

Received September 29, 2017 at 5:00 pm
John L. Arant, 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

OCTOBER 3, 2017
7:00 P.M.

- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. September 5, 2017, Regular Meeting
- C. NEW BUSINESS
 - 1. Megan's Doughnuts, LLC., 233 Sullivan Avenue (Change in Nature of Waste Discharge -- Final Approval)
 - 2. Distinctive Tree Care, LLC, 48 Patria Road (Approval to connect secondary building)
- D. COMMUNICATIONS AND REPORTS
 - 1. Vegetative Management Plan Update
 - 2. Miller Road Gravity Sewer Extension -- Design Project
 - 3. Town of Vernon Wastewater Plant Upgrade
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
 - 1. TaxServ/Uncollected Sewer User Charges
- G. UNFINISHED BUSINESS
 - 1. 258 Nevers Road Sewer Assessment (Approval)
 - 2. Caveat & Certificate of Installment Filing SOP (Review and Discussion)
 - 3. Proposed Sewer Benefit Assessment Revision (Discussion)
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
- I. ADJOURNMENT

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A. ROLL CALL

Members Present: Richard Aries, Donald Antaya, Erik Dabrowski, Toby Lewis, and Patrick Soucy

Members Absent: Carol Fletterick

Alternates Present:

Alternates Absent: Ed Havens, Jr. and Vicki Paliulis

Staff Present: Tony Manfre, Superintendent of Pollution Control
Ether Diaz, Recording Secretary
Michael Gantick, Director of Public Works

Others: Joseph Candeias, 258 Nevers Road
Nora Beaulieu, 84 Miller Road, South Windsor, CT
Jason Yerke, Distinctive Tree Care, LLC.

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

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. September 5, 2017, Regular Meeting

Mr. Donald Antaya made two grammatical corrections to the minutes.

Motion was made to accept the minutes of the September 5, 2017 regular meeting as amended.

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

C. NEW BUSINESS

1. Megan's Doughnuts, LLC., 233 Sullivan Avenue (Change in Nature of Waste Discharge – Final Approval)

This application received conditional approval at the last WPCA meeting. Mr. Manfre reported that he performed a site visit. There is a three bay sink with a mop sink at this location. Mr. Manfre also inspected the Automatic Grease Recovery Unit "AGRU" installed at this location.

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Motion was made to give final approval of the change in nature of discharge of the property located at 233 Sullivan Avenue, as more specifically shown on plans entitled "Megan's Doughnuts, 233 Sullivan Avenue, GIS PIN: 8730023, South Windsor, CT 06074". Prepared by Design Professionals, South Windsor, CT., Project No.: 3907, Sheet No.: C-SP1 "Site Plan Modification", Dated 9/6/2017, Revision Date: 9/6/2017; and Sheet No.: V-1 "Property & Topographic Survey", Dated 8/23/2017, Revision Date: 9/5/2017.

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

2. Distinctive Tree Care, LLC., 48 Patria Road (Approval to connect secondary building)

Mr. Jason Yerke of Distinctive Tree Care, LLC., was in attendance this evening and presented the application. He explained that this is a proposed addition; a free standing building that will be used for storage and maintenance of their bucket trucks. There is a proposed wash bay in this building with a floor drain. The floor drain is going to lead into a proposed 2,000 gallons water/oil separator for the washings of the trucks.

In reviewing the plans, Mr. Tony Manfre requested that they move the proposed manhole located at the south eastern portion of the proposed building to be moved 9' to the east and be located above the "T" where the proposed oil/water separator intersects with the proposed 6" sanitary sewer line. Also, the plans also need to show where the bathrooms waste discharge is going to, said Mr. Manfre.

Motion was made to approve the application for connection to the Town's sewerage system for a proposed building at 48 Patria Road, South Windsor, CT as more specifically shown on plans entitled "Site/Permit Plan Prepared for Distinctive Tree Care, LLC, 48 Patria Road, South Windsor, Connecticut"; prepared by Tarbell, Heintz & Assoc., Inc., East Harford, CT; Job No. 1633, Sheet No.: 2 of 2, Dated: 4/28/17. This approval is subject to changing the location of the proposed manhole as recommended by Mr. Tony Manfre and the plans need to show where the bathrooms waste discharge is going to.

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

Motion was made to move to Item G1.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis. The motion carried unanimously.

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G. UNFINISHED BUSINESS

1. 258 Nevers Road Sewer Assessment (Approval)

Mr. Joseph Candeias of 258 Nevers Road, South Windsor, CT, was in attendance this evening seeking a reduction on his property sewer assessment fee. He explained that when Nevers Road was excavated and sewers were put in, he and his two neighbors made a petition to install sewers down to the last house, 258 Nevers Road. The sewer runs 30' past the corner of his lot. There wasn't enough elevation to have a gravity fed system, therefore, Mr. Candeias had a mechanical ejector pump system installed to pump up to the sanitary sewer. At the time of connection to the sewer, Mr. Candeias received an estimate for the assessment which he thought it was a little excessive considering the pipe didn't go all the way past his property, and that he had to also incur additional expense to put in a mechanical system. Therefore, he asked the Authority to reduce his sewer assessment. There was no reason why the sewer line couldn't be put a little deeper so that the property owners on that road wouldn't have to pump up, said Mr. Candeias and explained that he is assessed for the full frontage when in fact the sewer line runs to the corner of his lot.

