held in April 2020 was unable to be streamed due to a technical problem. Therefore, the meeting was void and the Authority is reconvening to take up any actions that were addressed at that meeting. Mr. Ruby explained that the public is welcome to email comments to Wpcacomment@southwindsor-ct.gov.

Mr. Tony Manfre, Superintendent of Pollution Control read the legal notice into the record (see Exhibit A).

At this time Chairman Ruby asked if there were any comments from the public via email. There were no comments.

Motion to recess the meeting at 7:10 p.m.

The motion was made by Mr. Stephen Wagner and seconded by Ms. Carol Fletterick. The motion carried unanimously.

The public hearing was reconvened. No comments were received from the public.

Motion to adjourn the Public Hearing and reconvene the regular meeting.

The motion was made by Mr. Stephen Wagner and seconded by Ms. Carol Fletterick. The motion carried unanimously.

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REGULAR MEETING

Chairman Thomas Ruby called the Regular Meeting/Virtual Meeting to order at 7:10 p.m. The following actions were taken during the May 5, 2020 Regular Meeting.

A. Roll Call

Members Present: Thomas Ruby, Erik Dabrowski, Carol Fletterick, Steven King, Jr., Toby Lewis, Ashwatha Narayana, and Stephen Wagner

Members Absent:

Alternates Present: Vicki Paliulis

Alternates Absent: Shawn Jacobaccio

Staff Present: Tony Manfre, Superintendent of Pollution Control
Scott Roberts, Assistant Town Manager

Honored Guest: Richard Aries, Former Chairman of WPCA

B. Acceptance of Minutes of Previous Meetings

1. April 7, 2020, Public Hearing

Mr. Stephen Wagner's first name was misspelled in the Roll Call.

Motion to accept the minutes of the April 7, 2020 Public Hearing as amended.

The motion was made by Mr. Stephen Wagner and seconded by Ms. Carol Fletterick. The motion carried unanimously.

2. April 7, 2020, Regular Meeting

Motion to accept the minutes of the April 7, 2020 Regular Meeting as presented.

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

3. April 16, 2020, Special Meeting

Mr. Steven King, Jr. first name was misspelled in the Roll Call.

Motion to accept the minutes of the April 16, 2020 Special Meeting as amended

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The motion was made by Mr. Steven King, Jr. and seconded by Mr. Stephen Wagner. Mr. Erik Dabrowski abstained as he was not in attendance at this meeting. The motion passed.

C. New Business

1. 350 Buckland Road Irrigation Meter Reimbursement Request (Decision)

Mr. Tony Manfre, Superintendent of Pollution Control explained that he was contacted by the property manager of 350 Buckland Road regarding their commercial sewer bill as the flow for their irrigation system was not adjusted from their 2019/2020 commercial bill. During the construction of the building the property owner had installed a meter for the domestic water for the building and they also installed an irrigation system with a separate meter, said Mr. Manfre. In the annual report from the CT Water Company the flow for the irrigation system was included, however, this was not taken into account as they are not permitted by the WPCA to use a private meter. The property owner was advised to pay the total amount due of the sewer user bill and to submit an application requesting approval to use a private meter for the irrigation system and to request to the WPCA a reimbursement for this year for the use of the irrigation system in the amount of \$928.68 (see Exhibit B). Mr. Manfre's recommendation to the Authority was to grant approval to reimburse the property owner \$928.68 condition upon having Town staff inspecting the irrigation line.

Motion to approve the request to deduct the irrigation water usage from the sewer user bill for the property located at 350 Buckland Road upon verification of Town staff.

The motion was made by Mr. Stephen Wagner and seconded by Ms. Carol Fletterick. The motion carried unanimously.

Motion was made to suspend the Agenda for Public Participation.

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

E. Public Participation (Items not on the agenda)

1. Service Recognition of former WPCA Chairman Richard Aires

Mr. Richard Aires, former Chairman of the Water Pollution Control Authority was in attendance this evening to receive recognition for his dedicated service to the Town. He was presented an award of recognition for the 23 years of public service to the WPCA; 8 years of which as Chairman he volunteered countless hours to make South Windsor a thriving community. Former Chairman Richard Aires thanked each and every member of the WPCA as well for their dedicated service to the Town.

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D. Communications and Reports

1. Superintendent Report

Mr. Tony Manfre reviewed his report as shown in attached Exhibit C. He explained that he did not receive a report from the Collector of Revenue on the collection for the current billing. However, the last time he spoke with her the commercial collection rate was 57% which was close to last year's collection rate at this time. A lower collection rate is expected due to the COVID19 and the impact it has in the economy, said Mr. Manfre. However, the trend is showing the same pace as last year during this period.

Relative to the Griffin Road project, Chairman Thomas Ruby asked if the homeowners have been advised of the construction. No, responded Mr. Manfre, however, a notification will be sent to them 24 to 48 hours prior to beginning the project.

In reviewing the Superintendent's Report, Mr. Ashwatha Narayana expressed that Mr. Tony Manfre is skillfully managing the treatment plant. Mr. Jeff Lemay, Treatment Plant Supervisor and Mr. Manfre is quite a team; they work closely with their staff. "We think that only the health care personnel and the first responders are very important in this time of the Corona Virus situation, but I think the people working with Tony Manfre and Jeff Lemay are equally important, if not more important", said Mr. Narayana. And therefore, their effort should be recognized. Mr. Narayana moved the following motion:

Motion to recognize the services of Tony Manfre and Jeff LeMay and the entire staff from the Waste Water Treatment Plant for their dedicated uninterrupted services at the plant particularly during the current difficult circumstances created by Corona Virus.

