

rec'd December 30, 2016 @ 9:15 a.m.

Jonie L. Arnsperg, 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.  
JANUARY 3, 2017

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- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
  - 1. December 6, 2016, Regular Meeting
- C. NEW BUSINESS
  - 1. 949 Pleasant Valley Road, (Approval to temporary remove from the residential billing list)
  - 2. Amended WPCA Calendar for 2017 (Review and Approve)
  - 3. 35 Pheasant Way (Discount Program – charge adjustment)
- D. COMMUNICATIONS AND REPORTS
  - 1. Phase IV I/I Rehabilitation Improvements
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
- G. UNFINISHED BUSINESS
  - 1. Collection Agency Services (Review RFPs and Approve Action Plan)
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
- I. ADJOURNMENT

Rec. 01/12/2017  
@ 4:25pm

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**MINUTES  
SPRENKEL ROOM**

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**REGULAR MEETING  
JANUARY 3, 2017**

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**A. ROLL CALL**

**Members Present:** Carol Fletterick, Donald Antaya, Vicki Paliulis, Zaheer Sharaf, Patrick Soucy, and William Vees

**Members Absent:** Richard Aries

**Alternates Present:** Erik Dabrowski

**Alternates Absent:** Ed Havens, Jr.

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

Carol Fletterick called the meeting to order at 7:00 p.m. The following actions were taken during the January 3, 2017 Regular Meeting of the Water Pollution Control Authority (WPCA).

**B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS**

1. December 6, 2016, Regular Meeting

Motion was made to accept the minutes of the December 3, 2017 regular meeting as presented.

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

**C. NEW BUSINESS**

1. 949 Pleasant Valley Road, (Approval to temporary remove from the residential billing list)

Mr. Fred Shaw reported that on November 5, 2016, there was a fire which damaged eleven residential condominium units at 949 Pleasant Valley Road, building 11, displacing the residents for a period of time. Mr. Shaw recommended that the sewer billing for these users be temporally suspended until such time as the repairs are completed and new certificates of occupancy are reissued.

Motion was made to temporally suspend the sewer billing for the following residential accounts: 397670, 397680, 397690, 397700, 397710, 397720, 397730, 397740, 397760, 397770, and 397780 as recommended by Mr. Fred Shaw.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Donald Antaya. The motion carried unanimously.

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2. Amended WPCA Calendar for 2017 (Review and Approve)

With the Agenda, a copy of the revised WPCA 2017 Meeting Calendar was included for review and approval (see Exhibit A); the November regular meeting will be affected this year due to the elections; therefore, the meeting will be held on the first Wednesday of the month.

Motion was made to approve the WPCA meetings Calendar for 2017 as presented in the Memorandum dated December 29, 2016 attached hereto as Exhibit A.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Donald Antaya. The motion carried unanimously.

3. 35 Pheasant Way (Discount Program – charge adjustment)

Mr. Fred Shaw reported that recently the current property owner of 35 Pheasant Way informed him that he was under-billed for the sewer user charge. Apparently he lives at one of the houses that previously qualified for a sewer user charge discount. Since last year when the discount was applied, the house has been sold. So, in this particular case the current property owner was not charged for the full sewer user amount. Mr. Shaw explained that in addition to 35 Pheasant Way, there are other properties where there is a change of ownership or a death; a list was provided by the Assessor's office. Mr. Shaw provided the list of properties with the applied discount and the proper adjustments to be made (see Exhibit B). Mr. Shaw also explained that the WPCA needs to change their Standard Operating Procedure (SOP) for this program to include the additional step to be notified as well by the Assessor's office so that anyone who no longer qualifies for the discount be removed from the list. Therefore, Mr. Shaw recommended that those people be billed accordingly; and with the bill include a cover letter explaining the reason.

Motion was made to approve the residential discount user charge adjustments as recommended by Mr. Shaw in the Memorandum dated January 3, 2017 attached hereto as Exhibit B and bill the property owners accordingly.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Donald Antaya. The motion carried unanimously.

**D. COMMUNICATIONS AND REPORTS**

1. Phase IV I/I Rehabilitation Improvements

Included with the Agenda was a copy of the Department of Energy & Environmental Protection approved Design Engineering Agreement (see Exhibit C); this agreement is for design engineering services for Phase IV of pipe and manhole rehabilitation work. The Town will get a grant for the engineering

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portion of the work that the WPCA already budgeted for. The construction portion will be in this next year's budget for capital projects.

