

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**

RECEIVED APR 28 2022  
@ 3:00pm  
Deborah W. Blaney  
ATE

**PUBLIC HEARING/REGULAR MEETING      AGENDA  
MADDEN ROOM  
SOUTH WINDSOR TOWN HALL**

**TUESDAY, MAY 3, 2022  
7:00 P.M.**

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**PUBLIC HEARING**

1. Revisions to Apartment Development Sewer Rates
2. Proposed Water Pollution Control Budget, proposed Sewer User Charges, Surcharges, Sewer Assessment Schedules, and Septic Disposal Fees for Fiscal Year 2022/2023.

**REGULAR MEETING**

**A. Roll Call**

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

1. April 5, 2022 Special Meeting and Regular Meeting

**C. New Business**

**D. Communications and Reports**

1. Superintendent Report

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

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

**G. Unfinished Business**

1. Revisions to Apartment Development Sewer Rates
2. Fiscal Year 2022/2023 Budget, Sewer User Fees and Qualified Income Discount Program (Discussion)

**H. Executive Session**

1. Cybersecurity Measures

**I. Adjournment**

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RECEIVED JUN 16 2022  
*Shirley L. Armstrong TC*  
409 pm

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**Public Hearing**

Secretary Fletterick read the legal notice posted in the Journal Inquirer.

1. Revisions to Apartment Development Sewer Rates

Chairman Wagner started the discussion regarding changes to WPCA Regulations Section 16 (Exhibit A), which would change how apartment developments are billed. Chairman Wagner added that there are also text changes that codify how other users are currently charged, reflecting policies followed for several years. Chairman Wagner then reviewed the changes. Paragraph 16.2.B.1 clarifies current practices for residential users. Paragraphs 16.2.C.1 to 3 clarify the use of water company bills, owner installed discharge meters and meters used to measure water usage (such as irrigation) that does not lead to sewage discharge. Paragraph 16.2.C.4 reflects the change to billing apartment developments. Adding that including this change was voted on at the last meeting. There would potentially be a different minimum for apartments versus single-family homes. A fixed minimum per unit charge will now apply. Paragraphs 16.2.C.5 and 6 clarify that the change does not apply to institutional residences or other commercial and industrial users.

Superintendent of Pollution Control Tony Manfre noted that much of the language changes were pulled from Section D Industrial Surcharges since Industrial and Commercial are treated the same. Chairman Wagner commented that owners who are approved to install and maintain their own meters must provide a written report to the Town in January of each year. Commissioner Murray asked if there were different types or brands of meters. Mr. Manfre responded that it would essentially be an irrigation meter. Commissioner Murray questioned if there were specific brands required to be installed. Mr. Manfre commented that the meter would just need to be installed by a licensed plumber. Mr. Manfre added that larger facilities have a direct meter to the sewer line, so they would have both a process meter and a sewer meter. Chairman Wagner commented that Carla's Pasta would be an example of a facility that has a sewage meter.

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Chairman Wagner asked for public comment. No public comment.

Chairman Wagner asked if town staff had additional comments. Tony Manfre commented that he had no additional comments.

Chairman Wagner asked for Commissioner comments.

Commissioner Murray questioned whether other towns have similar rates and billing. Mr. Manfre commented that he does discuss some ideas with other towns, for example, the Town of Windsor Locks called to discuss some rate questions recently.

Chairman Wagner commented that state statute allows a wide range of options for calculating sewer bills, for example can be based on number of bedrooms or toilets. Some towns base their fee on water use, however, South Windsor felt this could become an administrative nightmare for single-family homes.

Commissioner Murray questioned if the Town Attorney reviewed these changes. Mr. Manfre responded that he did not have the Town Attorney review.

Commissioner Lyon asked if it was typical for the Town Attorney to not review. Mr. Manfre responded that he could certainly have the Town Attorney review this document. Commissioner Lyon asked what is the standard practice. Mr. Manfre commented that it depends what regulation changes are being made, in this case, many of changes were pulled from industrial section and just moved to the commercial section. Commissioner Lyon agreed that these changes seemed to be minor adjustments.