The motion was seconded by Mr. Erik Dabrowski. The motion passed unanimously.

Mr. Tony Manfre thanked Mr. Narayana for this recognition. He expressed that he works very closely with Mr. Jeff LeMay who's been a great leader for the Water Pollution Control Facility. Furthermore, Mr. Manfre expressed that he is very proud of his staff; they step up to do their job, and they do it with pride. Chairman Ruby agreed and asked Mr. Manfre to notify his staff of this recognition.

At this point, Chairman Ruby asked to recess this meeting and reconvene the public hearing to examine any comments from the public.

Motion was made to recess the regular meeting and reconvene the public hearing.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Toby Lewis. The motion carried unanimously.

The Public Hearing was declared opened and no comments were received from the public. Chairman Ruby declared the Public Hearing closed.

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F. Bills, Change Orders, Disbursements

None

G. Unfinished Business

1. Fiscal Year 2020/2021 Budgets, Sewer User Fee and Income Eligible Discount Program (Decision)

Chairman Thomas Ruby explained that for purposes of presenting at the public hearing the sewer user charges fees and budget, it was decided to propose a residential sewer user rate of \$420. Earlier in the discussions on the proposed budget (see Exhibit D) a request was made to have a zero increase budget in terms of residential fees. Included with the agenda packet was a fee schedule responsive to that request for a \$415 sewer fee; a zero increase (see Exhibit E). In speaking for the group, Chairman Ruby expressed that this is not the time to be raising fees due to the ongoing situation. However, the difference in the two budgets is that the \$415 fees proposed budget carries no contribution to reserve funds. Mr. Tony Manfre explained that he made two adjustments in the proposed budget with a sewer fee of \$415. He also explained that over the years the budget is of 1.4% equivalent to a collection rate of 98.6% average. He reduced that down to a 92% collection rate for this year just to take into account the businesses and people that may be out of work due to COVID19. In looking forward with this we have to assume that the collection rate may not be as robust as is been historically, said Chairman Ruby and the WPCA will not have as many commercial accounts contributing revenue as in recent years.

Motion was made to adopt the proposed budget with a sewer user charge in the amount of \$415.

The motion was made by Ms. Vicki Paliulis and seconded by Mr. Erik Dabrowski.

Mr. Stephen Wagner expressed that it bothers him that the Authority is looking at a situation where they may see a reduced collection rate and therefore he does not know if 92% is reasonable as money is not going to be funded in the reserve accounts. Mr. Wagner expressed that he's not sure if is a good idea to cut \$5 off the sewer user bill and not put any money into the reserve accounts.

People are struggling immensely right now, said Mr. Erik Dabrowski. Also, businesses are closing and things are shutting down towards a great depression level in terms of employment. This is not the time to raise the sewer user fee by even \$1 or \$5, he expressed.

Ms. Vicki Paliulis expressed that during the previous discussions when the Authority proposed the fee in the amount of \$420 it was based on the current economy. However, right now we are in this all together and be supportive, said

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Ms. Paliulis. The Authority raising the sewer user fees under this current conditions at this point is sending the wrong message. She expressed that personally she knows people that are out of work and struggling a lot. Ms. Paliulis was in favor of a zero increase in sewer user fees.

Mr. Ashwatha Narayana expressed that he believes that the Town Council is having a zero increase in property taxes. Therefore, he as well was in favor of a zero increase in the sewer user fee.

Mr. Stephen Wagner expressed that the Town Council voted to provide a hazard pay increase to a number of employees. Does that affects the WPC budget, he asked. Mr. Tony Manfre responded that the Town Council has approved a hazard pay for employees that work a full week. It is \$200 per week for town employees and \$350 per week for the police department; the fire department which is a volunteer service they get \$9 per call as a typical stipend and they are going to get an additional \$13. In terms of the budget, yes there will be an impact but there's only five staff at the Treatment Plant for a full week at each staffing levels which will equate to \$1,000 per week. However, in the current fiscal year budget we are doing well in the overtime budget, said Mr. Manfre and they'll be able to absorb the additional funds that are been paid out to people that work the entire week. Chairman Ruby responded that it is all well and good however he doesn't know if the Council should be doing things that impacts the WPC budget. Are they providing the money for the hazard pay, he asked. Mr. Manfre responded that currently it's being funded from the Economic Development fund for town employees. Then there should be a zero budget impact in the Water Pollution Control Budget, stated Mr. Ruby. That has not yet been discussed, responded Mr. Manfre.

Motion to adopt the fiscal year 2020/2021 Operating Budget with a \$415 Sewer User Fee.

The motion was made by Mr. Toby Lewis and seconded by Mr. Stephen Wagner. The motion carried unanimously.

H. Executive Session

None

Mr. Toby Lewis explained that sometime ago he made a motion for the WPCA to adopt and appoint a subcommittee that will work directly with Mr. Manfre and his staff and oversee the WPCA projects; approval process and funds. At that time the discussion on this matter was tabled. Mr. Lewis would like to readdress that matter as things are getting approved, however, the Authority does not know how the bidding process is. Chairman Ruby asked Mr. Manfre to research the minutes on that matter and report back to the Authority.

