received 09/28/2018 @ 1:50 pm
Lorrie L. Allnutt, 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 MADDEN ROOM, TOWN HALL	**AGENDA**	OCTOBER 2, 2018 7:00 P.M.

A. ROLL CALL

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. September 4, 2018, Regular Meeting

C. NEW BUSINESS

1. 359 Ellington Road Distribution Center (Discussion on Conceptual Connection)
2. Proposed Use for 40 Sea Pave Road (Approval to Connect)
3. Ellington Road Manholes (approval to authorize project funding)

D. COMMUNICATIONS AND REPORTS

1. WPCA Budget FY2017/2018
2. CIP Report
   a. Vegetation Management Plan
   b. Miller Road
   c. Evaluation Study
3. Collection of Delinquent Accounts

E. PUBLIC PARTICIPATION (Items not on the agenda)

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

G. UNFINISHED BUSINESS

1. Carla's Pasta (Discussion)

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

1. Frontier Update

I. ADJOURNMENT

received November 8, 2018 @ 11:00 am ATC

WATER POLLUTION CONTROL AUTHORITY
TOWN OF SOUTH WINDSOR

A. ROLL CALL

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

Members Absent: Patrick Soucy, Stephen Wagner

Alternates Present: Anitha Elango and Vicki Paliulis

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

Others Present: Chris Ecsedy, Fuss & O'Neill
Neil Hickey, Fuss & O'Neill
Sergio Squatrito, Carla's Pasta
Ben Wheeler, Design Professionals, Inc.
Suzanne Choate, Design Professionals, Inc.
Matthew Niski, Juliano Associates
Morris Borea, Town Attorney

Chairman Richard Aries called the meeting to order at 7:05 p.m. The following actions were taken during the October 2, 2018 Regular Meeting of the Water Pollution Control Authority (WPCA).

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. September 4, 2018, Special Meeting

   Motion to accept the minutes of the September 4, 2018, regular meeting as presented.

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

   Due to the number of members in attendance for Carla's Pasta, Chairman Richard Aries asked for a motion to suspend Agenda Item C and move to Agenda Item G1.

   Motion to move to Agenda G "UNFINISHED BUSINESS".

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

G. UNFINISHED BUSINESS

1. Carla's Pasta (Discussion)

Mr. Sergio Squatrito of Carla's Pasta and Mr. Chris Ecsedy and Mr. Neil Hickey of of Fuss & O'Neill were in attendance this evening.

Mr. Tony Manfre, Superintendent of Pollution Control explained that in August 2017, the Water Pollution Control Facility staff noticed an increase in Biochemical Oxygen Demand (BOD) and Fats, Oils and Grease (FOG) loadings at the treatment plant and preliminary testing showed that Carla's Pasta wastewater discharge substantially exceeded the Town's limits. Carla's Pasta and the Town met to discuss the facilities wastewater strength, the Town's limits, and how the new expansion project will affect the discharge.

In January 2018, Carla's Pasta approached the WPCA to request a flow variance of 170,000 gallons per day; 45,000 gallons per day more than the limit, while the expansion project was underway. The completion date was set for early spring. The WPCA approved the requested variance for one (1) year to allow Carla's the time necessary to complete the project and gain an understanding of their new wastewater discharge characteristics. Along with the approval, Carla's Pasta was required to provide the WPC department with monthly discharge monitoring reports, increase their oil/water separator pump outs to twice a month, and to report back to the WPCA in June with the new data. Carla's Pasta has met these conditions in a timely fashion and continue to provide monthly monitoring reports by utilizing Fuss & O'Neill as their consulting engineer. However, there's still an increase in the BOD, FOG, and Total Suspended Solids (TSS) at the treatment plant, said Mr. Manfre and furthermore explained that Carla's Pasta has been working diligently with the Town to help solve this problem. Carla's Pasta is still using the existing building which has a 4,000 gallon grease trap that is essentially failing. When the new building is opened up the grease trap capacity will expand to 15,000 gallons. There will be less flow going into the new grease trap and this is going to add some detention time to the discharge, said Mr. Manfre. In June 2018, Carla's Pasta reported that the new production line will be on line in August because there was there were construction delays in March due to weather. Carla's reported that they are performing weekly pump outs of the oil/water separator. They said that excessive flows will continue from the existing building until the new production line is operational. To this point Carla's Pasta was exceeding the variance flow levels by up to 38,000 gal/day. The sample results also showed that BOD, TSS, and oil/grease limits continued to be exceeded. The WPCA requested that Carla's Pasta report back in October, after the new facility is operational, with three (3) months discharge data to examine. However, in September 2018, Carla's Pasta requested an extension to the October report due to construction delays; the new production facility was not going to be on-line until January. During a recent meeting with Carla's Pasta, Fuss & O'Neill, and WPC staff the construction delays of the facility expansion, future manufacturing changes, challenges faced at the treatment plant, and potential violation surcharges were discussed.