Commissioner Murray questioned if the commercial was based on a standard. Mr. Manfre commented that commercial accounts and industrial accounts that are billed the same with the only main difference being that industrial accounts require a monitoring manhole, whereas the commercial side does not require this. Mr. Manfre added that the regulations did not include a commercial section, which is why they are incorporating this and including industrial language.

Commissioner Ramasamy questioned how they would bill apartments should the tenant change. Tony Manfre responded that they bill apartments as commercial and send the bill to property owner of the complex. They would bill 50% of the residential rate for each

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unit or by flow, whichever is higher. Commission Ramasamy questioned if vacant apartments would be included. Mr. Manfre commented they still bill these units since they have an opportunity to use the sewer and it would be difficult to track who has been in and out.

Commissioner Fletterick had no questions or comments.

Commissioner Lyon motioned to close the public hearing. Commissioner Murray seconded the motion. The motion passed unanimously. The public hearing was closed at 7:17pm.

2. Proposed Water Pollution Control Budget, proposed Sewer User Charges, Surcharges, Sewer Assessment Schedules, and Septic Disposal Fees for Fiscal Year 2022/2023.

Chairman Wagner commented that this public hearing is focused on the establishment of sewer rates with three highlighted changes. The first change would be for residential, single-family and condo units to be raised from \$415 per unit to \$425 per unit. Apartment minimum is set at \$212.50 per unit, which is 50% of the residential rate. Lastly, the commercial and industrial rate is \$425 per 74,000 gallons. Chairman Wagner questioned where the minimums were located for flow. Tony Manfre clarified that they commercial and industrial units would be billed \$425 for under 74,000 gallons. Chairman Wagner questioned if this should read subject to a minimum. Mr. Manfre agreed and Chairman Wagner suggested the minimum be 74,000 gallons. Chairman Wagner commented that language included for apartments be \$212.50 per unit to be a minimum.

Commissioner Lyon questioned what an industrial user would get charged should they use more than 74,000 gallons. Mr. Manfre commented that after 74,000 gallons they would get charged by the gallon.

Chairman Wagner asked for public comment. No public comment.

Commissioner Murray motioned to close the public hearing. Commissioner Lyon seconded the motion. The motion passed unanimously. The public hearing was closed at 7:22pm.

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**Regular Meeting**

**A. Roll Call**

**Members Present:** Chairman Stephen Wagner, Carol Fletterick, Michael Lyon, James Murray and Bala Ramasamy

**Members Absent:** Toby Lewis and Joseph Botti

**Alternates Present:** None present

**Alternates Absent:** David Basile and Vicki Paliulis

**Staff Present:** Caitlin O'Neil, Recording Secretary  
Scott Roberts, Assistant Town Manager/ IT Director  
Mike Wood, Operator III  
Tony Manfre, Superintendent of Pollution Control

**Others Present:**

Chairman Wagner asked to move the Executive Session on the agenda up to the next item of business.

Commissioner Murray motioned to enter Executive Session. Commissioner Ramasamy seconded the motion. The motion passed unanimously. The Commission entered the Executive Session at 7:23pm

**B. Executive Session**

**1. Cybersecurity Measures**

The Commission left the Executive Session at 7:48pm and continued the regular meeting.

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**C. Acceptance of Minutes of Previous Meetings**

**1. April 5, 2022 Special Meeting and Regular Meeting**

Motion to accept the minutes of the April 5, 2022 Special and Regular Meeting as presented.

The motion was made by Commissioner Lyon and seconded by Commissioner Murray. The motion carried unanimously. Commissioner Fletterick abstained since she was not present at the last meeting.

**D. New Business**

None

**E. Communications and Reports**

**1. Superintendent Report**

Included with the Agenda was a report from Tony Manfre, Superintendent of Pollution Control (Exhibit B). Mr. Manfre briefly discussed each item on his report including the Energy Consumption Report, Conn OSHA Consultation, Odor Control Study, Collection Report and Capitol Improvements Projects. Mr. Manfre commented that the Odor Control Study would be presented and discussed at the June WPCA meeting. Mr. Manfre commented on the Treatment Plant's efficiency is at 98% treatment efficiency. Additionally, maintenance staff has been preparing for disinfecting season. Mr. Manfre commented that an issue had been discovered last week but has since been repaired. Mr. Manfre commented that in regards to the Capitol Improvement Project for the Aeration of Weir Gate, finance had opened the project account and work would begin shortly.