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Mr. Ashwatha Narayana asked Mr. Manfre on the status of the grants available for the pump stations. Mr. Manfre responded that he needs to finish the scope and fee negotiation with the contractor for the pump stations and then submit it to the Department of Energy and Environmental Protection for approval.

I. Adjournment

Motion to adjourn at 7:45 pm.

The motion was made by Mr. Toby Lewis and seconded by Mr. Steven King, Jr.
The motion carried unanimously.

Respectfully Submitted,

Ether Diaz, Recording Secretary

TOWN OF SOUTH WINDSOR
Sewer User Rates, Surcharge Rates, Sewer Assessment Schedule, and EXHIBIT A
Septic Disposal Fees for FY 2020/2021

Pursuant to Chapter 103 Sections 7-245 through 7-255 of the Connecticut General Statutes, notice is hereby given that the South Windsor Water Pollution Control Authority will hold a virtual Public Hearing on Tuesday, May 5, 2020 at 7:00 p.m. which can be viewed live at www.southwindsor-ct.gov and the public access channel to present the proposed Water Pollution Control Budget and to establish proposed sewer user charges, surcharges, sewer assessment schedules, septic disposal fees, and to present the proposed sewer user charge discount rates for qualified income residents for fiscal year 2020-2021. Public comment can be emailed to WPCAccomments@southwindsor-ct.gov. The proposed sewer user charge rates, surcharge rates, assessment schedules, septic disposal fees, and discount rates will be available on Wednesday, April 22, 2020 for review in the Town Clerk's Office in the Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut. Any appeals from such charges must be taken within twenty-one days after such filing.

Sewer User Rates

<u>Class of User</u>	<u>July 1, 2020 – June 30, 2021</u>
Residential (single family, condo unit)	\$420.00– Flat rate per unit
Commercial/Industrial (per 79,000 gal)	\$420.00– Minimum charge per Business or condo unit.

The Pro-rate adjustment for Fiscal Year 2020-2021 shall be as follows:

	<u>Date of Permit</u>	<u>Amount</u>	<u>Date of Permit</u>	<u>Amount</u>
Between	7/01/20 – 7/31/20	\$420.00	1/01/21 – 1/31/21	\$ 210.00
	8/01/20 – 8/31/20	\$385.00	2/01/21 – 2/29/21	\$ 175.00
	9/01/20 – 9/30/20	\$350.00	3/01/21 – 3/31/21	\$ 140.00
	10/01/20 – 10/31/20	\$315.00	4/01/21 – 4/30/21	\$ 105.00
	11/01/20 – 11/30/20	\$280.00	5/01/21 – 5/31/21	\$ 70.00
	12/01/20 – 12/31/20	\$245.00	6/01/21 – 6/30/21	\$ 35.00

Sewer User Surcharge Rates for Excessive Solids:

Biochemical Oxygen Demand (B.O.D.)	\$0.40/lb.
Total Suspended Solids (TSS)	\$0.66/lb.

Sewer Assessment Schedule

	<u>Base</u>	<u>Frontage</u>	<u>Lateral</u>	<u>Connection Charge</u>
Residential, School	\$2,775	\$44 per foot	\$1,255 per lateral	\$1,255 per unit
Commercial/Industrial	\$2,775	\$84 per foot	\$1,255 per lateral	\$4,017 per acre

Septic Disposal Fees: \$145 per 1,500 gallons

Equivalent Dwelling Unit (EDU) Table:

EDU	BEDROOMS		EDU	WATER METER SIZE
0.75	2 OR LESS		1	<1"
1	3		2	1"
1.25	4		3	1.5"
1.5	5		4	2"
2	6		6	3"
3	7-9		8	4"
4	10-12		12	6"
5	13-15		16	8"
6	16-18		20	10"
7	19-21		24	12"
8	22-24			
9	25-27			
10*	28-30			

*1 EDU will be applied for every 3 bedrooms over 30 bedrooms

Qualifying Income Sewer User Charge Discount
Home Owners
FY 2020/2021
Full Undiscounted Residential User Charge is \$420.00
Filing Period February 1, 2020 – May 15, 2020

Income		User Charge Credit %		Discounted User Charge	
Over	To	Married	Unmarried	Married	Unmarried
\$0	\$18,600	50%	40%	\$210.00	\$252.00
\$18,601	\$24,900	40%	30%	\$252.00	\$294.00
\$24,900	\$31,000	30%	20%	\$294.00	\$336.00
\$31,000	\$37,000	20%	10%	\$336.00	\$378.00
\$37,000	\$45,100	10%	0%	\$378.00	\$420.00

The foregoing user rates are established based upon estimated budget requirements and operating costs for the Pollution Control Division of the Public Works Department.

Thomas Ruby, Chairman
Water Pollution Control Authority

Buckland Commons, LLC

c/o RSK-Kellco, Inc.
1744 Ellington Road
South Windsor, CT 06074

Tel: 860-644-8761 / 644-8140
Fax: 860-644-5650
E-mail: rsksw@aol.com

April 20, 2020

Town of South Windsor
Tony Manfre
Superintendent of Pollution Control
1540 Sullivan Avenue
South Windsor, CT 06074

Re: 350 Buckland Rd., So. Windsor, CT

Dear Tony:

I am writing regarding Buckland Commons at 350 Buckland Road, South Windsor. We built and own the building that is currently leased to People's United Bank. When we constructed the building, we installed two water meters so there is one for the domestic water for the building and a second that includes only the water for the lawn irrigation. We receive separate invoices from CT Water for each meter and I have attached the 2019 irrigation water invoices, meter #68903789, for your convenience. As you can see, the bill is clearly labeled "irrg" after the address.

