

**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.
SEPTEMBER 1, 2015

A. ROLL CALL

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. July 7, 2015 – Public Hearing
2. July 7, 2015 – Regular Meeting

C. NEW BUSINESS

1. CIL Realty, Inc. Group Home, 30 West Road, South Windsor – (Approval to connect)
2. New Orchard Hill Elementary School, 380 Foster Street, South Windsor (Approval to connect)
3. Residential Sewer User Charge Billing FY2015/2016 - (Approval to bill)
4. Avery Street Sewer Repairs (Approval)

D. COMMUNICATIONS AND REPORTS

1. Secondary Clarifier Improvements
2. Vegetation Management Program
3. Arc Flash Hazard Assessment

E. PUBLIC PARTICIPATION (Items not on the agenda)

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

G. UNFINISHED BUSINESS

1. List of Uncollected Sewer User Charges (Discussion)
2. Unbilled Accounts (Discussion)

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

I. ADJOURNMENT

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

**MINUTES
SPRENKEL ROOM**

PAGE 1

**REGULAR MEETING
SEPTEMBER 1, 2015**

A. ROLL CALL

Members Present: Richard Aries, Robert Dickinson, Ed Havens, Jr. and Vicki Paliulis

Members Absent: Donald Antaya, Carol Fletterick, and William Veas

Alternates Present: Richard Siedman sitting in for Mr. William Veas

Alternates Absent: Atif Quraishi

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

Others Present: Todd Parsons, Lenard Engineering, Inc.
Daniel Jameson, Design Professionals, Inc.
Benjamin Wheeler, Design Professionals, Inc.
Jeffrey Doolittle, Assist. Director of PW/Town Engineer
Councilor Stephen Wagner, WPCA Liaison

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the September 1, 2015 Regular Meeting of the Water Pollution Control Authority (WPCA).

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. July 7, 2015 – Public Hearing

Motion was made to accept the minutes of the July 7, 2015, public hearing as presented.

The motion was made by Mr. Ed Havens, Jr.
The motion was seconded by Mr. Robert Dickinson
The motion carried unanimously

2. July 7, 2015 – Regular Meeting

Motion was made to accept the minutes of the July 7, 2015, regular meeting as presented.

The motion was made by Mr. Ed Havens, Jr.
The motion was seconded by Mr. Robert Dickinson
The motion carried unanimously

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

**MINUTES
SPRENKEL ROOM**

PAGE 2

**REGULAR MEETING
SEPTEMBER 1, 2015**

C. NEW BUSINESS

Mr. Richard Siedman gave an update to members of the Authority on Commissioner William Veas who has been unable to attend recent meetings due to his health condition.

1. CIL Realty, Inc. Group Home, 30 West Road, South Windsor – (Approval to connect)

Mr. Todd Parsons of Lenard Engineering, Inc. presented the application. He explained that the property is located at 30 West Road, South Windsor; the total lot area is 4.2 acres and this is part of a subdivision from 1986. CIL Realty, Inc., proposes to construct a six bedroom home for developmentally disabled adults; a single floor structure with approximately 3200 square feet. The Group Home will be licensed by the State of CT. Mr. Parsons was seeking approval to connect to the existing sewer lateral. The floor elevation is about 11 feet higher than the invert out in the street; there is plenty of elevation and the proposed total lateral length is about 90 feet. Per Town staff comments, it was recommended that cleanouts be installed at the bends of the lateral. This project does not require approval from the Planning and Zoning Commission.

Motion was made to approve the application as presented for connection to the Town's sewerage system for a proposed Group Home located at 30 West Road, South Windsor, CT as more specifically shown on plans entitled "CIL Realty, Inc. Group Home, 30 West Road (Lot 5, Podunk River Estates), South Windsor, CT, June 30, 2015", Prepared by Lenard Engineering, Inc., Glastonbury, CT; Drawing No.: 3 of 5 "Site Development Plan, Job No. 15-101, Dated: June 30, 2015. This approval is subject to the following conditions: installation of cleanouts at the bends of the lateral and the technical approval of the Town of South Windsor Engineering Department.

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

Mr. Richard Siedman arrived at 7:05 p.m.; and was appointed to sit in for Mr. William Veas.

2. New Orchard Hill Elementary School, 380 Foster Street, South Windsor (Approval to connect)

Mr. Daniel Jameson, P.E., of Design Professionals, Inc. presented the application; this project received approval from the Planning and Zoning Commission. He was seeking approval for the connection to an existing sanitary manhole located on Arnold Way and continue to extend the sewer main 264' to a new manhole on Arnold Way and then continue up into the site; this will be all gravity fed to connect to the existing sewer main located on Arnold Way.

