

Rec 04/28/2017 @ 11:40 am
Theresa G. Samuel, 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

MAY 2, 2017
7:00 P.M.

- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. April 4, 2017, Regular Meeting
- C. NEW BUSINESS
 - 1. G & R Valley, Inc., 350 Chapel Road - (Approval to Connect)
 - 2. The Estates at South Windsor, R022, R024 and L024 Graham Road & Nevers Road - (Approval to Connect)
 - 3. FY2017/2018 Pollution Control Budget, and Sewer User Charge Rates (Discussion and Approval of information to present at the Public Hearing)
 - 4. Set Time and Date for Public Hearing for the FY2017/2018 Pollution Control Budget and Sewer User Charge Rates
 - 5. Tour of WPCF
- D. COMMUNICATIONS AND REPORTS
 - 1. Chapel Road Sewer repairs
 - 2. Vegetative Management Plan Update
 - 3. TaxServ/Uncollected Sewer User Charges
 - 4. Sullivan Avenue Sewer Manholes Update
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
 - 1. Request for Commercial Billing Adjustment
- G. UNFINISHED BUSINESS
 - 1. Nevers Road Sewer Assessments (Approval)
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
 - 2. Avery Street – Frontier Demand Letter
 - 3. Lawrence Road Sewer Assessment
- I. ADJOURNMENT

Heidi Trahan TC
5-12-17

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**REGULAR MEETING
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A. ROLL CALL

Members Present: Richard Aries, Carol Fletterick, Donald Antaya, and William Vees

Members Absent: Vicki Paliulis, Zaheer Sharaf, and Patrick Soucy

Alternates Present: Erik Dabrowski sitting in for Mr. Patrick Soucy

Alternates Absent: Ed Havens, Jr.

Staff Present: Tony Manfre, Superintendent of Pollution Control
Ether A. Diaz, Recording Secretary
Tim Friend, Plant Supervisor
Michael Gantick, Director of Public Works

Others: James Bernardino, PE with Design Professionals, Inc.
Dan Kroeber, PE with Milone & MacBroom, Inc. of Cheshire, CT
Ed Kasheta of 1275 John Fitch Blvd, South Windsor, CT

Mr. William Vees called the meeting to order at 7:00 p.m. The following actions were taken during the May 2, 2017 Regular Meeting of the Water Pollution Control Authority (WPCA).

Mr. William Vees appointed Mr. Erik Dabrowski to sit in for Mr. Patrick Soucy.
Chairman Richard Aries arrived at 7:05 p.m.

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. April 4, 2017, Regular Meeting

Mr. Donald Antaya made minor grammatical corrections to Pages 2, 6 and 7.

Motion was made to accept the minutes of the April 4, 2017 Regular Meeting as amended.

The motion was made by Mr. Donald Antaya and seconded by Mr. Erik Dabrowski.
The motion carried unanimously.

C. NEW BUSINESS

1. G & R Valley, Inc., 350 Chapel Road - (Approval to Connect)

Mr. James Bernardino, PE of Design Professionals, Inc. was in attendance this evening and presented the application. This project received approval from the

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Planning and Zoning Commission. Mr. Bernardino was seeking approval for a proposed increased flow rate to the existing lateral for site improvements to 350 Chapel Road. He explained that the site improvements include the construction of a new 2500 sf accessory warehouse building and associated parking lot modifications, utility connections, and landscaping. A sewer monitoring manhole is proposed to connect the new service to the existing service lateral along with an associated access easement. Mr. Bernardino explained that a 2500 sq warehouse is expected to generate 250 gallons of effluent per day and a peak rate of 1,250 GPD based on a peak factor of 5. With an additional 250 GPD from the proposed accessory building, the new effluent flow will be 3233.0 GPD with a peak rate of 16,169.5 GPD based on a peak factor of 5.

