

Ken Tashan TC
7-7-17

**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

JULY 11, 2017
7:00 P.M.

- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. June 6, 2017, Public Hearing
 - 2. June 6, 2017, Regular Meeting
- C. NEW BUSINESS
 - 1. 25 Bidwell Road (Approval to install a private water meter)
 - 2. Private water meter approval (Review and discuss approval letter)
 - 3. 74 Miller Road (Discussion)
 - 4. 152 Lawrence Road, Sewer Assessment (Discussion)
 - 5. 43 Cliffwood Drive, Sewer Assessment (Discussion)
 - 6. Adopt proposed sewer user charge discount rates for qualified income residents for Fiscal Year 2017-2018
 - 7. Lien Policy procedure (Review and Discussion)
- D. COMMUNICATIONS AND REPORTS
 - 1. Vegetative Management Plan Update
 - 2. TaxServ/Uncollected Sewer User Charges
 - 3. Frontier Update
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
 - 1. Pleasant Valley Condos, 949 Pleasant Valley Road, Building 11
- G. UNFINISHED BUSINESS
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
- I. ADJOURNMENT

received October 3, 2017 @ 4:20 pm

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

Harold Aries, ATC

**MINUTES
SPRENKEL ROOM**

PAGE 1

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

A. ROLL CALL

Members Present: Richard Aries, Erik Dabrowski, and Patrick Soucy

Members Absent: Donald Antaya, Carol Fletterick, Zaheer Sharaf, and William Vees

Alternates Present: Ed Havens, Jr. sitting in for Ms. Carol Fletterick

Alternates Absent: Vicki Paliulis

Staff Present: Tony Manfre, Superintendent of Pollution Control
Ether Diaz, Recording Secretary

Others: Deborah Migneault, 74 Miller Road
Arthur Williams, 80 Miller Road
Bill Soucy, 43 Cliffwood Drive
Lisa and Michael Pressamarita, 152 Lawrence Road
Kathy Daugherty, 12 Roy Road, South Windsor, CT

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the July 11, 2017 Regular Meeting of the Water Pollution Control Authority (WPCA).

Mr. Ed Havens, Jr. was appointed to sit in for Ms. Carol Fletterick

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. June 6, 2017, Public Hearing

Motion was made to accept the minutes as presented.

The motion was made by Mr. Ed Havens, Jr. and seconded by Mr. Erik Dabrowski.
The motion carried unanimously.

2. June 6, 2017, Regular Meeting

Motion was made to accept the minutes as presented.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Patrick Soucy.
The motion carried unanimously.

C. NEW BUSINESS

Motion was made to move to Item C3.

The motion was made by Erik Dabrowski and seconded by Patrick Soucy. The motion carried unanimously.

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

**MINUTES
SPRENKEL ROOM**

PAGE 2

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

3. 74 Miller Road (Discussion)

Mr. Tony Manfre explained that as previously reported, 74 Miller Road is on septic and currently the septic system is failing. The property owners are looking into the possibility to tie in to the sewers on Cambridge Drive. Mr. Manfre explained that he sent out letters to the neighbors inquiring who will be interested in hooking up to the sewer lines if the Town install sewers on Miller Road. Mr. Manfre received response from three of the neighbors which at this time are not interested in hooking up to sewers. Mr. Manfre also received an email as a response inquiring about the cost and the different areas of that nature; he replied to them, however, has not received any feedback since.

Mr. Manfre explained that the property owner at 84 Miller Road replied to the letter and are not interested in hooking up to the sewers. In 1997 they came to the Town with a similar project to tie in to the sewer line on Cambridge Drive. Those plans were approved, however, they opted to repair their septic system at the time and not hook up to sewers. Included with the Agenda was a spreadsheet provided by the Health Department with some of the history that they have of the neighborhood (see Exhibit A). The property located at 64 Miller Road has restrictive use of 200 gallons per day of their septic system. Mr. Manfre explained that 74 Miller Road is on the back side of the hill, therefore, they will have to pump up to the top of the hill and then gravity feed down to Cambridge Drive. The Town Engineer was asked to do an estimate cost for this project. It's going to be about \$67,500 for the Town if they take over the gravity line. There are three properties that could be assessed as part of this project, said Mr. Manfre.

