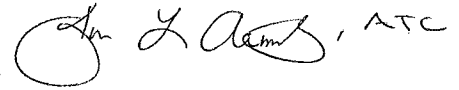


received March 29, 2018 @ 11:40 am

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

 John L. Adams, ATC

REGULAR MEETING  
MADDEN ROOM

AGENDA

7:00 P.M.  
APRIL 3, 2018

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- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
  - 1. February 6, 2018, Public Hearing
  - 2. March 6, 2018, Regular Meeting
- C. NEW BUSINESS
  - 1. 1325 Sullivan Avenue, (Mayor Home Occupation Approval)
  - 2. Approval to Closeout Capital Improvement Project Accounts
  - 3. 81 Candlewood Drive, Refund Request (Approval)
- D. COMMUNICATIONS AND REPORTS
  - 1. Option of 2 Payments for Sewer User Charge bill
  - 2. Reserve Fund Action Items
  - 3. Frontier Communications (Update)
  - 4. Miller Road Sewer Extension (Update)
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
- G. UNFINISHED BUSINESS
  - 1. Pollution Control Budget FY 2017/2018 (Discussion)
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
  - 1. 357 Pleasant Valley Road
- I. ADJOURNMENT

*received April 12, 2018 @ 11:45 am*

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

*John & Antaya, ATC*

**MINUTES**  
**MADDEN ROOM**

**REGULAR MEETING**  
**APRIL 3, 2018 at 7:00 PM**

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**A. ROLL CALL**

**Members Present:** Richard Aries, Erik Dabrowski, Carol Fletterick, Toby Lewis, Thomas Ruby and Stephen Wagner

**Members Absent:** Donald Antaya, Patrick Soucy

**Alternates Present:** Vicki Paliulis

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

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

**Others Present:**

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the April 3, 2018 Regular Meeting of the Water Pollution Control Authority (WPCA).

**B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

1. February 6, 2019, Public Hearing

Motion was made to accept the minutes of the February 6, 2018 public hearing as amended.

The motion was made by Mr. Toby Lewis and seconded by Ms. Carol Fletterick. Mr. Stephen Wagner abstained. The motion carried.

2. March 6, 2018, Regular Meeting

Motion was made to accept the minutes of the March 6, 2018 regular meeting as amended.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski. Mr. Stephen Wagner abstained. The motion carried.

**C. NEW BUSINESS**

1. 1325 Sullivan Avenue, (Major Home Occupation Approval)

Mr. Todd Mannarino of Mannarino Builders, Inc. was in attendance this evening seeking approval to operate a two chair salon on property located at 1325 Sullivan Avenue, South Windsor, CT. He explained that he received approval from the Planning and Zoning

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

**MINUTES  
MADDEN ROOM**

**PAGE 2**

**REGULAR MEETING  
APRIL 3, 2018 at 7:00 PM**

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Commission for a home occupancy of a 2 chair salon. Mr. Mannarino provided a list of chemicals used for the business (see Exhibit A).

Mr. Tony Manfre, Superintendent of Pollution Control recommended approval of this major home occupation with the following conditions.

Motion to approve the major home occupation of a 2 chair salon located at 1325 Sullivan Avenue under the following conditions:

1. Installation of a flow meter to determine amount of flow discharged to sewer
2. The business will be added to the Commercial billing list
3. A list of chemicals used for the business will be provided

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

2. Approval to Closeout Capital Improvement Project Accounts

Included with the Agenda was a Memorandum from Mr. Manfre to the Authority (see Exhibit B). Mr. Tony Manfre, Superintendent of Pollution Control explained that these Capital Improvement Project accounts are currently opened; they have been opened for years. Mr. Manfre recommended the following:

*No. 1 - Vegetation Management Plan:* this account was opened in 2015. Mr. Manfre recommended transferring Phase 1 and Phase 2 remaining funds (\$291,099) into Phase 3 and closeout Phase 1 and 2 account.

*No. 2 - Evaluation Study (2015-2015):* Mr. Tony Manfre explained that this was the Inflow and Infiltration Study (I/I) for the town sewer lines. It was done to determine where the ground water flow was coming from. Mr. Manfre explained that Clean Water Funding was received for this project, however, funds were not allocated to fund the rest of the account. Therefore, he recommended transferring \$294,636 from the Replacement Reserve to closeout.

*No. 3 - Reserve- Restructure Facility Upgrade (2011-2013):* This reserve was created during the treatment plant upgrade to purchase equipment that was considered "ineligible costs". Mr. Manfre recommended to close out this account by transferring \$111,932 to Facility Upgrade Construction.

*No. 4 - Facility Upgrade (2010-2015):* Mr. Tony Manfre explained that it was determined that costs were incurred after the bonding of the project was secured. The deficit is as a result of those expenses. Mr. Manfre recommended transferring out of the Replacement Reserve \$205,168 to closeout the Facility Upgrade Construction account.

*No. 5 - Sewer Phase 1:* This account was opened in 2013 after the Chapel Road sewer collapse to study pipe conditions in Town; the last expenditure was in 2014. Mr. Manfre

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

**MINUTES  
MADDEN ROOM**

**PAGE 3**

**REGULAR MEETING  
APRIL 3, 2018 at 7:00 PM**

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recommended to close out this account by transferring the remaining balance of \$241,216 to the Replacement Reserve account. Chairman Richard Aries explained that there was a lot of identified corroded piping throughout the Town. Chairman Aries suggested looking at this study again.

*No. 6 - Truss Pipe Rehab.*: Mr. Tony Manfre explained that this account was created in 2016 and there is a remaining balance of \$36,605. Money was appropriated for the spot repairs and structural relining of sewer pipe. The Avery Street and the Frontier case was a part of this account been created. Mr. Manfre recommended to closeout that account by transferring the remaining balance of \$36,605 to the Replacement Reserve.

*Equipment Reserve*: Mr. Tony Manfre explained that this account was initially created in 2014 by Ms. Patty Perry, Director of Finance when she first came in to work for the Town. At the time she wasn't sure where to place surplus coming in, therefore, she originally created this account to place surplus funds into. Excess funds are now going into Replacement Reserve, said Mr. Manfre. He recommended to close out this account by transferring \$314,000 into the Replacement Reserve where initially should have been.

Motion was made to approve to closeout Capital Improvement Accounts as presented.

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

**3. 81 Candlewood Drive, Refund Request (Approval)**

Mr. Tony Manfre explained that in 2012, a drains layer permit was taken out for a repair to the sewer lateral. However, this was incorrectly added to the data system as a new connection and therefore there was two sewer accounts for this address (see Exhibit C). The Tax Collector was able to suspend the new account with the help of IT but the account was not zeroed out. TaxServ sent the Demand Notice to the mortgage company for this property and the balance of \$2,092.70 has been paid. Mr. Manfre was seeking approval to refund the mortgage company accordingly and to close the account.

Motion was made to refund \$2,092.70 to 81 Candlewood Drive and to close Account Number 300746.

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

**D. COMMUNICATIONS AND REPORTS**

**1. Option of 2 Payments for Sewer User Charge bill**

Mr. Tony Manfre explained that at the last WPCA meeting Mayor Saud Anwar recommended members of the Authority to allow for having a two payment option for

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

**MINUTES  
MADDEN ROOM**

**PAGE 4**

**REGULAR MEETING  
APRIL 3, 2018 at 7:00 PM**

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sewer user charge bills. Following up on his request, Mr. Manfre explained that he reached out to local municipalities and the Collector of Revenue to get their opinion (see Exhibit D). Mr. Manfre explained that Manchester responded that their sewer bills are based on meter water consumption and they bill quarterly. East Windsor responded that many people forget the second installment payment and they recommend the one payment option. Also, Mr. Jennifer Hilinski-Shirley, Collector of Revenue expressed in her response that her biggest concern in utilizing a two payment option is that it will negatively impact the collection rate and timeline. The Town would incur additional costs as an additional delinquent notice would need to be mailed in the fall after the first installment is past due. Also, the Tax Office would not be able to file liens until after the second installment is delinquent and proper notices are mailed to property owners. A two payment option will delay the accounts being turned over to Constables and/or the collection agency; this will also create an overlap collecting for commercial sewer accounts and taxes.

Following discussion on this matter it was determined that a lot of negative feedback was perceived for anything involving a two payment option for payment of the sewer fees. Also, having a two payment option can create a financial impact. However, members of the Authority are interested in further discussing the option to have an electronic payment system for collection of the sewer fees.

**2. Reserve Fund Action Items**

Mr. Tony Manfre recommended reviewing the Capital Improvement Projects and Reserves on an annual basis. September is the best month, said Mr. Manfre as the budgets are closing out and fees are accounted for.

Chairman Richard Aries explained that some time ago when the Authority was discussing on creating the reserve fund accounts that could help stabilize the sewer user fees it was decided that the Authority will revisit the fund levels every year to determine how much is needed, and to determine whether is over or under funded. Chairman Aries recommended adding a new Item to the September agenda to discuss the Capital Improvement Projects and to also discuss the status of the Reserves funds.

**3. Frontier Communications (Update)**

Mr. Tony Manfre reported that he has been informed that the court has approved the scheduling order; the trial is scheduled for October 25<sup>th</sup>. Frontier and Prime Electric were contacted to schedule negotiations. Frontier is not interested in settling; they feel they have a strong defense and Prime Electric did not respond.

**4. Miller Road Sewer Extension (Update)**

Mr. Tony Manfre reported that the project is going out to bid this week. The bid opening is April 19<sup>th</sup>. A recommendation will be provided for the May meeting. If acted on the

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

**MINUTES  
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job will be awarded by the end of the week and the construction will be able to start June 4<sup>th</sup>.