Motion was made to accept the application as presented for a proposed increase flow rate to the existing lateral for site improvements at 350 Chapel Road, South Windsor, CT, and as more specifically shown on plans entitled "G & R Valley, Inc., 350 Chapel Road, May 22, Lot 17, South Windsor, CT; Site Plan Modification", prepared by Design Professionals, South Windsor, CT; Project No.:3549, dated March 13, 2017; Sheet C-SP1 "Site Plan" and Sheet C-GD1 "Grading, Drainage, & Utilities Plan"; Revisions Dates: 4/17/17 and 4/20/17. This approval is subject to the following conditions: (1) Installation of a monitoring sewer manhole between the building sewer and the connection to the sewer lateral in the road; (2) A draft of an easement allowing the Town access to the private property for sewer monitoring purposes; the easement must be reviewed and approved by the Town Attorney.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

2. The Estates at South Windsor, R022, R024 and L024 Graham Road & Nevers Road - (Approval to Connect)

Mr. Dan Kroeber, PE of Milone & MacBroom, Inc. of Cheshire, CT was in attendance this evening and presented the application. This project received approval from Inland Wetlands Commission and the Planning & Zoning Commission. Mr. Kroeber was seeking approval for connection to the Town's sewerage system for a proposed subdivision of 46.46 acres (45 building lots) on property located at R022 and R024 Graham Road.

Mr. Kroeber explained the proposed sewer connection; this is a proposed sanitary sewer main that comes up Farm Hill Road cul-de-sac, takes a turn at the intersection of Longmeadow Drive and goes down; there is a low spot at station 18+00 where they are bringing the sewer out through a cross country easement and flow out to the Graham Road sewer. On the other side of this site, a gravity sewer flows downhill starting from station 11+50 that will tie into the sewer that is located in Nevers Road. They are all gravity sewer connections; standard single family subdivision lots, said Mr. Kroeber.

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This property may be subject to sewer assessment, said Mr. Antony Manfre. He distributed a copy of the proposed assessment for review (see Exhibit A) which was calculated based on the frontage of the property on Graham Road.

Motion was made to accept the application as presented for connection to the Town's sewerage system for proposed subdivision of 46.46 acres (45 building lots) to be known as "The Estates at South Windsor", on property located at R022 and R024 Graham Road, South Windsor, CT, and as more specifically shown on plans entitled "The Estates at South Windsor, Graham Road and Nevers Road, South Windsor, Connecticut", prepared by Milone & MacBroom,Cheshire, CT; Project No.:1873-59, dated February 8, 2017; Sheets GR-1 to GR-4 "Site Plan -Grading & Utilities" and Sheet PR-5 "Offroad Sewer Plan & Profile"; Revisions Dates: 3/3/17, 3/13/17, 3/21/17 and 4/18/17. This approval is subject to the following conditions: (1) A draft of a sanitary easement allowing the Town access to the public sewer for maintenance purposes must be reviewed and approved by the Town Attorney; (2) Installation of cleanouts will be required every 100 feet on house laterals.

The motion was made by Mr. William Veas and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

3. FY2017/2018 Pollution Control Budget, and Sewer User Charge Rates (Discussion and Approval of information to present at the Public Hearing)

Mr. Tony Manfre addressed some of the questions previously raised by members of the Authority regarding the cost for SCADA, Uniforms and Cell phones. Mr. Manfre reported as follows:

Supervisor Control and Data Acquisition "SCADA": This is a line item in the budget (\$25,000). Mr. Timothy Friend, Plant Supervisor was in attendance this evening and explained that the SCADA system that is currently in place was designed by CDM & Smith since the upgrade of the Treatment Plant. The SCADA system separates the treatment plant system from interfacing with the Town's computer system; this is a security issue for both, the Town and the Treatment Plant. The next part of it is to do network monitoring on the system. The system covers more than just the treatment plant; it cover the operational equipment and the pump stations. A lot of information is obtained through the SCADA system which is used for EPA requirements for recording. Mr. Donald Antaya asked if there is any kind of warranty to resolve these problems. Mr. Friend responded that the warranty has expired. However, the warranty did take care of problems for a period of time. Mr. Gantick expressed that the SCADA system puts into perspective in the old days when the treatment plant staff would get an "alarm" from the residents saying that they have a foot of sewage in their basements. The SCADA system allows the plant operators to know immediately if there is any problems in the system.

Uniforms: Mr. Manfre reported that each employee is given ten sets of uniforms; and they are laundry by the company. These uniforms are more Arc Flash compliant and

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protective for the people. This cost also reflects costs for cold weather gear and rain gear.

Cell Phones: Mr. Manfre reported that the plant and pump station alarms go to each operator's cell phones. The operators can also use the GIS sewer mapping application to find the sewer location.