Mr. Manfre reviewed the Collection Report and stated the Collector of Revenue is reporting 96.99% collection rate on residential side and 89.7% on the commercial side for the current grand list. Additionally, demand intent to lien notices would be

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mailed by May 31<sup>st</sup> and liens would be placed on July 1<sup>st</sup>. Any unpaid accounts would be turned over to the State Marshall.

Commissioner Lyon questioned how the odor testing is performed, by experts or with electronic devices. Tony Manfre commented it is performed by both, meters are used to record odor levels. He added that he did look into purchasing these meters but they are costly. Currently, the Treatment Facility has meters that measure odor parts by millions but not by billions like the meters used in the study. These meters have been used to meter the tanks. The study performed was a more general overview. Mr. Manfre commented that the company that performed the Odor Study walked the exterior of the plant with the meters and with trained individuals who identify odors.

Commission Ramasamy questioned if the odor was seasonal. Mr. Manfre responded that the odors seems to be consistent and not a seasonal issue. He added that they had the study performed to get a better idea if the odor is coming from the inside or outside of the facility. The company also provided recommendations for improvement.

Chairman Wagner confirmed the Commission would receive the Odor Study as part of their packet for the next meeting. Chairman Wagner commented on some of the findings from the report and added he was impressed with how thorough the report was.

Commissioner Murray questioned if it was the same people complaining about the odor. Mr. Manfre commented that the complaints typically come from one person that is in direct contact with Jeff LeMay. Chairman Wagner commented that the neighbor that reports the complaints is essentially the spokesperson for surrounding neighbors.

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

None

**G. Bills, Change Orders, Disbursements**

None

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**H. Unfinished Business**

**1. Revisions to Apartment Development Sewer Rates**

Chairman Wagner commented that the way the schedule had been set up was to have the public hearing at tonight's meeting with the vote on the revisions at the next meeting in June. Chairman Wagner commented that while there was no public comment for this item, he was uncomfortable with voting tonight with two members missing.

Tony Manfre commented on the \$200,000 used for upgrades for odor control, which would cover engineering and materials but would not cover installation. Mr. Manfre commented that the estimate given by the engineer to update the bio filter was \$480,000. Mr. Manfre commented that he would be curious about feedback from the public and the Authority after viewing the report as they continue to make adjustments to better control any odors from the facility. Mr. Manfre added that the plan was to get engineering done for bio filter since it is short-circuiting and then fund the remainder of the project with next year's budget, however, lump it together as one project.

**2. Fiscal Year 2022/2023 Budget, Sewer User Fees and Qualified Income Discount Program (Discussion)**

Chairman Wagner clarified the updated commercial input was using the 2022 bill for calculation. Mr. Manfre commented that the commercial flow is an estimate, they take an average of the past three years.

Commissioner Lyon commented they previously talked about raising the dump fees and questioned if Mr. Manfre anticipates significant increases for anything else at this time. Mr. Manfre responded not at this time, other than an unforeseen collapse in a sewer pipe, however, they have been working and keeping an eye on the system for the past three years.

Commissioner Murray questioned the age of the pipes. Mr. Manfre responded 1964, however, most of the pipes were installed in the 1970s during the Clean Water Act.



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Commission Ramasamy questioned where any additional funds would go if they had a surplus from the grand total. Mr. Manfre commented that any excessive revenue would go to the replacement reserve per regulations of the WPCA. Commissioner Ramasamy questioned the reserve fund is considered an investment fund. Mr. Manfre responded that this fund is managed by the Finance Department and the funds are mainly liquid assets to be used in an emergency situation such as a large sewer pipe collapsing.

Chairman Wagner commented that other members discussed exchanging emails earlier. Chairman Wagner explained the Freedom of Information Act and that the Commission cannot hold a meeting without an agenda or minutes published. Furthermore, an exchange of phone calls and emails between multiple members could be considered an illegal meeting. Chairman Wagner commented that it is appropriate to communicate with the town staff about questions or clarification.

**I. Adjournment**

Motion to adjourn at 8:17 p.m.

The motion was made by Commissioner Bala and seconded by Commissioner Lyon.

The motion carried unanimously.

