

Rec'd October 20, 2016 8:47 am
John J. Armstrong, 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***

REGULAR MEETING
SPRENKEL ROOM, TOWN HALL

AGENDA

7:00 P.M.
NOVEMBER 1, 2016

- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. October 4, 2016, Regular Meeting
- C. NEW BUSINESS
 - 1. Rotary Pavilion II at Veterans Memorial Park (VMP) – (Approval to connect)
 - 2. STAR Center, 2075 John Fitch Blvd. – (Conceptual Approval)
 - 3. Collection of Delinquent Sewer User Charges – (Discussion with Town Staff and Constables)
 - 4. Sewer Assessment, 96 Lawrence Road – (Discussion)
- D. COMMUNICATIONS AND REPORTS
 - 1. Ellington Road Pump Station Force Main Extension
 - 2. Phase III Sewer System Improvements
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
- G. UNFINISHED BUSINESS
 - 1. 194 Carriage Drive
 - 2. Collection Agency Services (Review RFPs and Approve Action Plan)
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
- I. ADJOURNMENT

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Rec. 11/28/2016 @
3:20 pm
Theresa G. Samuel,
AZ

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**REGULAR MEETING
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A. ROLL CALL

Members Present: Richard Aries, Donald Antaya, Carol Fletterick, Ed Havens, Jr., Vicki Paliulis – (arrived at 7:20 p.m.), and Zaheer Sharaf

Members Absent: William Vees

Alternates Present: Patrick Soucy sitting in for Mr. William Vees

Alternates Absent: Ed Havens, Jr.

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

Others Present: Ray Favreau, Director of Parks and Recreation Department
William P. Tellier, Applicant
Town Constables: Joseph Etter, Sandra Jeski, and Joan Walsh
Patty Perry, Director of Finance

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the November 1, 2016 Regular Meeting of the Water Pollution Control Authority (WPCA).

Chairman Richard Aries appointed Mr. Patrick Soucy to sit in for Mr. William Vees.

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. October 4, 2016, Regular Meeting

Mr. Patrick Soucy commented on the minutes; Page 2, 2nd Paragraph –“Mr. Aries will compile questions that should be answered at the meeting”. Mr. Soucy expressed that he was under the impression that those questions were coming to the members of the WPCA first for review before they were sent out; however, that was not the case. Chairman Richard Aries apologized for that; he explained that he received the questions from Mr. Fred Shaw by email and was not aware that members of the WPCA were not included. However, he explained that he is very much interested in feedback from the WPCA members. Mr. Soucy proposed to amend the sentence as follows: “Mr. Aries will compile questions that should be answered at the meeting; those questions will be sent to all Commission members for review.”

Motion was made to amend the minutes to include the new wording.

The motion was made by Mr. Donald Antaya and seconded by Ms. Fletterick. The motion carried unanimously.

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Motion was made to accept the minutes of the October 4, 2016 regular meeting as amended.

The motion was made by Mr. Donald Antaya and seconded by Ms. Carol Fletterick. The motion carried unanimously

C. NEW BUSINESS

1. Rotary Pavilion II at Veterans Memorial Park (VMP) – (Approval to connect)

Mr. Ray Favreau, Director of Parks and Recreation was in attendance this evening and presented the application. This project consists of one proposed open air pavilion located at the southern end of the pool area, 565 Pleasant Valley Road, South Windsor, CT. The pavilion will accommodate approximately 200 people. Mr. Fred Shaw reported that this is a straight forward project; however, it requires an installation of an automatic grease removal unit.

Motion was made to approve the application as presented for connection to the Town's sewerage system for the proposed rotary pavilion at Veterans Memorial Park, 565 Pleasant Valley Road, as more specifically shown on plans entitled "Rotary Pavilion, Veterans Memorial Park", 575 Pleasant Valley Road, South Windsor, CT.; prepared by Design Professionals, Inc., South Windsor, CT; Sheet No. C-SP1 "Site Plan & Details"; Project No. 1279 Dated 09/20/16. This approval is subject to the following conditions: (1) installation of an automatic grease removal unit meeting the requirements of the State of CT Department of Energy and Environmental Protection (DEEP).