Mr. Patrick Soucy asked how much of the sewer line goes to the property. Mr. Candeias responded about 30 feet past the corner of his property. Chairman Richard Aries explained that this issue has been previously discussed by the Authority and explained that two essential questions are determining the value of making sewer available to the property or is it really a benefit assessment made under the current rules and regulations for the benefit of getting to the sewer system from this home, meaning, entry into the Town's sewer system. This matter has been discussed with Attorney Andrew Lord and his opinion was that it really doesn't matter how much pipe actually is in front of the house.

Mr. Patrick Soucy explained that the Authority is discussing a proposed change in the way of doing benefit assessments, whereby, they are looking at an "Equivalent Dwelling Unit" (EDU) method. Perhaps, there is a saving for Mr. Candeias in using this method, said Mr. Soucy. Mr. Candeias responded that what he's really contesting is not necessarily the assessment from the frontage, is that he had to go through an additional expense to put in a mechanical system versus a gravity fed system. Also, there is a lot of additional expense for the electricity and the maintenance of the system.

Mr. Toby Lewis asked if Mr. Candeias can be grandfather in to the new proposed sewer assessment system. Chairman Aries responded that although the Authority is looking to eliminate the type of measurement of the frontage and rear of the property, it doesn't necessarily give any particular person including Mr. Candeias, any kind of break. Mr. Soucy explained that there might be a potential saving for Mr. Candeias if the assessment is calculated based on the EDU. Chairman Aries explained that the consequence of this is that in Town there are people in similar situations that might want to get grandfathered too.

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A motion was made to table discussion on this matter until next month when Mr. Tony Manfre presents the new assessment for 258 Lawrence Road based on the proposed system.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski. A discussion ensued. Mr. Candeias explained that the sewer system should have gone all the way to the end of the last property on the road. He explained that the Engineer should have had sewer deep enough so that a gravity fed system was installed to the last house. So making it deeper might have been the solution, asked Chairman Aries. Mr. Candeias responded that making it deeper so as to have a gravity fed system would have been the solution for him not to incur additional expenses in installing an engineered system.

The motion carried unanimously.

A motion was made to move to Item D2.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis. The motion carried unanimously.

D. COMMUNICATIONS AND REPORTS

2. Miller Road Gravity Sewer Extension – Design Project

Mr. Tony Manfre reported that Wright-Pierce has been contracted to oversee the boring sampling and sewer design. The contractor should be out in the next couple of weeks to begin the work.

Ms. Nora Beaulieu of 84 Miller Road was in attendance this evening. She expressed that she's not objecting to the sewer hookup fee, but is worried about the cost of the project to each homeowner and the assessment. Therefore she's interested in knowing what would be the cost to each homeowner. Mr. Tony Manfre responded that more information will be available once the Authority discuss as the proposed sewer assessment system this evening.

Mr. Michael Gantick arrived at 7:33 p.m.

1. Vegetative Management Plan Update

Mr. Tony Manfre reported that Area 1 and 2 has been completed with the exception of two punch list items. Mr. Manfre will be meeting with the project manager and will be walking the easement areas next week to ensure completion. The Town is soliciting request for proposals for Area 3. There is a pre-bid meeting scheduled for October 10th and the bid opening will be on October 16th.

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Mr. Erik Dabrowski asked how this project was advertised to solicit bid proposals. Mr. Tony Manfre responded that a legal notice was advertised in the Hartford Courant for state-wide publication. Mr. Patrick Soucy asked if this project was listed in the State of CT DAS website. Ms. Ether Diaz, Recording Secretary responded that she has used this site, however, this particular project was not listed in the State DAS website.

Motion was made to require that all of the WPCA project bids solicitations be listed on the CT DAS website.

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

A discussion ensued whereby Chairman Aries asked how often a project goes out for bid and what does it cover typically. Mr. Manfre responded that this year they had three major projects. Mr. Toby Lewis explained that the State DAS website is just a broader net and does not exclude anyone. Mr. Soucy explained that is okay to advertise in the Hartford Courant however the people may not read it. Ms. Diaz explained that previously she has used the State DAS website, however, it is not user friendly. Chairman Aries explained that he'll like to know how well the website works.

The motion was amended as follows: Motion was made to try to get the next project bid listed in the State DAS website and determine how well this website works.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis. The motion carried unanimously.