In 2019, our total water usage on our Sewer User Bill is 272,000 gallons and of that, 263,000 gallons was associated with the irrigation meter. The sewer user bill should only reflect the water that is included on the domestic water bill. Therefore, I am requesting a refund for the portion of the 2019 Sewer User Bill that is for the irrigation meter.

I have also completed a Deduction Meter Application so that each year we will be able to provide you with the irrigation water meter reading so that usage will not be included in our Sewer User Bill going forward.

Please contact me if you need any further information. I appreciate you working with WPCA to resolve this matter.

Sincerely,



Kathy Kelley Pitruzzello
Buckland Commons, LLC

Consumption Data to Towns to PDF File

Account Number	Name	Address Line 1	Address Line 2	Description	Service Address	CST CLS	Cur Qtr	Cur Adj	1st Qtr	2nd Qtr	3rd Qtr	Total Cons	Billac Date
00354928	Gilbane Building Co **	709 Graham Rd	South Windsor CT 06074	949 Avery St Hydt Mtr	00777059	COM	6	-5	8	0	0	9	GA 12/19/20
00162479	Willowbrook Golf Course	124 Brookfield St	South Windsor CT 06074-1202	124 Brookfield St	00109153	COM	59	0	57	2	10	128	GA 10/7/201
00250581	Heritage SPE LLC	PO Box 6270	Somerset NJ 08875-6270	105 Buckland Hills Dr A	00108382	COM	0	0	0	4	6	10	GA 6/4/2019
00354307	JKL Property	294 Paxton Way	Glastonbury CT 06033	105 Buckland Hills Dr A	00108382	COM	5	0	5	1	0	11	GA 12/23/20
00160444	The Mens Wearhouse Inc #5132	PO Box 2440	Spokane WA 99210-2440	95 Buckland Hills Dr A	00108380	COM	15	0	12	11	9	47	GA 12/23/20
00159390	Vitamin Shoppe Industries	PO Box 2440	Spokane WA 99210	105 Buckland Hills Dr B	00108383	COM	5	0	3	5	10	23	GA 12/23/20
00139731	Lowes Home Imp Warehouse//763 **	PO Box 5651	Bismarck ND 58506-5651	31 Buckland Hills Dr front sto	00098931	COM	157	0	341	97	0	595	GA 12/19/20
00139728	Lowes Home Imp Warehouse//763	PO Box 5651	Bismarck ND 58506-5651	31 Buckland Hills Dr rear stor	00098930	COM	73	0	103	129	71	376	GA 12/19/20
00141729	Target Corp	PO Box 2440	Spokane WA 99210-2440	125 Buckland Hills Dr T1249	00098740	COM	144	0	790	540	144	1,618	GA 12/23/20
00337953	Tempur Retail Stores, LLC	PO Box 42329	Indianapolis IN 46242-2329	1 Buckland Rd	00623340	COM	8	0	5	6	0	19	GA 12/5/201
00259138	M & R Liquors	206 Buckland Rd	South Windsor CT 06074-3704	206 Buckland Rd	00129457	COM	8	0	6	5	5	24	GA 11/21/20
00313971	One Buckland Center LLC	P O Box 799	Rocky Hill CT 06067-0799	25 Buckland Rd	00623341	COM	36	0	39	18	0	93	GA 12/5/201
00344329	J Hannah Family of South Windsor	122 Elm St	Enfield CT 06082	340 Buckland Rd	00728114	COM	2	0	0	0	0	2	GA 11/21/20
00282608	Farmington Bank	1 Farm Glen Blvd	Farmington CT 06032-1919	350 Buckland Rd	00438865	COM	2	0	3	2	2	9	GA 12/23/20
00302276	225 CPN LLC **	360 Bloomfield Ave Ste 208	Windsor CT 06095-2716	70 Buckland Rd A	00121149	COM	5	0	7	4	4	20	GA 11/26/20
00302281	225 CPN LLC	360 Bloomfield Ave Ste 208	Windsor CT 06095-2716	90 Buckland Rd A	00121153	COM	144	0	58	47	52	301	GA 11/21/20
00302277	225 CPN LLC	360 Bloomfield Ave Ste 208	Windsor CT 06095-2716	70 Buckland Rd B	00121150	COM	0	0	0	144	155	299	GA 5/28/201
00355423	Aquatic Wildlife	70 Buckland Rd B	South Windsor CT 06074	70 Buckland Rd B	00121150	COM	107	0	128	0	0	235	GA 11/21/20
00302278	225 CPN LLC	360 Bloomfield Ave Ste 208	Windsor CT 06095-2716	70 Buckland Rd C	00121151	COM	5	-30	5	5	5	-10	GA 12/16/20
00302280	225 CPN LLC	360 Bloomfield Ave Ste 208	Windsor CT 06095-2716	70 Buckland Rd D	00121152	COM	2	0	2	5	2	11	GA 11/21/20
00302290	225 CPN LLC **	360 Bloomfield Ave Ste 208	Windsor CT 06095-2716	70 Buckland Rd E	00122445	COM	5	0	3	5	5	18	GA 11/21/20
00302289	225 CPN LLC	360 Bloomfield Ave Ste 208	Windsor CT 06095-2716	90 Buckland Rd E (Owner Mtr)	00121154	COM	55	0	55	50	52	212	GA 11/21/20
00279515	Buckland Commons LLC	1744 Ellington Road	South Windsor CT 06074-2715	350 Buckland Rd irrg	00438868	COM	68	0	116	79	0	263	GA 12/23/20
00296825	Fitness International, LLC	PO Box 2440 MS3137	Spokane WA 99210	100 Cedar Ave	00120102	COM	215	0	221	247	240	923	GA 12/19/20
00296825	Fitness International, LLC	PO Box 2440 MS3137	Spokane WA 99210	100 Cedar Ave LA Fitness	00120101	COM	211	0	216	246	243	916	GA 12/19/20
00295274	Accutum Manufacturing LLC	100 Commerce Way	South Windsor CT 06074	100 Commerce Way	00065962	COM	34	0	36	18	13	101	GA 12/18/20
00255991	M & S Paving and Sealing Inc	6 Springside Ave	Danbury CT 06810-6127	111 Commerce Way	00130982	COM	36	0	97	17	14	164	GA 12/18/20
00207519	Massconn Distributors	12 Commerce Way	South Windsor CT 06074-1151	12 Commerce Way	00120197	COM	664	0	835	575	551	2,625	GA 12/18/20
00189016	Mechanical Solutions Inc	PO Box 848	Manchester CT 06042	121 Commerce Way	00065880	COM	0	0	0	0	6	6	GA 3/18/201
00351369	STM Associates LLC	185 Commerce Way	South Windsor CT 06074	121 Commerce Way	00065880	COM	6	0	12	17	2	37	GA 12/18/20
00146116	Windsor Steel	PO Box 119	South Windsor CT 06074-0119	124 Commerce Way	00099446	COM	27	0	103	8	7	145	GA 12/18/20
00213731	Tomasz Lukasik	130 Commerce Way	South Windsor CT 06074-1151	130 Commerce Way	00093126	COM	27	0	58	13	11	109	GA 12/18/20