The motion was made by Mr. Patrick Soucy and seconded by Ms. Carol Fletterick. The motion carried unanimously

2. STAR Center, 2075 John Fitch Blvd. – (Conceptual Approval)

Mr. Fred Shaw's opening remarks were that the developer for this project asked just to come in to talk with members of the WPCA about an idea that they had and to obtain some feedback. He explained that apparently there has been some discussion with the Planning Department staff as this is going to require at a later date special exception approval by the Planning and Zoning Commission. This project is located on Route 5 near the border of the Town of East Windsor. The applicant would like to tie in to sewers. Mr. Shaw explained that according to the Town's sewer service area map which is consistent with the Office of Policy and Management (OPM) plan of conservation, this particular area is considered conservation area. Therefore, sewers were not intended to be extended there.

Mr. William Tellier of 2045 John Fitch Boulevard, South Windsor, CT was in attendance this evening to present the application. He discussed, for conceptual approval, the plans for the sewer connection of this site. He explained that they are

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trying to bring in to Town a recreational facility. The proposal involves a 6" pvc pipe connection to a manhole and then to a 2000 gallon septic tank that will discharge to the leach field. Also, proposing to have a runoff pipe to go to another manhole that will be still within the set back area, as required by the Town. From there they will have some sort of a pump station to pump into East Windsor line. Currently they are in the process of seeking approval from the Planning & Zoning Commission. This application has received approval from the Wetlands Commission. Tentatively the application includes a design of a septic system. He was informed that in order to provide sewer service, a pump station will have to be built and a main line installed and connected to the East Windsor sewer system. Mr. Tellier reported that the Town of East Windsor is in favor of receiving the flow.

Mr. Shaw explained that the project can be either served by a septic or sewer. If is served by sewer, certainly it will require the approval of the WPCA, approval of the Planning & Zoning Commission for a special exception, and it would also require the approval of the Department of Energy and Emergency Protection (DEEP) to change the Town's sewer service area map; and it will require an Inter-town agreement with the Town of East Windsor to accept the flow. Chairman Aries expressed that he is in favor of this project request; if approved by P&Z and by DEEP, this project will require final approval from the WPCA.

3. Collection of Delinquent Sewer User Charges – (Discussion with Town Staff and Constables)

Town Constables Joan Walsh, Sandra Jeski, Joseph Etter and Patty Perry, Director of Finance were in attendance this evening.

Chairman Richard Aries opening remarks was that it is his understanding that there was a lot of concern expressed regarding WPCA discussion on moving forward with the use of a collection agency for the purposes of handling the delinquent sewer user accounts. Also, there was some thought expressed that the collection agency was going to begin work as of November 1st. Chairman Aries explained that the WPCA is not under any obligation to start anything at this time; there is no contract signed and there is no action taken. However, there is an item on the Agenda for consideration of approval for collection agency service. Chairman Aries explained that given everything he has heard in the couple of days, he recommended to postpone for at least another month action on that agenda item.

Chairman Aries also explained that he's getting the impression that some of the Town constables were unaware of the previous discussions been made. There have been many discussions, also with the Collector of Revenue, said Mr. Aries. He explained that the WPCA had explained their concern regarding their ability to get the revenue that is due from delinquent accounts. There have been discussions about the idea of a collection service. The WPCA had a meeting with one of the several collection agencies that responded to the Town's Request for Proposals; also some of the conversations had to do with utilizing Town constables too.

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Mr. Fred Shaw introduced to members of the WPCA Ms. Patty Perry, Director of Finance. Mr. Fred Shaw responded to Mr. Soucy's prior comments on the questions for the constables to answer. Mr. Shaw explained that he sent out the Request for Proposals and was anxious to get the letter off to the Town constables with the questions as soon as possible; the matter was delayed for longer than what was expected. He did get some questions from one WPCA member and they were previously reviewed with the Chairman. In a rush to get the questions out, he failed to email the final questions to members of the WPCA for review; however he sent the questions out based upon the discussion with Chairman Aries. Mr. Shaw distributed a copy of the questions asked to the constables; these questions are similar to some of the questions that were asked to the collection agencies whose submitted proposals (see Exhibit A.) The intent was general information questions to understand what the process was that the constables used in collecting delinquent sewer accounts.