3. Town of Vernon Wastewater Plant Upgrade

Mr. Tony Manfre reported that the Town of Vernon is designing their Water Pollution Control Plant Facility upgrade (WPCF). There is an Inter-Municipal Agreement with the Town of Vernon and the Town of South Windsor, therefore, the Town of South Windsor is responsible for a respective percentage of capital costs related to the Vernon WPCF upgrade. The total design phase cost is \$3,337,935.84; the cost share for South Windsor is \$80,839.76 (2.42%). The facility design phase is scheduled to be completed before January 2019. The funds must be appropriated for both the design and construction before Clean Water Funds can be issued. On Thursday, October 5th, Mr. Manfre will be meeting with the Town of Vernon to discuss finance options for this project.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

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F. BILLS, CHANGE ORDERS, DISBURSEMENTS

1. TaxServ/Uncollected Sewer User Charges

Mr. Tony Manfre reported that he received the report for the month of September from TaxServ; these are estimated numbers because TaxServ didn't closed out until the end of the month. This report was not included with the Agenda package sent out to members of the Authority as Mr. Manfre received the report the day prior to the meeting. Mr. Manfre explained that he spoke with Maria Thomas of TaxServ and she said that she'll be giving a report on the 10th of each month. She'll be reporting a month behind when the collection totals are closed out. Taxserv collected \$54,239.34 in the month of September; and the Constables collected an additional \$3,323.64 totaling \$57,562.98.

Mr. Patrick Soucy explained that TaxServ had promised to the Authority monthly reports and a monthly collection ratio of 33%. However, in September it seems that they've collected only 8 to 9%. Chairman Richard asked Mr. Tony Manfre to make inquiries to TaxServ and see if they can come to the WPCA meeting to discuss their last six months report.

G. UNFINISHED BUSINESS

2. Caveat & Certificate of Installment Filing SOP (Review and Discussion)

Included with the Agenda was a Draft copy of the Standard Operating Procedure to File Sewer Caveat and a Draft copy of the Standard Procedure to File Sewer Certificate of Installment Payment of Assessment of Benefits for review and discussion (see Exhibits A and B). Mr. Manfre reported that he has met with the Collector of Revenue and the Director of Finance to discuss how and when sewer assessments are filed on land records. Mr. Manfre explained that after the WPCA approves the deferment of a property, the WPC Superintendent completes the caveat form and signs it within 5 days of the WPCA approval. The caveat is then submitted to the Town Clerk and after the Town Clerk files the caveat on the land records the original caveat is signed and returned to the WPC office. This may take six weeks to process in the Town Clerk's office. The caveat is kept on file by the WPC office and a copy is sent to the property owner via certified mail if the assessment is deferred.

Mr. Donald Antaya asked why does it takes six weeks for the Town Clerk to file the caveat on the land records and returned to the WPC Office. Mr. Manfre responded that six weeks is the time frame provided by the Town Clerk.

A motion was made to ask the Town Manager, Matthew Galligan, why it takes six weeks to file a piece of paper.

The motion was made by Mr. Patrick Soucy. He explained that he doesn't believe that six weeks is a reasonable time to file a piece of paper. For point of clarification,

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Mr. Michael Gantick responded that he thinks that the six weeks is the time it takes to get it in the bound books. It gets put on the town land records but it needs to get into the bound books. If someone does a title search, not only will they look in the books, but there is also a "file in process" of documents that needs to be in a bound book.

Mr. Patrick Soucy asked to add a number 5 in the SOP to File Sewer Caveat that the Town Clerk sends a written notification back to the WPC stating that they have received the caveat and they have issued the letter to the property owner. Chairman Aries asked instead that when the caveat is submitted to the Town Clerk a copy of it be stamped RECEIVED by the Town Clerk and that is kept on file by the WPC office until sent out to the property owner. The motion failed.

Mr. Manfre explained the SOP to File Sewer Certificate of Installment Payment of Assessment of Benefits (see Exhibit B). He explained that after the benefit assessment has been approved and published, a signed copy of the Sewer Certificate of Installment is submitted to the Collector of Revenue. The Collector of Revenue signs the Certificate of Installment and gives it to the Town Clerk and emails a copy to WPC within 10 days of receipt. The billing agency is notified by the WPC office that assessments will commence no earlier than 30 days and on the following November or April. After the Town Clerk files Notice of Installment on land records. The original document is signed by the Town Clerk and returned to the Collector of Revenue. A copy will be provided to the WPC Superintendent. This also may take up to 6 weeks to file on land records.

A motion was made to add number 16 to the SOP (Exhibit B) for a monthly reconciliation on the status of each assessment account.

The motion was made by Mr. Patrick Soucy and seconded by Mr. Toby Lewis. Mr. Soucy expressed his concern of the safety net to make sure that the policy and procedure is followed. Chairman Richard Aries expressed that he does not want to add any extra burden to the WPC. Mr. Tony Manfre asked Mr. Soucy if he concerned about the filing aspects. Mr. Soucy responded that this is to make sure that nothing is falling through the cracks. The motion was amended as follow:

A motion was made to have when necessary on the agenda an item to report on the sewer assessment status.

