

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***

REGULAR MEETING
SPRENKEL ROOM

AGENDA

7:00 P.M.
MAY 5, 2015

A. ROLL CALL

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

1. April 7, 2015, Regular Meeting

C. NEW BUSINESS

1. Eastrock, Inc., 405 Sullivan Avenue (Approval to install a 1000 gallon grit/oil separator)
2. Shea & Company Real Estate, LLC., 49 Oakland Road (Business Connection Approval)
3. 233 Sullivan Avenue (Business Connection Approval)
4. Set Time and Date for Public Hearing for the FY2015/2016 Pollution Control Budget, and to establish the Sewer User Charges, Benefit Assessment Rates, and the User Charge Discount Policy
5. Commercial User Charge Adjustments (Approval)
6. Sewer Assessment Policy (Discussion)

D. COMMUNICATIONS AND REPORTS

1. Secondary Clarifier Improvements

E. PUBLIC PARTICIPATION (Items not on the agenda)

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

G. UNFINISHED BUSINESS

1. 487 Foster Street - Sewer Assessment (Discussion/Approval)
2. Pollution Control Budget FY 2015/2016 – (Discussion)
3. Proposed Sewer User Charge Abatement Program/Ordinance - (Discussion)

H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS

I. ADJOURNMENT

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A. ROLL CALL

Members Present: Richard Aries, Donald Antaya, Robert Dickinson, Ed Havens, Jr., Vicki Paliulis and William Veas

Members Absent: Carol Fletterick

Alternates Present: Richard Siedman

Alternates Absent: M. Atif Quraishi

Staff Present: C. Fred Shaw, Superintendent of Pollution Control
Ether A. Diaz, WPCA Recording Secretary

Others Present: Liaison Councilor Stephen Wagner
Paul Rivard, Applicant for Eastrock, Inc.
Peter DeMallie of Design Professionals, Inc.- representing Shea & Company Real Estate, LLC.
Dan Kellner, Applicant for 233 Sullivan Avenue

Vice-Chairman William Veas called the meeting to order at 7:00 p.m. The following actions were taken during the May 5, 2015 Regular Meeting of the Water Pollution Control Authority (WPCA).

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

1. April 7, 2015 – Special Meeting

The minutes were grammatically corrected.

Motion was made to approve the minutes of the April 7, 2015 Regular Meeting as amended.

The motion was made by Ms. Vicki Paliulis and seconded by Mr. Ed Havens, Jr. The motion carried unanimously.

C. NEW BUSINESS

1. Eastrock, Inc., 405 Sullivan Avenue (Approval to install a 1000 gallon grit/oil separator)

Chairman Richard Aries and Ms. Vicki Paliulis arrived at approximately 7:03 p.m.

Mr. Paul Rivard, Applicant was in attendance this evening; Mr. Fred Shaw explained that this application is for approval to install a 1000 gallon grit/oil separator at 405 Sullivan Avenue, South Windsor, CT. Mr. Rivard explained that his business is to wash heavy equipment; there will be no floor drains.

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Mr. Shaw explained that no degreasers are to be used as part of the cleaning chemicals. There were some concerns as to what chemicals are getting into the system. Ms. Vicki Paliulis asked for a copy of the permit registration from the Department of Energy and Environmental Protection (DEEP). She explained that the general permit registration will answer a lot of questions in regards to their discharge process. Mr. Rivard responded that he is in the process of obtaining the permit.

Chairman Richard Aries asked if the Town Engineering Department reviewed the plans. Mr. Rivard responded that the plan has been reviewed by the Town Engineer; installation of a sanitary monitoring manhole is required.