Respectfully Submitted,

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Caitlin O'Neil, Recording Secretary

**SECTION 16**  
**SEWER USE CHARGES AND**  
**THE COLLECTION THEREOF**

- 16.1 Purpose. The purpose of this Regulation is to establish fair and reasonable charges for use of the South Windsor sewerage system and in connection therewith giving consideration to appropriate factors relating to the kind, quality, or extent of use of any property connected to or to be connected to the sewage system. This Regulation is further intended to establish an equitable basis of cost recovery of the industrial share of the local capital and debt service charges.
- 16.2 An annual sewer use charge shall be imposed on each residential, commercial and industrial building connected into the sewer system and discharging sewerage of any quality, character or quantity into the sewer system. The following methods for calculating rates are hereby prescribed:
- A. Sewer use charges, together with other sources of revenues, shall fund 100 percent of the costs for Pollution Control operation and maintenance (O & M) debt service, capital improvements and operating and replacement reserves, and shall be prorated among the several user categories (residential, commercial, small industrial and major industrial) based upon the quantity of equivalent sanitary wastewater discharged. A user charge shall be computed according to the following general formula:

$$\text{User Charge} = \frac{(C_t - (C_R + R_o)) \times Q_o}{Q_t}$$

Where:

$C_t$  = Total annual cost for operation, debt service, capital projects, contributions to reserves.

$C_R$  = Surcharges for removal of excess Total Suspended Solids (T.S.S.) and Biochemical Oxygen Demand (B.O.D.).

$R_o$  = Other Sources of Revenue

- Septic Dumping Fees
- Permit Fees
- Assessments

- Interest & Lien Fees
- Connection Charges
- Grants/loans
- Transfers from Operating and Replacement Reserves
- Internal Services Transfers
- Investment Interest Earnings

$Q_0$  = Annual individual user discharge (gallons). Assumed discharge for uniform rate users; measured or minimum discharge for other users.

$Q_t$  = Total annual industrial/commercial and residential discharge (gallons). Sum of  $Q_0$  for all users.

#### B. Residential User Charges

1. There shall be a uniform rate for each dwelling unit in single and multifamily residential buildings, and residential condominiums based on a uniform assumed discharge. If an accessory apartment is present, the main dwelling and the accessory apartment are charged as separate dwelling units. Group homes are charged as single family dwellings. In-law apartments within a dwelling are not considered separate dwelling units.
2. A resident subject to a sewer user charge and found to be eligible by the Town of South Windsor Human Services Department for property tax relief under the State of Connecticut Qualifying Income for the Elderly and Totally Disabled Tax Relief Program shall have said user charge reduced by a percentage corresponding to the percentages and income levels for married and unmarried owners as described in the aforesaid Qualifying Income for the Elderly and Totally Disabled Tax Relief Program. The difference between the revenue received from sewer user charges paid by all Qualified Users and such revenue as would have otherwise been received had the full residential rate been applied shall be absorbed by all other sewer user classes, which shall be adjusted accordingly.

#### C. Commercial/Industrial User Charges

1. Discharge into the sewer system is calculated on water usage from January 1 through December 31 billed by the facility's water company-the previous year.

2. The owner may seek approval to install and maintain, at their own expense, a meter measuring sewerage outflow. Said meter shall be installed in a place easily accessible to the Authority or its duly authorized agent for recording purposes. The owner is required to provide to the Town in January of each year a written report of the meter readings for the preceding calendar year; said report must be provided no later than the final business day in January to have the meter's readings used in arriving at the sewer user charge.
3. In the case where the owner is approved to install and maintain, at their own expense, a meter used for the purpose of measuring water not discharged to the sewer system, the owner is required to provide to the Town in January of each year a written report of the meter readings for the preceding calendar year; said report must be provided no later than the final business day in January to receive credit in arriving at the sewer user charge.
4. **Rental apartment developments:** User charges are calculated based on measured water consumption or outflow subject to a minimum per apartment unit. Common areas such as club houses and offices, if present, are charged as a single unit in calculating the minimum.
5. **Institutional residence facilities such as independent living facilities, assisted living facilities and nursing homes:** User charges are calculated based on facility measured water consumption subject to a minimum similar to other commercial/industrial facilities.
6. **All other commercial and industrial users:** User charges are calculated based on measured water consumption or discharge subject to a minimum consumption or discharge.