WPCA COMMUNICATIONS AND REPORTS

May 5, 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

COVID-19 Measures

We continue to take a proactive approach to combating COVID-19 and protecting our employees and their families from the virus. Last month the Town Manager implemented several measures to minimize exposure of the virus to employees including closing town buildings to the public and requiring departments to divide their staff into two groups with alternating work weeks. More recently we have been asked to further minimize our staffing levels to create a third group. This was not a safe or feasible option for our team to meet NPDES permit, maintain equipment and respond to alarms. As a compromise our staff is now working two week rotations; two weeks at the facility/two weeks at home. Our team continues to communicate daily with laboratory and process control updates. We are also taking advantage of various webinars that are available.

During our preparedness evaluation throughout the pandemic it was determined that our areas of vulnerability included staff becoming unavailable, supply chain for goods and services and managing our solids. To deal with our supply chain and solids management we have maintained communication with our vendors and contractors to ensure the availability of services. To effectively manage the potential of staff becoming unavailable we have executed a mutual aid agreement with Suffield and East Windsor WPCF's. Larger facilities with more employees will feel less of an impact if, for example 3 employees become ill or are unable to report to work. This agreement will help ensure our continuity of operations.

Treatment Plant and Collection Systems

Treatment Plant

Process

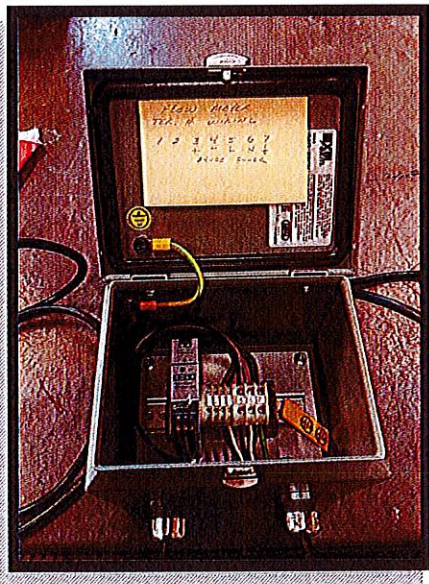
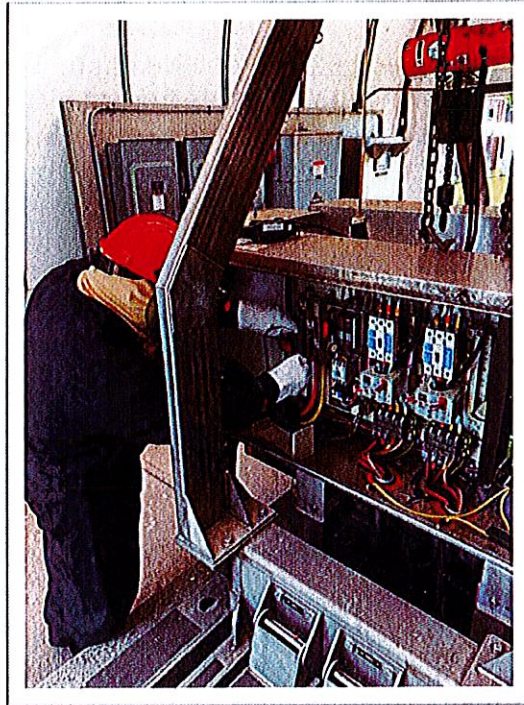
March 2020

- Average flow 2.7 million gallons per day
- Removed 98.5% of Biological Oxygen Demand
- Removed 98.7% of Total Suspended Solids
- Processed 147,040 lbs of dry solids
- Discharged 96 lbs/day Total Nitrogen (NPDES limit 106 lbs/day)

To optimize the treatment process seasonal process changes are required. As the water temperature rises and the microorganisms become more active we need to reduce the detention time the biology is in the aeration basins. During the colder winter months we operate both aeration basins and will remove one basin from service in the spring. This year we have removed Basin #1 from service earlier than usual to create available tankage in the event we are unable to dispose of our biosolids. This will give us an additional 594,000 gallons of storage if needed.