Mr. Michael Gantick further discussed the budget and explained that there are some concerns about the Chapel Road sewer line. He explained that the line was looked at in 2011 and recently earlier this spring, and it was found that there is some deterioration of the pipe. Mr. Gantick presented a video and pictures of the Chapel Road sewer line. Mr. Gantick proposed to delay the Sullivan Avenue Siphon Rehab project (\$900,000) and replace it with the Chapel Road Rehab project (\$720,000). This project cannot wait another year, said Mr. Gantick. The capital project list has been updated along with the capital projects budget. Mr. Gantick presented the current year budget as proposed with the list of capital projects (see Exhibit B1, B2). Mr. Gantick expressed the need to increase the sewer user fees from \$374 to \$385.

Chairman Aries asked if the revenue based on the debt collection has been taken into account. Mr. Gantick responded that the revenue for the outstanding sewer accounts is in the budget in the "Other Sources of Revenue" which also includes assessments fees, interests in liens, and permits fees.

Mr. Donald Antaya asked if the Phase IV Sewer Rehab project (\$506,378) was still on board in the proposed budget. No, responded Mr. Gantick; this project was removed from the proposed budget and delay it until FY 2018/2019.

Chairman Aries expressed that the Authority needs to vote for whether or not to increase the sewer user fees from \$374 to \$385. Mr. Antaya and Mr. Dabrowski responded that one option is to hold the line and keep the sewer user fees at the current rate (\$374). Chairman Aries responded that the other option will be to find some middle ground because in looking at the chart presented this evening (see Exhibit B), if they hold the line this year, then next year the sewer fees are going to be higher. He also explained that even using the reserve funds, which was intended to be used to stabilize the rates; they are still going to be facing a \$29 sewer increase for two years. If no action is taken now, the residents are going to face a substantial increase in the future, said Chairman Aries.

Mr. Michael Gantick reference the Tighe & Bond report of 2013, the average cost from CT was \$406 for sewer fees. Surrounding towns sewer fees were as follows: \$326 in East Windsor, \$440 in Ellington; \$394 in Manchester; \$422 in Vernon and South Windsor sewer fees were \$374 in 2013. Mr. Gantick expressed that what he was presenting is a stabilization plan to look at the future for unforeseen problems. He explained that the Town does not have a plan in their general government fund; the Town of South Windsor has one of the lowest capital budget in the State. However, this is something that WPCA has done a very good job of. This Authority is a model in South Windsor and in this industry as whole, said Mr. Gantick.

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Mr. Friend expressed that the better they can maintain the collection system the fewer problems like the Chapel Road sewer line rehab project they are going to have in the future. These are problems that will be there for a while but long term they are going to reduce and the fees will be more stable in that regards. He also stated that as a home owner of the Town of South Windsor, he does not want to see a huge increase in two years.

Chairman Aries expressed that he likes the idea of looking at every penny; he commented that Mr. Fred Shaw, Michael Gantick, and Tim Friend have been conscious of this and also in particular of finding funding to take into account. He believes that the Town of South Windsor has been exceptional at finding funding through State DEEP, through federal grants, and things of that nature.

Mr. Antaya expressed that when compared to surrounding towns, South Windsor sewer fees are still substantially lower.

Motion was made to present for purposes of a public hearing the proposed FY2017/2018 Pollution Control Budget and the change in the user charge rate from \$374 to \$385.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Donald Antaya; upon a Roll Call Vote the motion carried as follows: Antaya, Aries, Fletterick and Mr. William Veas (ayes); and one opposed (Mr. Erik Dabrowski). The motion passed.

4. Set Time and Date for Public Hearing for the FY2017/2018 Pollution Control Budget and Sewer User Charge Rates

As every year, the Water Pollution Control Authority holds a public hearing in June for purposes of presenting the proposed Sewer User Charges. Mr. Tony Manfre recommended scheduling the Public Hearing to be held on Tuesday, June 6, 2017 in the Council Chambers at 6:30 p.m.

Motion was made to schedule the WPCA Public Hearing for Tuesday, June 6, 2017 at 6:30 p.m. in the Council Chambers for the FY2017/2018 Pollution Control Budget, and to establish the Sewer User Charges, Benefit Assessment Rates, and followed by the Regular Meeting at 7:00 p.m. in the Sprenkel Room.

The motion was made by Mr. William Veas and seconded by Ms. Carol Fletterick. The motion carried unanimously.