Mr. Manfre explained that considering Carla's good faith efforts to reduce their wastewater strength through increased pump outs, open communication and help correlating the treatment plants upsets with their production facility's trends it would be prudent to continue working with Carla's as they attempt to get into compliance. Therefore, Mr. Manfre recommended the following: 1. To honor the previously granted variance provided to Carla's Pasta to January 2019; 2. Require Carla's Pasta to continue to provide monthly discharge monitoring reports for a minimum of 12 months, with periodic progress reviews; 3. Continued WPC staff monitoring of Carla's wastewater; and 4. To begin a phased surcharge for the twelve (12) month period beginning in January 2018 (see Exhibit A).

Mr. Toby Lewis asked if there is an estimate of what Carla's opening of their new facility delay is costing the Town. Mr. Manfre responded that there is electrical costs and overtime man hours. Mr. Toby Lewis explained that Carla's Pasta has been a great neighbor and has been a joy working with them in a cooperation, however, what the Authority is doing is living at their own liability as there is Town citizens that have issues of a payment of a sewer user charge that the Authority votes on. Also it was not until last month that the Authority found out that there were violations, said Mr. Lewis. He does not believe that it is right to say that because a variance was granted until the end of the year, the Authority should honor it when they continue to be in violation. They should be paying surcharges, said Mr. Lewis.

Is Carla's Pasta operating under the State of Connecticut Miscellaneous General Permit, asked Ms. Vicki Paliulis. Yes, responded Mr. Ecsedy of Fuss & O'Neill. Carla's Pasta is registered but waiting for the Department of Energy and Environmental Protection (DEEP) acknowledgement, therefore, is not effective until February 2019. Right now they are following the conditions of the miscellaneous general permit, said Mr. Ecsedy.

In regards to the levels of permit, Ms. Paliulis explained that there are certain requirements in the Miscellaneous General Permit that they are supposed to be doing such as log reports and inspections. She stated that Carla's Pasta is over 25,000 gpd which is coming downstream to the Treatment Plant and the WPC is handling large levels of BOD, TSS, and FOG. How is the State DEEP is handling this situation, she asked. Mr. Manfre responded that they are under the food processing permit, therefore, they don't have to report unless there is a violation and Carla's Pasta is required to report quarterly. Ms. Paliulis asked if DEEP is fine even with the high levels of BOD, FOG, and pH. Mr Manfre responded that DEEP doesn't have any waste water related violations and Ms. Rita Langdan of DEEP is still looking back further on this matter.

Ms. Paliulis stated that the Miscellaneous General permit mentions the pH as a factor, therefore, she asked what Ms. Langdan opinion on that matter is. Mr. Manfre responded that the general permit guidelines are 5 pH for a low of 5 and a high of 12; the WPCA permit is 10 for a high and 5 for a low.

So, it's okay to have these levels sent to the WPCF, asked Ms. Paliulis. Mr. Manfre responded that a discharge of 600 mg/l or more must be reported to DEEP. The Town's TSS limit is 238 mg/l and BOD is 212 mg/l.