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

None

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

None

**G. UNFINISHED BUSINESS**

**1. Pollution Control Budget FY 2017/2018 (Discussion)**

Included with the Agenda was a copy of the current proposed Water Pollution Control Authority Budget for fiscal year 2018/2019 (see Exhibit E). Mr. Tony Manfre made a PowerPoint presentation with the intent to address some of the changes he made to the budget (see Exhibit F). In this presentation Mr. Manfre explained what has been cut from the Operating budget and from the Capital Improvements. This represents an Operating Budget of \$3,690,785; the Capital Improvements Budget of \$995,000 and the Debt Service of \$307,323. This proposed budget also represents an increase in the sewer user fee from \$385 to \$400; 3.9% increase (see Exhibit F).

Mr. Stephen Wagner explained that in previous years a Task Force Committee was created to go over the sewer user fees for the residential sewer user versus the commercial and industrial sewer users. The Authority made reduced the water usage rate from 96,000 to 84,000 gallons and shifted some of the cost into the commercial/industrial users. Mr. Wagner stated that one option for keeping the residential user fee rate down is by reviewing the commercial/industrial flow usage.

Chairman Richard Aries asked with the regards to the Town of Vernon plant upgrade. He asked if South Windsor is bound by the intertown agreement in place to pay for their upgrade. Mr. Manfre responded that there is an Intertown agreement and Vernon takes 2.5% of the Town's flow. Therefore, South Windsor is responsible for about \$2.5M.

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

Motion to go into Executive Session at 9:00 pm to discuss pending claims.

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

Motion was made to adjourn Executive Session at 9:20 p.m.

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

**MINUTES  
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**REGULAR MEETING  
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The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis. The motion carried unanimously.

**I. ADJOURNMENT**

Motion to adjourn at 9:21 p.m.

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

Respectfully Submitted,

---

Ether A. Diaz, Recording Secretary

Exhibit A

RHINO PROPERTIES, LLC

400 CHAPEL RD- 3F

SOUTH WINDSOR, CT. 06074

860-416-6818

TODDM@MANNARINOBUILDERS.COM

SOUTH WINDSOR WPCA

TONY MANFRE

RE: 1325 SULLIVAN AVE

DESCRIPTION OF USAGE OF SEWER

TONY,

AS YOU KNOW WE ARE GOING BEFORE PLANNING AND ZONING ON MARCH 27<sup>TH</sup>, 2018 FOR A HOME OCCUPANCY OF A 2 CHAIR SALON. AT YOUR REQUEST HERE ARE THE ITEMS, ALONG WITH NORMAL USAGE FROM A RESIDENCE, HAIR CONDITIONER, NECTAY GOLDWELL PERMANENT, HAIR COLOR, SYLING PRODUCTS, AND DEVELOPERS. ALL OF THESE PRODUCTS WILL BE AMONIA FREE. PLEASE LET ME KNOW IF ANY QUESTIONS.

THANK YOU,

TODD MANNARINO



# MEMORANDUM

South Windsor Pollution Control

To: WPCA  
From: Manfre, Anthony  
C.C.: Perry, Patty; Director of Finance  
Gantick, Mike; Director of Public Works  
Date: March 12, 2018  
Re: Capital Project Account Closeouts

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Comments: In an effort to consolidate and close out capital improvement project accounts I am asking the Water Pollution Control Authority to take the following actions:

1. Transfer \$292,500 in Vegetation Management Phase I (account #44646300) and -\$1,401 in Vegetation Management Phase II (account #44652300) into Vegetation Management Phase III (account #44654300) for a net total of \$291,099 to close out Phase I and II.
2. Transfer \$294,636 from the Replacement Reserve (account #44699300) to Evaluation Study – 630-PG (account #44697300) to close out the Evaluation Study account. It was determined that the WPCA received Clean Water Funding in the amount of \$348,016 but did not fund the rest of the project.
3. Close out Reserve-Restructure Facility Upgrade (account #44698300) by transferring \$111,932 to Facility Upgrade Construction (account #44636300). It was determined that the "Reserve" account was created during the treatment plant upgrade to purchase equipment that was considered "ineligible costs" (i.e. Bobcat, Scada servers, etc.). This will adjust the Facility Upgrade Construction account to - \$205,168.
4. Transfer \$205,168 out of the Replacement Reserve fund (account #44699300) to closeout Facility Upgrade Construction (account #44636300). It was determined that costs were incurred after the bonding of the project was secured.
5. Close out Sewer-Phase 1 (account #44637300) by transferring the remaining balance of \$241,216 to the Replacement Reserve (account #44699300). This account was created to evaluate sewer pipe in response to the Chapel Road pipe collapse.

- 
6. Close out Truss Pipe Rehabilitation (account #44639300) by transferring the remaining balance of \$36,605 to the Replacement Reserve (account #44639300). This account was created for spot repairs and pipe relining for structural purposes.
  7. Close out Equipment Reserve (account #44695300) by transferring \$314,890 in to Replacement Reserves (account #4469300).

memo

Summary:	Transfer out of Replacement Reserves:	\$499,804
	<u>Transfer in to Replacement Reserves:</u>	<u>\$592,711</u>
	<b>Net:</b>	<b>\$92,907 into Replacement Reserves</b>

**Replacement Reserve fund balance will be \$1,147,292.**  
**Operating Reserve fund balance is \$837,316**

Accounts closed out:

Evaluation Study-630-PG	#44697300
Facility Upgrade	#44636300
Sewer-Phase 1	#44637300
Vegetation Mgmt-Phase I	#44646300
Vegetation Mgmt-Phase II	#44652300
Reserve-Restr. Fac. Upgrade	#44698300
Equipment Reserve	#44695300

TOWN of SOUTH WINDSOR									
CAPITAL PROJECTS									
March 27, 2018									
		EXPENDITURES			REVENUES				AVAILABLE
DESCRIPTION	ORG	PRIOR	CURRENT	TOTAL	PRIOR	CURRENT	TRANSFERS IN/(OUT)	TOTAL	BALANCE
<b>SEWER</b>									
PLANT OUTFALL PIPE EROSION	44602300	8,787	9,685	18,472	23,234	-	-	23,234	4,762
I/I REMOVAL & MANHOLE REHAB	44615300	342,557	64,202	406,759	506,558	60,000	-	566,558	159,799
EVALUATION STUDY - 630-PG	44697300	642,652	-	642,652	348,016	-	-	348,016	(294,636)
FACILITY UPGRADE CONSTR	44636300	35,355,247	-	35,355,247	35,037,947	-	-	35,037,947	(317,300)
SEWER - PHASE 1 (Concrete Pipe)	44637300	640,784	-	640,784	882,000	-	-	882,000	241,216
SECONDARY CLARIFIER IMPR	44645300	568,401	401	568,802	390,000	-	-	390,000	(178,802)
VEGETATION MGMT - PHASE I	44646300	105,893	144,607	250,500	543,000	-	-	543,000	292,500
VEGETATION MGMT - PHASE II	44652300	731	670	1,401	-	-	-	-	(1,401)
VEGETATION MGMT - PHASE III	44654300	-	48,555	48,555	-	268,625	-	268,625	220,070
CHAPEL ROAD PHASE I	44658300	-	676,446	676,446	-	720,000	-	720,000	43,554
REPLACEMENT RESERVE	44699300	-	-	-	1,111,393	-	(57,008)	1,054,385	1,054,385
RESERVE - RESTR FAC UPGRADE	44698300	995,708	-	995,708	1,107,640	-	-	1,107,640	111,932
SEWER MAIN IMPROVEMENTS 4113	44651300	70,537	3,098	73,635	145,000	-	-	145,000	71,365
TRUSS PIPE REHABILITATION	44639300	225,670	-	225,670	262,275	-	-	262,275	36,605
EQUIPMENT RESERVE	44695300	-	-	-	314,890	-	-	314,890	314,890
SULLIVAN AVE SIPHON DESIGN	44524300	27,710	47,639	75,349	318,000	-	-	318,000	242,651
MILLER ROAD SEWER EXTENSION	44659300	-	24,300	24,300	-	-	25,500	25,500	1,200
		40,808,587	1,019,604	41,828,191	42,782,356	1,048,625	-	43,830,981	2,002,790

**Manfre, Anthony**

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**From:** Diaz, Ether <Ether.Diaz@southwindsor.org>  
**Sent:** Wednesday, March 7, 2018 11:32 AM  
**To:** Morales, Rachel; Manfre, Anthony  
**Cc:** Hilinski, Jennifer  
**Subject:** RE: 81 CANDLEWOOD DR

Hi Tony,

I reviewed these accounts with Rachel Morales. I have the property owner's contact information for you to contact the owner and explain the situation.

There should be only one active account for this property. (account no. 16500081). This property was connected to the town's sewer system in 2005.

A drains layer permit was taken out for repair of the house drain in 2012 as a result, it was incorrectly added to the data system as a new connection and created a new account (300746). This matter was discussed sometime in 2016 as the account shows inactive in our system, however, the bills weren't adjusted to zero. The mortgage company recently paid the bills for 2014/2015/2016 in response to the letter received from TaxServ. Total amount paid \$2,092.70

I think we need to add this to the WPCA Agenda for refund request.

Regards,

Ether Diaz  
Administrative Secretary/Contract Compliance Administrator  
Town of South Windsor  
Department of Public Works  
1540 Sullivan Avenue  
South Windsor, CT 06074  
Telephone No.: 860-644-2511, ext. 343

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**From:** Morales, Rachel  
**Sent:** Wednesday, March 07, 2018 10:51 AM  
**To:** Diaz, Ether <Ether.Diaz@southwindsor.org>; Manfre, Anthony <Anthony.Manfre@southwindsor.org>  
**Cc:** Hilinski, Jennifer <Jennifer.hilinski@southwindsor.org>  
**Subject:** 81 CANDLEWOOD DR

Good morning Ether,

Kristen Santiago (Kristen Depaz) called today to try to get her billing figured out. She appears to have had two sewer accounts on the same property. She stated it is a condo. I have attached a printout of the information we have on file with the account numbers highlighted. Can you please let us know which account she should be making payments on or if it is correct that she make them on both of them? As you can see the last two billings were only billed for account number 16500081 but she is worried because her mortgage company just sent in payment for the delinquent bills for the other account.