Mr. Patrick Soucy asked that for the other neighbors that opt not to connect to sewer, and they sell their houses, will it fall under the requirements to connect to the sewer policy at that time. Mr. Manfre responded that only when the septic fails and the Health Department feels that the septic system needs to be abandoned.

Chairman Richard Aries asked if there will be assessments anyway. Mr. Manfre responded that the assessments are due upon the completion of the line. If a developer puts the line in, then the assessment will not be due until connection to the sewer of the properties. Mr. Manfre explained that more than nine houses will be affected by this. Chairman Richard Aries asked what will be the time frame to complete this project. Mr. Manfre responded he will asked the Town Engineer.

Mr. Patrick Soucy asked if there is any payment options for the elderly for sewer assessments. Chairman Aries responded that he believes there is a program in place. He asked Mr. Manfre to look in to that and to find out the total number of houses that will be affected by this project.

Mr. Manfre stated that the property owners of 74 Miller Road will be responsible for their construction of the pressure line. The Town's responsibility would be to meet them at the top of the hill

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

**MINUTES
SPRENKEL ROOM**

PAGE 3

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

Ms. Deborah Migneault of 74 Miller Road, South Windsor, CT was in attendance this evening. She was asked for her comments on what's been discussed. She explained that she talked to a couple of her neighbors and explained the following:

64 Miller Road - they have restricted use of their septic tank. The property owner is not interested in connecting to sewer.

105 Miller Road- they had a septic failure and they connected to the sewers on Cambridge Drive.

Ms. Migneault explained that 95 Miller Road is not connected to sewers. The properties located at 64 Miller Road and 84 Miller Road have had septic failures and they repaired the septic system. All those properties are a risk for future septic failures, said Ms. Migneault and explained that she's experiencing septic failures and replacing the system is not a viable option because of the location and the soil. Ms. Migneault explained that she's prepared to connect to sewer and she's been aware of the cost responsibility.

Motion was made to schedule a special meeting in August to further discuss this matter and give a final answer to the property owners of 74 Miller Road.

The motion was made by Mr. Patrick Soucy

Mr. Williams of 80 Miller Road was in attendance this evening. He asked Mr. Manfre what would be the cost of doing the connection down on Nevers Road which is a long distance. Mr. Manfre responded that because of the distance he didn't asked for a quote. Mr. Manfre was asked to obtain that information.

Mr. Williams also asked how the property sewer assessments are calculated; is it based on the number of houses or is it based on the footage and the frontage of the property. Mr. Manfre responded that there is a formula for calculating sewer assessments and is based on the frontage and footage of the property.

Mr. Soucy repeated the motion to schedule a special meeting in August for further discussion on this matter and to make a final decision.

The motion was seconded by Mr. Erik Dabrowski.

It was decided to schedule a special meeting for Tuesday, August 1, 2017. The motion carried unanimously

Chairman Aries asked Mr. Manfre to send a letter to residents on Miller Road indicating that a special meeting will be held to discuss the construction of sewers on Miller Road and inviting them to the meeting.

Motion was made to move to Item C4.

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

**MINUTES
SPRENKEL ROOM**

PAGE 4

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Patrick Soucy. The motion carried unanimously.

4. 152 Lawrence Road, Sewer Assessment (Discussion)

Mr. Tony Manfre explained that initially he was under the impression that all of the sewers on Lawrence Road down to Spinners Run was installed by a private developer. However, he was told otherwise. He explained that the Town actually installed sewer north of Vincent Road and Spinners Road which would change the assessment process. At the last WPCA meeting, Mr. Manfre stated that if a private developer installs the sewer line the assessment on the property isn't due until the connection. If the town installs it the assessment on the property is due as soon as the pipe is laid and the project is completed. Mr. Manfre reported that according to Ms. Lisa Pressamarita of 152 Lawrence Road, the sewer in front of her house was put in by a private developer. In reviewing the Town's records, the properties from house number 208 to 279 Lawrence Road the Town paid for those sewers to be installed at a cost of \$132,000 (see Exhibit B). Also, the properties from house number 64-74 Lawrence Road were installed by the Town. Mr. Manfre reported that he does not have records from the other houses on Lawrence Road as it was apparently done by a private developer. However, this information came to light this afternoon, said Mr. Manfre, therefore, he will look further into this to confirm that a private developer installed the sewer in that section of Lawrence Road.

