

received December 2, 2016 08:05 am

Joan L. 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.
DECEMBER 6, 2016

- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. November 1, 2016, Regular Meeting
- C. NEW BUSINESS
 - 1. 118 Troy Road Subdivision – (Approval to connect)
 - 2. WPCA FY 2015/2016 Annual Report (Review and Approve)
 - 3. WPCA Calendar for 2017 (Review and Approve)
- 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

rec'd December 20, 2016 @ 2:35 pm
Jonnie L. Antaya, ATC

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A. ROLL CALL

Members Present: Richard Aries, Carol Fletterick, Ed Havens, Jr., Vicki Paliulis – (arrived at 7:10 p.m.), Patrick Soucy, William Veas (arrived at 7:10 pm)

Members Absent: Donald Antaya, Zaheer Sharaf

Alternates Present: Ed Havens, Jr. sitting in for Mr. William Veas
Erik Dabrowski sitting in for Mr. Donald Antaya

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

Others Present: Karen Isherwood, P.E., Isherwood Civil Engineering

Chairman Richard Aries called the meeting to order at 7:07 p.m. The following actions were taken during the December 6, 2016 Regular Meeting of the Water Pollution Control Authority (WPCA).

Chairman Richard Aries appointed Mr. Ed Havens, Jr. to sit in for Mr. William Veas; Mr. Erick Dabrowski was appointed to sit in for Mr. Donald Antaya.

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. November 1, 2016, Regular Meeting

Motion was made to accept the minutes of the November 1, 2016 regular meeting as presented.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Ed Havens, Jr.
The motion carried unanimously

C. NEW BUSINESS

1. 118 Troy Road Subdivision – (Approval to connect)

Ms. Karen Isherwood presented the application. She explained that this is roughly a 2.7 acre parcel located in a general commercial zone on Troy Road with an existing single family residence and a large detached commercial garage throughout a single piece of land that was recently subdivided.

Ms. Vicki Paliulis and Mr. William Veas arrived at 7:11 p.m.

Ms. Isherwood explained that in order to subdivide the land, the residential use needed to be changed from residential to commercial to meet the zoning requirements of the commercial zone. This project was recently approved by the

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Planning and Zoning Commission. Ms. Isherwood 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 plan to continue utilizing 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 \$2,678.00; this is the difference between the current commercial rate (\$3,845.00) and the current residential rate (\$1,167.00) reflecting the change in the use of the property from residential to commercial.

A motion was made to approve the change in use of property from residence to commercial for property located at 118 Troy Road, South Windsor, CT as more specifically shown on plans entitled "118 Troy Road-Subdivision/Site Plan, South Windsor, CT"; Prepared by Isherwood Civil Engineering, South Windsor, CT; Project No: 1604, Sheet No.: C-1 "Subdivision Plan/Site Plan (Lots 1&2) Plot Plan"; Dated: September 20, 2016. This approval is subject to the following conditions: (1) payment of a commercial connection charge in the amount of \$2,678.

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

2. WPCA FY 2015/2016 Annual Report (Review and Approve)

A copy of the WPCA Annual Report FY 2015/2016 was included with the Agenda for review and consideration of the Authority (Exhibit A). This is a summary of some of the events that took place over the past fiscal year (July 2015 to June 2016). Chairman Aries recommended including a summary table of the discount program which includes the number of eligible applicants and the overall discount rates applied.

Mr. Patrick Soucy recommended expanding on the paragraph regarding the outstanding balances; perhaps including the report provided by the Finance Department on the total sewer receivables and the delinquent balances for commercial and residential accounts. A discussion ensued, and it was decided not to include the report but to make reference to the report.

Mr. Shaw explained that he'll make the changes discussed this evening and send a copy of the revised annual report to members of the Authority.

Motion was made to approve the WPCA Annual Report for FY 2015/2016 as presented and including the modifications made.