Rachel Morales

E.Arthur Enderle III  
Superintendent WPCF  
860-292-8264 Office  
860-424-1861 Cell

---

**From:** Manfre, Anthony <Anthony.Manfre@southwindsor.org>  
**Sent:** Friday, March 23, 2018 12:46:01 PM  
**To:** Grasis, Robert; 'Shlatz, Kevin'; 'Mike Bisi'; 'Fran Taylor'; Erwin Enderle III  
**Subject:** Payment Options

Good Afternoon,

South Windsor's current sewer user billing requires users to pay their annual bill in one lump sum (\$385 flat rate). We are exploring the option of sending two coupons and allowing users to make two payment throughout the year to ease the burden. How is your billing set up? If you offer a two payment option do you see lower collection rates? Is there an increased administrative work load?

Any information that you can provide will be helpful.

Regards,

Tony Manfre  
Superintendent of Pollution Control  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074  
(860) 644-2511 x247

## Manfre, Anthony

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**From:** Hilinski, Jennifer  
**Sent:** Monday, March 26, 2018 4:26 PM  
**To:** Manfre, Anthony  
**Cc:** Perry, Patricia  
**Subject:** RE: Two Payment Option

Good afternoon,

My biggest concern is that utilizing a two payment option will negatively impact the collection rate and our timeline. The time line that we have created has proven to be effective at minimizing interest paid by our residents while increasing our collection rate. Furthermore, the town would incur additional costs as an additional delinquent notice would need to be mailed in the fall after the first installment is past due. We would also not be able to file liens until after the second installment is delinquent and proper notices are mailed to property owners. Unfortunately, the proposed change would cause a domino effect and delay the accounts being turned over to Constable and/or collection agency. Lastly, any deviation to the current payment schedule and timeline for collection will be adverse for our office as there would be an overlap collecting for Commercial Sewer Accounts and taxes.

I am sorry I do not have happier news to share.

Please let me know if I may be of further assistance.

Best regards,

*Jennifer R. Hilinski-Shirley*  
Jennifer R. Hilinski-Shirley, CCMC  
Collector of Revenue  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074

T 860.644.2511 ext. 222 | F 860.648-6390

[jennifer.hilinski@southwindsor.org](mailto:jennifer.hilinski@southwindsor.org)

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Notice: This message and any attachments may contain confidential or proprietary information and are only for the use of the intended recipient of this message. If you are not the intended recipient, please notify the sender by return email, and delete or destroy this and all copies of this message and all attachments. Any unauthorized disclosure, use, distribution or reproduction of this message or any attachments is prohibited and may be unlawful.

**From:** Manfre, Anthony  
**Sent:** Friday, March 23, 2018 12:50 PM  
**To:** Hilinski, Jennifer <[Jennifer.hilinski@southwindsor.org](mailto:Jennifer.hilinski@southwindsor.org)>

## **Manfre, Anthony**

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**From:** Laura Michael <lmichael@eastwindsorct.com>  
**Sent:** Monday, March 26, 2018 9:06 AM  
**To:** Erwin Enderle III; Manfre, Anthony; Grasis, Robert; 'Shlatz, Kevin'; 'Mike Bisi'; 'Fran Taylor'; All Employees WPCA  
**Subject:** Re: Payment Options

Good Morning,

Many rate payers do forget the January installment because they do not receive a bill. We have a good response to our initial delinquent notice for the January installment. I do recommend to our rate payers that if they can, it is a good idea to pay the entire bill in July. I would not be in favor of sending two bills because of the cost.

Please let me know if you have any further questions.

Thank you,

Laura

Laura Michael  
Town of East Windsor  
Water Pollution Control  
PO Box 359  
192 South Water Street  
East Windsor, CT 06088  
860-292-8264 phone  
860-292-8263 fax

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**From:** Erwin Enderle III  
**Sent:** Saturday, March 24, 2018 10:10 AM  
**To:** Manfre, Anthony; Grasis, Robert; 'Shlatz, Kevin'; 'Mike Bisi'; 'Fran Taylor'; Laura Michael; All Employees WPCA  
**Subject:** Re: Payment Options

Tony,

We send one bill with two coupons. One is due in July and the other in January. We do not send out any bill for the second installment.

As far as any extra work or difficulty in collecting the second installment I will let our Office Manager Laura Michael address that.

My concern is that often times folks do not remember the second installment.

Regards

Art E III

## Manfre, Anthony

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**From:** Fran Taylor <ftaylor@manchesterct.gov>  
**Sent:** Friday, March 23, 2018 2:06 PM  
**To:** Manfre, Anthony  
**Subject:** RE: Payment Options

Good Afternoon Tony, The Manchester Water and Sewer Department bills for Sewer based on metered water consumption, so we are billing 16,000 Accounts Quarterly and 275 Monthly accounts. We have a different method but I understand it would help ease the impact on your customers, however it will decrease cash flow since you will be waiting for the second half of the payment. It will also increase the process time for twice the payments. We are going to be implementing electronic payments in the near future so this could be something your customers might be interested in not having to pay postage. Hope this information helps. Thanks, Fran

---

**From:** Manfre, Anthony [mailto:Anthony.Manfre@southwindsor.org]  
**Sent:** Friday, March 23, 2018 12:46 PM  
**To:** Grasis, Robert; 'Shlatz, Kevin'; 'Mike Bisi'; Fran Taylor; Arthur Enderle III (AEnderle@eastwindsorct.com)  
**Subject:** Payment Options

Good Afternoon,

South Windsor's current sewer user billing requires users to pay their annual bill in one lump sum (\$385 flat rate). We are exploring the option of sending two coupons and allowing users to make two payment throughout the year to ease the burden. How is your billing set up? If you offer a two payment option do you see lower collection rates? Is there an increased administrative work load?

Any information that you can provide will be helpful.

Regards,

Tony Manfre  
Superintendent of Pollution Control  
Town of South Windsor  
1540 Sullivan Avenue  
South Windsor, CT 06074  
(860) 644-2511 x247



## Reserve Funds Action Item Schedule

### Annually

- September WPCA Meeting:
  - Review last fiscal year end of year operating budget revenues versus expenditures:
    - If there is a surplus determine percentage to be deposited in Operating Reserve and/or Replacement Reserve
    - If there is a deficit determine amount of funds to be transferred out of either the Operating Reserve
  - Review Capital Projects list for completed projects; reconcile balances(close out accounts)
    - If there is a net positive balance after closeout of projects , transfer balance to the Replacement Reserve
    - If there is a net negative balance transfer funds from either the Replacement Reserve zero out negative project accounts
- June WPCA Budget Setting Meeting:
  - Determine funds to be appropriated into the Operating Reserve and the replacement reserve
  - Determine if any funds from the Operating Reserve and/or the Replacement Reserve will be used for Sewer user Rate Stabilization
- During Fiscal Year:
  - In the event of an unanticipated/unbudgeted expenditure, staff will provide the WPCA with an description of the expenditure with a recommendation of how to fund; either from the Operating Reserve and/or the Replacement Reserve , and/or the current Operating Budget( examples: )

## Adjust Budget Items to Determine User Fee

Budget Item description	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Operating budget	\$3,377,369	\$3,690,785	\$3,764,601	\$3,839,893	\$3,916,691	\$3,995,024
Debt service	\$297,713	\$394,323	\$400,000	\$390,000	\$390,000	\$390,000
Replacement Reserve	\$47,000	\$50,000	\$180,000	\$175,000	\$200,000	\$200,000
Operating reserve	\$87,000	\$75,000	\$100,000	\$100,000	\$75,000	\$75,000
<b>Capital Improvements</b>	<b>\$1,048,625</b>	<b>\$995,000</b>	<b>\$1,879,333</b>	<b>\$1,650,250</b>	<b>\$2,391,651</b>	<b>\$2,191,054</b>
WPCA	\$900	\$900	\$900	\$900	\$900	\$900
<b>Total Budget</b>	<b>\$4,858,607</b>	<b>\$5,206,008</b>	<b>\$6,324,834</b>	<b>\$6,156,043</b>	<b>\$6,974,242</b>	<b>\$6,851,978</b>
Other Sources of Revenue	\$388,250	\$353,150	\$388,250	\$388,250	\$388,250	\$388,250
Use Funds from Replacement Reserve	\$106,531	\$100,000	\$0	\$0	\$0	\$0
Use Funds from Operating Reserve	\$0	\$100,000	\$0	\$0	\$0	\$0
Commercial Flows	256,625,029	281,225,841	286,850,358	292,587,365	298,439,112	304,407,895
Residential Flows	<u>708,876,000</u>	<u>709,376,000</u>	<u>723,563,520</u>	<u>738,034,790</u>	<u>752,795,486</u>	<u>767,851,396</u>
Total flows	965,501,029	990,601,841	1,010,413,878	1,030,622,155	1,051,234,598	1,072,259,290
User Fee calculation	\$385	\$400	\$501	\$477	\$534	\$514
increase over previous year	\$11	\$15	\$100	\$0	\$57	-\$20
<b>Reserve/Fund Balances</b>						
Replacement Reserve Balance	\$1,147,292	\$1,097,292	\$1,277,292	\$1,452,292	\$1,652,292	\$1,852,292
Operating Reserve Balance	\$ 837,316	\$ 812,316	\$ 912,316	\$ 1,012,316	\$ 1,087,316	\$ 1,162,316
Fund Balance	\$ 529,004					
I/I Removal & Manhole Rehab	\$ 160,940	\$ 220,940				