Mr. Michael Pressamarita of 152 Lawrence Road was in attendance this evening. He explained that he moved in to the property in 1995 and the sewers went in to Vincent Circle in 1996. The property owner of 139 Nevers Road chose to connect to the sewers at that time, however, the Pressammarita's chose not to connect. The apparent developer is J&J.

For point of information, Mr. Patrick Soucy stated that in 2009 the Town paid Gerber Construction to install sewers in 2009 on Nevers Road and sewer assessments were to be issued at that time, however, it was not done until seven years later. Mr. Patrick Soucy asked how this come to light in October 2016.

Mr. Lisa Pressamarita stated that there's been a couple of people on Cliffwood that have paid their sewer assessment bill. Mr. Manfre responded that's correct, some people have paid these assessments in full.

Chairman Aries explained that some clarity on the history aspect of this matter is needed. But more importantly he recommended obtaining some legal opinion on the legalities of billing and time. He explained that there is a debt that really has existed and has been required to be paid for a long time. There is zero interest being added to the debt. However, there is an open question as to whether there is a legal right to continue to request it or not.

Mr. Patrick Soucy made a motion to table this matter pending legal opinion.

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

**MINUTES
SPRENKEL ROOM**

PAGE 5

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

Chairman Aries asked for any comments from the public. Mr. Bill Soucy of 43 Cliffwood Drive was in attendance this evening. He explained that he did a full title search to his property by two law firms in Manchester and nothing came up that there was any lien or any tax or anything due on this property prior to my closing in 2016.

He had no knowledge that there was a sewer assessment due on the property. The sewer assessment was done nine years after the sewers were put in place. This is a town issue, said Mr. Bill Soucy.

For point of information, Chairman Aries explained that the facts for properties located at 152 Lawrence Road and 43 Cliffwood Drive are slightly different.

Mr. Ed Havens, Jr. expressed that there aren't any facts on any situation. Mr. Patrick Soucy responded that there are the facts and explained that in the 43 Cliffwood Drive situation two legal firms did title searches and nothing showed up. Chairman Aries interrupted discussion to raise one issue. He asked Mr. Patrick Soucy if he has any relationship with Mr. Bill Soucy. Mr. Patrick Soucy responded that's his brother and explained that he will participate in the discussion on this matter but will recuse himself on any vote pertaining to this matter. The discussion continued and Mr. Patrick Soucy stated that there are some facts because the Town paid Gerber Construction to install sewers, which means that the properties should have been assessed at that time.

Chairman Aries recommended obtaining a legal opinion on this matter and explained that the Authority is bound by what the law requires. Ms. Kathy Daugherty of 12 Roy Road was in attendance this evening. She explained that she will differ from Chairman's opinion. She explained that a legal opinion may be obtained, but there is a moral issue. Legally anyone can say that people should be paying the sewer assessments, said Ms. Daugherty. However, there is a reason why the Town has boards and commissions; members are there because they are residents of the Town and they are there to do what is "morally right" for the people. "There is a lot of finger pointing between departments; stop pointing fingers and start doing what's right for the resident of this Town", said Ms. Daugherty. She asked the Authority to start understanding that the house at 43 Cliffwood Drive was purchased in May 2015; two legal firms did title searches and nothing was reported. Chairman Aries responded that in trying to talk about moral authority versus legal authority, versus fairness, he thinks that the Authority needs to consider everything as there is the issue of a bill that didn't go out. The question about the morality is when a Town has a bill but didn't send it out. Is there a moral question about whether that bill should get paid even if is late in getting it out, when every other member in the Town has paid their fair share for the use of the sewers, asked Chairman Aries.