Chairman Aries opened the meeting for discussion. Ms. Joan Walsh came before the Authority and explained that a couple of years ago she received a letter from Mr. Fred Shaw asking her to come in to the meeting to discuss this matter. She explained that she was unable to attend the meeting that evening, however, she provided Mr. Shaw with information as to where she was trained and the process that she uses for collection of delinquent sewer user charges. Ms. Walsh explained that she became interested in becoming a Town constable when she heard it from someone she knows in the Town of East Hartford who's been doing this job for 10 or 12 years; she was also trained by this person. Ms. Walsh was elected as a constable and started in 2014 when the Town Collector of Revenue, Bonnie Rabin, gave her two warrants of which she got good results on them. Ms. Walsh explained her process on collection. She explained that she makes phone calls; she sends letters with copy of the warrant. She has also been to some homes. Ms. Walsh explained that couple of weeks ago she received a telephone call from Ms. Rabin asking her to provide the collection activity in the last six months of which she provided that information to Ms. Rabin. Ms. Walsh also explained that in the last six months, she has been provided with twenty four (24) warrants of which nine (9) have been paid in full; others are been paid on a monthly basis through payment arrangements; she has collected \$42,000. Ms. Walsh also explained that there is a new system in the Tax Collector Department, QDS; and she was just given another forty (40) warrants which they are in the mail. Ms. Walsh expressed that she could take more warrants.

The following questions were asked to Ms. Joan Walsh:

Mr. Patrick Soucy asked if she was trained by Marshalls. Yes, Ms. Walsh responded.

Mr. Donald Antaya asked how long the warrants are good for. Ms. Walsh responded that every sixty (60) days the warrant needs to be renewed due to the accrued interest rate.

Ms. Carol Fletterick asked how many constables are actually doing the work. Ms. Walsh responded that only three constables are doing the work.

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Chairman Richard Aries asked if there was any reason why the Tax Office wouldn't provide more warrants. Ms. Walsh responded that she does not know why; however, some of the warrants are from seven to eight years that haven't been paid.

Mr. Patrick Soucy asked that out of the twenty warrants that Ms. Walsh received in the last six months, nine of those have already been paid in full. That is correct, responded Ms. Walsh. Also, Mr. Soucy asked if there is payment plans set up for the remaining fifteen warrants. Ms. Walsh responded that yes, a lot of them are set up with payment plans and she has not received a response for about two or three warrants.

Ms. Fletterick asked Ms. Walsh if she have any control of the amount of warrants that are given to her. No, Ms. Walsh responded; she stated that she presumes that the constables are not in competition. She explained that she sat down with Mr. Joseph Etter and explained him the process that she uses for collection as a constable.

Mr. Patrick Soucy explained to the constables that currently there are 1500 residential sewer user accounts that are delinquent. Ms. Walsh responded that she was unaware that there is that many when in fact she will take as many warrants as possible.

There were no further questions for Ms. Walsh.

Town Constable, Sandy Jesky came before the Authority. Ms. Jeski opening remarks were that she worked for ECHN as a collector from which she retired. She was also on the Credit Committee of the Community Health Credit Union where she approved loans and so forth. Ms. Jeski explained that she received guidance from the Collector of Revenue, Bonnie Rabin and went through some of the procedures. One day, she was advised by Lori Trahan, Town Clerk of a training for constables that was going to be provided by a Marshall. She attended the training where she was provided with a handout. Ms. Jeski explained that she does things a little bit differently from Ms. Walsh. She has taken money off people bank accounts as that is something that she can do as a constable. She also uses Skip Tracing; and she also has accounts that they are in foreclosure and accounts that she does not received any response at all. Ms. Jeski reported that in the last six months she have roughly received twenty four (24) warrants of which she have collected approximately \$40,000. She explained that the Collector of Revenue tries to give an equal amount of warrants to the constables. These warrants go back to 2007.