**> RESERVES DO NOT REFLECT MILLER ROAD COST \$320,000**

### RESERVE GOALS:

REPLACEMENT RESERVE (2% Of Pollution

Abatement Facility Asset Value)= \$220,000,000 x 2%= \$ 4,400,000

OPERATING RESERVE (25% Of Operating Budget) = \$3,690,785 x 25% = \$ 922,696

<b>REVISED 3/2018</b>	<b>FY1718 YTD</b>	<b>FY1718 Adopted</b>	<b>FY1718 Adopt/Act Delta</b>	<b>FY1819 PROPOSED</b>
<b>Personal Services</b>				
110 Full-time Salaries	712,251	963,940	251,689	998,895
111 Overtime	89,151	51,969	-37,182	107,319
112 Longevity	700	0	-700	0
113 Part-time Salaries	0	0	0	0
130 Employee Benefits	369,382	572,606	203,224	599,684
<b>Subtotal:</b>	<b>1,171,484</b>	<b>1,588,515</b>	<b>417,031</b>	<b>1,705,898</b>
<b>Materials &amp; Expenses</b>				
210 Office Supplies	1,176	1,600	424	1,600
221 Operating Materials	44,149	84,000	39,851	91,450
222 Motor Vehicle Supplies	7,902	24,620	16,718	24,620
223 Uniforms & Clothing	5,456	15,750	10,294	15,750
232 Equipment Repair	38,430	65,000	26,570	83,000
<b>Subtotal:</b>	<b>97,113</b>	<b>190,970</b>	<b>93,857</b>	<b>216,420</b>
<b>Contractual Services</b>				
310 Advertising	0	0	0	0
320 Professional	160,358	155,999	-4,359	160,252
330 Rentals & Leases	11,621	26,020	14,399	28,320
350 Printing	0	0	0	
360 Utilities	280,073	491,450	211,377	501,950
371 Maintenance Contracts	268,679	464,855	196,176	497,255
373 Repair Maintenance Equipment	28,515	19,000	-9,515	29,700
374 Fees & Memberships	101	1,520	1,419	2,670
375 Recruitment & Training	6,120	25,300	19,180	23,480
390 Other Purchase Services	127,252	296,500	169,248	326,000
393 Internal Service Charge	37,240	37,240	0	37,240
<b>Subtotal:</b>	<b>919,959</b>	<b>1,517,884</b>	<b>597,925</b>	<b>1,606,867</b>
<b>Capital Outlay</b>				
430 Capital Projects	9,569	43,000	33,431	65,000
441 Office Equipment	0	0	0	0
442 Department Equipment	44,066	50,000	5,934	96,600
<b>Subtotal:</b>	<b>53,635</b>	<b>93,000</b>	<b>39,365</b>	<b>161,600</b>
<b>Department Total:</b>	<b>2,242,191</b>	<b>3,390,369</b>	<b>1,148,178</b>	<b>3,690,785</b>

CODE NO. & OBJECT DESCRIPTION PROGRAM		COST
<b>100 PERSONNEL SERVICES</b>		<b>\$ 1,705,898</b>
<b>110 - FULL TIME SALARIES</b>		
	Pollution Control Superintendent	76,573
	Plant Supervisor	91,550
	Facilities Mechanic	80,226
	Technician 4	80,226
	Technician 4	80,226
	Technician 3	74,298
	Technician 3	74,298
	Technician 3	74,298
	Mechanic 2	74,298
	Mechanic 2	74,298
	Laboratory Analyst	74,298
	Mechanic 1	73,570
	Technician 2	59,114
	Administrative Secretary	11,625
	<b>Salary Total</b>	<b>\$ 998,895</b>

#### Wastewater Treatment

A flow of 900 million gallons is projected for FY 2018/2019

This activity has an annual manpower requirement of 11,200 hours.

#### Quality Control

The Laboratory Analyst performs chemical and bacteriological analyses of wastewater in measuring treatment performance and operational requirements for compliance with state and federal regulations. The manpower requirement for this function is 2300 hours.

#### Sludge Dewatering and Disposal

In FY2019, approximately 800 tons of sludge will be processed and transported to the Hartford Metropolitan District for disposal. This activity has a manpower requirement of 1500 hours.

#### Pump Stations

The Bureau maintains twelve pump stations. This inspection and maintenance activity has an annual manpower requirement of 3500 hours.

#### Sewer Line Cleaning

The collection system is available to 90% of the Town and extends approximately 140 miles. It services more than 8300 residential units and more than 400 industrial/commercial users. The EPA has established a program requirement for collections systems that parallels that for treatment plants (CMOM). This requires collection system oversight, as well as specific activities for line cleaning, CCTV inspections, I&I investigation and reduction and other assorted maintenance activities and reporting. These activities have a manpower requirement of 6500 hours.

#### Stand-by Compensation

Operator on stand-by for response to emergencies. (\$250 per week)

\$	13,000
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### **111 - OVERTIME**

#### Weekend and Holiday Plant Inspection

(plant operations, record flows and data, inspect equipment, preventive maintenance, etc.)

13 holidays x 4 hrs. x 2 workers x 2.0 x 35.72	\$	7,430
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52 Saturdays x 2hrs. X 2 workers x 1.5 x 35.72	\$	11,145
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52 Sundays x 2hrs. X 2 workers x 2 x 35.72	\$	14,860
<u>Alarms and Call Before You Dig (CBYD) Callouts</u>		

Historical records show that the department responds to approximately 100 alarms per year.

100 alarms/yr. X 4 hrs. x 2 workers x 1.75 x 35.72	\$	50,008
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Line Blockages

2 events/yr. X 3 workers x 4 hrs. x 1.75 x 35.72	\$	1,500
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Plant and Pump Station Repairs

75 hrs. x 2 workers x 1.75 x 35.72	\$	9,377
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\$	<b>94,319</b>
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**114 - TEMPORARY HELP**

Temporary Help	\$	-
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**130 - EMPLOYEE BENEFITS**

FICA	\$	80,548
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BC/BS	\$	305,048
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Dearborn Life	\$	8,086
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LTD	\$	1,570
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STD	\$	585
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W/C	\$	41,624
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ICMA	\$	58,022
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Lab Certification	\$	1,500
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Aetna Pension	\$	95,602
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CDL License	\$	2,500
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State Licenses	\$	4,600
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\$	<b>599,684</b>
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CODE NO. & OBJECT DESCRIPTION	PROGRAM	COST	CHANGE
<b>200 MATERIALS AND SUPPLIES</b>		<b>\$ 216,420</b>	(\$10,000)
<b>210 - OFFICE SUPPLIES</b>	Paper, pens, fax and printer cartridges	<u>\$ 1,600</u>	
<b>221 - OPERATING SUPPLIES</b>	221.1 Plant Supplies 221.2 Publications 221.3 Shop Supplies 221.4 Signs 221.5 Emergency 221.6 Custodial Supplies 221.7 Line Cleaning Supplies 221.8 Safety Supplies 221.9 Chemicals 221.10 Building Supplies 221.11 Plumbing Supplies 221.12 Laboratory Supplies 221.13 Hardware Supplies 221.14 Sludge Disposal 221.15 Lubricants 221.16 Electrical Supplies	\$ 1,000 \$ \$ 4,000 \$ 1,200 \$ 1,500 \$ 3,500 \$ 15,000 \$ 4,000 \$ 25,000 \$ 1,750 \$ 2,000 \$ 18,500 \$ 3,500 \$ 2,500 \$ 4,500 \$ 3,500 <u>\$ 91,450</u>	-      (\$10,000)      
<b>222 - MOTOR VEHICLE SUPPLIES</b>	Assumptions: Gasoline \$2.80 gal., Diesel \$ 2.90 gal.	<u>\$ 24,620</u>	
	Equipment No.	Usage (gallons)	
	Diesel Generators - Pump Stations	600	\$ 1,740
	81SW - 2017 Ford F-250	400	\$ 1,120
	82SW - 2014 Ford E-350 Camera Truck	500	\$ 1,400
	83SW - 2005 F450 Utility Truck	800	\$ 2,240
	84SW - 1995 Ford LN9000 Vacuum Truck	300	\$ 870
	80SW - 2009 Ford Explorer	300	\$ 840
	86SW - 2008 Combination Truck	1500	\$ 4,350
	87SW - 2014 Ford F-350 Utility Truck	400	\$ 1,120
	Pumps/Misc Equipment	100	\$ 290
			<u>\$ 13,970</u>

Repair Parts	
Portable Equipment	\$ 1,200
80SW - 2009 Ford Explorer	\$ 500
81SW - 2017 Ford F-250	\$ 750
82SW - 2014 Ford E-350 Camera Truck	\$ 500
83SW - 2005 F450 Utility Truck	\$ 1,200
84SW - 1995 Ford LN9000 Vacuum Truck	\$ 1,500
86SW - 2008 Combination Truck	\$ 4,500
87SW - 2014 Ford F-350 Utility Truck	\$ 500
	<u>\$ 10,650</u>

## 223 - UNIFORMS

Uniform rental program - 12 employees	\$ 10,000
Safety Shoes	\$ 3,250
New/Replacement Clothes	\$ 2,500
	<u><u>\$ 15,750</u></u>

## 232 - EQUIPMENT REPAIR

Materials for repair & maintenance of Treatment Plant equipment and pump stations:	
Plant Equipment	\$ 55,000
Pump Station Equipment	\$ 28,000
	<u><u>\$ 83,000</u></u>