Mr. Patrick Soucy objected to Chairman Aries statement. He explained that ultimately is not about a bill that wasn't sent out. He explained that the Authority employs people and he is asking the residents to be held accountable when the Authority is unable to hold the employees of the Town accountable. Chairman Aries responded that the only accountability is that if there is a shared obligation by every citizen in Town who owns

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

**MINUTES
SPRENKEL ROOM**

PAGE 6

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

a property to pay an assessment, it was a mistake and the resident didn't have to pay for quite a while. Is that obligation suddenly unfair, asked Chairman Aries and explained that he's opened to that as been a valid question.

Ms. Lisa Pressamarita stated that earlier in this meeting she heard the statement that there is no record on her property of having a lateral put in, so she asked where will that information be obtained from. Mr. Tony Manfre responded that there are plans of the sewer line for the development; he will look further into that. Ms. Lisa Pressamarita also asked if there is a law that after certain years the Authority could not bill the resident if they have not received a bill. Chairman Aries responded that's the reason a legal opinion is necessary.

Motion was made to postpone this matter to the next special meeting in August.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Patrick Soucy.

Chairman Aries stated that he could not support that motion as more time is needed; he wants the attorney to have the opportunity to review this matter and give his opinion. A meeting can be held as soon as the legal opinion is obtained.

Motion was amended as follows:

Motion was made to postpone this matter to the earliest possible meeting until a legal opinion is provided.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Ed Havens, Jr. The motion carried unanimously.

1. 25 Bidwell Road (Approval to install a private meter)

Included with the agenda was a letter from 25 Bidwell Road requesting approval for the use of a private meter (see Exhibit C) to measure the lawn irrigation system. The meter is installed already. Mr. Tony Manfre explained that he inspected the location for the meter and is satisfied that it is the appropriate location for the meter.

Motion was made to approve the use of a private water meter at 25 Bidwell Road, South Windsor, CT, which may be used to measure the amount of water that is not discharged to the sewer. This approval is subject to meeting the program requirements for use of the private meter.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

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

**MINUTES
SPRENKEL ROOM**

PAGE 7

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

2. Private water meter approval (Review and discuss approval letter)

Included with the Agenda was a copy of the draft approval letter for review. This is a standard format letter to the applicant once a private meter is approved for installation (see Exhibit D). Once a private meter is installed, the applicant need to have the meter maintained and make sure that is accurately recording flow; also they need to maintain a log of the meter readings; they are required to provide that information if Town staff should come in and make a spot check; and each year in January, they are required to provide to the Town annual written reports of the meter readings for the previous calendar year. The letter was reviewed and modified.

Motion was made to approve the draft approval letter as amended.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

5. 43 Cliffwood Drive, Sewer Assessment (Discussion)

This item was discussed out of order. No further discussion was made on this matter.

6. Adopt proposed sewer user charge discount rates for qualified income residents for Fiscal Year 2017-2018.

Chairman Richard Aries explained that the purpose of the public hearing this evening was to present the proposed sewer user charge discount rates. He asked Mr. Tony Manfre if there was any changes. Mr. Tony Manfre explained that the only change in the discount program was the range of the eligible income levels which corresponds to the state's income levels; however, the percentages remained the same.

Motion was made to adopt the proposed sewer user charge discount rates for qualified income residents for FY 2017/2018 as presented in the Public Hearing this evening (see Exhibit E).

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Ed Havens, Jr. The motion carried unanimously.

7. Lien Policy procedure (Review and Discussion)

Mr. Tony Manfre reported that Ms. Jennifer Hilinski has taken the position of Collector of Revenue; Ms. Bonnie Rabin has retired. Mr. Manfre and Ms. Hilinski are working closely together to resolve a lot of the issues that have been arising regarding liens and assessments.

Mr. Manfre explained the current procedure for putting caveats on the properties. This is all computer generated and is by using QDS, said Mr. Manfre. Once in the system,

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

**MINUTES
SPRENKEL ROOM**

PAGE 8

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

the Collector of Revenue will bring the caveats to the Town Clerk's Office for filing the liens on the properties.