Maintenance

May 1st marks the first day we are required to disinfect treated wastewater. This past month our maintenance team has been working to prepare the UV disinfection system. This requires replacing desiccant fluids, installing bulb wipers, ensuring all the bulbs and ballasts are operating properly, calibrating the transmittance levels and programming the set points. During the last week of April the disinfection system was fully operational to allow us to make any necessary adjustments to meet NPDES permit limits by May 1st.



To better control the oxygen distribution throughout the aeration tanks we are planning to upgrade our dissolved oxygen probes and programming. Our maintenance team was able to build the power supply electrical boxes in house. The programming of the instrumentation will be done through an outside vendor.

Collection System

Since we have been operating at reduced staff levels the treatment plant has been prioritized over the collection system. We experienced issues with our inspection camera which we were able to troubleshoot and repair. Once the camera was back in service Griffin Road was inspected. Some of the cracks in the pipe were noted as expanding.

Capital Improvement Projects Update

Many of the CIPs have been held up with COVID-19 preparations and protocols

Quality Based Selection for Engineering Services – Pump Station Upgrades

- We continue to negotiate the scope and fees of the project
- Arcadis is reviewing the fee schedule per our request
- Next steps:
 - Agree to scope of work and fees
 - DEEP review
 - Execute contract

Ellington Road Sewer Extension Design

- The reallocation of STEAP grant funds, project plans, schedule and fees have been submit to DECD

Griffin Road Sewer Repair/Avery Street Manhole Replacement

- We continue to monitor the sewer line break on a monthly basis
- Crack expansion has been noted
- Environmental Services Inc. has been scheduled for the third week in May to make the repair

Treatment Outfall Stabilization Project

Nothing new to report

Collection of Delinquent Accounts

TaxServ Collection Report

Please see attached report.

Respectfully submitted by: 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

Monthly Collections Report for March 2020

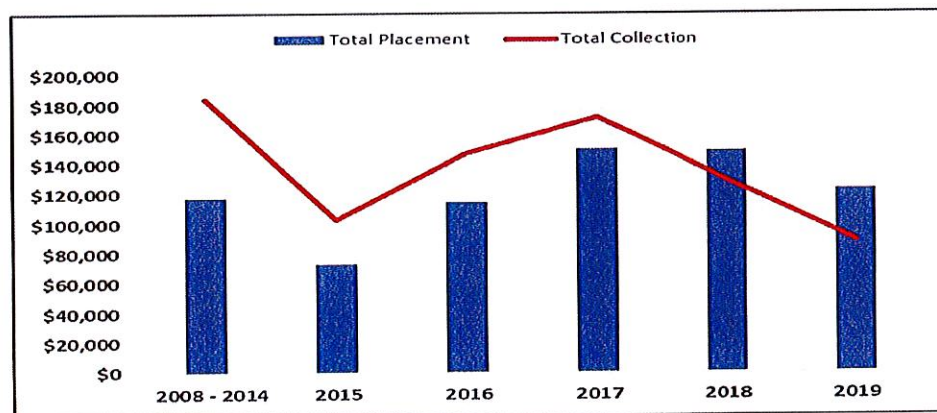
The following is the collection report for March 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, mthomas@taxserv.com

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$6,514.45	\$1,496.53	\$303.59	\$8,314.57	\$1,204.24	\$9,518.81
TaxServ	\$111.64	\$18.80	\$0.00	\$130.44	\$19.56	\$150.00
Grand Total	\$6,626.09	\$1,515.33	\$303.59	\$8,445.01	\$1,223.80	\$9,668.81

Total Bills Placed and Collected

GL Year	Initial Principal Balance	Placement Date	Principal Collection Total	Coll Rate	Current Principal Due	Total Collection Total (Prin, Int, Costs)	Current Balance Due (Prin, Int, Costs)
2008 - 2014	\$117,495.88	May-17	\$89,855.96	76.48%	\$70,607.73	\$184,046.22	\$107,292.96
2015	\$72,955.78	May-17	\$60,584.65	83.04%	\$40,623.18	\$102,740.90	\$67,645.47
2016	\$114,760.65	May-17	\$97,252.46	84.74%	\$5,404.98	\$147,015.27	\$10,159.50
2017	\$149,664.43	May-17	\$127,541.79	85.22%	\$30,228.03	\$171,223.98	\$55,013.44
2018	\$148,629.66	Feb-18	\$100,007.83	67.29%	\$17,773.66	\$129,151.14	\$22,550.68
2019	\$123,029.98	Apr-19	\$66,485.31	54.04%	\$29,610.57	\$88,562.28	\$36,988.09
Total	\$726,536.38		\$541,728.00	74.56%	\$194,248.15	\$822,739.79	\$299,650.14

Total Bills Placed and Collected Since Placement



Summary of total number of attempts to collect for both Outstanding and Redeemed Accounts.
Please see Schedule B for complete detail.