CODE NO. & OBJECT DESCRIPTION	PROGRAM	COST	CHANGE
<b>300 - CONTRACTUAL SERVICES</b>		<b>\$ 1,606,867</b>	<b>(34,000)</b>
<b>310 - Advertising/Printing</b>	Advertisements	<u>\$ -</u>	
<b>320 - PROFESSIONAL</b>			
	JobCal Support	\$ -	(200)
	Rockwell Support	\$ 2,000	
	Debt Mgt.	\$ 2,000	
	Water Consumption Reports	\$ 1,200	
	Insurance Premiums	\$ 137,652	
	Legal Fees	\$ -	(9,000)
	NPDES Compliance Testing	\$ 14,000	
	NPDES Permit	\$ 2,400	
	Random Drug Testing and Innoculations	<u>\$ 1,000</u>	
		<u><b>\$ 160,252</b></u>	
<b>330 - RENTAL &amp; LEASES</b>			
	Cell Phone Services	\$ 19,500	
	Replacement Cell Phones (4)	\$ 1,600	
	GPS Rental	\$ -	(2,100)
	SCADA Line Equipment Rental	\$ 3,300	
	Security System	\$ 2,000	
	Copier	<u>\$ 1,920</u>	
		<u><b>\$ 28,320</b></u>	
<b>360 - UTILITIES</b>			
	360.1 Electricity FY 2019 Estimate		
	Plant and UV System	\$ 340,000	
	Pump Stations		
	Avery	\$ 4,000	
	Barrington	\$ 2,500	
	Benedict	\$ 30,000	
	Clark	\$ 44,750	
	Ellington	\$ 2,900	

Pleasant Valley	\$	9,400	
Quarry Brook	\$	3,100	
Route 5	\$	2,600	
Rye	\$	3,600	
Scantic I	\$	2,100	
Scantic II	\$	3,100	
	<u>\$</u>	<u>448,050</u>	

360.2 Fuel	\$	43,500	
15000 gallons fuel oil at \$ 2.90 gal.			

360.3 Telephone (Land Lines)	\$	4,800	
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360.4 Water			
Treatment Plant	\$	5,000	
Clark Sreet Pump Station	\$	600	
	<u>\$</u>	<u>53,900</u>	

### 371 - MAINTENANCE CONTRACTS

Treatment Plant Pest Control	\$	1,380	
Container Rental and Trash Collection at the Treatment Plant:	\$	4,000	
Sludge Transportation and Disposal	\$	340,000	
Grit Transportation and Disposal	\$	20,000	(4,000)
Custodial Building Maintenance at Treatment Plant	\$	18,000	
Treatment Plant and Pump Station Grounds Maintenance	\$	13,000	
Stormwater Inspection and Testing	\$	5,275	
Power Center and ATS Service Contract	\$	15,000	
Plant Generator Load Test/Adjustment			
SCADA Maintenance	\$	20,000	(4,000)
Fire Alarm System Maintenance	\$	2,800	
HACH Analyzer Maintenance	\$	14,000	
HVAC Trane Control System Service Contract	\$	2,800	
HVAC Mechanical System Maintenance at Treatment Plant	\$	36,000	(9,000)
Controls/PLC Service Contract	\$	5,000	
	<u>\$</u>	<u>497,255</u>	

### 373 - REPAIR MAINTENANCE EQUIPMENT

Service calls	\$	6,000	
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Hoist Certification	\$	3,000	
Fire Extinguisher Testing and Certifications	\$	1,200	
Retrieval and Fall Protection Certification	\$	2,800	
Backflow Preventer Certifications	\$	1,500	
Boiler Certifications	\$	3,000	
Internal Recycle Pump Rebuild	\$	3,200	
TWAS Pump Rebuild	\$	-	(5,700)
Machining	\$	3,500	
Flow Meter Calibrations	\$	1,500	
Equipment Calibrations/Certifications	\$	4,000	
	<u>\$</u>	<u>29,700</u>	

#### 374 - FEES & MEMBERSHIPS

Water Environment Federation	\$	1,650	
Annual Meetings	\$	800	
C.W.P.A.A.	\$	220	
	<u>\$</u>	<u>2,670</u>	

#### 375 - RECRUITMENT & TRAINING

Training materials, technical seminars and conferences		18000	
DEEP Licensing Exams		480	
NASSCO		2500	
Safety and Compliance Training		2500	
	<u>\$</u>	<u>23,480</u>	

#### 390 - OTHER PURCHASE SERVICES

Vernon Sanitary Sewer Service (469 Units)	\$	260,000	
MDC Sanitary Sewer Service	\$	14,000	
Manchester Sanitary Sewer Service 85 units	\$	52,000	
	<u>\$</u>	<u>326,000</u>	

#### 393 - INTERNAL SERVICE CHARGE

Engineering Dept and Collector of Revenue	<u>\$</u>	<u>37,240</u>	
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CODE NO. & DESCRIPTION	PROGRAM	COST	CHANGE
<b>400 - CAPITAL OUTLAY</b>		<b>\$161,600</b>	(\$43,500)
<b>430 - CAPITAL PROJECTS</b>			
	Loading Dock Replacement (OSHA Violation)	\$0	
	Wetwell Exhaust Fan	\$7,000	
	Alarm System Radio Replacement	\$0	
	Processor Replacement - UV System	\$0	(\$12,000)
	Processor/OIT Replacement - Pleasant Valle	\$18,000	
	Bar Screen Grinder	\$0	(\$22,000)
	Bar Screen Press	\$0	(\$8,000)
	Sludge Storage Tank Stairs	\$ -	
	Headworks Heater	\$40,000	
		<u>\$65,000</u>	
<b>441 - OFFICE EQUIPMENT</b>		<u>\$0</u>	
<b>442 - DEPARTMENT EQUIPMENT</b>			
	Replacement Truck 83 (Utility Truck)	\$90,000	
	Trailer	\$0	
	Fine Bubble Diffusers (1300)	\$6,600	(\$1,500)
		<u>\$96,600</u>	

**BUREAU OF POLLUTION CONTROL**  
**STATEMENT OF ACTUAL AND ESTIMATED REVENUES**

<u>Sources of Revenue</u>	<u>Actual FY1617</u>	<u>Estimated FY1718</u>	<u>Estimated FY1819</u>
Sewer User Charges	\$ 4,416,636	\$ 4,427,500	\$ 4,669,171
Industrial Surcharges	\$ -		\$ -
Septic Dumping Fees	\$ 8,242	\$ 10,000	\$ 11,000
<b>Subtotal</b>	<b>\$ 4,424,878</b>	<b>\$ 4,437,500</b>	<b>\$ 4,680,171</b>
Permit Fees	\$ 4,184	\$ 4,000	\$ 4,000
Assessments	\$ 59,860	\$ 10,000	\$ 30,000
Interest Income	\$ 145,270	\$ 160,000	\$ 160,000
Lien Fees	\$ 22,270	\$ 25,000	\$ 25,000
Connection Charges	\$ 94,982	\$ 90,000	\$ 100,000
Grant Reimbursement/Loan	\$ -	\$ 27,450	\$ -
Transfer from Reserve for Capital Projects	\$ -	\$ -	\$ 100,000
Gen. Gov. Sundry	\$ 990	\$ 2,035	\$ 1,000
Cancel Pr. Year Encumbrances	\$ 9,166	\$ -	\$ -
Internal Services	\$ 28,350	\$ 28,350	\$ 33,000
Investment Interest Earnings	\$ 110	\$ 190	\$ 150
<b>Subtotal</b>	<b>\$ 365,172</b>	<b>\$ 347,025</b>	<b>\$ 453,150</b>
<b>Total</b>	<b>\$ 4,790,050</b>	<b>\$ 4,784,525</b>	<b>\$ 5,133,321</b>

**SPECIAL REVENUE POLLUTION CONTROL & WASTEWATER TREATMENT FUND**

**DEBT SERVICE - PRINCIPAL & INTEREST**

	<u>Department Request</u>	<u>Manager Proposed</u>	<u>Council Approved</u>
<u>TOWN OF VERNON:</u>			
Vernon Upgrade	\$ 87,000		
 <u>State Grant UV System: (Final Pmt. July 1, 2021)</u>			
Principal	\$ 45,655		
Interest	\$ 2,458		
Subtotal	\$ 48,113		
 <u>Pleasant Vaj. Pump Station Upgrade( Final Pmt. FY 25/26)</u>			
Principal	\$ 21,288		
Interest	\$ 2,933		
Subtotal	\$ 24,221		
 <u>Submersible Pump Station Upgrade( Final Pmt FY26/27)</u>			
Principal	\$ 80,977		
Interest	\$ 13,327		
Subtotal	\$ 94,304		
 <u>Dry Pit Pump Station Upgrades( Final Pmt. FY 27/28)</u>			
Principal	\$ 95,000		
Interest	\$ 45,685		
Subtotal	\$ 140,685		
Total Debt Service	\$ 307,323		

**CAPITAL IMPROVEMENTS**

<b>TREATMENT SYSTEM:</b>			
Loading Dock Repair	\$ -		
Outfall Stabilization	\$ 60,000	(20,000)	
Benedict Dr. Design Plans	\$ 50,000		
Pump Station Assessment Study	\$ 75,000		
 <b>COLLECTION SYSTEM:</b>			
Sullivan Avenue Siphon	\$ 750,000	(200,000)	
Miller Road	\$ -	(340,000)	
Vegetation Management Plan	\$ -	(286,000)	
Manhole Rehab., I/I Removal (Reserve for Capital Projects)	\$ 60,000		
	\$ 995,000		

**CONTRIBUTIONS TO RESERVE FUNDS**

Operating Reserve	\$ 75,000	(25,000)	
Replacement Reserve	\$ 50,000	(50,000)	
	\$ 125,000		

**Debt Service/CIP Total \$ 1,514,323 (846,000)**

Water Pollution Control  
USER CHARGE ESTIMATION FY1819

Assumptions

1. Commercial Flows (gal)	281,225,841
2. Residential Units (8325) Flow (gal)	709,376,000
3. Budget	
Operations	\$ 3,690,785
Debt Serv.	\$ 307,323
Replacement Reserve	\$ 50,000
Operating Reserve	\$ 75,000
Capital Improvements	\$ 995,000 *
WPCA	\$ 900
<b>Total</b>	<b>\$ 5,119,008</b>
4. Surcharges	0
5. Other Sources of Revenue	\$464,150
6. Flow Total	990,601,841

User Charge Calc.