Mr. Patrick Soucy asked where the safety net in doing this is; will members of the Authority get a listing of the outstanding accounts that will be getting liens on the properties and who's going to cross check that list. Mr. Manfre responded that this is for outstanding accounts; these are accounts whereby the people haven't paid their sewer bill over the past years. He explained that QDS is the system currently in use for billing purposes and will be updated throughout the year. Mr. Patrick Soucy asked again where the safety net is; who is comparing the outstanding bill to the lien list to make sure that every house that is on the "not paid list" is on the "lien list". Mr. Manfre responded that the office of the Collector of Revenue handles that portion. Mr. Soucy responded that the Water Pollution Control Authority has to have an oversight person to look at both lists. The list with all the delinquent accounts and the list with the houses that a lien is going to be placed on and match both lists for accuracy. Chairman Aries asked Mr. Patrick Soucy if he's proposing that Mr. Tony Manfre or his staff take an extra step beyond what they are doing now to cross reference these things which sounds like it could be a burden. Mr. Patrick Soucy responded that he have "zero faith" in the Department of the Collector of Revenue at this point and time because there's been too many people attending the WPCA meetings saying that their bills were wrong; or the issue with the outstanding sewer billing accounts. Chairman Aries responded that is an interesting scenario presented by Mr. Patrick Soucy; however, in his view of the whole scene it hasn't been a lot of people really coming to the meetings to complaint about their bills. The Authority haven't had lines down the hall of people, said Chairman Aries. He also explained that the issue of the outstanding sewer billing accounts is a very long term problem that was significant but the Authority have taken action on it. Mr. Erik Dabrowski responded that yes, members of the Authority took action on the debt situation but not on what really caused the problem. Chairman Richard Aries explained that is a very good thing to be concern about. However he asked how many extra hours do they want the staff to put in on reviewing and cross referencing each of the outstanding accounts. Once a year, responded Mr. Patrick Soucy.

Chairman Aries asked if a printout can be made of the outstanding sewer accounts and of the properties that need a lien. He explained that he'll assign to every authority member a set number of pages and give them the responsibility to do the cross checking. Mr. Ed Havens, Jr. responded that he will not do that task. Mr. Patrick

Soucy responded that all he's asking for is that there be a balance of safety. Mr. Erik Dabrowski responded that he'll like know who will be accountable on this. There was a consensus to ask the Collector of Revenue attend the WPCA meeting in September to further discuss this matter.

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

**MINUTES
SPRENKEL ROOM**

PAGE 9

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

D. COMMUNICATIONS AND REPORTS

1. Vegetative Management Plan Update

This project is substantially completed. Mr. Tony Manfre reported that the contractor is addressing those areas that still need some attention.

2. TaxServ/Uncollected Sewer User Charges

There's been some collection on the outstanding sewer accounts. Mr. Tony Manfre reported that TaxServ has collected in the last three weeks \$3,090.25.

3. Frontier Update

Mr. Tony Manfre reported that a final letter for legal action has been submitted.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

1. Pleasant Valley Condos, 949 Pleasant Valley Road, Building 11

Mr. Tony Manfre reported that in November 2016 there was a fire in Pleasant Valley Condominiums, building 11. Included with the Agenda was a copy of the minutes of the WPCA Regular Meeting on January 3, 2017 (see Exhibit F) in which states that the WPCA approved the temporary suspension for the sewer bills for the displaced property owners. The accounts were still active and therefore a bill was sent to the property owners for the full amount (\$374). Mr. Manfre was seeking approval to refund eight property owners \$240.36 because they paid in full. There is three properties that did not paid their bill, therefore, their bill needs to be adjusted and they need to pay \$124.64.

Motion was made to approve to refund eight property owners the amount of \$240.36 as recommended by Mr. Tony Manfre.

Motion was made by Mr. Patrick Soucy and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

Motion was made to accept the billing adjustment for three properties as recommended by Mr. Tony Manfre and bill them \$124.64.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

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

**MINUTES
SPRENKEL ROOM**

PAGE 10

**REGULAR MEETING
JULY 11, 2017 at 7:00 p.m.**

G. UNFINISHED BUSINESS

None

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 8:35 p.m.