**E. PUBLIC PARTICIPATION (Items not on the agenda)**

None

**F. BILLS, CHANGE ORDERS, DISBURSEMENTS**

None

**G. UNFINISHED BUSINESS**

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

Mr. Fred Shaw reported that he with Patrick Soucy and Richard Aries met with the Town Manager, Director of Finance, and the Collector of Revenue to discuss the collection of the delinquent sewer user charges. The Town Manager seems to support the idea of hiring a collection agency for all residential accounts that can't be collected by the constables, and delinquent commercial accounts, (Constables will not collect delinquent commercial accounts), said Mr. Shaw.

Mr. Shaw drafted an SOP for the sewer user charge billing and collection (see Exhibit D). This procedure establishes a time table for the billing and collection of residential sewer charges, said Mr. Shaw and explained that the Town Constables will be assigned warrants for the collection of first time residential delinquent accounts. Town Constables will have 60 days within which to collect the outstanding charges or to establish a repayment program. After which time the warrants will expire and those remaining delinquent accounts will be turned over to the private contractor for collection. All delinquent residential accounts having outstanding balances from prior years and any outstanding commercial accounts will be sent to the private contractor for collection.

Mr. Shaw explained that sometime ago he sent a Memorandum to members of the WPCA explaining the results of the submitted collection agency services request for proposals; in his memo, Mr. Shaw also explained that TaxServ Capital Services, LLC appeared to have shown a greater level of experience in providing collection services. The next step, if the Authority approves, is to proceed further with the collection plan and notify Tax Serv Capital Services, LLC; said Mr. Shaw.

Mr. Patrick Soucy expressed that "the biggest part" is that there will be a time table for the billing and collection procedures. The constables are going to be given the opportunity every year to collect on any new delinquent residential accounts; and the town is going to be able to recuperate the vast portion of the money that is owed to the WPCA.

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Motion was made to accept the proposed general plan and notify the Town Manager the acceptance to move forward with the plan; and also to contact Tax Serv Capital Services, LLC. to obtain a draft of their contract for review by the Town Attorney, Town Manager and Director of Finance.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Zaheer Sharaf. Mr. William Vees opposed; he explained that it should be the Finance Department decision and responsibility to hire a collection agency not the responsibility of the WPCA. A discussion ensued whereby Mr. Shaw explained that there is a management agreement between the WPCA and the Town Manager which provides certain services for the WPCA, among those is the billing and collection of the user charges. This will merely be a response back to the Town Manager that the WPCA accepts the general plan of moving forward to hire TaxServ Capital Services, LLC as the collection agency; and to obtain a draft contract for review from the collection agency.

Upon a roll call vote, Acting Chairman Carol Fletterick declared the motion carried with a vote of 5 ayes (Carol Fletterick, Donald Antaya, Vicki Paliulis, Zaheer Sharaf, and Patrick Soucy) and 1 nay (William Vees).

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

None

**I. ADJOURNMENT**

Motion was made to adjourn the meeting at 7:28 p.m.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Donald Antaya.  
The motion carried unanimously.

Respectfully Submitted,

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Ether A. Diaz, Recording Secretary

# Memorandum

**TO:** Lori Trahan, Town Clerk

**FROM:** Ether A. Diaz, WPCA Recording Secretary

**RE:** REVISED - WPCA Scheduled Meeting for Calendar Year 2017

**DATE:** December 29, 2016

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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  
**Wednesday, November 8 – Madden Room**  
December 5

# MEMORANDUM

**TO:** Members of the Water Pollution Control Authority

**FROM:** C. F. Shaw, Superintendent Pollution Control

**RE:** Residential Discount User Charge Adjustments  
FY 2016/2017

**DATE:** January 3, 2017

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The following adjustments are recommended for WPCA approval..

<u>Account No.</u>	<u>Address</u>	<u>User Charge</u>		<u>Difference</u>
		<u>From</u>	<u>To</u>	
352530	1325 Sullivan Avenue	\$299.20	\$374	\$74.80
384070	36 Castlewood Dr.	\$299.20	\$374	\$74.80
381250	80 Beldon Rd.	\$299.20	\$374	\$74.80
317990	37 Parkview Dr.	\$261.80	\$374	\$112.20
358250	201 Wyndemere CT	\$299.20	\$374	\$74.80
345880	168 Farmstead Dr.	\$224.40	\$374	\$149.60
395760	22-D Amato Dr.	\$299.20	\$374	\$74.80
354170	35 Pheasant Way	\$336.60	\$374	\$37.40



APPROVAL OF ENGINEERING AGREEMENT

December 9, 2016

Mr. C. Fred Shaw  
Superintendent of Water Pollution Control  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074