Description	March 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	0	1,296	5
Redeemed	0	1,813	5
Grand Total	0	3,109	5

FUNCTION
Water Pollution
Control Authority

TOWN OF SOUTH WINDSOR
WATER POLLUTION CONTROL AUTHORITY
BOARDS AND COMMISSIONS

ACCOUNT NO.
1129

EXHIBIT D

DRAFT JANUARY 6, 2020

EXPENDITURE CLASSIFICATION	FY1819 ACTUAL	FY1920 ADOPTED	YTD 1/6/2020	FY1920 ESTIMATED	FY2021 REQUEST
PERSONAL SERVICES					
110 FULL TIME SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -
MATERIALS & EXPENSES					
210 OFFICE SUPPLIES	\$ 54	\$ 50	\$ 152	\$ 200	\$ 200
SUBTOTAL:	\$ 54	\$ 50	\$ 152	\$ 200	\$ 200
CONTRACTUAL SERVICES					
310 ADVERTISING	\$ 1,160	\$ 850	\$ 471	\$ 970	900
320 PROFESSIONAL	\$ -	\$ 2,000	\$ -	\$ 500	1800
350 PRINTING	\$ -	\$ -	\$ -	\$ -	0
374 FEES AND MEMBERSHIPS	\$ -	\$ -	\$ -	\$ -	0
SUBTOTAL:	\$ 1,160	\$ 2,850	\$ 471	\$ 1,470	\$ 2,700
CAPITAL OUTLAY					
430 Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
441 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
DEPARTMENT TOTAL:	\$ 1,214	\$ 2,900	\$ 623	\$ 1,670	\$ 2,900

**PUBLIC WORKS
POLLUTION CONTROL**

**FISCAL YEAR
2020/2021**

**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
Subtotal:	\$ 1,647,797	\$ 1,622,965	\$ 1,014,433	\$ 1,719,743	\$ 96,778
200 Materials & Expenses					
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
Subtotal:	\$ 206,888	\$ 273,350	\$ 118,766	\$ 274,800	\$ 1,450
300 Contractual Services					
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	\$ -
Subtotal:	\$ 1,600,369	\$ 1,721,520	\$ 701,241	\$ 1,752,750	\$ 31,230
400 Capital Outlay					
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
Subtotal:	\$ 158,165	\$ 117,500	\$ 45,716	\$ 244,500	\$ 127,000
Department Total:	\$ 3,613,220	\$ 3,735,335	\$ 1,880,156	\$ 3,991,793	\$ 256,458

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR 2020/2021

ACCOUNT NO.
3252

CODE NO. & DESCRIPTION			PROGRAM	COST	FY20 BUDGET
100 PERSONNEL SERVICES				\$ 1,719,743	\$ 1,622,965
110 FULL TIME SALARIES				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
			LABORTORY ANALYST	\$ 78,979	\$ 60,296
			ADMINISTRATIVE SECRETARY**	\$ 12,633	\$ 11,861
			Salary Total	1,081,700	\$ 1,010,251
111 OVERTIME					
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			
2	2	\$ 80.45	SCHEDULED OT TOTAL	\$ 33,469	\$ 32,732
UNSCHEDULED OVERTIME:					
ALARMS/YR	100		ALARMS	\$ 56,317.21	\$ 55,077.96
LINE BLOCKAGES/YR	2		LINE BLOCKAGES	\$ 1,126.34	\$ 1,101.56
PLANT/PS REPAIR (HRS.)	75		REPAIRS	\$ 10,559.48	\$ 10,327.12
# OF HRS	# OF STAFF	WAGE x 1.75	UNSCHEDULED OT TOTAL	\$ 68,003	\$ 66,507
4	2	\$ 70.40			
STAND BY COMP:			STAND BY COMPENSATION	\$ 13,000	\$ 14,300
WKS/YR	COST/WK.		TOTAL	\$ 13,000	\$ 14,300
52	\$ 250				
112 LONGEVITY					
			LONGEVITY PAYMENT	700	700
			TOTAL	\$ 700	\$ 700

UPDATED2/6/20

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

TEMPORARY/SEASONAL HELP	\$	-	\$	-
TOTAL	\$	-	\$	-

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
TOTAL	\$	522,872	\$	498,475

**PUBLIC WORKS
POLLUTION CONTROL**

**FICAL YEAR
2020/2021**

**ACCOUNT NO.
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
200 MATERIALS AND SUPPLIES		\$ 274,800	\$ 273,350
210 OFFICE SUPPLIES			
PAPER, PENS, FAX, AND PRINTER CARTRIDGES	SUPPLIES	\$ 2,000	\$ 1,600
	TOTAL	\$ 2,000	\$ 1,600
221 OPERATING SUPPLIES			
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
	TOTAL	\$ 118,950	\$ 131,450
222 MOTOR VEHICLE SUPPLIES	USE (GAL.)		
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
	TOTAL	\$ 13,450	\$ 16,900
REPAIR PARTS:	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
	TOTAL	\$ 9,650	\$ 10,650