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

3. Proposed Sewer Benefit Assessment Revision (Discussion)

Included with the Agenda was a draft copy of Section 14 "Sewer Impact Fee" (SIF) of the Rules and Regulations for discussion (See Exhibit C). Mr. Tony Manfre explained that the SIF is what's going to take the place of the "sewer benefit

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assessment". The SIF is calculated by using a Capacity Charge and "Equivalent Dwelling Unit" (EDU) formula. A calculation worksheet will be available at the Water Pollution Control Office (See Exhibit D). The Industrial EDU ratio is based off of the domestic water meter size. The Commercial EDU ratio is based off of the square footage of the building.

Chairman Aries recommended adding definitions for this Section. He explained that section 14.1 has a very lengthy listing of different criteria. He asked that it be listed individually and shall read as follows: "A Sewer Impact Fee (SIF hereafter) shall be levied when: a), b), c), etc.

Mr. Tony Manfre explained that the project recovery cost for the last project on Lawrence Road was 49%. He asked what percent of a sewer construction cost the WPCA wants to recover.

Motion was made to table the Sewer Impact Fee draft regulation so that members of the Authority have a chance to go through it and focus on the numbers that they are looking for.

The motion was made by Mr. Patrick Soucy. The important thing is to get the numbers from Mr. Manfre tonight and give members of the Authority some time to read into this, said Mr. Soucy.

The motion was seconded by Mr. Toby Lewis. For clarification, Chairman Aries asked what are they tabling, approval of the draft or review of the draft. Mr. Patrick Soucy responded that they are tabling discussion of the draft until they have time to review it. Chairman Aries explained that he'd like to continue to review the overall principles involved in this section. Mr. Soucy made a motion to table revisions of the section.

The motion carried unanimously.

Mr. Tony Manfre was asked to continue with discussion on this matter. He explained that currently when a main sewer line is installed by a private developer, the Town does not collect an assessment, however, the Town collects the connection charge and the lateral charge. Mr. Manfre recommended continuing with that practice.

Mr. Patrick Soucy asked Mr. Manfre to explain the "Sanitary Sewer Capacity Charge Calculation Worksheet". Mr. Manfre explained that this worksheet will be used to calculate the assessment fee. This worksheet will be provided in the Building Department. Mr. Soucy asked how is the WPC Office is going to be informed when a new application request is made. Mr. Michael Gantick, Director of Public Works responded that Town Staff are all involved in that process; they have monthly meetings on all the projects that are going on.

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Chairman Aries recommended attaching a cover letter explaining to the customer that they do not need to submit this form. However, this form is being provided to you because it will be utilized by the WPC Superintendent in order to calculate an assessment. All residences will be assessed under this certain conditions.

Chairman Aries also recommended having two separate types of worksheets; one for residential properties and a separate worksheet for the commercial and industrial properties.

Mr. Tony Manfre asked what percent of a sewer construction cost does the WPCA wants to recover.

Motion was made to set 80% as the percentage of project cost to be recovered; this will be subject to review every year.

Motion was made by Mr. Toby Lewis and seconded by Mr. Patrick Soucy. The motion carried unanimously.

Mr. Tony Manfre asked what formula is going to be used to calculate the capacity charge and the base charge.

Mr. Tony Manfre explained the calculation for the Base Charge:

Base Charge = (System Replacement Cost / # of residential users) / 10 yrs of life buying to the system. Mr. Manfre explained that 10 yrs is the average time a person lives in their home in South Windsor. The total system cost was developed using the Wright-Pierce method to determine total system value.

The CAPACITY CHARGE = base charge + (150' x \$40/FT). Mr. Manfre explained that 150' is the minimum lot frontage and \$40/ft is the current frontage charge that is in use to calculate the benefit assessment.

Mr. Michael Gantick stated that there are some properties that are currently undeveloped and not assessed. With this system, they will now be assessed.

Motion was made to use the following formula for the capacity charge:

CAP CHARGE = BASE + (150' x \$40/FT)

The motion was made Donald Antaya and seconded by Toby Lewis. The motion carried unanimously.

There was a consensus to continue to offer a 15 years payment option at the standard bond interest rate of the last town used project.

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Mr. Tony Manfre explained that the hotels, restaurants and apartments are users that have a large amount of flow.

Motion was made for Mr. Tony Manfre to come up with a projected formula for discussion next month meeting.

The motion was made by Mr. Patrick Soucy.

A formula has been provided for review, said Chairman Aries. Mr. Tony Manfre asked members of the Authority if there is going to be a separate calculation for these users or are they going to be based on the standard square foot EDU. He proposed to use sewer pipe size and # of laterals for the EDU Ratio.

Chairman Richard Aries expressed that he's really willing to try to find a way to have a fair way of billing these properties. He explained that what really intrigued him when he was introduced to the idea of using the lateral method is that for once it really appears that there is going to be a direct measure between what's going into the sewer and what's been charged. Chairman Aries explained that for two years he attended special meetings to decide if the WPCA can do anything more equitable, however, it was too difficult.