The motion was made by Mr. Ed Havens, Jr., and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

Respectfully Submitted,

Ether Diaz
Recording Secretary

Address	Year of asbuilt	# bedrooms	pump?	repair	well location	ssds loc	Comments
44 Miller	1962	3	unknown	no	rt front lot	?	no drawing on file
54 Miller	1979	3	no	no	front	rear	
55 Miller	1966	4	no	no	front	rear	
64 Miller	1993	3	Yes	yes	?	front	leaching system 55% of MLSS restricted use of 200gal/day.
65 Miller	1966	3	no	no	front	rear	System above grade due to poor soils
73 Miller	no info on file						
84 Miller	2000	3	yes	yes	behind	front	appl. For sewer extension 1997; 1998 WPCA gave approval for connection to Town's sewerage system; 2000 received variance for well separation by state DPH and put in new septic
94 Miller	no info on file				behind	?	well info only
99 Miller	1969	3	unknown	no		?front	no drawing on file

Manfre, Anthony

From: Grillo, Robert
Sent: Friday, July 07, 2017 11:15 AM
To: Manfre, Anthony
Cc: Doolittle, Jeffrey
Subject: Miller Rd Sewer Extension Estimate West of Cambridge
Attachments: Miller Rd Sewer Extension Estimate West of Cambridge.pdf

Tony,

Attached is my work sheet for estimating the cost of a sewer extension on Miller Road from Cambridge Drive to 450' to the west. The cost breakdown by item is as follows:

1. 8" PVC Sanitary Sewer Main, 450' @ \$50.00/LF -	\$ 22,500
2. 6" PVC Sanitary Sewer Lateral, 65' @ \$50.00/LF -	\$ 3,250
3. Sanitary Sewer Manhole (Complete), 2 @ \$3,500 EA -	\$ 7,000
4. Core Sanitary Sewer Manhole, 1 @ \$400 LS -	\$ 400
5. Temporary Pavement Patch, 120SY @ \$35/SY -	\$ 4,200
6. Permanent Pavement Patch, 160SY @ \$50/SY	\$ 8,000
7. Traffic Person – Uniformed Flagger, 50HR @ \$65/HR -	\$ 3,250
8. Lawn Restoration, 600SY @ \$9/SY -	\$ 5,400
Subtotal	\$ 54,000
25% Contingency	\$ 13,500
TOTAL	\$ 67,500

Please contact me if you have any questions.

Bobb

Robert Grillo
 Project Engineer
 Town of South Windsor
 robert.grillo@southwindsor.org
 (860) 644-2511 ext 257

MEMORANDUM

To: Fred Shaw, Superintendent of Pollution Control

Cc: Jeff Doolittle, Town Engineer

From: Bobb Grillo, Project Engineer

Date: February 2, 2010

Re: Cliffwood Drive Sewer Completion

Gerber Construction has substantially completed the construction of the sewer extension on Cliffwood Drive from #59 Cliffwood Drive southerly to #23 Cliffwood Drive. The only remaining work is the restoration of the disturbed lawn areas and the installation of the permanent pavement patch. All the completed work is acceptable.

As-built plans have been provided for the sewer main and the lateral pipes. The sewer main and laterals were successfully air tested. The test mandrel successfully passed through the sewer main. A video of the sewer main showed no unusual conditions.

I recommend that the Water Pollution Control Authority accept the southerly sewer extension on Cliffwood Drive.

From: Grillo, Robert
Sent: Friday, April 01, 2011 2:51 PM
To: Shaw, Fred
Subject: Lawrence Rd & Cliffwood Dr Final Sewer Payments

Fred,

This 4/1/11 e-mail is to confirm the previous final sewer payment statements for the Lawrence Road and Cliffwood Drive sewer extension payments and to include the actual pavement restoration payments.