Is Carla's Pasta within the guidelines of the State DEEP Miscellaneous General Permit for FOG BOD, TSS and pH levels, asked Ms. Paliulis. Mr. Manfre responded that DEEP has different standards, however, Carla's Pasta is not meeting Town's guidelines. Ms. Paliulis expressed that under the Miscellaneous General Permit levels for FOG there are a lot of requirements. Therefore, she asked for copies of Carla's Pasta discharge monitoring reports.

Ms. Paliulis explained that the POTW, referring to Mr. Manfre is exhausting Town funds to keep up with Carla's Pasta loads. This is very hard to swallow when it comes to our citizens, said Ms. Paliulis. How do we tell the citizens that the Authority is exhausting Town resources to handle Carla's Pastas flow, asked Ms. Paliulis. Mr. Sergio Squatrito responded that the sewer user charge bill for Carla's Pasta last year was of approximately $150,000 and they paid the Town property taxes in the amount of $260,000 the year before the addition. Ms. Paliulis explained that the Authority want to partner with Carla's Pasta, want to make this work but she is really struggling with the fact that they are continuously exhausting Town funds to support this. Therefore, she agrees with Mr. Toby Lewis whereby the Authority granted time to Carla's Pasta until June and extended until September, but yet, now they are asking to extend it until March 2019. Mr. Squatrito responded that the plan has always been to build a new facility. He did not understand the effect of their and they became aware at the time of building the new facility. They were putting in a new system that costed them $180,000 into the ground to take care of that, said Mr. Squatrito. He explained that the reason they are behind schedule is because they are trying to bring a new client on board and they are experiencing some issues with the bank to fund such.

Should the Authority continue to exhaust Town funds until January 2019 to begin the surcharge, asked Ms. Paliulis. There are other businesses that are operating in accordance to their State permits and in accordance to the WPCA permits and they are not paying anything extra to run their waste water. She also asked what makes Carla's Pasta special for the Authority to exhaust funds while keeping up with their discharge. There is a financial variance between the company that is not costing the Town anything and Carla's Pasta which the Authority continues to support the funding, explained Ms. Paliulis. Mr. Erik Dabrowski responded that he'll like to see the actual costs that the Authority is incurring.

Chairman Richard Aries expressed that there was a meeting held whereby there was some discussions and some sort of a compromise agreement that was discussed and now is been presented to the Authority (see Exhibit A). He explained that the exposure that Carla's Pasta was facing is fairly substantial that perhaps one option is to maintain the plan recommended by Mr. Manfre this evening, but perhaps not to make a decision this evening on it. However, he'll like to obtain more data on what Casla's has cost the Authority to date and discuss some options where the Authority could get some

compensation for the past as there is a lot of past surcharges that could be applied. Although he understand that an official variance was given to Carla's Pasta, the Authority will be looking to see if they gave Carla's Pasta a waiver for nonconformance with regards to pH, BOD, TSS in addition to the amount that they gave in the waiver. Mr. Manfre explained that Mr. Sergio Squatrito recognized the difficulties and impacts the construction delays and manufacturing adjustments have on the WPC operations and offered to provide compensation for reasonable increased costs associated with their activity. I don't want to penalize them, said Mr. Manfre and explained that he does realize it place an impact on the treatment plant but Carla's Pasta is trying to fix the cause of this matter and the open communication continues.

Mr. Thomas Ruby asked if the surcharges are established to compensate the Authority for situations where an identified user is putting things into the system that increase the Town's cost. Mr. Manfre responded that the surcharge for TSS and BOD is the cost per pound that is removed; it is a calculated cost. So the implementation of the sewer charge identify in a way what is known to pertain to this particular user, asked Mr. Ruby. Yes, responded Mr. Manfre. The rate that was determined contemplated the cost structure which it may be high or low, said Mr. Ruby and asked Mr. Manfre if he know how much it'll be. We know the cost to remove these elements, responded Mr. Manfre. Chairman Richard Aries asked Mr. Manfre if he can derive a fairly accurate assessment as to the cost of being incurred. We can do that, responded Mr. Manfre. Mr. Ruby explained that with a schedule of increasing the surcharge, as the construction proceeds the surcharge goes up in terms of percentage. However, that same course of time will provide some incentive to make sure it gets better.