5. Tour of WPCF

There was a general consensus of the WPCA to schedule a tour of the Water Pollution Control Facility on Tuesday, May 23, 2017 at 6:00 p.m.

At this time, a motion was made to go to Item E – Public Participation

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

E. PUBLIC PARTICIPATION (Items not on the agenda)

Mr. Ed Kasheta of 1275 John Fitch Blvd., South Windsor, CT was in attendance this evening. First, he thanked members of the Authority and Town Staff Michael Gantick, Timothy Friend and Tony Manfre for contributing their time and doing an excellent job with the Town's sewer system. Mr. Kasheta expressed concern on his sewer bill and explained that he owns the property at 1275 John Fitch Blvd, known as Kasheta Power Equipment. He explained that is a building that houses power equipment sales and is also a repair shop. He explained that there is two full time employees in the building; the building has one bathroom with one toilet and one sink. Mr. Kasheta received his sewer bill this year and "was a bit astounded" with the amount compared to last year bill that was only \$374. Mr. Kasheta stated that a lot of water is used in his business. He explained that there is two 1,000 gallon poly tanks that are used for various things; these tanks are sometimes filled twice a day. He also explained that there is also a water sprinkler system out in front of the property as this is a lawn and garden business and they need to keep the lawn green to display the mowers on the grass. Mr. Kasheta expressed that he does understand that the sewer user fees are based on water consumption, however, the bill is not an accurate reflection of what they being billed for the use of the sewers.

Mr. William Veas explained to Mr. Kasheta that he has the opportunity to install a private water meter which may be used to measure the amount of the water that is not discharged to the sewer; this figure will be subtracted from the water company consumption report to indirectly measure the sewer discharge. Chairman Richard Aries asked Mr. Kasheta to make an appointment with Mr. Manfre so that he can go out and determine a feasible location for the placement of the meter. Mr. Kasheta will need to request from the Authority approval to install a private meter.

D. COMMUNICATIONS AND REPORTS

1. Chapel Road Sewer repairs

As previously mentioned this evening, this project cannot wait another year as the sewer line was inspected earlier this spring and it was found that there is some deterioration of the pipe. Attached please find pictures of the condition of the Chapel Road sewer line (see Exhibit C).

2. Vegetative Management Plan Update

Mr. Tony Manfre reported that the contractor, Northern Tree, is currently doing the land clearing on Area 2 and they are about 80% completed. After that they are going back to Area 1, Phase 2 which is brush mowing and hand cutting. Mr. Manfre presented the projections from the evaluation study that was done for this project (See

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Exhibit D). Mr. Manfre explained that these costs are reflecting the large amount of trees that will be removed and any change orders.

3. TaxServ/Uncollected Sewer User Charges

Included with the Agenda was a copy of the latest sewer receivables report for the month of April 2017 (See Exhibit E). Mr. Tony Manfre reported that a kick-off meeting was held with TaxServ Capital Services; and the delinquent sewer accounts owing multiple years were turned over to TaxServ for collection. Mr. Manfre should have a report for the WPCA in the next meeting.

4. Sullivan Avenue Sewer Manholes Update

Mr. Tony Manfre reported that he received the Town's Attorney legal opinion in which he advises the Authority to take what has been offered and not to pursue this matter any further.

E. BILLS, CHANGE ORDERS, DISBURSEMENTS

1. Request for Commercial Billing Adjustment

Mr. Tony Manfre reported that a letter was received from Mr. Doug Nation, property owner of 60 & 100 Bidwell Road providing the required information to obtain an adjustment in the sewer bill (see Exhibit F). Mr. Nation received approval from the WPCA to install private meters at each location. In the approval letter it is stated that the applicant shall submit to the Town in January of each year a written meter report on company letterhead for the previous calendar year. Also, a form requesting this information was sent out to Mr. Nation at each address. Mr. Nation failed to submit his information as he explains in his letter that he never received the forms and he was unaware of the process and timing requirements for submitting the information. Mr. Manfre explained that the sewer bill for 60 Bidwell Road is in the amount of \$5,654.50 with the meter reading adjustment it could be reduced to \$1,434.13. The sewer bill for 100 Bidwell Road is in the amount of \$15,871.24 which could be reduced to \$10,948.26 (see Exhibit G). There was a general consensus to invite Mr. Nation to the next WPCA meeting and present his request.