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
POLLUTION CONTROL**

**FISCAL YEAR
2020/2021**

**ACCOUNT NO.
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
300 - CONTRACTUAL SERVICES		\$ 1,752,750	\$ 1,721,520
310 ADVERTISING/PRINTING			
	ADVERTISING	\$ -	\$ -
	TOTAL	\$ -	\$ -
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
	TOTAL	\$ 160,100	\$ 161,500
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
	TOTAL	\$ 33,400	\$ 33,400
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
HEATING FUEL COST	360.2 HEATING FUEL 15,000/YR	\$ 37,500	\$ 41,250
\$2.50	360.3 TELEPHONE LAND LINES	\$ 3,000	\$ 4,800
	360.4 WATER SERVICE:		
	TREATMENT PLANT	\$ 7,500	\$ 5,000
	CLARK ST PS	\$ 600	\$ 600
	TOTAL	\$ 456,000	\$ 529,650

UPDATED 1/8/20

**PUBLIC WORKS
POLLUTION CONTROL**

**FISCAL YEAR
2020/2021**

**ACCOUNT NO.
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
371 MAINTENANCE CONTRACTS			
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
TOTAL		\$ 674,300	\$ 567,100
373 REPAIR MAINTENANCE EQUIP.			
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
TOTAL		\$ 32,300	\$ 32,000
374 FEES & MEMBERSHIPS			
Water Environment Federation		\$ 1,650	
C.W.P.A.A.		\$ 250	
TOTAL		\$ 1,900	\$ 2,670
375 RECRUITMENT & TRAINING			
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
TOTAL		\$ 23,750	\$ 24,200

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR
2020/2021

ACCOUNT NO.
3252

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

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR
2020/2021

ACCOUNT NO.
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
400 CAPITAL OUTLAY		\$ 244,500	\$ 117,500
430 CAPITAL PROJECTS			
	SCADA Server/Software Upgrade	\$ 103,000	
	Alarm System Radio Replacement	\$ 60,000	
	Sludge Storage Tank Floors	\$ 5,000	
	TOTAL	\$ 168,000	\$ 45,000
441 OFFICE EQUIPMENT		\$ -	
	TOTAL	\$ -	\$ -
442 DEPARTMENT EQUIPMENT			
	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	
	TOTAL	\$ 76,500	\$ 72,500

DEBT SERVICE/CIP/RESERVE TOTAL \$ 1,779,268

DEBT SERVICE - PRINCIPAL AND INTEREST

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

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	
	CIP TOTAL	\$ 1,005,000	\$ 935,000

RESERVE FUND CONTRIBUTION

FUND NAME	COST	FY20 BUDGET
OPERATING RESERVE (FUND BALANCE)	\$ -	\$ -
REPLACEMENT RESERVE (CAPITAL PROJECTS)	\$ 385,000	\$ 340,000
RESERVE TOTAL	\$ 385,000	\$ 340,000

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

Ct=	OPERATIONS	\$ 3,991,793
	DEBT SERVICE	\$ 389,268
	*REPLACE. RESERVE	\$ 385,000
	OPERATING RESERVE	\$ -
	CAP. IMPROVEMENT	\$ 1,005,000
	WPCA	\$ 2,900
	TOTAL EXPENDITURES	\$ 5,773,961

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

USER CHARGE = \$ 413.78

ALLOWABLE FOR
UNCOLLECTABLES 1.4% \$ 5.79

USER CHARGE	\$ 419.58
FINAL USER CHARGE	\$ 420

RESIDENTIAL USERS	8,400
COM/IND REVENUE	\$ 1,608,940
RES. REVENUE	\$ 3,524,436
TOTAL	\$ 5,133,376

**PUBLIC WORKS
POLLUTION CONTROL**

**FISCAL YEAR
2019/2020**

**ACCOUNT NO.
3252**

REVENUES				
Sources of Revenue	Actual FY1718	ACTUAL FY1819	PROJECTED FY1920	ESTIMATED FY2021
Sewer User Charges	\$ 4,427,505	\$ 4,986,299	\$ 5,000,000	\$ 5,133,376
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	\$ -	\$ -	\$ -	\$ -
	\$ 4,931,722	\$ 5,454,071	\$ 5,463,400	\$ 5,564,826

**PUBLIC WORKS
POLLUTION CONTROL**

**OPTIONAL USER FEE CALCULATION
FY 2020/2021**

EXHIBIT E

**ACCOUNT NO.
3252**

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

Ct=	OPERATIONS	\$ 3,991,793
	DEBT SERVICE	\$ 389,268
	*REPLACE. RESERVE	\$ -
	OPERATING RESERVE	\$ -
	CAP. IMPROVEMENT	\$ 1,005,000
	WPCA	\$ 2,900
	TOTAL EXPENDITURES	\$ 5,388,961

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

USER CHARGE = \$ 383.96

ALLOWABLE FOR UNCOLLECTABLES 8%	\$ 30.72
USER CHARGE	\$ 414.68
FINAL USER CHARGE	\$ 415

RESIDENTIAL USERS	8,400
COM/IND REVENUE	\$ 1,590,171
RES. REVENUE	\$ 3,483,322
TOTAL	\$ 5,073,493

**PUBLIC WORKS
POLLUTION CONTROL**

**FISCAL YEAR
2019/2020**

**ACCOUNT NO.
3252**

REVENUES - \$415 ALTERNATIVE OPTION

Sources of Revenue	Actual FY1718	ACTUAL FY1819	PROJECTED FY1920	ESTIMATED FY2021
Sewer User Charges	\$ 4,427,505	\$ 4,986,299	\$ 5,000,000	\$ 5,073,493
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	\$ -	\$ -	\$ -	\$ -
	\$ 4,851,722	\$ 5,284,071	\$ 5,463,400	\$ 5,504,943