Ct = Total annual cost for operation, debt service, capital projects, contributions to reserves

Cr = Surcharges for removal of excess TSS/BOD

Ro = Other sources of revenue: dumping fees, permit fees, assessments, interest, liens,  
connection charges, grants/loans, transfers from op/replace reserves,  
internal services transfers, investment earnings

Qo = Annual individual user discharge (gallons)

Qt = total annual indust/comm and residential discharge

$$\text{User Charge} = \frac{(\text{Ct} - (\text{Cr} + \text{Ro})) \times \text{Qo}}{\text{Qt}} \quad \text{User Charge} = \frac{(\text{Cost Total} - (\text{Surcharges} + \text{Revenue}) \times 84000 \text{ GAL}}{\text{Flow Total}}$$

**USER CHARGE= \$ 394.72**

Allowance for uncollectibles - 1.4% =

\$5.53

User Charge

\$ 400.24

**FINAL USER CHARGE=**

**\$ 400**

REVENUE FROM DIFFERENT USER RATES				
USER CHARGE	OTHER REVENUE	USER FEE REVENUE	% INCREASE	TOTAL REVENUE
\$385	\$464,150	\$4,494,077	0%	\$ 4,958,227
\$390	\$464,150	\$4,552,441	1.30%	\$ 5,016,591
\$395	\$464,150	\$4,610,806	2.60%	\$ 5,074,956
\$400	\$464,150	\$4,669,171	3.90%	\$ 5,133,321
\$405	\$464,150	\$4,727,535	5.19%	\$ 5,191,685
\$410	\$464,150	\$4,785,900	6.49%	\$ 5,250,050
\$415	\$464,150	\$4,844,265	7.79%	\$ 5,308,415

# FISCAL YEAR 2018/2019 BUDGET DISCUSSION

MARCH 6, 2018

## BUDGET SUMMARY

- ORIGINAL OPERATING BUDGET OF \$3.8M
- ORIGINAL CIP BUDGET OF \$1.7M
- DEBT SERVICE OF \$307K
- REVENUES OTHER THAN USER FEE \$350K



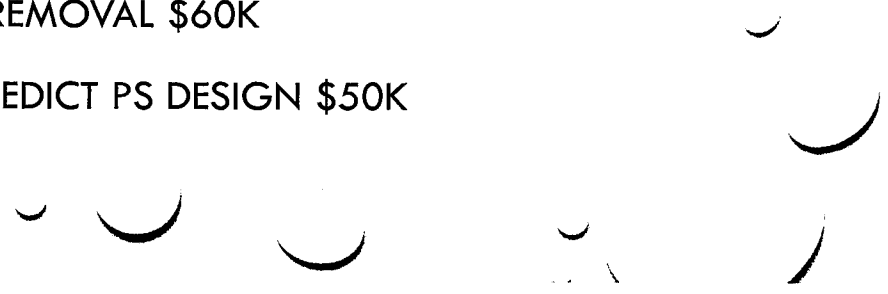


## WHERE IS THE INCREASE?

### OPERATIONS BUDGET


- SALARIES
- OVERTIME
- BENEFITS
- OPERATING MATERIALS
- EQUIPMENT REPAIR
- CONTRACTUAL SERVICES
- CAPITAL OUTLAY

### CAPITAL IMPROVEMENTS

- SULLIVAN AVENUE SIPHON \$950K
  - MILLER ROAD \$340K
  - VEGETATION MANAGEMENT \$286K
  - PUMP STATION ASSESSMENT STUDY \$75K
  - I/I REMOVAL \$60K
  - BENEDICT PS DESIGN \$50K
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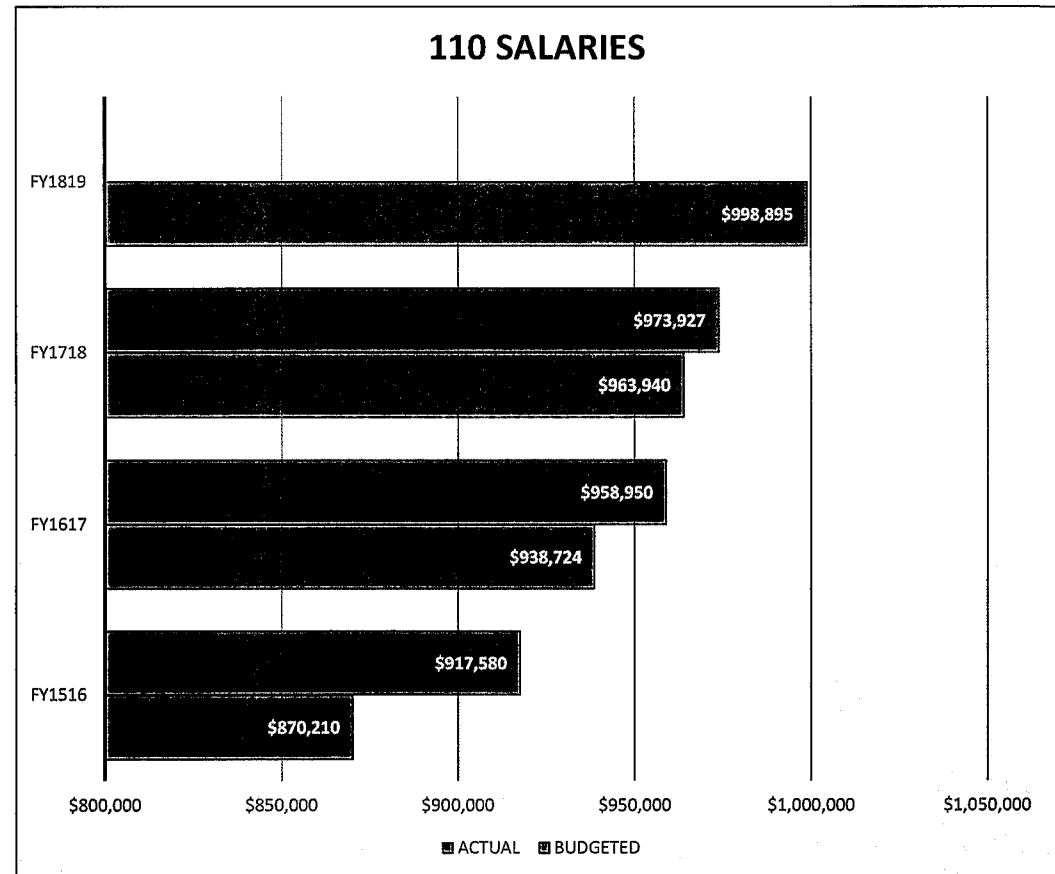


## WHERE TO CUT?

- REDUCE OPERATIONS BUDGET TO FY17/18 BUDGET LEVEL (\$3.4M)
  - REDUCE CIP
  - REDUCE RESERVES ALLOTMENT BY \$75K
- 

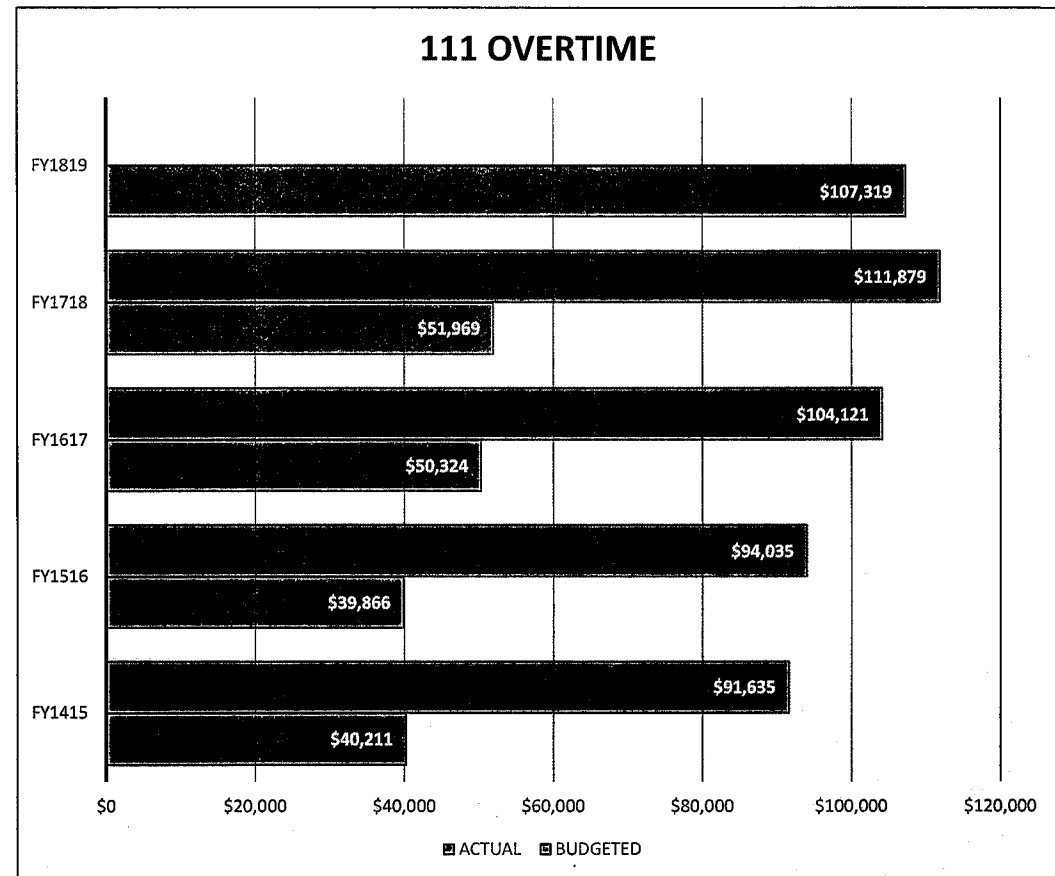
# OPERATIONS BUDGET

- CONTRACTUAL PAY RAISES
- PROMOTIONS



## OPERATIONS BUDGET

- HAS BEEN UNDER FUNDED
- MINIMUM COST IS \$94K
  - WEEKEND/HOLIDAY COVERAGE
  - ALARM RESPONSE
  - EMERGENCY REPAIRS
  - LINE BLOCKAGES