The following questions were asked to Ms. Jesky:

Chairman Richard Aries asked how much does the Town receives from the total amount collected by the constables. Ms. Jesky responded that the Town receives the total amount collected; however they charge to the account holder an extra 15% fee.

Mr. Donald Antaya asked if the lien in place gets paid before the mortgage company in a bankruptcy. No, Ms. Jesky responded. She explained that in a bankruptcy the

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mortgage can get written off but not the delinquent sewer charges. Once the account is on bankruptcy she returns the warrants to the Tax Office and once finalized she'll take them back to continue collecting on them.

There were no further questions for Ms. Jesky. Town Constable, Joseph Etter was in attendance this evening and came before the Authority. He explained that his experience as a Town constable is a little bit different from the other two constables. He explained that he was "drafted" to the constables last fall thinking that it was similar to selectman. When he was sworn, the Town Clerk directed him over to the Tax Office. He expressed that he enjoys doing what he is doing; he thinks that he is providing a service to the Town. In answering some specific questions, Mr. Etter reported that he received twenty two (22) warrants since January 1, 2016; he has collected about 30% of the money. In the collection process, he explained that he had a different approach. First he contacts the property owner; and then personally delivers them a letter with the warrant. He commented that he doesn't have the background of the other two constables. He expressed surprise to find out that there wasn't any training or guidelines available for the constables; he obtained guidance from Ms. Walsh. He explained that he does not know about what went on in the past, but to receive a letter five days in ahead of the WPCA meeting asking him to show up, typically during election season, is not exactly his idea of best practice, said Mr. Etter. He also expressed that in reading through minutes of previous meetings, Chairman Aries made a comment perhaps to the commencement of an outside service on November 1st. He explained that anybody that read that sentence in the minutes will draw that conclusion. Mr. Etter referred to the WPCA minutes of October 2016 and quoted Mr. Shaw as follows "95 warrants have been issued since January 2016 and 30 of these warrants have had action on them." Mr. Etter explained that he only have received twenty two warrants and have acted on all of the warrants; he has collected 30% of the total money owed. The payments vary based on individual circumstances; some have payment plans.

Ms. Carol Fletterick asked Mr. Etter if he could handle more warrants if he was provided with them. Yes to some degree, responded Mr. Etter; but perhaps not as much as the other two constables.

Chairman Aries asked the Town constables if by any chance they had received any kind of communication from the Tax Office advising them that the WPCA was contemplating a collection agency approach. No, responded Mr. Etter. Ms. Joan Walsh responded that she was asked by Mr. Fred Shaw to attend a previous WPCA meeting but she couldn't make it. However, she became aware of this matter in reading the agendas and minutes of the WPCA meetings. Ms. Jeski responded that she was not aware of this matter.

Mr. Joseph Etter reported that the Town's website for WPCA is not accurate; members of the WPCA are not listed. Chairman Aries responded that the list will be updated. Also, Mr. Etter explained that he asked for a copy of the thirty questions included in the Town's RFP that went out and it took him two trips to obtain that

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information and the copies of the minutes were not completed. He asked why? Mr. Shaw responded that this information is available, however, he was out of the office when Mr. Etter came in to ask for that information. Mr. Etter asked for that information the same day of the meeting of which the Secretary didn't know where this information was.

Ms. Jeski suggested that perhaps the warrants provided to the constables can be the most current sewer delinquent bills.

There were no further questions for Mr. Etter.

Unfortunately, Ms. Bonnie Rabin, Collector of Revenue, was not in attendance this evening to talk about her methodology on issuing warrants, said Ms. Patty Perry, Director of Finance. Ms. Perry explained that she has been the Director of Finance for about a year and a half and she have been trying to work with the Tax Department. Part of that, she explained, is that the Town has a new system now and it will help with the billing and collection; the warrant system is included in the system so it will be easier for the Tax Office staff to renew the warrants.