In making reference to Mr. Manfre's statement "it doesn't seem fair to get penalized" Mr. Lewis commented that "penalized" to him is something that goes above and beyond reasonable, but all the Authority is asking for, is for what Carla's Pasta already happened to take care of. That's not a penalty, said Mr. Lewis. He asked if the surcharge recommended by Mr. Manfre will make up for this time now; will it be back dated to where Carla's will pay tomorrow for what happened yesterday. To be clear, Mr. Manfre explained that it is not that he doesn't think "penalizing is not fair", but because Carla's Pasta has been willing to work with the Authority and open communication continues, is the reason why he's proposing a phased in patient strategy with them.

Chairman Richard Aries explained that he appreciates the efforts that have been made to reach a compromise. The goal is to try to help Carla's Pasta to be in full compliance, however, the recommendation made by Mr. Manfre may not work, given all the past violations and raised concerns. This recommendation is some sort of a compromise that in Chairman Aries' view is a great resolve that helps Carla's Pasta, but also a compromise that seizes the balance in a little of the fairness and equity aspect of the balance. Mr. Manfre's recommendation is potentially a very small amount of remedy for all of the expenses that has been incurred, said Chairman Aries and therefore, it is not a full comprehensive resolution of the matter until the Authority has better facts about actual costs.

Motion to move to table this matter until next meeting.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Toby Lewis.

Mr. Sergio Squatrito explained that the levels of BOD and TSS were normal when he asked for the extension; these levels were discussed openly in the first meeting. It has been on the table every time we come in, said Mr. Squatrito and they have always had very straight forward reports and have been very clear about what they are doing and what they are trying to do. Mr. Squatrito reminded members of the Authority that Carla's Pasta has a waiver granted by the Authority until January 2019. Chairman Aries responded that the Authority will need to revisit and reexamine that to be certain about what that waiver was. It was certainly presented to the Authority as a waiver related to flow periods. Chairman Aries asked what the terms of the variance in time duration was. Mr. Manfre responded that it was a one year variance until January 2019. Was it a variance on all aspects or just flow, asked Ms. Vicki Paliulis. Mr. Manfre responded that the variance was just on flow. Chairman Aries expressed that he is going back at the actual meeting recording to get the general consensus of it and what the full nature of discussion and understanding was. For next meeting, Chairman asked Carla's Pasta to provide the reports requested by Ms. Paliulis and Mr. Manfre to provide the cost estimate being incurred. There was no further discussion on this matter.

The motion carried unanimously.

C. NEW BUSINESS

1. 359 Ellington Road Distribution Center (Discussion on Conceptual Connection)

Mr. Ben Wheeler, Director of Operations at Design Professionals, Inc. was in attendance this evening in conjunction with Ms. Suzanne Choate, P.E. also of Design Professionals, Inc. Mr. Wheeler was representing Scannell Propertis, LLC and he was seeking conceptual approval for connection on the proposed distribution center and to look at a bigger picture in this area of town. Scannell Properties, LLC has an application before this agency as well as Planning and Zoning Commission and Inland and Wetlands Commission for a 200,000 square ft distribution center on Ellington Road and south of Chapel Road. Currently there is no sewer along a section of Route 5 south of Chapel Road until the East Hartford line, said Mr. Wheeler. The sewer line comes down from Chapel Road to the last manhole which is located approximately 200 ft. south of Chapel Road. The last manhole is very shallow; this road is a very flat section of town so the possibility of servicing not only this property but the other vacant properties for development in this area of town via gravity flow is virtually nonexistence, said Mr. Wheeler. As part of this site, in order to connect in to the town's sanitary sewer system they'll need to pump to get up to the existing manhole. Mr. Wheeler explained that Scannell Properties in addition to the east side of Route 30 also owns the property right across the street known as 360 Ellington Road; this is 20 acres of current farm field that is right for development. They have not made any