D. Industrial Surcharges

Industries shall be assessed a surcharge when suspended solids (s.s.) and biochemical oxygen demand (B.O.D.) concentrations exceed 238 mg/1 and 212 mg/1, respectively. A separate surcharge shall be computed for both suspended solids and B.O.D. In the computation



of suspended and B.O.D. surcharge rates, the annual allocated cost for suspended solids and B.O.D. removal shall be divided by the annual quantity of each parameter removed in the treatment process.

$$\text{Cost per pound s.s. removed} = \frac{\text{Annual Costs for s.s. Removed}}{\text{Pounds of s.s. Removed}}$$

$$\text{Cost per pound B.O.D. removed} = \frac{\text{Annual Costs of B.O.D. Removed}}{\text{Pounds of B.O.D. Removed Annually}}$$

Treatment costs shall be allocated according to flow (Q), B.O.D. and s.s. in the following proportions:

<u>Activity Unit</u>	<u>Allocation %</u>		
	<u>Q</u>	<u>s.s.</u>	<u>B.O.D.</u>
Pretreatment	100	---	---
Primary Treatment	20	25	55
Secondary Treatment	10	60	30
Effluent Disinfection	90	10	---
Sludge Thickening	---	40	60
Sludge Dewatering	---	40	60
Sludge Disposal	---	40	60
Laboratory	10	60	30

### 16.3 Small Industries

- A. The owner is required to submit a sworn statement of water use or discharge into the sewer system from January 1 through December 31; such statement to be supported by any available records or evidence of water use or discharge to which applicable rate shall be applied; or
- B. In the case of disagreement, the owner is required to install and maintain, at his own expense, a meter measuring sewerage outflow. Such measurements to be used in arriving at sewer use charge. Said meter to be installed in a place easily accessible to the Authority or its duly authorized agent for recording purposes.
- C. In the case where the owner is required to install and maintain, at his own expense, a meter used for the purpose of measuring water not discharged to the sewer system, the owner is required to provide to the Town in January of each year a written report on company letterhead of the meter readings for the

preceding calendar year; said report must be provided no later than the final business day in January to receive credit in arriving at the sewer user charge.

#### 16.4 Major Industries

- A. The owner shall install and maintain, at his own expense, a meter measuring waste outflow; such measurements to be used in arriving at sewer use charge. Said meter to be installed in a place easily accessible to the Authority or its duly authorized agent for recording purposes.
- B. A suitable sampling manhole shall be provided at the owner's expense in a place easily accessible to the Authority or its duly authorized agent for monitoring B.O.D. and solids. Location of flow measuring equipment and sampling manhole may be combined upon approval of the Authority.
- C. In the case where the owner is required to install and maintain, at his own expense, a meter used for the purpose of measuring water not discharged to the sewer system, the owner is required to provide to the Town in January of each year a written report on company letterhead of the meter readings for the preceding calendar year; said report must be provided no later than the final business day in January to receive credit in arriving at the sewer use charge.

#### 16.5 Billing Cycle

- A. Residential and Qualified Residential Users – the user fee per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) (annual charge) for each single-family living quarters, due and payable on October 1<sup>st</sup>.
- B. Prorate Charges – a residential user charge shall be paid by the property owner to the Town at the time of connection to the sanitary sewer system. The prorate charge shall be the annual minimum (flat rate) charge prorated for the balance of the fiscal year pursuant to the schedule of prorated charges in effect at the time. The effective date for determination of the prorated charge shall be thirty (30) calendar days from the date of drain layer's permit issuance.

If, at the end of a fiscal year within which a prorated user charge had been collected, the residential unit remains unconnected to a potable water supply, and therefore, unable to use the sanitary sewer system, the property owner may request a refund of said charge. The property owner must provide evidence by means of arranging for an onsite inspection by a Town official. In the event that a prorated user charge is refunded, the property shall continue to be listed on the Account Master Maintenance

File for the purposes of billing in subsequent years. Future requests for refunds may be granted by the Authority at the end of each fiscal year based upon Town

inspections. In order to be eligible for a refund, the user charge must be paid at the time of billing.