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

3. WPCA Calendar for 2017 (Review and Approve)

With the Agenda, a copy of the WPCA 2016 Meeting Calendar was included for review and approval (see Exhibit B). The meeting date for July will get scheduled in the June meeting. There is no meeting normally scheduled in August.

Motion was made to approve the WPCA meetings Calendar for 2016 as presented in the Memorandum dated December 2, 2016 attached hereto as Exhibit B.

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

D. COMMUNICATIONS AND REPORTS

1. Ellington Road Pump Station Force Main Extension

Mr. Fred Shaw reported that this project was finished last month. Now there is a good pipe out there that should last for many more years. This was a relatively new technology that allowed saving money for this project.

2. Phase III Sewer System Improvements

Mr. Fred Shaw reported that this is the project with a 3100 linear feet of truss pipe that needed to be rehabilitated. The truss pipe was also rehabilitated using the cured in place technology. This project has been successfully completed, 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 explained that this involves a development on Carriage Drive and Lipman Drive that included capped sanitary sewers. The houses were tied into septic tanks, but the plumbing inside the house and the connections were already

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made to the sewer although capped and not therefore in use. In the case of 194 Carriage Drive it is not known when the house was connected to the Town's sewer line. The current owner purchased the house in August of 2014. The WPCA decided to assess the current property owner for the time during which he owned the house. As previously asked by the WPCA, Mr. Fred Shaw reported that he sent a certified letter to the property owner of 194 Carriage Drive advising him of the amount due; the property owner has not yet contacted Mr. Fred Shaw.

Motion was made to bill the property owner of 194 Carriage Drive for the outstanding sewer user charge.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Erick Dabrowski. Mr. Fred Shaw was asked to send another letter to the property owner advising him that the WPCA has decided to bill him for the outstanding sewer user charge; bill which will be provided by the Collector of Revenue. The motion carried unanimously.

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

No action was taken on this matter. There will be a joint meeting between the Town Manager, Director of Finance, Collector of Revenue, Mr. Fred Shaw, Chairman Richard Aries, Mr. Patrick Soucy and Mr. William Vees to further discuss this matter. The meeting will be held on Thursday, December 8, 2016.

Chairman Richard Aries asked Mr. Shaw to give an overview of this matter for the new alternate, Erik Dabrowski. Mr. Shaw explained that there is a management agreement between the Water Pollution Control Authority and the Town Manager to provide certain services such as the billing and collection of the sewer user fees and sewer charge of assessments. The WPCA pays a certain amount of money each year to the Town for that service. This service is administered through the Collector of Revenue office. This office has a collection agency that assists them on the property tax side of it but not utility bills. There are a total of five constables of which three have been actively involved with collecting delinquent fees. The WPCA discovered that the constables are not given the full load of work. There have been meetings in more than one occasion with the Director of Finance, one meeting with the Collector of Revenue. From reading the minutes of the last WPCA meeting, some of the members felt that probably the constables didn't have all the training that they should have.

Mr. Patrick Soucy expressed that the issue was that the Collector of Revenue office staff wasn't doing their job. Between January and September they issued 90 warrants against 1500 households. Chairman Richard Aries explained that the WPCA is moving toward the idea of getting a private collection agency. This is also something that was sort of a suggestion made by the Town Council.

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 8:05 p.m.

The motion was made by Mr. Ed Havens, Jr. and seconded by Mr. William Veas.
The motion carried unanimously.

Respectfully Submitted,

Ether A. Diaz, Recording Secretary

2015/2016

WATER POLLUTION CONTROL AUTHORITY

The Water Pollution Control Authority (W.P.C.A.) established in 1966 was originally known as the Sewer Commission. The Authority is made up of seven (7) members and two (2) alternates appointed by the Town Council for a term of four (4) years. Its members are citizens of the Town who volunteer their time to take on the responsibility and obligation of approving sanitary sewer construction plans and the operation of the sewerage system. The Authority levies benefit assessments, establishes fair and reasonable sewer user charges, awards contracts, selects engineers and applies for state and federal funds as authorized in the Connecticut General Statutes, Chapter 103 and the Town of South Windsor Ordinances 103 and 150.