Chairman Richard Aries asked Ms. Perry if she was aware that the Tax Office staff has been late at issuing warrants to the constables. Ms. Perry responded that she thinks that the staff doesn't have the time to do the warrants. They are constantly collecting money. She explained that in the month of July, August and even September is real estate; and in October they are collecting for sewers. And then it goes on to the supplemental motor vehicles and then back to property taxes again. She expressed that hopefully some staff can develop efficiencies within the system to be able to give more accounts out to the constables. The system is up and running and the Staff is been trained in the warrants.

Mr. Patrick Soucy expressed that he has never worked anywhere where everyone doesn't feel over worked. He explained that for someone to say that "I am short of staff" is kind of like saying "I am not paid enough, and I need more vacation and better health care". Mr. Soucy expressed that the constables are tracking accounts from 2007. He expressed to Ms. Perry that her response is a completely unacceptable response. Mr. Soucy asked when can the Authority count on the Tax Department staff to step up and issue to the constables the 1500 active delinquent accounts; when can the Tax Department do "quite frankly their job". "I wish Bonnie was here to answer that", said Ms. Perry. She can't really speak for her. Ms. Perry explained that all she hears is that the staff just doesn't have the time to issue the warrants and do things. However, she added that every year when the bills are sent out, they do have all back taxes included. Every year the Town Collector or Revenue is trying to collect back taxes and they send the delinquent notices.

Mr. Patrick Soucy stated that if someone hasn't pay their sewer user charges since 2007, most likely their delinquent notices are just going to their circular file. Therefore, he believes that the Authority needs to find out a better answer as to when

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the Town Collector of Revenue will be able to bring on whatever they need to do and create the efficiencies that they need to manage the 1500 delinquent accounts and issue the warrants to the constables that need to do the job and are asking for more opportunities to do it, instead of hiring a collection agency. Ms. Perry responded that the personal property and motor vehicle accounts are now handled through a collection agency. Currently, the collection agency that is in use would not collect on sewer because they consider it utilities.

Mr. Donald Antaya asked Ms. Patty Perry what entails in the issuance of a warrant. Ms. Perry responded that she cannot really speak to that; Ms. Rabin would have to answer that question. Chairman Aries asked the constables if they have the answer as to what entails in the issuance of a warrant. Ms. Joan Walsh responded that is just two copies of the warrant, one for the file and one to be mailed to the property owner; the warrant is signed by the Collector of Revenue.

Ms. Carol Fletterick asked Ms. Perry how many warrants Bonnie Rabin can issue in a day. I am not sure, responded Ms. Perry. Ms. Fletterick asked if perhaps the warrants are issued after all of her work is done. Ms. Perry was not sure. Mr. Donald Antaya expressed that the whole process is flawed from the beginning of the collection. Mr. Soucy expressed that roughly 10% of the households in South Windsor are delinquent on sewer user charges. The goal is to find out how to fix the problem.

Ms. Jesky expressed that in observing the Tax Office everybody does the same thing. Perhaps there could be somebody that would be dedicated to do only the warrants.

Ms. Carol Fletterick asked Ms. Perry if she was aware of how extensive this problem was. Ms. Perry responded that she was not aware; however, she'll speak in going forward and more in trying to get a solution. Perhaps, that may require hiring a temporary employee to come in and only do the warrants until they are issued. However, there is a constant maintenance of the warrants, every sixty days. Unfortunately, the Collector of Revenue does not have the staff to do just warrants. Ms. Perry explained that with the new system, residents are now allowed to pay their sewer taxes with a credit card, debit card, or echeck. That additional feature hopefully will keep the people out of the office and they can pay online; this will hopefully increase the collection rate. Mr. Soucy responded that these are all good things but the fundamental question is when the constables will get the 1500 warrants. Chairman added that the goal is to not only see some improvements on the efficiency of getting the warrants out, but that all of the debts are easily obtainable.