During any fiscal year, refunds of a portion of a paid sewer user charge may be granted by the Authority based upon written evidence provided by the property owner that the residential unit had been connected to a potable water supply.

- C. Commercial and Industrial – user fee per fiscal year (annual charge) for each building connected into the sewer system, due and payable on April 1<sup>st</sup>.

16.6 The Water Pollution Control Authority shall establish special charges when water use is not related to sewer use, or when water is obtained from an unmetered source.

16.7 Reserve Fund Policy

Purpose: The purpose of this 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. The Water Pollution Control Authority (WPCA) is responsible for this system, and as such must establish prudent fiscal policies to ensure adequate funding for proper maintenance, repair and replacement of the system's many components. Planning for the future needs of this complex and widespread system entails a degree of unavoidable uncertainty, including, among other things, exposure to unforeseen natural events, accidents, revenue fluctuation, and unplanned facility repair, maintenance and improvement needs.

The purpose of the Reserve Fund Policy is to mitigate the economic consequences of current and future risks, to ensure sound fiscal management and stabilization of annual sewer user rates, and to allow for greater flexibility with long term planning.

1. The Reserve Fund shall be made up of restricted funds for specific purposes and shall include the following:
  - a. An Operating Reserve equal to a three (3) month (25%) reserve of the operating budget (Operation & Maintenance and Debt Service) to maintain sufficient cash reserves to offset variations in revenue and expenditures using a three year trend to project the actual amount, and
  - b. A Replacement Reserve equal to two (2) percent of the Pollution Abatement Facility Asset Value , adjusted to reflect replacement costs based upon an industry construction cost index, and

2. The WPCA intends to fully fund the Reserve Fund over a Five Year period for the Operating Reserve and over a Ten Year period for the Replacement Reserve beginning with the adoption of this policy. It is understood, however, that these goals may require modification depending on the actual use of such Reserve Funds, and will be subject to regular review pursuant to Paragraph 5, *infra*.

#### Procedure

1. Until the Restricted Fund targets are met, the WPCA will transfer into the Reserve Fund all revenues exceeding expenditures after payment of debt service and on-going equipment replacement costs.
2. Reserve Fund balances will be maintained pursuant to the standards and procedures found in the Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB).
3. Unrestricted fund balances that are the result of revenues exceeding expenditures in any given fiscal year shall be utilize at the discretion of the WPCA for purposes consistent with the Reserve Fund Policy.
4. For the purpose of rate stabilization, Funds shall be transferred from the Reserve Fund on an "as needed basis" to compensate for unusual operating or other expenses, as, for example, when a future replacement project is expected to significantly increase rates. Such rate stabilization funds will be utilized in conjunction with the distribution of any necessary rate increase over a period of years, in order to avoid an excessive rate increase in any one given year. The amount of rate stabilization funds used and the distribution of rate increases shall be at the discretion of the WPCA.
5. The Reserve Fund Policy may be reviewed and revised at any time by the WPCA upon motion by its members, but will, in any case, be subject to annual review at budget and rate-setting meetings. Such policy review may include, but is not limited to, consideration of changes in reserve fund target balances, the time period for achieving full funding, and the use of reserve funds to offset sewer use rate increases. Such policy review will include due consideration of current sewer system conditions, future needs, current reserve fund balances, and the Town's economic circumstances. The South Windsor Town Council and Town Manager will be advised of such a review to allow for input from these parties.



## WPCA COMMUNICATIONS AND REPORTS

May 3, 2022

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

### General Information

#### Energy Consumption Report

The WPCA Chair, Steve Wagner, is also a member of the South Windsor Energy Committee. At the Committee's last meeting Steve reported that the sewer system electricity consumption increased by 11% since 2012, however, influent flows increased by 44% meaning the system's kilowatt hours per million gallons of flow *decreased* by 23%. The upcoming pump station improvements should further reduce our energy consumption. The following slide was shared with the Energy Committee during Steve's presentation:

Note on Sewer System Increased Usage								
	Year Ending 12/31/2012			Year Ending 2/28/2022			Change	
	Annual Mgal	Annual kWh	kWh/ Mgal	Annual Mgal	Annual kWh	kWh/ Mgal	kWh/ Mgal	%
Sewer Plant		2,309,164	2,976		2,368,175	2,120	(856)	-29%
Pump Stations	776	511,297	659	1,117	750,555	672	13	2%
System Total		2,820,461	3,635		3,118,730	2,792	(843)	-23%
Change in System Flow							341 Mgal	44%
Change in Electricity Usage					298,269 kWh			11%