Re: CWF – 630  
Phase IV I/I Rehabilitation Improvements  
Design Engineering Agreement

Dear Mr. Shaw:

This office has reviewed draft copies of the Engineering Agreement dated September 13, 2016 between the Town of South Windsor and Wright-Pierce and the accompanying Forms 5700-41 for the above referenced project. The Agreement is for design engineering services for Phase IV of pipe and manhole rehabilitation work:

	Requested Amount
<b>Direct Labor</b>	<b>\$10,416</b>
<b>Indirect Costs</b>	<b>\$17,484</b>
<b>Other Direct Costs</b>	
Travel	\$228
Photocopies/Shipping	\$225
<b>Other Direct Costs Subtotal</b>	<b>\$453</b>
<b>Subcontracts</b>	
Green Site - Survey	\$12,000
<b>Subcontracts Subtotal</b>	<b>\$12,000</b>
<b>Profit</b>	<b>\$4,785</b>
<b>Total</b>	<b>\$45,138</b>

A portion of this pipe and manhole rehabilitation work is related to infiltration and inflow (I/I), and is eligible for the Clean Water Fund. The attached tables (Tables 1 & 2) break out the construction costs to rehabilitate each pipe segment and manhole, and describe defects and recommendations. These tables were used to determine the eligibility of design engineering services:



	<b>Eligible Rehab Costs</b>	<b>Ineligible Rehab Costs</b>	<b>Total Rehab Costs</b>
Pipe Rehab (Table 1)	\$369,396.95	\$234,892.50	\$604,289.45
Manhole Rehab (Table 2)	\$24,225.00	\$40,370.00	\$64,595.00
<b>TOTAL</b>	<b>\$393,621.95</b>	<b>\$275,262.50</b>	<b>\$668,884.45</b>

$$\frac{\text{Eligible Rehab Costs}}{\text{Total Rehab Costs}} = \frac{\$393,621.95}{\$668,884.45} = 61\%$$

$$\text{Eligible Design Costs} = 61\% \times \$45,138 = \$27,534$$

The Department of Energy and Environmental Protection (DEEP) has reviewed the subagreement and has determined that it is in compliance with the regulatory procedures contained in Sections 22a-482-4 (g) and 22a-482-4 (k) of the Regulations of Connecticut State Agencies. Approval is given for the amounts shown above as these are the amounts that pertain to the services to be provided under this project.

The approval by DEEP of an engineering agreement or amendment does not relieve the consulting engineer from the certified understanding that the subagreement price may be subject to downward renegotiation and/or recoupment where the cost and price data submitted have been determined, as a result of audit, not to have been complete, current and accurate as of the certified date. The Approval of the Engineering Agreement and the associated fees should not be interpreted as approval for additional grants funds. This approval will verify that any effort expended by your consultant for the approved services on or after the date of this letter will be considered as eligible for reimbursement under the terms and conditions of the Clean Water Fund once your funding application has been approved.

**Since this contract is for less than \$100,000, the Clean Water Fund MBE/WBE requirements are waived for this approval.** If a subsequent engineering agreement or amendment is executed for any amount greater than \$100,000, the goal for participation by subconsultants is 3.0% of the total approved contract amount for Minority Owned Business Enterprises (MBEs), and 5.0% of the total approved contract amount for Women Owned Business Enterprises (WBEs) will be applied to the total of all engineering agreements and/or amendments.

This APPROVAL does not relieve you of the obligation to obtain any other authorizations as may be required by Federal, State or Local Laws or regulations.

If you have any questions relative to this matter, please contact Ivonne Hall at (860) 424-3754 or Ivonne.Hall@ct.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Denise Ruzicka". The signature is fluid and cursive, with a small mark above the final letter.

Denise Ruzicka, Director  
Water Planning and Management Division  
Bureau of Water Protection and Land Reuse

DR/igh

Attachments: Tables 1 & 2

E-Copies: Fred Shaw, Town of South Windsor  
Mike Gantick, Town of South Windsor  
Tim Friend, Town of South Windsor  
Dennis Dievert, Wright-Pierce  
Hank Olszewski, DEEP

Table 1

**Town of South Windsor, Connecticut  
CCTV Pipe Defect and Rehabilitation**

Line	Material	Size	Length	Weight	Notes	Remarks	Unit Price	Total Price
1	Line Pipe	10.75	100	100	Joint Offset Medium		\$16.888	\$1,688.80
2	Line Pipe	10.75	100	100	Joint Offset Medium			
3	Line Pipe	10.75	100	100	Joint Offset Medium			
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12	Line Pipe	10.75	100	100	Joint Offset Medium			
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100	Line Pipe	10.75	100	100	Joint Offset Medium			





South Windsor Finance Department	Division/Function  Collector of Revenue	SOP#	
		Revision #	
		Implementation Date	
Page #	1 of xx	Last Reviewed/Update Date	
SOP Owner		Approval	

## **Standard Operating Procedure - Sewer User Charge Billing and Collection Procedures**

### **1. Purpose**

To provide procedures for the timely billing of sewer charges, associated fees, and the collection of delinquent accounts.