Ms. Paliulis asked the constables how they would handle seven hundred warrants if handed to them. This question was not answered.

Mr. Patrick Soucy explained that there are a total of five constables; he asked if the other two constables are trying to collect. Ms. Walsh and Ms. Jesky responded that the other two constables don't want to do collections.

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Mr. Antaya thanked the Town constables and the Director of Finance for attending this meeting; their comments were appreciated because is provided information as to the process of collection.

A discussion ensued and Ms. Vicki Paliulis commented that the fact is that there are 1500 sewer user delinquent accounts, and three constables to do the collection, and one Town office that is having a lot of difficulty to get the warrants outs. The question is can they keep up with the work. Or can the Authority just give them the debts that are achievable per say, the most current due accounts and give the older debts to a collection agency. Chairman Aries responded that he does not know if that is possible, however, it is something that can be looked into.

Mr. Patrick Soucy commented that based on what he heard this evening, the warrant is really all about interest and the constables making sure that they are trying to collect the right amount. Sending it to a collection agency isn't going to change the fact that the warrants need to be issued, said Mr. Soucy.

Mr. Donald Antaya commented on his three observations this evening. One was that whoever is the supervisor of the constables should request training from the marshals; have them come in and retrain all the constables. Second, this is a big problem and it lies on the Collector of Revenue, Bonnie Rabin because that's where the warrants originate from. And third observation was that three of the five constables are willing to collect, two aren't; ask them to resign and replace them with someone that will collect, said Mr. Antaya. Mr. Shaw responded to his comment; he explained that he's not sure how many of the constables are involved with the collection. Town constable, Mr. Neary was unable to attend this meeting, however, he did mentioned to Mr. Shaw that he received training; the same training as the state marshals. However, Mr. Shaw does not know how much collection activity Mr. Neary has been involved in.

Ms. Carol Fletterick asked if the Town Manager, Matthew Galligan is aware of this problem. Mr. Shaw responded that yes, the Town Manager is aware. Mr. Shaw had previously met with the Town Manager and Ms. Perry regarding this matter. Chairman Aries explained that he is not entirely convinced that the problem is strictly in the issuance of the warrants; what he heard this evening is that there are three constables who are doing this job radically different. They have no protocol, there is no written process in place and they haven't been trained in any real formal way. Chairman Aries recommended setting up a meeting with the Town Manager, Director of Finance, the Collector of Revenue and Mr. Fred Shaw to further discuss this matter.

4. Sewer Assessment, 96 Lawrence Road – (Discussion)

Mr. Fred Shaw explained that this is one of the property owners that the Town sent a sewer benefit assessment. The property owner called Mr. Shaw and explained that she believes that she paid for the sewer assessments years ago when she purchased

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the house from a developer here in Town; he developed Spinners Estate and extended a cross country sewer line to her property; actually to two lots. Mr. Shaw reported that he reviewed the plans and the WPCA minutes of the August 16, 1988 meeting when Spinners Estates was approved and indeed the property owner was correct; when she purchased the house she would have paid for the sewer assessment in the purchase price of the house. Mr. Shaw explained that the property owner shouldn't be assessed twice.

Motion was made to not bill the property owner of 96 Lawrence Road for sewer assessment.

The motion was made by Patrick Soucy and seconded by Ms. Carol Fletterick. The motion carried unanimously.

D. COMMUNICATIONS AND REPORTS

1. Ellington Road Pump Station Force Main Extension

Included with the Agenda was a letter from Wright-Pierce, Town's Consultant, recommending moving forward with the repair of the Ellington Road sewer (see Exhibit B). Mr. Shaw explained that this provides the sequence of the events leading to the decision to go from digging and replacing the entire pipe on Ellington Road for a total cost of \$102,000 for that project to a different project scope whereby cost are reduced and the time to do this project decreases from days to just hours and from \$102,000 to an amount not to exceed \$33,500. This will be done by lining in place the existing pipe. There will be a pre construction meeting on November 2, 2016, said Mr. Shaw. This project is expected to begin the week of November 14th.