Motion was made to give approval of the application as presented for the installation and use of a 1000 gallon grit/oil separator meeting all Town requirements at property located at 405 Sullivan Avenue, South Windsor, Connecticut as more specifically shown on plans entitled "East Rock Inc., 405 Sullivan Avenue/RTE 194, South Windsor, Connecticut; "Property/Topographic Survey", Prepared by Meehan & Goodin, Manchester, CT; Project No: 14-120, Sheet No. 1 of 2, Dated: 10-14-2014 and "Site Plan" Sheet No. 2 of 2, Dated: 12-15-2014. This approval is subject to the following conditions: the Applicant obtain a general permit for discharge of water from the State DEEP and provide a copy to the WPCA for review.

The motion was made by Ms. Vicki Paliulis and seconded by Mr. Ed Havens, Jr. The motion carried unanimously.

2. Shea & Company Real Estate, LLC., 49 Oakland Road (Business Connection Approval)

Mr. Peter DeMallie was in attendance this evening. He explained that this is roughly a 1500 sq. ft. single family residence which is connected to the Town's sewer system. The applicant is proposing to convert the residential home into a business use. Mr. DeMallie explained that this application is for an occupancy change of use and therefore was seeking approval to change the use from residential to office use and to utilize the existing lateral.

Mr. Fred Shaw explained that when the house was connected to sewer, a residential connection charge was paid. From an assessment point of view because the connection was originally classified as a residence, at this point the commercial connection charge that is now due is \$2654.00; this is the difference between the current commercial rate (\$3811.00) and the current residential rate (\$1157.00) reflecting the change in the use of the property from residential to commercial.

Also, a private meter is needed as the commercial billing is based upon meter readings; a private meter for purposes of measuring the amount of water that goes into the system in which the applicant would need to once a year provide the Town a meter reading.

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A motion was made to approve the change in the use of the property from residence to commercial for property located at 49 Oakland Road, South Windsor, CT as more specifically shown on plans entitled "Shea & Company Real Estate, LLC, 49 Oakland Road, South Windsor, Connecticut, Site Plan", Prepared by Design Professionals, South Windsor, CT; Dated March 17, 2015; Revised Date: April 8, 2015; Project No. 3297. This approval is subject to the following conditions: (1) payment of a commercial connection charge in the amount of \$2,654.00; (2) installation of a water utility meter meeting the Town's program requirements for use of the meter.

The motion was made by Mr. Robert Dickinson and seconded by Mr. Donald Antaya. The motion carried unanimously.

3. 233 Sullivan Avenue (Business Connection Approval)

Mr. Dan Kellner, applicant was in attendance this evening. He explained that he's in the process of renovating the property; the property is currently on septic. He explained that this is a very small operation; the building is been used as office space. He requested approval to connect to the Town's sewer system.

Mr. Shaw explained that this building is located in an industrial zone; therefore, it requires an installation of a monitoring manhole on the lateral for sewer. However, due to the nature of the business and the size of the building it does not warrant any kind of monitoring manhole; is a decision that should be made by the Authority whether the applicant will be required to install a monitoring manhole.

Also, a private meter is needed for purposes of measuring the amount of water that goes into the system in which the applicant need to once a year provide the Town a meter reading.

Motion was made to approve the application as presented for connection to the Town's sewerage system for existing office building located at 233 Sullivan Avenue, South Windsor, CT. This approval is subject to the following conditions: (1) installation of a water utility meter; (2) the satisfactory review and approval by the Town Engineer; (3) and given the size and use of the lot it does not warrant the installation of a monitoring manhole.

The motion was made by Mr. Robert Dickinson and seconded by Ms. Vicki Paliulis. The motion carried unanimously.

4. Set Time and Date for Public Hearing for the FY2015/2016 Pollution Control Budget, and to establish the Sewer User Charges, Benefit Assessment Rates, and the User Charge Discount Policy

Chairman Richard Aries explained that a public hearing needs to be scheduled to present the proposed WPCA budget and to establish proposed sewer user charges and benefit assessment rates for FY 2015/2016. Mr. Fred Shaw explained that the sewer

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assessment rates is changed based upon the change in the value of the dollar according to the urban consumer price index (CPI-U); however, there was a very small decrease (0.007%) in the CPI-U, therefore, Mr. Shaw recommended no change in the sewer assessments rates.