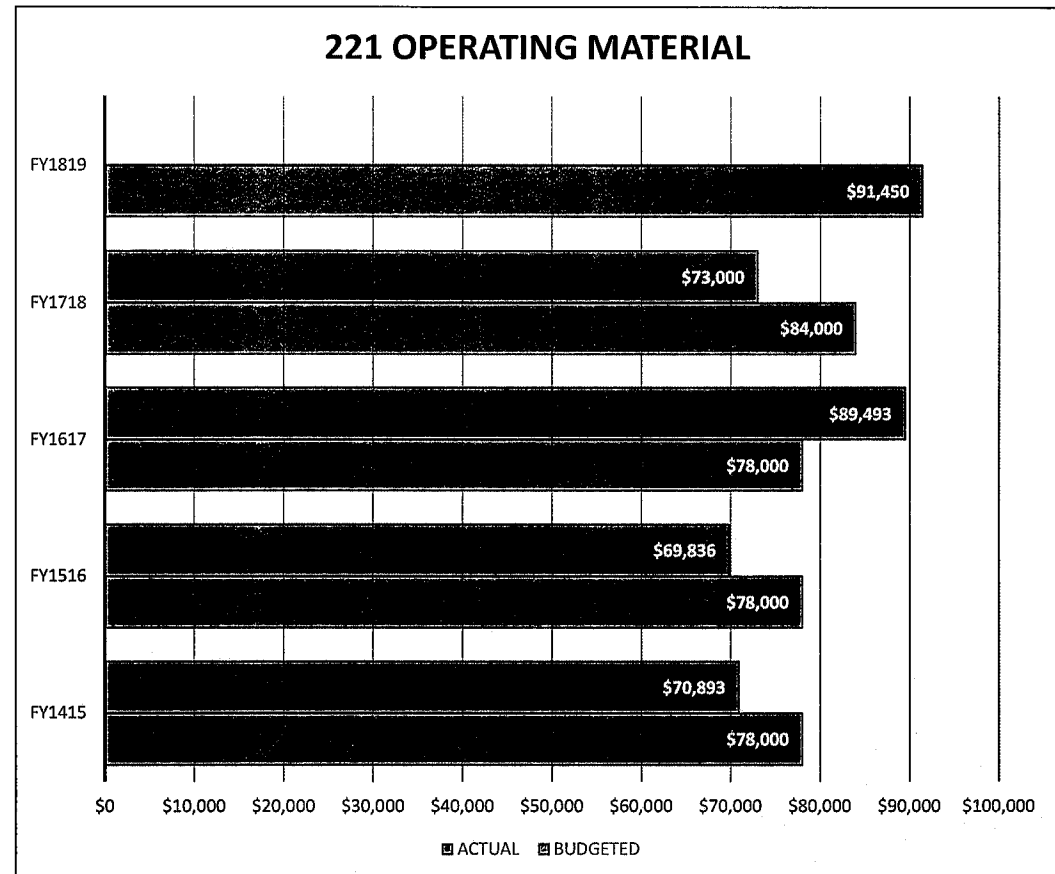


# OPERATIONS BUDGET

- EMPLOYEE BENEFITS
  - HEALTH SAVINGS ACCOUNT
  - EMPLOYEES PAY 15% OF PREMIUM
  - EMPLOYEES PAY 40% OF DEDUCTIBLE

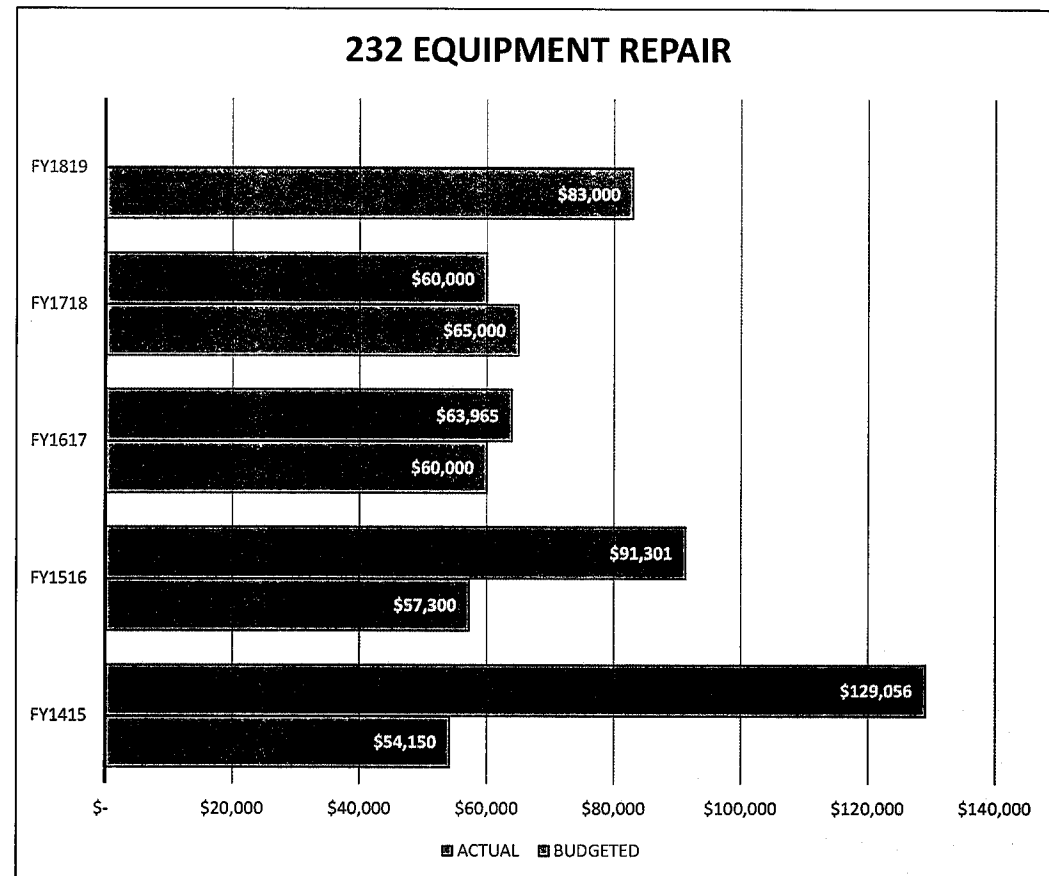
## OPERATIONS BUDGET

- INCREASE DUE TO “LINE CLEANING SUPPLIES”
  - FOR PURCHASE OF SEWER CLEANING NOZZLE 36”
  - FOR PURCHASE OF ROOT CUTTER AND UPGRADE OF STANDARD CLEANING NOZZLES



## OPERATIONS BUDGET

- NEED MORE FUNDING
- EQUIPMENT IS BECOMING MORE EXPENSIVE TO OPERATE
- PLANT HAS BEEN ON-LINE FOR 8 YEARS, SOME EQUIPMENT HAS BEEN RUNNING FOR 10+ YRS.
- PUMP STATIONS ARE AGING AS WELL



# OPERATIONS BUDGET

## 320 PROFESSIONAL

- SOFTWARE SUPPORT
- INSURANCE PREMIUMS
- NEW LINE ITEM "LEGAL FEES"
  - WPCA LEGAL FEES HAVE BEEN TAKEN OUT OF OPERATING BUDGET

## 330 RENTAL/LEASES

- CELL PHONE SERVICES
- SCADA EQUIPMENT
- SECURITY SYSTEM

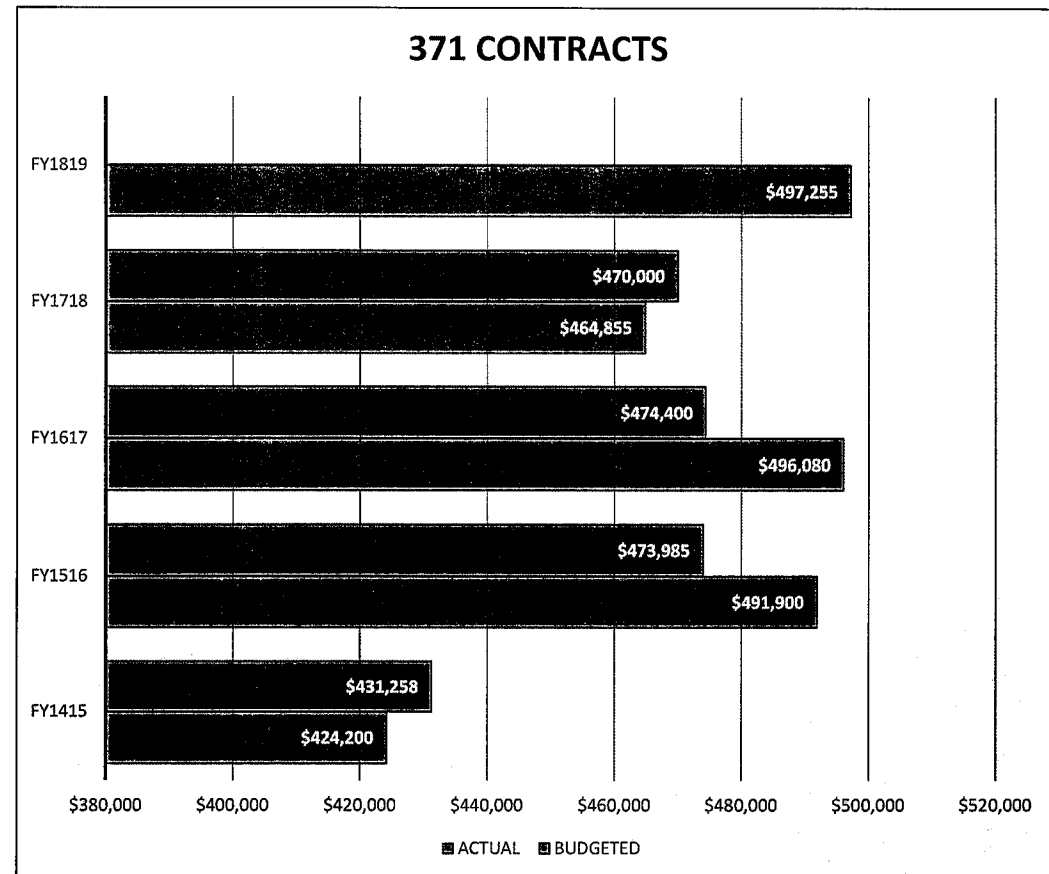
## 360 UTILITIES

- ELECTRICITY, WATER, FUEL OIL
- WORKING WITH NEW SOLAR SUPPLIER
- EXPERIMENTING WITH LOWERING AERATION TANK DO SET POINT (LOWER ELECTRICAL USAGE)