### **2. Scope**

These procedures establish a schedule for billing sewer users, sending delinquency notices, the issuance of warrants to Town Constables for collection services, and coordination with a private collection agency for the collection of aged delinquent accounts. These procedures also establish procedures for collection reports for administrative management and reporting activities to boards and commissions, and the public.

### **3. Responsibilities**

The sewer billing list shall be maintained and updated by the Department of Public Works, and shall be provided annually to the Finance Department for billing purposes.

The South Windsor Water Pollution Control Authority reviews and approves the sewer billing lists.

The Director of Finance, working through the Collector of Revenue, shall be responsible for the annual preparation and mailing of all sewer user charges, mailing of delinquency notices, demands, issuance of warrants, and coordination with Town Constables for collection services. The Finance Department shall also track and report on collection activities.

Town Constables shall be assigned warrants for and should be responsible for collection of first time residential delinquent accounts. Those delinquent residential accounts which have outstanding balances from prior years will be referred to the private agency for collection as well as all delinquent commercial/industrial accounts.

The Department shall coordinate with the private collection agency for the collection of aged accounts in providing data upload and verification.

The private collection agency shall be responsible for collection of the recent residential delinquent accounts not collected by the Constables or for which no repayment schedule has

been established. The private collection agency will be responsible for collection activities for all delinquent commercial/industrial accounts.

**4. Procedure**

The residential user charges are billed once each year with an October 1<sup>st</sup> due date. Commercial and industrial user charges are billed once each year with an April 1<sup>st</sup> due date.

- ❖ Public Works Department provides updated residential billing list to Finance Department/Collector of Revenue by August 1<sup>st</sup> of each year, and the updated commercial/industrial billing list by March 15<sup>th</sup> of each year upon approval by the Water Pollution Control Authority.
- ❖ The Finance Department/Collector of Revenue shall confirm updated owners name and addresses, prepare and mail bills at least one week before bill due date.
- ❖ The Finance Department/Collector of Revenue shall process payments, send collection letters, and track and report mailing results. The Department shall review and complete address research on return mail.
- ❖ The Finance Department/Collector of Revenue shall issue warrants and assign delinquent accounts to the Town Constables for collection for those not responsive to previous collection activities.
- ❖ The schedule for the above listed billing and collection activities shall be as follows:

**a. Residential**

- i. August 1<sup>st</sup> – Public Works updates and submit billing list
- ii. Water Pollution Control Authority approves billing by September 7<sup>th</sup>
- iii. Finance Department/Collector of Revenue prepares and sends initial bill by September 20<sup>th</sup> with October 1<sup>st</sup> due date
- iv. Finance Department/Collector of Revenue sends first letter notice of delinquency on December 1<sup>st</sup>
- v. Finance Department/Collector of Revenue sends a demand letter by January 1<sup>st</sup>
- vi. Finance Department/Collector of Revenue issues warrants and assigns unresponsive accounts to Town Constables for collection activities by February 15<sup>th</sup>

- vii. All delinquent residential accounts having outstanding balances from prior years will be sent to the private contractor for collection.
- viii. Finance Department/Collector of Revenue shall attach liens to delinquent accounts by March 1<sup>st</sup>
- ix. Constables will have 60 days within which to collect the outstanding charges or to establish a repayment program, after which time the warrants will expire and those remaining delinquent accounts will be turned over to the private contractor for collection.

**b. Commercial**

- i. March 1<sup>st</sup> – Public Works updates and submit billing list
- ii. Water Pollution Control Authority approves billing by March 7<sup>th</sup>
- iii. Finance Department/Collector of Revenue prepares and sends initial bill by March 20<sup>th</sup> with October 1<sup>st</sup> due date
- iv. Finance Department/Collector of Revenue sends first letter notice of delinquency on June 1<sup>st</sup>
- v. Finance Department/Collector of Revenue sends second letter notice of delinquency/demand letter on August 1<sup>st</sup>
- vi. Finance Department/Collector of Revenue assigns unresponsive accounts to private contractor for collection.

**5. References**

List Standards, Municipal Codes

**6. Definitions**

Warrants –

Demand Letter -