Mr. Shaw explained that JDC Enterprises was the lowest responsive bidder for this project with a price of \$102,000. Wright-Pierce was also looking for an alternative way to do this job and JDC and PIM provided a proposal resulting in total project cost of approximately \$99,150 (\$65,650 from JDC and \$33,500 from PIM).

Ms. Vicki Paliulis asked if the project is guaranteed to be done right. Mr. Shaw responded that there is a performance bond in place for a year; 100% performance bond. Mr. Shaw explained that it is Wright-Pierce recommendation to proceed forward with the lining of the Ellington Road sewer pipe.

Motion was made to proceed forward with the revised project as recommended.

The motion was made by Mr. Donald Antaya and seconded by Mr. Zaher Sharaf. Ms. Vicki Paliulis explained that she does not understand the difference between replacing versus lining the pipe, therefore, she abstained. Upon a roll call vote, Chairman Aries declared the motion carried with a vote of 5 ayes (Donald Antaya,

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Clarol Fletterick, Zaheer Sharaf, Patrick Soucy, and Chairman Aries) and 1 abstained (Vicki Paliulis).

2. Phase III Sewer System Improvements

Mr. Fred Shaw reported that most of the lining of the truss pipe has been completed. There are two pipe areas that have not been completed yet because the contractor does not have the correctly sized material to complete the project. The material has been ordered and is expected to get in within the next week or two. This work can be done during the cold weather, said Mr. Shaw.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

G. UNFINISHED BUSINESS

1. 194 Carriage Drive

Mr. Fred Shaw reported that this is the case where the house was connected to sewer from inside. The WPCA has directed Mr. Shaw to contact the property owner to advise him that a user charge is due going to the period of time that he owned the house (August 21, 2014). Mr. Shaw did send another letter out to the property owner and encourage him to contact Mr. Shaw if he has any questions; the property owner has not contacted Mr. Shaw. Mr. Shaw explained that the property owner has been billed for the current year, however, not for the past two years.

Mr. Patrick Soucy made a motion to bill the property owner for the last two years. Chairman Richard Aries explained that the letter should be certified, therefore, he asked Mr. Shaw to send a certified letter to the property owner advising him of the amount due and that two prior letters were sent to him with no response in return.

Motion was made to send a certified letter to the property owner of 96 Lawrence Road concerning payment of the outstanding sewer user charge.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Zaheer Sharaf. The motion carried unanimously.

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PM

2. Collection Agency Services (Review RFPs and Approve Action Plan)

Motion was made to table action on this item until further discussion.

The motion was made by Mr. Donald Antaya and seconded by Ms. Carol Fletterick.
The motion carried unanimously.

Chairman Richard Aries explained that he was very busy the last four or six weeks and he was unable to formulate the questions for the Town Constables to answer. Mr. Fred Shaw formulated the questions and sent them to him for review; unfortunately the questions weren't previously provided to members of the WPCA. Chairman Aries apologize for that; however, he thanked members of the WPCA for their continuance involvement and assistance.

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 9:17 p.m.

The motion was made by Ms. Vicky Paliulis and seconded by Mr. Donald Antaya.
The motion carried unanimously.

Respectfully Submitted,

Ether A. Diaz, Recording Secretary

The South Windsor Water Pollution Control Authority (WPCA) is exploring alternative methods of improving the management of delinquent sewer charges and associated fees. The WPCA has recently solicited proposals from private collection agencies for this purpose, and would also need the input from the Town's constables on this subject as well.

The WPCA has requested that I extend to you and Town staff members an invitation to attend their next meeting on Wednesday, November 9, 2016 at 7:00 PM at the Town Hall, in the Sprenkel Room. It is the WPCA goal to better understand the current collection process and benefit from an exchange of ideas as to how to improve the current collection rate.