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

**MINUTES
SPRENKEL ROOM**

PAGE 3

**REGULAR MEETING
SEPTEMBER 1, 2015**

Mr. Fred Shaw reported that he is satisfied with the information that has been provided concerning the proposed grease interceptor; this will be an indoor automatic grease recovery unit (AGRU) sized properly for the intended use.

Motion was made to approve the application as presented for connection to the Town's sewerage system for a proposed New Orchard Hill Elementary School located at 380 Foster Street, South Windsor, CT as more specifically shown on plans entitle "New Orchard Hill Elementary School, 380 Foster Street, South Windsor, CT; Site Plan/Special Exception"; Prepared by Design Professionals, Inc., South Windsor, CT; Project No: 3424, Sheet No. UT-1 "Utility Plan"; Dated 6/9/15; Revisions Date: 7/21/15, and subject to the following condition: (1) Installation of an indoor automatic grease recovery unit (AGRU) meeting State of CT Department of Energy and Environmental Protection (DEEP) requirements for a General Permit; and technical approval of the Town of South Windsor Engineering Department.

The motion was made by Ms. Vicki Paliulis

The motion was seconded by Mr. Ed Havens, Jr.

The motion carried unanimously

3. Residential Sewer User Charge Billing FY2015/2016 - (Approval to bill)

Included with the Agenda was a Memorandum from Mr. Fred Shaw (see Exhibit A) regarding the Residential Sewer User charge Billing List; he replaced it with an updated Memorandum – copy of which was distributed (see Exhibit B). Mr. Shaw explained that since the time he sent the memorandum with the Agenda, there was a residence (736 Avery Street) that was converted to a commercial unit; therefore, it was removed from the residential billing list. There will be 8,258 accounts and the total revenue (\$2,940,046.76) has been adjusted accordingly.

Also, included with the Agenda was a table (see Exhibit C) that provided a brief overview of the final results of the Sewer User Charge Discount Program. There were 205 eligible property owners accounting for \$56,052.20 in revenue; the program costs totaled \$16,927.80. The table shows the number of eligible applicants corresponding with the applied percentage discount. Mr. Shaw explained that there were three applications in the 15% category. The 15% is not reflected in the user charge table used at the WPCA Public Hearing for this program, however, the reason for that was that the tax program eligibility applied to the owner and in some cases, the residences are owned by two different individuals; not both of which were eligible. Out of the 205 applicants for the sewer user charge discount program, three were residences that were owned by two different individuals; they weren't married and only one of the owners was eligible. The thought process was to assume that if the eligible owner was responsible for half of the user fee, then they would get half the discounted amount.

Chairman Richard Aries expressed that he is looking forward to further discussion concerning implementation of this program to capture everyone who could be beneficial by this program.

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

**MINUTES
SPRENKEL ROOM**

PAGE 4

**REGULAR MEETING
SEPTEMBER 1, 2015**

Motion was made to approve the Residential Sewer User Charge billing list for FY2015/2016 as presented in the Memorandum from Mr. Shaw dated September 1, 2015 attached hereto as Exhibit B.

The motion was made by Mr. Richard Siedman
The motion was seconded by Mr. Ed Havens, Jr.
The motion carried unanimously

4. Avery Street Sewer Repairs (Approval)

Mr. Jeffrey Doolittle, Assistant Director of Public Works/Town Engineer presented the application. He explained that just north of the intersection of Kelly Road there is a set of twin culverts where Avery Brook crosses Avery Street which have to be replaced as part of the reconstruction of Avery Street.

The 10 inch sewer main goes under the east end of the existing culverts off the road and then gradually runs back into the middle of Avery Street at the intersection of Kelly Road, explained Mr. Doolittle. About 51 feet of sewer main that goes under the culverts and is off the road, needs to be taken out of service temporarily between two existing manholes to build a new end wall for the new culverts and then replaced. One new manhole will be added just upstream to allow for bypass pumping around this section of sewer. This work is part of the culvert replacement and will be paid for as part of the Avery Street reconstruction project.

Mr. Doolittle also reported that the section of the existing 10 inch sanitary sewer main along Avery Street between Kelly Road and the Avery Brook culverts has a conflict with a utility pole (ATT No 505) and associated equipment in that there is a copper grounding rod penetrating the sewer pipe, and that there is another defect in this old truss pipe. Mr. Doolittle was seeking approval to repair this section of sanitary sewer main (about 270 feet) by relocating and replacing it out in the road, away from utility poles, and installing 3 new manholes while this section of Avery Street is being reconstructed.