#### Connecticut Occupational Safety and Health Administration (Conn-OSHA) Consultation

The South Windsor Public Works Department is taking advantage of Conn-OSHA's Consultation program to review each Division's safety policies, practices and work environments. Under this program Conn-OSHA will make inspections and provide a report with a timeframe to make the corrections. The program is designed to voluntarily invite Conn-OSHA in for inspections and ultimately bring a facility into compliance without issuing a citation. Upon recommendations from the first consultation our staff is working on developing more robust, site-specific, Job Hazard Analysis reports.

#### Odor Control Study

Last May Tighe & Bond was hired to perform an odor control study to identify odor sources at the treatment plant and surrounding area in response to odor complaints

from neighboring properties. The study included an evaluation of the performance of the treatment plant's odor control system and offered recommendations to mitigate any existing odors.

Sixteen samples were taken from the facility in June and July to analyze odor intensity, concentration, and character. Additionally, six off site odor surveys were conducted within a one-mile radius during the months of June, July, and August. Tighe & Bond is scheduled to present the study results to the WPCA and area residents at the June 7<sup>th</sup> Regular Meeting.

## Treatment Plant and Collection Systems

### Treatment Plant

#### *Process*

TREATMENT PLANT	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	AVERAGE
AVG FLOW (MGD)	2.61	2.57	2.55	4.67	3.57	4.15	2.93	2.67	2.51	2.63	3.10	3.30	3.11
BOD REMOVAL	98.6%	98.6%	99.0%	97.4%	98.4%	98.5%	98.5%	98.5%	98.7%	95.7%	98.7%	98.6%	98%
TSS REMOVAL	98.6%	98.6%	98.9%	97.4%	98.3%	98.2%	98.9%	98.8%	99.0%	95.6%	99.0%	98.9%	98%
NITROGEN LBS. (106 LBS. LIMIT)	86	96	87	142	102	115	97	97	88	95	88	97	99
NITROGEN mg/L	3.9	4.4	3.9	3.7	3.7	3.3	3.8	4.2	4.1	4.2	3.5	3.5	3.8

#### *Maintenance*

- Repaired faulty wiring on Main Plant Generator emergency stop switch
- Replacement of all back up batteries on Treatment Plant Fire Alarm Panels
- Performed exercising, greasing, and semiannual maintenance on all Treatment Plant Sluice Gates
- Cleaned all clarifier weirs, UV Chamber, Secondary 1 and 2 channel, and Parshall flume in preparation for disinfection season
- Performed all work necessary to put UV system back online for disinfection season. This included installing bulb wipers, desiccant packs, filling wipers with Lime Away chemical, performing UVT testing, and cleaning
- Worked with Kone Cranes to get all Treatment Plant and Pump Stations hoists inspected

### Collection System

COLLECTION SYSTEM	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	AVG FT
CCTV (FEET)	8,621	2,977	4,077	5,457	0	0	2,080	2,000	1,200	2,642	1,950	8,538	3,295
Contracted CCTV	21,414	18,569	10,254	0	0	9,693	12,783	0	0	0	0	0	6,059
CLEANING (FEET)	7,251	22,000	12,300	0	2,200	6,050	2,700	4,100	4,000	1,363	1,550	3,677	5,599

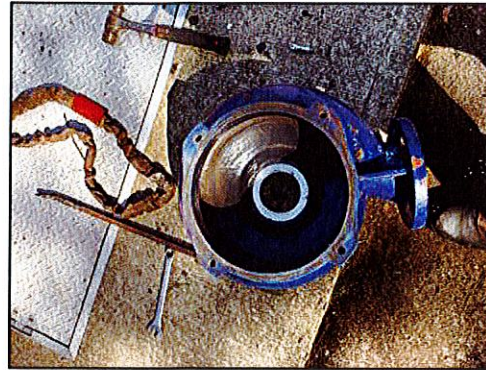
- Worked with VMS Construction to come up with a plan for the upcoming isolation valve installation at Clark Street Pump Station
- Performed annual maintenance on pump station generators
- Performed epoxy and ceramic coat repair on two submersible sump impellers and volutes