The ability to charge based on the number of laterals and the sewer pipe size is a direct way of measuring sewer use which is very satisfactory, said Chairman Aries.

Motion was made to use the proposed surcharge formula (sewer pipe size and # of laterals for the EDU Ratio) for the hotel, restaurants and apartments.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis. The motion carried unanimously.

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

I. ADJOURNMENT

Motion was made to adjourn the meeting at 9:15 pm

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis.
The motion carried unanimously

Respectfully Submitted,

Ether A. Diaz
Recording Secretary

*Town of South Windsor Standard Operating Procedure to
File Sewer Caveat*

Caveats are placed on properties prior to Notice of Installment of Sewers or when a property's sewer benefit assessment is deferred. The following steps are taken to file a caveat:

Action Taken:	Date Action to be Taken:
1. After the WPCA approves the deferment of a property the WPC Superintendent completes the caveat form and signs it.	Within 5 days of WPCA approval.
2. Caveat is submitted to the Town Clerk.	Within 5 days of WPCA approval.
3. After the Town Clerk files the caveat on the land records the original caveat is signed and returned to the WPC office.	May take 6 weeks to process in the Town Clerks office.
4. The caveat is kept on file by the WPC office and a copy is sent to the property owner via certified mail if the assessment is deferred.	Sent to property owner within 5 days.

Town of South Windsor Standard Operating Procedure To File Sewer Certificate of Installment Payment of Assessment of Benefits

The Certificate of Installment shall be filed with the Town Clerk when a sewer benefit assessment is owed to the Town.

Action to be taken:

Date action to be taken:

- | | |
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| 1. A Public Hearing is scheduled to present sewer assessments. | After final construction costs are submitted. |
| 2. Notice of Public Hearing is published stating time, place, and purpose of hearing. | At least 10 days before Public Hearing. |
| 3. Notice of Public Hearing is mailed to property owners. | At least 10 days before Public Hearing. |
| 4. File copy of proposed final assessment with Town Clerk. | At least 10 days before Public Hearing. |
| 5. Publish a copy of proposed final assessments. | Within 5 days from filing with Town Clerk. |
| 6. Public Hearing | |
| 7. File copy of assessments to be levied on each property in Town Clerk's office. | When WPCA has determined the amount of assessment to be levied. |
| 8. Publish copy of amount of approved final assessment in newspaper stating: <ul style="list-style-type: none"> a. Date on which caveat was filed. b. Any appeal from such assessments must be taken within 21 days after such filings | No more than 5 days after filing approved assessments with Town Clerk. |
| 9. Pollution Control office sends final figures and payment set-up and those payments that will be deferred and subject to a corresponding recording of a caveat (<i>see SOP</i>) on the land records to residents. | Send within 3 days of Authority's final decision. |
| 10. Publish notice at least twice stating: <ul style="list-style-type: none"> a. Date assessment is due and payable. b. List of assessed streets. c. Describes the area within which are located any properties against which such assessments are due. | At least twice within a 15 day period and within 7 days of Authority's decision. |
| 11. Mail copy of Notice to property owners. | Within 7 days of WPCA approval. |

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|--|---|
| 12. Notice of Sewer Certificate of Installment Payment of Assessment of Benefits is completed by WPC office and signed by the WPC superintendent and submitted to the Collector of Revenue. | Within 5 days of WPCA approval. |
| 13. Collector of Revenue signs Certificate of Installment and delivers to Town Clerk and emails a copy to WPC. | Within 10 days of receipt. |
| 14. The billing agency is notified by the WPC office that assessments will commence no earlier than 30 days and on the following November or April. | After the Collector of Revenue signs paperwork. |
| 15. Town Clerk files Notice of Installment on land records. The original document is signed by the Town Clerk and returned to the Collector of Revenue. A copy will be provided to the WPC Superintendent. | May take up to 6 weeks to file on land records. |

SECTION 14 Sewer Impact Fee– DRAFT

Sewer Impact Fee

14.1 A Sewer Impact Fee (SIF hereafter) shall be levied when Town funds are used to install a public sanitary sewer system; or when an existing sewer is available to a property that has not previously paid a sewer benefit assessment; or when a land developer installs a sewer and connects a property to said sewer during construction; or when a land developer installs a sewer and a property is connected to said sewer after the Town takes ownership; or after the addition of a bedroom at a Residential property; or after the modification of building size and/or use of a Commercial or Industrial building. The Sewer Impact Fee shall be determined by use of a Capacity Charge and Equivalent Dwelling Unit (EDU) formula.

ASSESSMENTS

~~14.1 In recognition of the benefits conferred upon property by the existence of operating sewer lines to serve such property, a schedule of front foot assessments will be on file in the Office of Pollution Control.~~

14.2 A Sewer Impact Fee will not be levied on an existing property that has previously paid an assessment or when a land developer pays to install a sewer and connects to the Town sewer main.