F. UNFINISHED BUSINESS

1. Nevers Road Sewer Assessments (Approval)

Motion was made to approve filing the sewer assessments for properties located at 268 Nevers Road and 290 Nevers Road with the Town Clerk.

Motion was made by Mr. William Vees and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

Michael Gantick reported that currently there is about 120 vacant properties throughout the Town that were never assessed. Mr. Gantick is searching for some alternative to handle the sewer assessments moving forward.

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

At 9:04 p.m. Mr. Erick Dabrowski made a motion to go into Executive Session to discuss the following two agenda items. Mr. Donald Antaya seconded the motion. The motion carried unanimously.

The following members were present: Chairman Richard Aries, Donald Antaya, Erik Dabrowski, Carol Fletterick, William Veas, and Town Staff Michael Gantick, Director of Public Works and Anthony Manfre, Superintendent of Pollution Control.

1. Avery Street – Frontier Demand Letter

Executive Session

2. Lawrence Road Sewer Assessment

Executive Session

At 9:12 p.m. Mr. Donald Antaya made a motion to close Executive Session and reconvene to public session. Mr. Erick Dabrowski seconded the motion and the motion carried unanimously.

No action was taken as a result of this executive session.

H. ADJOURNMENT

Motion was made to adjourn the meeting at 9:13 p.m.

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

Respectfully Submitted,

Ether A. Diaz, Recording Secretary

The Estates of South Windsor
Sewer Assessment

Graham Road Frontage

	300'	BASE CHARGE	\$2,336
	358.63'		
	380.30'	COST/FT OF	\$40
	146.03'	FRONTAGE	
	121.42		
TOTAL	1306.38	CONNECTION CHARGE	\$1,167

ASSESSMENT

$$\text{\$2336} + (\text{\$40} \times \text{\$1306.38}) + \text{\$1167} = \text{\$55,758.20}$$

**5 Year Capital
Improvement Plan - April 2017**

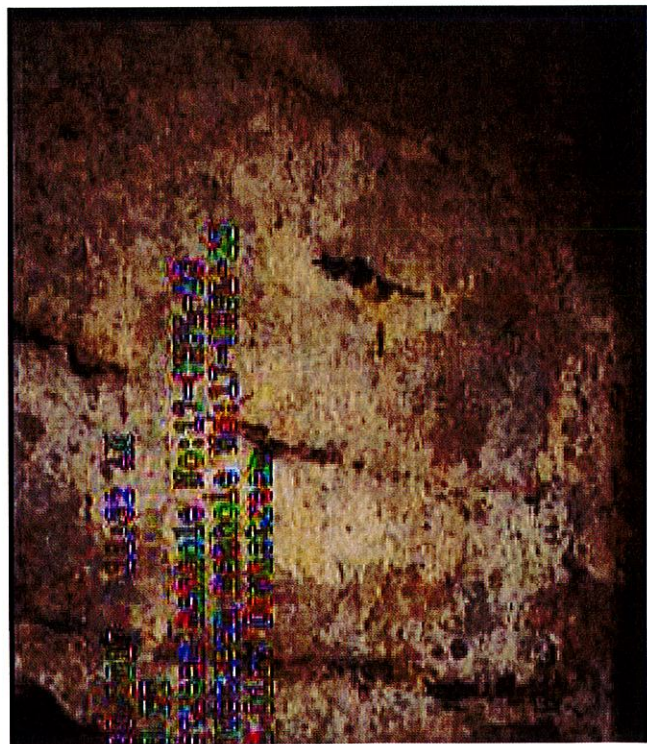
Fiscal Year	17/18	18/19	19/20	20/21	21/22	22/23
Inflation Factor @ 5%	1	1.050	1.103	1.158	1.216	1.276
Chapel Road Rehab:						
Phase 1 - 3500'	\$720,000					
Phase 2 - 4200'				\$900,000		
Sullivan Ave Siphon/Relief Sewer		\$900,000				
Phase IV Sewer Rehab			\$1,250,208			
Clark St. FM Phase II					\$1,946,026	\$2,145,429
Vegetation Management	\$268,625	\$286,875	\$79,125	\$50,250	\$45,625	\$45,625
I/I and MH Rehab	\$60,000					
Avery Street Sewer Rehab		\$150,000				
PUMP STATIONS						
Benedict Drive		\$50,000	\$500,000			
Clark Street			\$50,000	\$650,000		
Pleasant Valley				\$50,000	\$400,000	
CIP TOTAL	\$1,048,625	\$1,386,875	\$1,879,333	\$1,650,250	\$2,391,651	\$2,191,054