Lawrence Road (north)

Paid to Gerber Construction through 2009
For 1,060' of sewer serving 12 properties from 208 to 279 Lawrence Rd
With retainage and without permanent pavement repair \$132,950.00

Lawrence Road (south)

Paid to Gerber Construction through 2009
For 580' of sewer serving 2 properties from 64 to 74 Lawrence Rd
and Lawrence Road Park
With retainage and without permanent pavement repair \$ 86,552.00

Cliffwood Drive

Paid to Gerber Construction through 2009
For 610' of sewer serving 6 properties from 23 to 59 Cliffwood Dr
With retainage and without permanent pavement repair \$ 79,930.00

Cliffwood Drive

Paid to Black & Boucher in 2010
For pavement milling \$ 6,000.75

Cliffwood Drive

Paid to JSL Asphalt in 2010
For permanent pavement repair \$ 51,631.37

In total 2,250' of sewer were installed serving 20 properties
and Lawrence Road Park for a cost of \$357,064.12

The total varies from the previous total of \$354,632.00 because
An allocation of \$55,200.00 was estimated for the pavement work.

Bobb

Robert Grillo
Project Engineer
Town of South Windsor
robert.grillo@southwindsor.org
(860) 644-2511 ext 257

Exhibit C

The J.E. Shepard Company

Since 1888

MAILING ADDRESS:

P.O. Box #415
East Windsor Hill, CT 06028

Telephone: (860)-289-6414

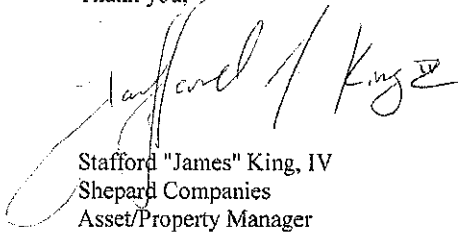
Fax: (860)-291-8705

Dear South Windsor WPCA,

7/5/17

The JE Shepard Company is asking for your approval to deduct the meter readings from the lawn irrigation line located at 25 Bidwell Road, South Windsor CT 06074.

Thank you,



Stafford "James" King, IV
Shepard Companies
Asset/Property Manager
(860) 805-3115

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

Application No.: _____
Date Received 7/5/2017
Date Scheduled For _____

Applicant Stafford J King IV
Address Po Box 415 East Windsor Hill CT 06028
Telephone No.: 860 289 6414 cell 860 805 3115
Owner of Record on Land Records JE Shepard Co.
Owner's Address JE Shepard Co.

Property Description:

Assessor's Map # _____ Parcel # _____ Vol. _____ Page _____
Project Title: Private Meter - 25 Bidwell Road

Inquiries to be Directed to: (Name, Address, Telephone No.) _____

Approvals Previously Received (Check) IWA _____ P&Z _____ ZBA _____
Purpose of Application: (Check all that apply)

1. Sewer Extension/Connection - - Residential Use
 - a. Subdivision _____
 - b. Single Unit _____
 - c. Other _____ Explain _____
 - d. Type of Approval: Concept _____ Final _____
2. Sewer Extension/Connection - - Industrial/Commercial User
 - a. New Connection _____
 - b. Request to Increase Flow Rate _____
 - c. Change in Nature of Waste Discharge _____
 - d. Other _____ Explain _____
 - e. Type of Approval: Concept _____ Final _____
3. Appeal of Sewer User Charge
 - a. Residential _____
 - b. Industrial/Commercial ☒
4. Sewer Assessment
 - a. Establish Sewer Assessment _____
 - b. Appeal of Sewer Assessment _____
 - c. Change in Use of Property _____
5. Regulatory Appeal _____, Explain _____
6. Other ☒ Explain approval to install a private meter

Applicant's Signature Stafford J King IV

Date 7/5/17

Owner's Signature _____

Date _____

 **DRAFT**

Date

Address

RE: WPCA Approval
Approval-private water meter

Dear:

The South Windsor Water Pollution Control Authority, at its regular meeting of (date), approved the use of one private water meter at each location (address), South Windsor, CT., 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's consumption report to indirectly measure the sewer discharge and will serve as the basis for calculating a sewer user charge, and is subject to the following conditions:

1. The meter installed must meet all Town regulations and appropriate technical specifications relating to the use of such meter.
2. The applicant needs to read this meter not less than once a month, maintain a log of meter readings, and have the meter maintained according to manufacturer's requirements to ensure accurate flow measurement.
3. Following reasonable notice, the applicant shall allow the Town staff to inspect meter logs and check that the meter is in good operating order.
4. The applicant shall submit to the Town in January of each year a written meter report on company letterhead for the previous calendar year.