~~14.2 When a lateral line (a line designed to serve the individual property) has been joined to the sewer line to serve such property, the lateral assessment will be on file in the Office of Pollution Control.~~

14.3 Equivalent Dwelling Units (EDU) shall be used as the basis to calculate the Sewer Impact Fee on residential and non-residential properties. A calculation worksheet will be available at the Water Pollution Control office (*Exhibit X*). For Industrial properties, the water meter size shall be used to determine the EDU factor. For Commercial properties, the square footage of the building shall be used to determine the EDU factor.

A) Residential Sewer Impact Fee calculation for a new town funded sewer installation:

$$\text{Cost/bedroom} = \frac{\text{Construction Cost} \times \text{Percent Recovered}}{\text{\# of Bedrooms in the Project}}$$

This will be the minimum cost paid when a connection is made (caveat will state as such).

B) Residential Sewer Impact Fee of an addition of bedroom or new construction dwelling fronting on existing sewer calculation:

$$\text{SIF} = \text{Capacity charge} \times \text{EDU Ratio}$$

~~These shall be subject to a deferred assessment, which shall be levied at the time the lot is connected to the sewer.~~

~~F. Farm on Undevelopable Land or Lot — any single piece of property which is not suitable for building purposes and farmland may be subject to a deferred assessment which shall be levied at the time the lot is connected to the sewer.~~

~~G. Cemeteries and Town-owned Land — this property shall be subject to deferred assessment. The assessment shall be levied at the time the property is converted to another private use and connected to the sewer line.~~

~~H. When any previously deferred frontage, pursuant to 14.3A of this section, is subsequently developed, the resulting new lot or lots shall be assessed at those rates currently in effect at the time of such development.~~

~~For assessment purposes, the sum of the frontage being assessed for all of the new lots made up from the division of the original parcel shall not exceed the total frontage of the original parcel.~~

~~If frontage previously deferred from assessment pursuant to Section 14.3A hereof, is subsequently assessed on a basis other than frontage, then the WPCA shall determine the assessment on such equitable factors as are available at the time.~~

14.4 The foregoing shall serve as a guide to the Authority and is subject to variation under circumstances when Capacity Charges for similar properties are substantially dissimilar.

~~14.5 Unless the difference between the front lot line and the rear lot line in the minimum zoning depth is more than 25%, the assessment will be on the frontage only.~~

Payment of Capacity Charge

14.5 SIF's are levied at current set rates. At no time shall a rebate of the SIF be paid back for the reduction of bedrooms, the modification of a building or the modification of the building use.

A) Property owners whose SIF is part of a Town funded sewer project may elect to pay said capacity charges in 15 equal installments upon connection to the sewer. The first installment shall be due in the following month of November or April with no less than 30 days prior notice with subsequent installments shall be due annually thereafter on said due date. An annual interest fee of 3% shall be applied as long as the debt is outstanding. There shall not be a penalty for paying off the outstanding balance early.

B) If a sewer is installed by a property owner at his expense a SIF will not be due from said property owner.

C) If an existing property owner connects to a sewer installed by a private developer at its expense prior to Town acceptance of said sewer, and pays the developer for same, said property owner will not be charged again subsequent to the Town's acceptance of the line.

Any other property owner who does not connect to the sewer shall not be charged until the time of connection, and at such time, would be charged at the current capacity charge rate in effect.

D) If a private developer installs a main sewer line at its expense within a subdivision, there will be no capacity charge due for the property within said subdivision fronting on said line.

~~14.6 — Payment of Assessments~~

- ~~A. — Property owner whose assessment is part of a sewer project which is funded by bonds or notes may elect to pay said assessment in equal installments, the first installment in which shall be due one year from the due date and subsequent installments shall be due annually thereafter on said due date, with the final installment due not later than one year prior to the date of the last maturity of such bonds or notes. Any other property owner may elect to pay said assessment in 15 equal installments. The first installment which shall be due one year from the due date and subsequent installments annually thereafter on said due date.~~
- ~~B. — An assessment for a sewer installed by the Town at its expense is due and payable at the time of installation. If the sewer was installed by a property owner at his expense, there would be no sewer assessment due from said property owner.~~
- ~~C. — If an existing property owner connects to a sewer installed by a private developer at its expense prior to Town acceptance of said sewer, and pays the developer for same, said property owner will not be assessed again subsequent to the Town's acceptance of the line. Any other property owner who does not connect to the sewer shall not be assessed until the time of connection, and at such time, would be assessed at the current assessment rate in effect.~~
- ~~D. — If a private developer installs a main sewer line at its expense within a subdivision, there will be no assessment due for the property within said subdivision fronting on said line.~~
- ~~— The installments in the case of assessments that are a part of a sewer project which is funded by bonds or notes shall bear interest at the maximum rate of interest the Town is obligated to pay on such bonds or notes. In the case of assessments which are not funded by bonds or notes, installments shall bear an interest rate equal to the maximum interest rate charged to the Town on the most recently bond or note funded project.~~

upon the approval of the Water Pollution Control authority and shall be subject to annual review and re-approval by the Water Pollution Control authority.