Adjust Budget Items to Determine User Fee

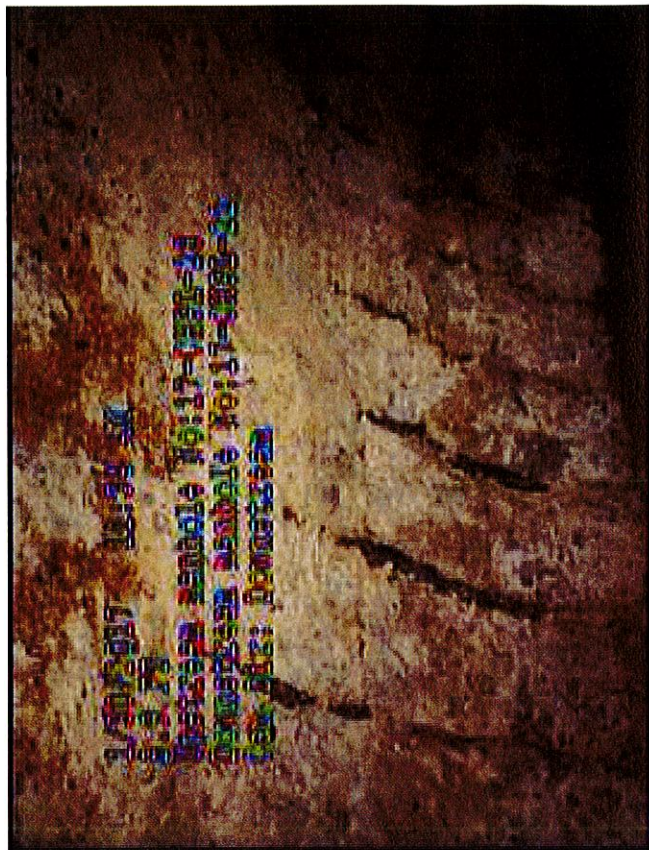
DRAFT

Budget Item description	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Operating budget	\$3,390,113	\$3,457,915	\$3,527,074	\$3,597,615	\$3,669,567	\$3,742,959
Debt service	\$297,713	\$297,713	\$297,713	\$297,713	\$297,713	\$297,713
Equipment Replacement reserve	\$100,000	\$180,000	\$180,000	\$175,000	\$200,000	\$200,000
Operating reserve	\$180,000	\$100,000	\$100,000	\$100,000	\$75,000	\$75,000
Capital Improvements	\$1,048,625	\$1,386,875	\$1,879,333	\$1,650,250	\$2,391,651	\$2,191,054
WPCA	\$900	\$900	\$900	\$900	\$900	\$900
Total Budget	\$5,017,351	\$5,423,403	\$5,985,020	\$5,821,478	\$6,634,831	\$6,507,626
Other Sources of Revenue	\$388,250	\$388,250	\$388,250	\$388,250	\$388,250	\$388,250
Use Funds from Replacement Reserve	\$266,531	\$250,000	\$375,000	\$100,000	\$300,000	\$50,000
Commercial Flows	256,625,029	261,757,530	266,992,680	272,332,534	277,779,184	283,334,768
Residential Flows	708,876,000	723,053,520	737,514,590	752,264,882	767,310,180	782,656,383
Total flows	965,501,029	984,811,050	1,004,507,271	1,024,597,416	1,045,089,364	1,065,991,152
User Fee calculation	\$385	\$414	\$443	\$443	\$485	\$485
increase over previous year	\$11	\$29	\$29	\$0	\$41	\$0
Reserve/Fund Balances						
Equipment Replacement Reserve Balance	\$314,890	\$244,890	\$49,890	\$124,890	\$24,890	\$174,890
Operating Reserve Balance	\$ 387,718	\$ 487,718	\$ 587,718	\$ 687,718	\$ 762,718	\$ 837,718
Fund Balance	\$ 529,004					
I/I Removal & Manhole Rehab	\$ 145,250					