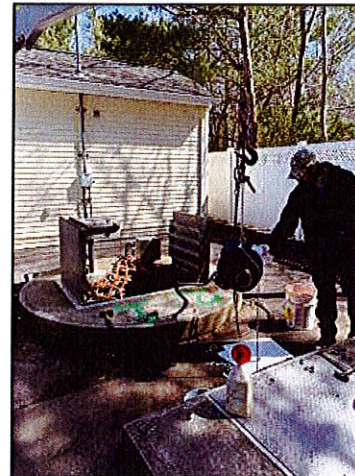
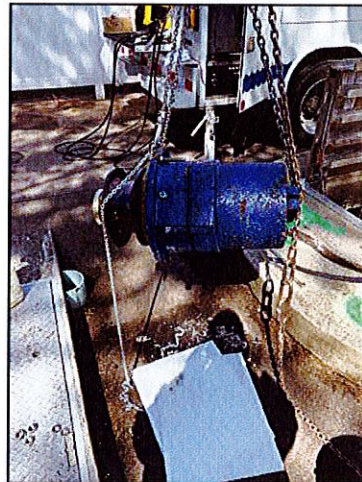
- Performed annual inspection and repair of Avery Street submersible pumps as shown in pictures below



*Accumulation of rags onto of submersible pump.*



*Top view of a volute which houses the pump impeller.*



*Submersible pump being removed from service for annual manitenance.*

## **Capital Improvement Project Updates**

### Clark Street, Benedict Drive, Pleasant Valley Pump Station Upgrades

- 60% design has been submitted to the Town from Arcadis and is undergoing staff review
- A pre-application meeting is being scheduled with DEEP
- Pre-permitting meetings are being setup with Town departments

#### *Next Steps:*

- *Engineer to perform Connecticut Environmental Policy Act (CEPA) Permit Review*
- *Project 90% design phase*
- *Submit design to DEEP for review and approval (min. 90-day review)*

### Aeration Weir Gate Improvements

*The WPCA approved transferring \$750,000 from FY21/22 CIP (Phase IV Part 1 Sewer System Improvements) to complete critical improvements to the aeration basin weir gates.*

- WPCA approved consolidating Phase IV Part 1 and Part 2 at the April 5<sup>th</sup> Regular Meeting and transferring funds from Part 1 to complete the weir gate improvements

## **American Rescue Plan Act (ARPA) Funded Projects**

### Phase IV Sewer System Improvements

*This project has been approved utilizing American Rescue Plan Act funds. The budget for this project is \$1,100,000.*

- WPCA approved consolidating Phase IV Part 1 and Part 2 at the April 5<sup>th</sup> Regular Meeting
- Green Mountain Pipe began Pre-Construction CCTV inspection and heavy pipe cleaning

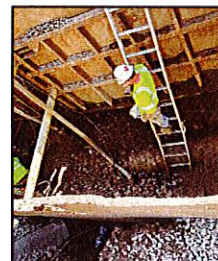
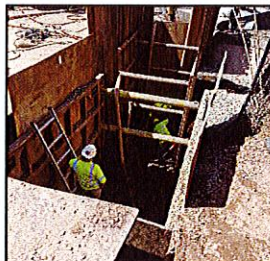
### UV Disinfection Upgrade

*This project has been approved utilizing American Rescue Plan Act funds. The original budget for this project was \$1,300,000. In February 2022 the Authority approved transferring \$120,000 from this project to the Clark Street Bypass Valve project.*

- Nothing new to report this month

### Clark Street Bypass Valve

*This project has been approved utilizing American Rescue Plan Act funds. The original budget for this project was \$100,000. In February 2022 the Authority approved transferring \$120,000 from the UV Disinfection Upgrade project to the Clark Street Bypass Valve project.*



- VMS Construction was on site to dig a test pit the week of April 11<sup>th</sup>

- The excavation took longer than expected due to variations in the as-built plans and what was unearthed

## **Collection of Sewer User Fees and Delinquent Accounts**

### Collector of Revenue Report

*To be provided at the meeting.*

*Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control*