applications on that property as of yet, however, they do plan on moving forward with developing the property with similar type of building(s). Both sides of the road for Scannell properties will need some sort of pump system, said Mr. Wheeler. He explained that he had discussion with the Town Engineer, Jeffrey Doolittle and with Mr. Tony Manfre about putting in a pump station that will serve not only Scannell's two properties but all of the surrounding properties in that area. Mr. Wheeler discussed the possibility of a small regional pump station which will serve approximately ten properties on Route 30 in addition to what Scannell's is looking to build out. The plans in review are assuming that it would become a Town owned pump station. They will locate it towards the southern end of the property for the distribution center to help serve properties further to the south closer to I-291 so they could discharge via gravity to the pump station, and then pump from there up to that last manhole which is 200 ft. south of Chapel Road.

Mr. Tony Manfre explained that this is an industrial zone area; he asked Mr. Wheeler if he has done an analysis to see what the potential flow for this area will be. Mr. Wheeler responded that the I-291 zone allows for a wide variety of usage, it can be industrial or it can be light manufacturing, it can be restaurants, hotels, offices. It is meant to be a highway developmental location but next to I-291. So it is not strictly just industrial usage, said Mr. Wheeler.

Mr. Erik Dabrowski asked what companies are interested in this area. Mr. Wheeler was unable to disclose who his client is at this time, however, he has designed the plans for a specific tenant. He has submitted the information to Tony about their specific use. An average of 20,000 gallons per day is expected to be used at this location, said Mr. Wheeler.

Mr. Erik Dabrowski asked if the Treatment Plant can handle that amount of flow. Mr. Tony Manfre responded that this flow will go directly to the treatment plant and they do have enough capacity to handle the flow. However, he expressed concern with the pump station. He asked how it would be sized for future tenants.

The flow will be running down Chapel Road; is it big enough to handle it and what kind of shape is it in, asked Mr. Thomas Ruby. Mr. Manfre responded that this line was religned; there is a 30" pipe there and its condition is good. Mr. Dabrowski asked if 30" is plenty of diameter. Mr. Manfre responded that he'll need to look into that aspect of it to check the capacity and to figure out the potential flow.

Mr. Erik Dabrowski asked if there's a second option available. Mr. Wheeler responded that the second option will be to either serve both of Scannell properties individually or pump in to that same manhole but it will be a private pump station. Scannell will be responsible for maintaining it and they would not make provisions for any other properties to connect in to it.

Mr. Wheeler explained that from a South Windsor perspective this is one of the last pieces of undeveloped ground. Chairman Richard Aries asked Mr. Manfre if he had a

chance to talk about this with the Town Manager or other folks who are involved with projecting business development in town. Mr. Manfre responded that he had a brief conversation with the Town Manager just to obtain more information of the area, but did not discuss any specifics about business development.

Mr. Wheeler explained that this project is scheduled to be presented to the Inland & Wetlands Commission and to the Planning and Zoning Commission. They will be coming with final plans for approval by the WPCA in November as they are under construction time constraints for this particular tenant to develop this building quickly. Chairman Aries explained that if the Authority moves forward with putting a small public pump station the Town will be fully responsible to maintain it, which is an ongoing expense that the Town will incur for the benefit of this particular developer. That's something that has to be taken under consideration, said Mr. Aries and asked Mr. Wheeler to convey this information to the developer. Mr. Aries asked Mr. Wheeler if any numbers have been generated about the cost for a small private pump station as that will be helpful for members of the Authority to know what it will be costing the developer if they don't proceed forward with this. A month time frame to decide is a really short period of time, however, he'd like to exchange some information. He asked Mr. Wheeler to please provide the numbers as to how much it would cost the Town and what will be the capacity flow.