In preparation for this meeting, the WPCA would like you answer the following questions:

1. Please explain how your collection actions are dictated by the Connecticut Statutes and regulations covering delinquent tax collection, including CGS Sections 12-122 through 12-170 and 36(a) – 800 et.seq and the Connecticut Collection Agency Act?
2. Describe the collection training you have had including initial training and ongoing training/monitoring.
3. Are you being given a reasonable amount of work to accomplish within a specific time? Could you handle more work within that same time?
4. Describe the process you normally use to collect accounts, including specific work standards based upon balance ranges. Include the number of both written and telephone attempts. What format / reports do you provide to the Town during the collection process?
5. What unique collection initiatives have you found to be effective in increasing the rate of recovery?

Please feel free to contact me at (860) 644-2511, extension 247, or at fred.shaw@southwindsor.org if you need any further information.

Sincerely,

C. F. Shaw, Superintendent



Water
Wastewater
Infrastructure

October 17, 2016
W-P Project No. 12438F

Mr. C. Frederick Shaw, Superintendent Pollution Control
Town Hall
1540 Sullivan Avenue
South Windsor, CT 06074

Subject: Ellington Road Sewer Rehabilitation
Recommendation for Repair

Dear Fred:

Following the emergency repair on Ellington Road in the winter of 2015, we evaluated the lining, replacement and abandonment of the gravity sewer line on Ellington Road between SMH 8 and SMH 9. Initially, the Phase III sewer contractor, PIM, was not comfortable with lining the pipe because the CCTV footage was unclear on whether there was an actual blockage or broken pipe at the time. There were also heavy grease rings present on the interior of the pipe causing some concern over the level of cleaning required and the impact that cleaning could have on the integrity of the pipe prior to lining. As a result, Wright-Pierce prepared plans and specifications to dig and replace the entire pipe between SMH 8 and SMH 9. During the 90% review, we decided as a group to abandon the gravity sewer in place, filling it with flowable fill, and extend the force main discharge from SMH 8 to SMH 9. The existing service connection from #1400 Ellington Road would also be rerouted to SMH 9. This project was advertised for bid and the lowest responsive and responsible bidder was JDC Enterprises of South Windsor, CT with a price of \$102,000.

Prior to the pre-construction meeting, JDC had concerns over the ability to run the service connection to SMH 9. At that point, we redesigned the project to include the installation of a doghouse manhole approximately 20-feet downstream of SMH 8, extending the force main 20-feet +/- from SMH 8 to the doghouse MH, and line the remainder of the pipe from the doghouse manhole to SMH 9. This would eliminate the repaired section of gravity main and maintain the service connection in its current location. Revised pricing from JDC and PIM was requested resulting in total project cost of approximately \$99,150 (\$65,650 from JDC and \$33,500 from PIM) depending on the amount of traffic control, bypass pumping and additional paving allowances actually utilized.

When the pipeline was cleaned and televised again by the town in September 2016, it was determined that the blockage was not a blockage at all but a rolled gasket that rags and other debris was getting caught on. After reviewing the revised video, PIM reevaluated the lining of the entire section and determined it to be a viable option. Based on the updated CCTV footage and pricing from PIM, Wright-Pierce recommends that the town proceed forward with a change order to the Phase III Rehabilitation project in an amount not to exceed \$33,500 and that the Town does not enter into a contract with JDC Enterprises since the agreement has not yet been executed. The overall change will also result in a reduction in our construction engineering fees for the Ellington Road Project and will require the Town

Mr. C. Frederick Shaw
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to assist PIM in bypassing the Ellington Road Pump Station during the lining efforts. PIM plans to utilize ESI and provide two 6,500-gallon tanker trucks for use during bypassing.

Please let us know as soon as possible if you wish to proceed forward with the lining to that we can release the work to PIM and obtain a modified permit from the State of CT DOT. Should you have any questions or desire additional information, please call Lisa Muscanell-Depaolo or me at 860-343-8297.

Sincerely,
WRIGHT-PIERCE

A handwritten signature in black ink, appearing to read "Dennis Dievert Jr.", written over a horizontal line.

Dennis Dievert Jr., PE
Project Manager

cc: Michael Gantick, PE, Director of Public Works
Tim Friend, WPCF
File