0.2



No. 3



0.4



No. 5

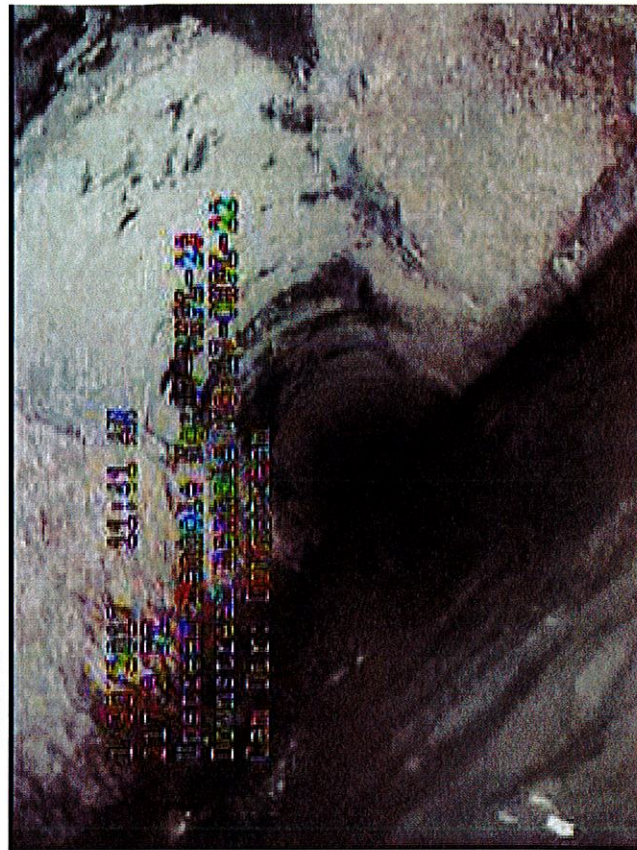


Exhibit C

Totals for Each Year

	2016 Totals	2017 Totals	2018 Totals	2019 Totals	2020 Totals	2021 Totals	2022 Totals	2023 Totals	2024 Totals
Field Mowing	\$ 10,700.00	\$ 11,000.00	\$ 11,400.00	\$ 11,700.00	\$ 12,100.00	\$ 12,400.00	\$ 12,800.00	\$ 13,200.00	\$ 13,600.00
Brush Mowing	\$ 22,000.00	\$ 22,600.00	\$ 23,300.00	\$ 24,000.00	\$ 24,700.00	\$ 25,400.00	\$ 26,100.00	\$ 26,800.00	\$ 27,500.00
Land Clearing	\$ 104,500.00	\$ 157,100.00	\$ 114,500.00	\$ 146,800.00	\$ 114,500.00	\$ 146,800.00	\$ 114,500.00	\$ 146,800.00	\$ 114,500.00
Hand Cutting	\$ 9,700.00	\$ 7,500.00	\$ 5,200.00	\$ 3,000.00	\$ 2,800.00	\$ 2,600.00	\$ 2,400.00	\$ 2,200.00	\$ 2,000.00
Foliar Spraying	\$ -	\$ 13,500.00	\$ 11,100.00	\$ 11,400.00	\$ 11,800.00	\$ 12,200.00	\$ 12,600.00	\$ 13,000.00	\$ 13,400.00
Cut Stump Treatment	\$ -	\$ 6,200.00	\$ 12,700.00	\$ 4,400.00	\$ 6,800.00	\$ 7,000.00	\$ 7,200.00	\$ 7,400.00	\$ 7,600.00
Easement Edge Marking	\$ 8,100.00	\$ 8,400.00	\$ 8,600.00	\$ 8,900.00	\$ -	\$ -	\$ -	\$ -	\$ -
Tree Removal and Stump Grinding	\$ 26,500.00	\$ 27,300.00	\$ 28,100.00	\$ 29,000.00	\$ 29,800.00	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 181,500.00	\$ 253,600.00	\$ 214,900.00	\$ 229,500.00	\$ 63,300.00	\$ 40,200.00	\$ 40,200.00	\$ 36,500.00	\$ 37,500.00
Contingency Fund (25% of Total)	\$ 45,375.00	\$ 63,400.00	\$ 53,725.00	\$ 57,375.00	\$ 15,825.00	\$ 10,050.00	\$ 10,050.00	\$ 9,125.00	\$ 9,375.00
Grand Total	\$ 226,875.00	\$ 317,000.00	\$ 268,625.00	\$ 286,875.00	\$ 79,125.00	\$ 50,250.00	\$ 50,250.00	\$ 45,625.00	\$ 46,875.00

Exhibit D

Exhibit E

Manfre, Anthony

From: Perry, Patricia
Sent: Tuesday, April 25, 2017 11:37 AM
To: Snyder, Janice
Cc: Manfre, Anthony; Reid, Deborah; Hilinski, Jennifer
Subject: Sewer Receivable Update
Attachments: DOC042517-003.pdf

Jan,

Attached, please find the updated Sewer Receivable report through 3/31/17. This report shows that \$38k was collected during the month of March and that the overall outstanding principal balance continues to decline.