This regulation is enacted under the authority of Connecticut Public Act No. 80-77. **14.6 Any owner of real property who is eligible for tax relief for elderly taxpayers under the provisions of Section 12-129b and 12-170a of the General Statutes may apply to the Water Pollution Control Authority for approval of a plan of payment of such property owner's Sewer Impact Fees other than as provided under Section 7-253 of the General Statutes. Said plan may include an option to pay only the annual interest charge, as provided in said Section 7-253 on any deferred payments of outstanding balance of principal of said Sewer Impact Fees. Any**

such plan shall provide that the outstanding balance of principal deferred under such optional method payment shall become due upon any transfer of title to the property subject to such capacity charge or upon the death of such property owner. Said plan shall become effective

~~14.7 Any owner of real property who is eligible for tax relief for elderly taxpayers under the provisions of Section 12-129b and 12-170a of the General Statutes may apply to the Water Pollution Control Authority for approval of a plan of payment of such property owner's sewer assessment other than as provided under Section 7-253 of the General Statutes. Said plan may include an option to pay only the annual interest charge, as provided in said Section 7-253 on any deferred payments of outstanding balance of principal of said assessment. Any such plan shall provide that the outstanding balance of principal deferred under such optional method payment shall become due upon any transfer of title to the property subject to such assessment or upon the death of such property owner. Said plan shall become effective upon the approval of the Water Pollution Control Authority and shall be subject to annual review and re-approval by the Water Pollution Control Authority.~~

~~This regulation is enacted under the authority of Connecticut Public Act No. 80-77.~~

14.7 A caveat shall be placed on a property's land record when said property has public sewer available but is not connected. Said caveat shall be removed from the land record when said property connects to the public sewer system. If the property owner chooses to pay SIF using the installment plan, a Notice of Installment shall be placed on the land record of said property stating the amount owed.

Sanitary Sewer Capacity Charge Calculation Worksheet--DRAFT

1. OWNER/DEVELOPER INFORMATION			2. PROPERTY INFORMATION
First Name	Last Name	MI	Address
Company (if applicable)			Subdivision/Complex Name
Contact Phone		Email	Lot (if applicable)
Street Address			Town
City	State	Zip Code	

3a. Has this property ever had a building connected to the Sewer System?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, calculate EDUs using worksheet on page 2.		
If NO, proceed to section 4 below.		
3b. Has this property paid a previous sewer assessment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, contact the WPC Office for adjusted Capacity Charge.		

4. CONNECTION TYPE	
<input type="checkbox"/> Single Family Residential / Townhomes with Individual Connections (See Exhibit A)	[] EDU
<input type="checkbox"/> Apartments / Condominiums [] _{4a} Units × 0.75 EDU/Unit = [] _{4b} EDUs *Provide required documentation (See instructions)	
<input type="checkbox"/> Commercial / Industrial (See Table 1 - Water Meter Based EDU) *Provide required documentation (See instructions)	

	Water Meter Size	EDU Ratio
<input type="checkbox"/>	5/8" or 3/4"	1
<input type="checkbox"/>	1.0"	2.5
<input type="checkbox"/>	1.5"	5.8
<input type="checkbox"/>	2.0"	10
<input type="checkbox"/>	3.0"	23
<input type="checkbox"/>	4.0"	41
<input type="checkbox"/>	6.0"	92
<input type="checkbox"/>	8.0"	164
<input type="checkbox"/>	10.0"	253
<input type="checkbox"/>	12.0"	364

O CONNECTION CHARGE CALCULATION	
Total Number of EDUs ==>	[] _{5a}
Capacity Fee per EDU ==>	× \$
Total WPC Fee ==>	\$ 0 _{5b}

WOC USE ONLY	
Total Number of EDUs: []	Total Capacity Charge: []
Status/Comments: []	
[]	
Reviewed by: []	Date: []

I, the undersigned, applicant/owner do hereby certify to the following:

1. I agree to construct and connect the above detailed building sewer in strict accordance with Town of South Windsor Standards, most recently amended version, and
2. I agree to construct in compliance with the most recent version of the Building Code, and
3. I understand that construction applied for herein is subject at all times to inspection, approval and acceptance of the building sewer by the Town of South Windsor, and
4. I understand that any violation incurred may result all legal and equitable remedy allowed by Federal, State, and Local law, including the denial of future Sanitary Sewer Connection permits until said corrections are made

SIGNATURE OF APPLICANT

DATE

RELATIONSHIP TO PROPERTY OWNER

Sanitary Sewer Capacity Charge Calculation Worksheet

1 PREVIOUS CONNECTION TYPE	
<input type="checkbox"/> Single Family Residential / Townhomes with Individual Connections <small>(See Exhibit A)</small>	<div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> EDU
<input type="checkbox"/> Apartments / Condominiums	<div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> Units × 0.75 EDU/Unit = <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> 1b EDUs
<input type="checkbox"/> Commercial / Industrial (See Table 1 - Water Meter Based EDU)	