Mr. Shaw also explained that he presented to the Authority a budget that provides the elements of an operation and maintenance budget, debt service, capital projects and some contributions to the reserve funds which would not require increasing the current user charge rate.

Motion was made to schedule the WPCA Public Hearing for Tuesday, June 2, 2015 at 6:30 p.m. in the Council Chambers for the FY2015/2016 Pollution Control Budget, and to establish the Sewer User Charges, Benefit Assessment Rates, and followed by the Regular Meeting at 7:00 p.m. in the Sprenkel Room.

The motion was by Mr. William Veas and seconded by Mr. Donald Antaya. The motion carried unanimously.

5. Commercial User Charge Adjustments (Approval)

Mr. Fred Shaw distributed a copy of his Memorandum dated May 5, 2015 (see Exhibit A). He explained that the property at 819 Main Street in the past was approved as a business; the sewer user charge bill was based upon flow. However, the use of the property has changed from commercial to residential. Therefore, Mr. Shaw recommended that this property be removed from the commercial sewer user billing list and be added to the residential sewer billing list and that the property be billed during this fiscal year as a residence (two families).

Motion was made to remove from the Commercial Sewer Billing List and add to the Residential Billing List Account No. 322580 (819 Main Street); this property will be billed as a residence a sewer user charge in the amount of \$712.00 during this fiscal year (See Exhibit A.)

The motion was made by Mr. Donald Antaya and seconded by Mr. Ed Havens, Jr. The motion carried unanimously.

Mr. Fred Shaw distributed a copy of his Memorandum dated May 5, 2015 (see Exhibit B), in which he recommends commercial user charge adjustments to the following accounts as the individuals have private meters, and they sent in their water consumption figures to be reduced from the water company's consumptions; however, they made a mistake in reading the meters. Mr. Shaw went out in each case to look at their meters and confirm the meter readings.

Mr. Shaw explained that in the case of Account #313390, that the information was provided on time but not enough digits; the flow should have been 9,605,676 gallons

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instead of 11,220,676; he recommended approval to adjust the user charge from \$47,551.00 to \$40,708.71.

Mr. Shaw explained that in the case of account numbers 348540, 345920, 383430, that the information on the meter readings was provided. However, the individuals indicated the meter readings in cubic feet not gallons; they didn't understand the numbers on the meter. Therefore, Mr. Shaw looked at their meters, and in some cases took the meter model number and called up the meter manufacture to confirm the meter readings. Mr. Shaw recommended approval to adjust the user charge for each account as presented in his memorandum dated May 5, 2015 (see Exhibit B).

Mr. Shaw explained account number 320450; this account was on the previous agenda for an adjustment. However, an adjustment was not necessary as the water company confirmed the meter readings and the bill was correct. The property owner contacted the water company in which further research was done and it was confirmed that there was a mistake in the information previously reported to the Town. Mr. Shaw explained that the flow should have been 43,384 gallons instead of 169,048, therefore, he recommended approval to adjust the user charge from \$716.43 to \$356.00.

Motion was made to approve adjustments to the following accounts per Mr. Fred Shaw's recommendation on Memorandum dated May 5, 2015 (see Exhibit B).

The motion was made by Mr. Robert Dickinson, and seconded by Mr. William Veas. The motion carried unanimously.

6. Sewer Assessment Policy (Discussion)

D. COMMUNICATIONS AND REPORTS

1. Secondary Clarifier Improvements

Mr. Fred Shaw reported that the notice to proceed with this project has been issued. This project will be substantially completed by October 25, 2015 and the final completion date is November 24, 2015.

Mr. Fred Shaw also reported on another subject matter; he explained that currently there is a significant amount of outstanding unpaid sewer bills over the years. Mr. Shaw explained that he asked the Finance Department for more detailed information. Chairman Aries asked to add this subject matter on the next meeting Agenda for discussion.