On 3/31/17 the Tax Office assigned 262 delinquent sewer accounts equally between the three constables. These were accounts that owed only current year fee. We are working with TaxServ, (WPCA approved Collection Agency) to assign delinquent sewer accounts that owe multiple years. This task should be accomplished by 5/1/17. Once we have history on the success of both these collection methods, we will start to report that as well.

I have copied Debbie on this email, and ask that she forward this information to the Council. If there are any questions, please let me know.

Thanks

Patty

Patty Perry
Director of Finance

Town of South Windsor
1540 Sullivan Avenue | South Windsor, CT 06074
Tel (860) 644-2511 ext 263 | Fax (860) 648-2179
Email: patricia.perry@southwindsor.org

SEWER RECEIVABLES

March 1, 2017 to March 31-2017

	<u>Principle</u>	<u>Balance</u>	<u>Fees</u>	<u>In</u>	<u>Lien fee</u>	<u>Total Paid</u>
2009		187.07		9.40		\$196.47
2010		492.21		461.19	44.91	998.31
2011		632.18	3.26	740.24	48.00	1423.68
2012		1148.31		1013.02	72.00	2233.33
2013		2153.86	105.14	2020.36	192.00	4471.36
2014		2301.92	50.62	1112.77	144.00	3609.31
2015		3005.28	81.03	1294.07	216.00	4596.38
2016		6677.58	106.42	1660.13	450.66	8894.79
2017		21869.53	85.15	2003.11	931.88	24889.67
Residential		38,467.94	431.62	10314.29	2099.45	51313.30

Commercial No payments in March 2017

Total Outstanding 2009-2016 for March 31, 2017 User fee only \$349,436.00

SOUTH WINDSOR ENTERTAINMENT LLC

PO BOX 375
EAST WINDSOR HILL, CT 06028

100 BIDWELL ROAD
SOUTH WINDSOR, CT 06074

April 24, 2017

Town of South Windsor WPCA
1540 Sullivan Avenue
South Windsor, CT 06074

Re: Private Meter Reports for 60 and 100 Bidwell Road

Dear Sir(s),

We received our Sewer usage billing from our landlord, The J E Shepard Co., however since we had installed irrigation in line meters in May of 2016, it doesn't appear any adjustments were made when the sewer usage was calculated based on MDC water usage. After speaking today with Ether Diaz, we were made aware that letters were sent out in January to Private Meter Customers. However, we never received these letters. Therefore, we never provided the meter reports for our irrigation systems which should have provided a credit against our water consumption information upon which our sewer bill was calculated. Because this was the first year after the installation of our private meters and our financial department was unaware of the deadlines for this information, we were unaware of the new process and timing requirements of the information.

As such, we are now providing the required information and requesting that we are provided relief in the form of a credit against the accounts.

100 Bidwell Road – For the period May 27, 2016 – November 1, 2016

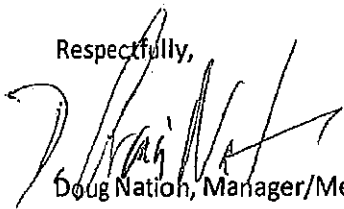
	Units = Gallons
Irrigation Meter Beginning Reading	05540000
Irrigation Meter Ending Reading	<u>06646000</u>
Total:	1106000

60 Bidwell Road – For the period May 27, 2016 – November 1, 2016

	Units = Gallons
Irrigation Meter Beginning Reading	07189000
Irrigation Meter Ending Reading	<u>08137000</u>
Total:	948000

We will make sure going forward the information is collected and provided to the town in a timely manner and we will not need to present you with this type of request again.

Respectfully,


Doug Nation, Manager/Member
South Windsor Entertainment, LLC