Sincerely yours,

Richard Aries, Chairman
Water Pollution Control Authority

RA:ead

cc: Michael J. Gantick, Director of Public Works
Jeff Doolittle, Town Engineer
Michelle Lipe, Town Planner
Chris Dougan, Chief Building Inspector



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 644-2511

July 5, 2017

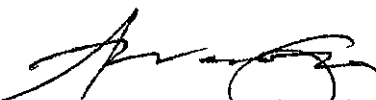
Dear Customer:

RE: Private Meter Reports

This letter is a reminder to you that in order to continue to receive credit on your annual sewer user charge bill, for water not discharged to the sanitary sewer, you must report your meter reading(s) by January 31st of each year for the preceding calendar year.

In the space below, please record the meter reading and specify the units (gallons, cubic ft) for each meter and submit to my attention by email at Anthony.manfre@southwindsor.org or fax to (860) 644-7280. Please feel free to contact me (860-644-2511 ext. 247) if you have any questions. Thank you for your cooperation.

Sincerely,


Anthony E. Manfre, Superintendent
Water Pollution Control

Address: _____

For Period: _____ to _____
(Month) (Year) (Month) (Year)

Units	Meter No.	Meter No.	Meter No.
Beginning Reading	_____	_____	_____
End Reading	_____	_____	_____
Total:	_____	_____	_____

The undersigned is a principal officer or owner of the business _____
(company name)
located at _____ and does hereby certify that the information provided in this
(address)
affidavit is accurate and represents water not discharged to the Town's sanitary sewage system.

Print Name _____ Title _____ Signature _____ Date _____

received June 29, 2017 @ 8:40 am

LEGAL NOTICE
TOWN OF SOUTH WINDSOR
SEWER USER RATES FOR FY 2017/2018

Richard Aries, ATC

Exhibit E

Pursuant to Chapter 103 Sections 7-245 through 7-255 of the Connecticut General Statutes, notice is hereby given that the South Windsor Water Pollution Control Authority will hold a Public Hearing on Tuesday, July 11, 2017 at 6:30 p.m. in the Council Chambers Room in the Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut to present the proposed sewer user charge discount rates for qualified income residents for fiscal year 2017-2018.

The proposed regulatory changes and discounted sewer user charge rates will be available on June 29, 2017 for review in the Town Clerk's Office in the Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut. Any appeals from such charges must be taken within twenty-one days after such filing.

Qualifying Income Sewer User Charge Discount

Home Owners

FY 2017/2018

Full Undiscounted Residential User Charge is \$385.00

Filing Period February 1, 2017 - May 15, 2017

Income		User Charge Credit %		Discounted User Charge	
Over	To	Married	Unmarried	Married	Unmarried
\$0	\$17,600	50%	40%	\$ 192.50	\$ 231.00
\$17,600	\$23,600	40%	30%	\$ 231.00	\$ 269.50
\$23,600	\$29,500	30%	20%	\$ 269.50	\$ 308.00
\$29,500	\$35,200	20%	10%	\$ 308.00	\$ 346.50
\$35,200	\$42,900	10%	0%	\$ 346.50	\$ 385.00

The foregoing user rates are established based upon estimated budget requirements and operating costs for the Pollution Control Division of the Public Works Department.

Richard Aries, Chairman
Water Pollution Control Authority

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

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

**MINUTES
SPRENKEL ROOM**

PAGE 1

Exhibit F
**REGULAR MEETING
JANUARY 3, 2017**

A. ROLL CALL

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

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 temporarily suspended until such time as the repairs are completed and new certificates of occupancy are reissued.

Motion was made to temporarily 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.