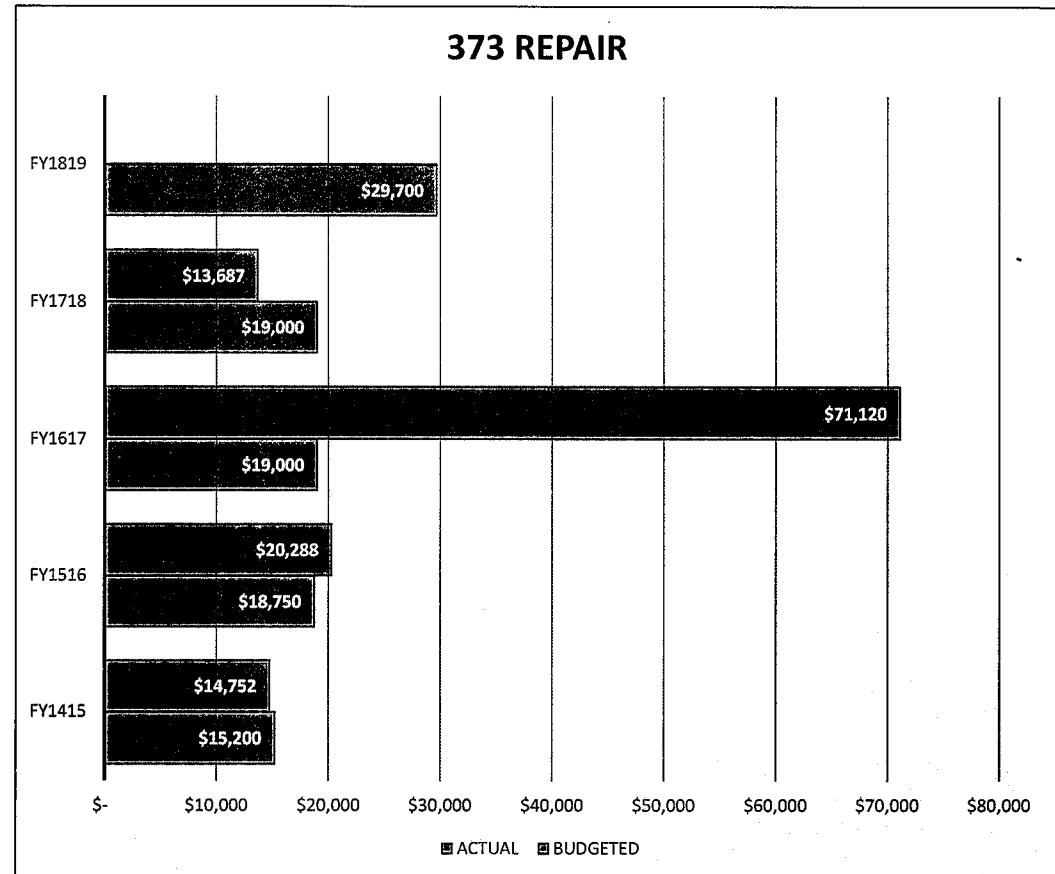
## OPERATIONS BUDGET

- INCREASED SLUDGE = MORE TRUCKS
- HAULING COSTS HAVE INCREASED (2<sup>ND</sup> YR. OF 3 YR. CONTRACT)



## OPERATIONS BUDGET

- PLANNING TO OVERHAUL 1 PUMP
- INCREASED MACHINING BUDGET TO MAKE NEEDED PARTS






## OPERATIONS BUDGET

### 390 OTHER PURCHASED SERVICES

- COST OF SOUTH WINDSOR PROPERTIES THAT FLOW TO OUT OF TOWN TREATMENT PLANTS
  - VERNON IS INCREASING COSTS
- 



## CAPITAL IMPROVEMENT CUTS

- REDUCE OUTFALL STABILIZATION BY \$20K
  - REDUCE MILLER RD. FUNDING BY \$40K
  - CUT VEG. MAN. FUNDING \$286K
    - USE SURPLUS FROM PREVIOUS PHASES
  - REDUCE OPERATING RESERVE \$25K
  - REDUCE REPLACEMENT RESERVE \$50K
- 



# QUESTIONS

## SLUDGE DISPOSAL

- COST?
- OTHER OPTIONS?
- WHAT DOES MDC DO WITH IT?
- COMINGLE WITH FOOD WASTE

## PUMP STATIONS

- INTEGRATED WITH SCADA?
  - PREVENTIVE MAINTENANCE SCHEDULE?
- 




# QUESTIONS

## STAND-BY COMP AND OT

- CONTRACTUAL?
- % OF ALARMS THAT ARE NUISANCE

## EMPLOYEE BENEFITS

- PENSION OR 401(A)
    - HIRED AFTER 2008 = 401(A)
  - TOWN PLAN OR SEPARATE?
- 

# QUESTIONS

## UTILITY TRUCK

- FRONT LINE TRUCK
- USED DAILY
- 14 YRS/OLD
  - TRY TO REPLACE EVERY 10 YRS.

## UNIFORMS

- CONTRACTUAL?



# QUESTIONS

## 430 CAPITAL PROJECTS

- HEADWORKS HEATER?

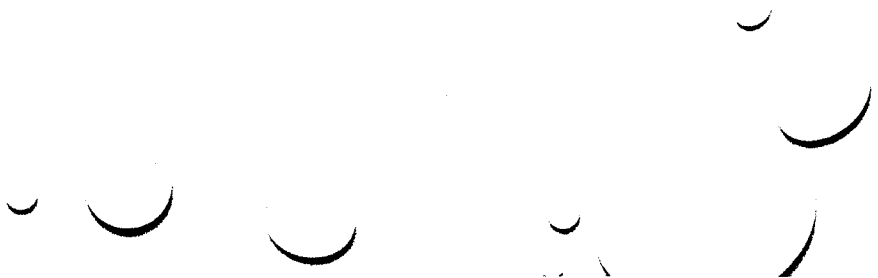
## PROFESSIONAL

- DRUG TESTING

## OTHER PURCHASE SERVICES

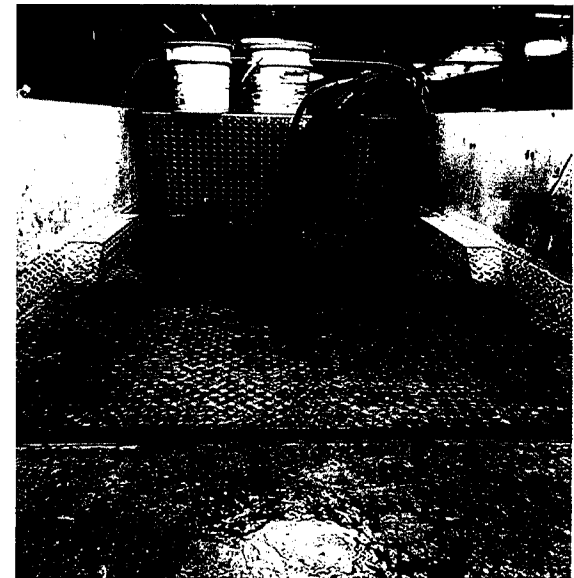
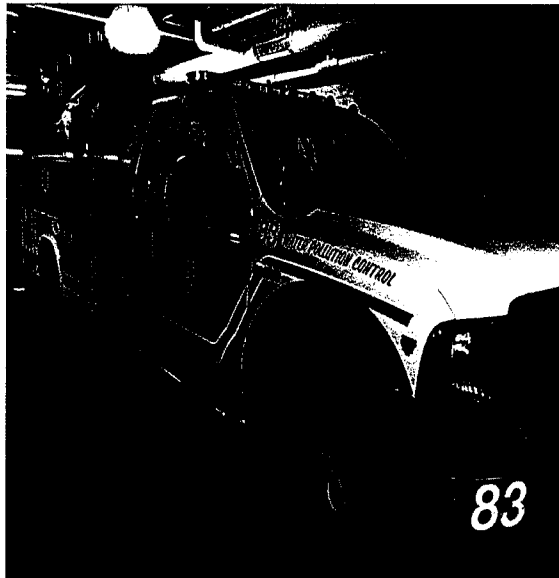
- WHO DO WE RECEIVE  
FLOW FROM?
- HOW ARE THEY BILLED?

## TRAINING

- HOW MANY TRAININGS
  - WHO ATTENDS?
  - OUTCOME?
- 



## T-83 SW UTILITY TRUCK



## BOTTOM LINE

NEED TO REDUCE BUDGET BY \$300,000 TO REACH A USER RATE OF \$400.