The WPCA will have to pay to replace the section of sewer main from downstream of the culverts to Kelly Road and install several new manholes in this section. Mr. Shaw explained that the plan that they have also adopted will reduce the amount of time needed to bypass this sewer which will greatly reduce the cost.

Motion was made to approve the application as presented for the relocation and replacement of approximately 321 feet of 10 inch sanitary sewer pipe, the installation of four (4) new sewer manholes, and associated work in Final Plans for the Reconstruction of Avery Street in South Windsor, CT, as more specifically shown on plans entitled "Reconstruction of Avery Street", Drawing Title "Roadway Plan", Project No.:132-131, Drawing No.: PLN-1, Sheet No.:22; Drawing No.: PLN-2, Sheet No.: 23; Drawing No.: PRO-1, Sheet No.: 28; and Drawing No.: PRO-2, Sheet No.: 29.

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

**MINUTES
SPRENKEL ROOM**

PAGE 5

**REGULAR MEETING
SEPTEMBER 1, 2015**

The motion was made by Mr. Robert Dickinson
The motion was seconded by Mr. Richard Siedman
The motion carried unanimously

D. COMMUNICATIONS AND REPORTS

1. Secondary Clarifier Improvements

Mr. Fred Shaw reported that there are four secondary clarifiers that are being improved; the contractor have completed two of the larger clarifiers. They are currently working on the two smaller secondary clarifiers.

2. Vegetation Management Program

Mr. Fred Shaw reported that the program is substantially completed as far as the specifications and the guidance manual. Based on the specifications and the guidance manual, the Town should be prepared to seek proposals for easement clearing later this year.

3. Arc Flash Hazard Assessment

Mr. Fred Shaw reported that the engineer has completed the arc flash analysis of all the pump stations and the treatment plant. The engineer is putting it into a document that Town staff can use; they will also go on to train the Town's staff in Arc Flash Hazardous Assessment program. This program includes Pollution Control staff and Public Works Department; the Town is signing a contract amendment with this company to include other town buildings. Also, the contract amendment involves creating an electrical safety manual for the Town to help Town staff.

Mr. Shaw explained that it is a requirement of OSHA that the Town makes sure that its employees and Town contractors are protected against arc flash hazards and that they understand any arc flash hazardous risks.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

G. UNFINISHED BUSINESS

1. List of Uncollected Sewer User Charges (Discussion)

There was nothing to report on this subject matter.

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

**MINUTES
SPRENKEL ROOM**

PAGE 6

**REGULAR MEETING
SEPTEMBER 1, 2015**

2. Unbilled Accounts (Discussion)

There was nothing to report on this subject matter.

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 7:57 p.m.

The motion was made by Mr. Ed Havens, Jr.
The motion was seconded by Mr. Richard Siedman
The motion carried unanimously

Respectfully Submitted,

Ether A. Diaz
Recording Secretary

Memorandum

TO: Members of the South Windsor Water Pollution Control Authority

RE: FY 2014/2015 Residential Sewer User Charge Billing List

DATE: September 1, 2015

During the past year there have been 55 new residential sewer connections and three residential disconnections.

The proposed residential sewer billing list includes 8,259 accounts (of which 61 are multifamily units) totaling \$2,940,402.76 in revenue (\$14,799.76 more than last year).

This year represents the first year for the implementation of the sewer user charge discount program. There were 205 eligible property owners accounting for \$56,052.20 in revenue. Program costs totaled \$16,927.80.



C.F. Shaw
Superintendent Pollution Control

Memorandum

TO: Members of the South Windsor Water Pollution Control Authority

RE: FY 2014/2015 Residential Sewer User Charge Billing List

DATE: September 1, 2015

During the past year there have been 55 new residential sewer connections, three residential disconnections, and one residential unit converted to a commercial use..

The proposed residential sewer billing list includes 8,258 accounts (of which 61 are multifamily units) totaling \$2,940,046.76 in revenue (\$14,443.76 more than last year).

This year represents the first year for the implementation of the sewer user charge discount program. There were 205 eligible property owners accounting for \$56,052.20 in revenue. Program costs totaled \$16,927.80.



C.F. Shaw
Superintendent Pollution Control

Water Pollution Control
 Sewer User Charge Discount Program
 FY 2015/2016

5. 2015/2016		2015/2016		2015/2016		2015/2016	
55	10	\$	17,622.00	\$	1,958.00		
3	15	\$	907.80	\$	160.20		
64	20	\$	18,227.20	\$	4,556.80		
45	30	\$	11,214.00	\$	4,806.00		
37	40	\$	7,903.20	\$	5,268.80		
1	50	\$	178.00	\$	178.00		
Total	205	\$	56,052.20	\$	16,927.80		