Mr. Shaw gave an update on the Main Street sink hole. He explained that there was a sink hole that had developed on Main Street; the cause of the sink hole was due to a broken storm water pipe located at a depth of about 25 feet running from east to west

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beneath the roadway and the sewer pipe. Both the road and the sewer pipe were being undermined by this broken storm water pipe and the existing 30 inch main sewer pipe appeared to have moved; the sewer pipe is located at a depth of about 8 feet and crosses the broken storm water pipe.

The line on Main Street was tv and it showed that there was a displacement of the sewer line; the sewer pipe has been removed and the site excavated to expose the storm drain. The old storm drain system will be replaced; about 30 feet of sewer pipe will be moved and put in place a bypass system to divert a flow around the construction site to allow for the removal of the sewer pipe.

Mr. Donald Antaya and Mr. Ed Haven's Jr., asked who will be responsible for funding this project; Mr. Fred Shaw responded that although the Pollution Control staff is involved, it is expected that any costs for this work will be reimbursed to Pollution Control.

D. PUBLIC PARTICIPATION (Items not on the agenda)

Councilor Stephen Wagner was in attendance this evening. He explained that last year about this time, the Task Force Committee recommended adjusting the minimum flow to 79,000 gallons; however, the WPCA voted for a minimum flow of 84,000 gallons. He explained that residences are probably using somewhat from 50,000 to 60,000 gallons. Therefore, Councilor Wagner asked the Authority to reduce the proposed flow rate to 79,000 gallons this year. He gave an overview of what the impact will be on various communities and what will the revenue adjustment be (see Exhibit C). He recommended lowering the sewer user fees from \$356 to \$351 which will also benefit the small business condominiums.

Mr. Robert Dickinson expressed that small residential condos are being asked to pay an unfair sewer user charge. He recommended making a small adjustment by reducing the average usage from 84,000 gallons to 79,000 gallons; and having a base charge of \$125 for all commercial condominiums, residential condominiums and apartments with additional usage charge applying on volume.

Chairman Aries asked Mr. Fred Shaw if he has previously seen the projection figures presented by Councilor Wagner (exhibit C). Mr. Fred Shaw responded that he has not and it was not presented last March when Mr. Shaw presented the information to the WPCA. Even though the rate (\$/gallon) increased, the commercial sector was not enough to off-set the decrease in the residential sector, said Mr. Shaw; the total revenue collection was less. He expressed that the biggest group which stabilizes the sewer user rates is the residential user group; reducing the rate from 84,000 to 79,000 may further contribute revenue instability.. Mr. Shaw made reference to an article that provides an argument in which utilities are extremely under-valued; over the years the water consumption has decreased for a number of reasons. Fixed costs are also mentioned in the article and the problem is that the focus was on the amount of gallons not on the fixed costs of a utility. Mr. Shaw explained that the waste concentration has increased over

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time and that treatment plants are designed with both a hydraulic and a solids capacity; while flows have decreased, waste concentrations have increased and about 95% of the cost of operating the Plant involves the removal of solids (suspended solids and BOD).

Chairman Richard Aries expressed that unfortunately this is a really bad time to begin the discussion on making any adjustment of the sewer user fees; this is a discussion that initially took members of the WPCA and the Task Force Committee over a year of meetings to reach to a decision. Also, he explained that the adjustment that they previously made resulted in revenue reduction. Chairman Richard Aries recommended discussing any sewer rate adjustment recommendations later in the year and moving forward with the proposed sewer user rates for FY 2015/2016.

BILLS, CHANGE ORDERS, DISBURSEMENTS

None

E. UNFINISHED BUSINESS

1. 487 Foster Street - Sewer Assessment (Discussion/Approval)

Chairman Richard Aries explained that this subject matter was previously discussed under executive session. The Town Attorney has not yet submitted a written legal response with regards to this matter.