Mr. Tony Manfre asked Mr. Wheeler if he'll consider a developers agreement. Mr. Wheeler responded that he'll need to ask his client first.

Mr. Manfre explained that if the developer is doing a small private pump station, he suggested creating essentially a low pressure system so that other properties can connect to it. This may require a design plan which the Authority may incur the cost for it.

Mr. Thomas Ruby asked if connecting to the MDC sewer line becomes a viable option. No, responded Mr. Wheeler. He explained that the stretch is long and there's no feasible way that they'll be able to get gravity flow from the property to the MDC system.

Chairman Aries explained that in preparation for the November WPCA meeting he'd like to see what will be the expense for a private pump station. Also, he'd like to know from town officials that may have some information on possibilities for business development in this area.

Mr. Wheeler explained that his client is open to cost sharing for their fair share. Mr. Manfre presented to Mr. Wheeler preliminary costs of the connection charge, lateral charge and capacity charge.

Mr. Thomas Ruby asked where the Town's funds will come from if the Authority went to some sort of cost sharing arrangement. It will be from the Reserve Fund, responded Mr. Manfre. Mr. Ruby asked if that will have an adverse impact on their schedule of

improvements for the pump stations and rebuilds. Mr. Manfre responded that financially there will be an impact. Therefore, Mr. Ruby expressed that this might set the Authority back on their schedule to maintain and rebuild the existing infrastructure. Mr. Wheeler responded that when Scannell was first looking at this area, they had a meeting with the Town Manager and he had indicated at that meeting that there were some funds available for infrastructure and improvements in this area. However, since then he had heard that those funds have been assigned for other projects. Chairman Aries expressed that this is sort of a big picture scenario and therefore he'd like to find out from the Town Manager if there is any assistance available. There was no further discussion on this matter.

2. Proposed Use for 40 Sea Pave Road (Approval to Connect)

Mr. Matthew Niski of Juliano Associates presented the application. He explained that this application is for two proposed buildings. One building is 36,000 sq ft and it will be used for vehicle equipment storage. There will be a floor drain in this building and there will be no vehicle washing, or repairs on site. This will be strictly for storage of the vehicles. Any runoff will go into their treatment system which will be discharged on site, it will not go into the Town's sanitary sewer system, said Mr. Niski. The other proposed building is 5,000 sq. ft. with four units which will have five bathrooms; there will be no floor drains in this building.

Mr. Tony Manfre explained that since they are proposing a grease trap, they will be required to install a monitoring manhole and to provide a 20' easement in favor of the Town for monitoring purposes. Mr. Manfre informed the Authority that this project has not yet been presented to the Planning & Zoning Commission. However, in an effort to help expedite the process Mr. Manfre talked to Ms. Michele Lipe, Planning Director and she's comfortable that this is going to go through at their next meeting.

Mr. Niski was informed that payment of a connection charge, capacity charge and lateral charge will be due upon connection to the sewer.

<u>Motion to approve the connection of 40 Sea Pave under the following conditions:</u>

1. Installation of a monitoring sewer manhole between the building sewer and the connection to the sewer lateral in the road;
2. A copy of a 20' minimum easement allowing the Town access to the private property for sewer monitoring purpose;
3. Technical approval of the Engineering Department;

4. The sewer line is installed in substantial conformance with the design plans;
5. Payment of a connection charge in the amount of $2,930.35 for 1.03 acres;
6. Payment of a capacity charge TO BE DETERMINED by the size of the water meter(s); and
7. Payment of a lateral charge in the amount of $1,167 for one lateral.

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

Mr. Matthew Niski explained that he's proposing two laterals not one. Therefore, this approval is condition upon the payment of a lateral charge in the amount $2,400 for two laterals.

The motion carried unanimously.