The Water Pollution Control Authority is responsible for the proper functioning and continuous operation of South Windsor's sanitary sewage system which is essential for public health and safety, economic development, environmental protection, and the quality of life for those living and working in our Town. Authority members take seriously their responsibility for this system, and as such, must establish fair and prudent fiscal policies to ensure adequate funding for proper maintenance, repair and replacement of the system's many components. Planning for 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 fluctuations, and unplanned facility repair, maintenance and improvement needs.

This fiscal year was the first year for the implementation of the sewer user charge discount program for qualified residents. A qualified resident is a residential sewer user who is eligible for property tax relief under the State of Connecticut Qualifying Income for the Elderly and Totally Disabled Tax Relief Program.

Residents are able to apply for the sewer charge discount program at the same time when they apply for the Town's Property Tax Relief Program through the Human Services Department.

During the Fiscal Year 2015/2016, the Water Pollution Control Authority approved a number of commercial and residential projects. Included among these was a four story, 107 suites hotel on Buckland Road and the new Orchard Hill Elementary School on Foster Street.

A public hearing was held to establish sewer assessments for Lawrence Road and Cliffwood Drive residential properties. Attorney Andrew Lord was selected as special legal council to answer specific questions relating to the interpretation of State Statutes governing the preparation of sewer assessments. Mr. Lord was previously employed by Murtha and Collins – Town legal council, and was that firm's specialist in water pollution control legislation.

The Authority has begun to investigate alternative means to assist in the Town's efforts to collect more than \$800,000 in delinquent sewer user fees. Meetings were held with Town staff, Town constables and an outside private collection agency to improve collection effectiveness, efficiency, and accountability.

The Authority was informed by the Town of Vernon that they are in the process of updating its water pollution control facility. The Town of South Windsor will be responsible for a share of these costs to upgrade the facility pursuant to the inter-municipal sewer agreement between the two towns.

The Town of Vernon is required to upgrade its treatment facility in compliance with a directive from the Connecticut Department of Energy and Environmental Protection. New limits have been established for the removal of phosphorus in the effluent discharge by 2019.

Vernon has selected a consulting engineer and is in the process of preparing a facilities plan to evaluate the current facility and to recommend a course of action to comply with these new effluent limits.

Early in this fiscal year, the W.P.C.A. met with Town officials to review the adoption of an Enterprise Fund so as to provide a means of clearly showing the financial state of the W.P.C.A. operation.

An enterprise fund establishes a separate accounting and financial reporting mechanism. Under enterprise accounting, revenues and expenditures are separated into separate funds with its own financial statements and are not commingled with the revenues and expenditures of other government activities.

Financial transactions are reported using standards similar to private sector accounting. Revenues are recognized when earned and expenditures are recognized when incurred under a full actual basis of accounting.

Enterprise funds provide management and rate payers with information to:

- Measure performance
- Analyze the impact of financial decisions
- Determine the true cost of providing a service.
- Identify any subsidy from the general fund in providing a service.

The Future

The W.P.C.A. is involved in working together with other Boards and Commissions in cooperative efforts to meet Town Strategic Plan goals and objectives.

Richard Aries, *Chairperson*

Memorandum

TO: Lori Trahan, Town Clerk
FROM: Ether A. Diaz, WPCA Recording Secretary
RE: WPCA Scheduled Meeting for Calendar Year 2017
DATE: December 2, 2016

The following schedule lists the regular meetings of the Water Pollution Control Authority for calendar year 2017. The meetings will be held in the Sprenkel Room at 7:00 p.m.

January 3
February 7
March 7
April 4
May 2
June 6
July – meeting date to be scheduled
August – no meeting scheduled
September 5
October 3
November 7
December 5