TABLE 1 WATER METER BASED EDU		
	Water Meter Size	EDU Ratio
<input type="checkbox"/>	5/8" or 3/4"	1
<input type="checkbox"/>	1.0"	2.5
<input type="checkbox"/>	1.5"	5.8
<input type="checkbox"/>	2.0"	10
<input type="checkbox"/>	3.0"	23
<input type="checkbox"/>	4.0"	41
<input type="checkbox"/>	6.0"	92
<input type="checkbox"/>	8.0"	164
<input type="checkbox"/>	10.0"	253
<input type="checkbox"/>	12.0"	364

2 PROPOSED CONNECTION TYPE	
<input type="checkbox"/> Single Family Residential / Townhomes with Individual Connections	<div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> EDU
<input type="checkbox"/> Apartments / Condominiums	<div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> 2a Units × 0.75 EDU/Unit = <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> 2b EDUs
<input type="checkbox"/> Commercial / Industrial (See Table 1 - Water Meter Based EDU) <small>*Provide required documentation (See instructions)</small>	

TABLE 1 WATER METER BASED		
	Water	EDU Ratio
<input type="checkbox"/>	5/8" or 3/4"	1
<input type="checkbox"/>	1.0"	2.5
<input type="checkbox"/>	1.5"	5.8
<input type="checkbox"/>	2.0"	10
<input type="checkbox"/>	3.0"	23
<input type="checkbox"/>	4.0"	41
<input type="checkbox"/>	6.0"	92
<input type="checkbox"/>	8.0"	164
<input type="checkbox"/>	10.0"	253

3 EDU CALCULATION		
PROPOSED EDUS <small>(from box 2 above)</small> <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px auto;"></div> 3a	PREVIOUS EDUS <small>(from box 1 above)</small> <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px auto;"></div> 3b	CALCULATED EDUS <small>(difference between proposed and previous)</small> <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px auto;"></div> 3c
Enter the actual number of EDUs in box 5a of section 5 on page 1. If the calculated EDUs from above is ≤ 0, then the actual number of EDUs is 0. If the calculated EDUs from above is between 0 and 1, then the actual number of EDUs is 1. If the calculated EDUs from above is ≥ 1, then the actual number of EDUs equals the calculated EDUs.		

Assessment Comparisons

	Frontage Method*		EDU # Bedrooms Method*		Equal Cost Share	New Straight EDU Method		EDU 66% Recovery		EDU 75% Recovery		EDU 100% Recovery	
	Frontage	SIF	# Bedrooms	SIF		SIF	SIF	SIF	SIF	SIF	SIF	SIF	SIF
	227	\$11,088	2	\$5,522	\$13,733	\$6,464	\$	\$5,545	\$	\$6,301	\$	\$8,402	\$
	102	\$6,713	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	150	\$8,393	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	188	\$9,723	4	\$11,043	\$13,733	\$10,774	\$	\$11,090	\$	\$12,602	\$	\$16,803	\$
	185	\$9,618	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	167	\$8,988	5	\$13,804	\$13,733	\$12,929	\$	\$13,862	\$	\$15,753	\$	\$21,004	\$
	131	\$7,728	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	137	\$7,938	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	143	\$8,148	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	206	\$10,353	4	\$11,043	\$13,733	\$10,774	\$	\$11,090	\$	\$12,602	\$	\$16,803	\$
	150	\$8,393	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	150	\$8,393	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	156	\$8,603	5	\$13,804	\$13,733	\$12,929	\$	\$13,862	\$	\$15,753	\$	\$21,004	\$
	126	\$7,553	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	136	\$7,903	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	137	\$7,938	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	133	\$7,798	2	\$5,522	\$13,733	\$8,619	\$	\$5,545	\$	\$6,301	\$	\$8,402	\$
	150	\$8,393	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	198	\$10,073	4	\$11,043	\$13,733	\$10,774	\$	\$11,090	\$	\$12,602	\$	\$16,803	\$
	153	\$8,498	4	\$11,043	\$13,733	\$10,774	\$	\$11,090	\$	\$12,602	\$	\$16,803	\$
	168	\$9,023	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	178	\$9,373	4	\$11,043	\$13,733	\$10,774	\$	\$11,090	\$	\$12,602	\$	\$16,803	\$
	226	\$11,053	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	213	\$10,598	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	193	\$9,898	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
	267	\$12,488	3	\$8,282	\$13,733	\$8,619	\$	\$8,317	\$	\$9,452	\$	\$12,602	\$
Collected Project Charge		\$173,932	85	\$173,932	\$357,058	\$180,598	\$	\$235,662	\$	\$267,798	\$	\$357,064	\$
% of Actual Costs		49%		49%	100%	51%		66%		75%		100%	

Sewer Impact Fee-SIF
Note: Costs recovered by respective method equal to current Benefit Assessment Method*
The % of actual cost shown is for the SIF minus the base charge