2. Pollution Control Budget FY 2015/2016 – (Discussion)

Mr. Shaw explained that the proposed budget for fiscal year 2015/2016 has been on the Agenda since January; the intent was to review the budget over a number of meetings. Mr. Shaw recommended a budget that reflects no rate increases, and still provides for some reserves.

3. Proposed Sewer User Charge Abatement Program/Ordinance - (Discussion)

There was no report on this subject matter.

F. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS

None

G. ADJOURNMENT

Motion was made to adjourn the meeting at 8:49 p.m.

The motion was made by Mr. Ed Havens, Jr. and seconded by Ms. Vicki Paliulis. The motion carried unanimously.

Respectfully Submitted,

Ether A. Diaz
WPCA Recording Secretary

MEMORANDUM

TO: Members of the Water Pollution Control Authority

FROM: C. F. Shaw, Superintendent Pollution Control

RE: Commercial User Charge Adjustment
FY 2014/2015

DATE: May 5, 2015

The use of the property at 819 Main Street has changed from commercial to residential and therefore, a change should be made in the user billing system. It is recommended that this property be billed during this fiscal year as a residence (two families). The change would be as follows:

<u>Account No.</u>	<u>Address</u>	<u>Flow (gallons)</u>		<u>User Charge</u>	
		<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
322580	819 Main Street	106,216	168,000	\$450.15	\$712.00

MEMORANDUM

TO: Members of the Water Pollution Control Authority

FROM: C. F. Shaw, Superintendent Pollution Control

RE: Commercial User Charge Adjustment
FY 2014/2015

DATE: May 5, 2015

The following adjustments are recommended for WPCA approval..

<u>Account No.</u>	<u>Address</u>	<u>Flow (gallons)</u>		<u>User Charge</u>	
		<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
313390	Buckland Road	11,220,150	9,605,676	\$47,551.00	\$40,708.71
348540	1170 Ellington Road	499,836	210,667	\$2,118.33	\$892.83
345920	52-58 Conn Avenue	2,451,490	1,814,162	\$10,389.42	\$7,688.59
383430	274 Nutmeg Road	159,954	41,182	\$677.89	\$356.00
320450	1708 Ellington Road	169,048	43,384	\$716.43	\$356.00

Exhibit C

Impact on Various Communities

RATES			Task Force proposed	WPCA proposed
	Residential Fee & Business Minimum	\$345	\$351	\$356
	Business \$/1000 gal	\$4.65	\$4.43	\$4.23
Fees for single family houses will decrease from \$374 to		\$345(-8%)	\$351(-6%)	\$356(-5%)
or from an average of \$6.25/ 1000 gal to		\$5.61	\$5.71	\$5.79
Fees for businesses using less than 74,000		74,000	79,000	84,000
... gallons will decrease from \$374 to		\$345(-8%)	\$351(-6%)	\$356(-5%)
Fees for businesses using more than 93,000 gal will from \$4.02/1000 gal to		\$4.66 (16%)	\$4.44 (10%)	\$4.24 (5%)
Minimum fees/unit at business condos will be (mostly affects 87 units at 4 locations now averaging \$57/unit)		\$345/unit	\$351/unit	\$356/unit
Fees for apartment complexes will increase from an average of \$123/unit to		\$142/unit (15%)	\$136/unit (6%)	\$129/unit (5%)
Fees for the trailer parks will increase from an average of \$75/unit to		\$87/unit (16%)	\$83/unit (6%)	\$79/unit (5%)

Revenue Adjustment

RATES	Base Rate Used in Computer Run	\$350	\$350	\$350
	Business flow minimum	74,000	79,000	84,000
Calculated revenue		\$4,024,158	\$3,956,739	\$3,896,571
Budgeted revenue from user fees		\$3,959,250	\$3,959,250	\$3,959,250
Adjusted Base Rate		\$345	\$351	\$356
Business \$/1000 gal		\$4.65	\$4.43	\$4.23