3. Ellington Road Manholes (approval to authorize project funding)

Included with the Agenda was a Memorandum from Mr. Tony Manfre (see Exhibit B). Mr. Tony Manfre explained that the Town was told by the State of CT Department of Transportation (DOT) in December that the road work was going to be delayed by one year. It is common practice on State road projects for the paving crews to pave over utility manholes, said Mr. Manfre. Therefore, funding to raise the sanitary sewer manholes to grade on Ellington Road was not added in last year budget. However, in April, DOT crews started replacing catch basins on Ellington Road which indicated that the project was moving forward, therefore, funds were added to the Capital Improvement Projects (CIP) budget late in the budgeting process. In order to pay for the raising of 54 manholes on Ellington Road, Mr. Manfre used cost figures from a similar project completed two year prior and applied it to the CIP budget; this was in the amount of $47,500. Mr. Manfre explained that the Town solicited bid proposals and three bids were received. The lowest bidder was in the amount of $63,240, however, it was dismissed due to submittal of an incomplete bid. The second bid was in the amount $93,462. Mr. Manfre recommended to appropriate $45,962 to the Ellington Road manhole CIP line item from the Operating Reserve account to fully fund the project. He explained that he's anticipating receiving a reimbursement from the State in the amount of $35,100 ($650/mh) per the Master Adjustment Agreement in place with the State of CT to perform such work. Any and all reimbursement funds attained from the State for this project will be reallocated to the Operating Reserve Fund, said Mr. Manfre.

<u>Motion to approve funding for the raising of Ellington Road manholes as presented.</u>

Motion was made by Toby Lewis and seconded by Thomas Ruby. The motion carried unanimously.

Mr. Erik Dabrowski asked Mr. Tony Manfre to briefly report on the status of the Sullivan Avenue siphon project. He explained that he knows of a business owner of a restaurant whereby the traffic it's hurting his business. Mr. Manfre responded that for this project they were anticipating two lanes to be opened; they are still trying to do that as much as possible. However, due to the size of the construction equipment and the width of the road, they had to go to a one lane traffic pattern. He explained that they did a directional drill underneath the Podunk River; now there are three siphons under

the river. The contractor is about a week behind; they had some unforeseen issues such as weather delay and some utility conflicts. The projected completion date is end of November 2018.

D. COMMUNICATIONS AND REPORTS

Mr. Tony Manfre reported on the following items:

1. *WPCA Budget FY2017/2018:* A few invoices are still outstanding. Mr. Manfre is planning on closing the budget in November.

2. CIP Report

   a. *Vegetation Management Plan:* The Town is accepting proposals for Area 4; this is the final phase and it's the western side of the Town.

   b. *Miller Road:* The contractor is planning on paving the road next week. They are waiting for lawn restoration and sewer as-builts. Mr. Manfre is holding $78,000 until work is finished.

   c. *Evaluation Study:* Wright-Pierce has begun to request data to analyze the eleven pump stations. They are beginning to visit pump stations this week. Mr. Manfre is expecting a full report to present by December.

3. *Collection of Delinquent Accounts:* Included with the Agenda was a collections report from TaxServ (see Exhibit C) for the month of August 2018. The total gross collections in August 2018 are $11,025.11 ($9,637.11 net collection fees). The total net of collection is $504,978.79; this is since TaxServ began the collection for the delinquent accounts.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

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

Motion to go into Executive Session to discuss pending claims at 8:45 p.m.

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

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1. Frontier Update

ROLL CALL: Chairman Richard Aries, Vice-Chairman Erik Dabrowski, Carol Fletterick, Toby Lewis, Thomas Ruby, Tony Manfre, Superintendent of Pollution Control, Ether Diaz, Recording Secretary, and Morris Borea, Town Attorney.

Discussion on this matter ended at 9:30 p.m.

I. ADJOURNMENT

Motion was made to adjourn the meeting at 9:30 p.m.

The motion was made by
The motion carried unanimously

Respectfully Submitted,

_____
Ether A. Diaz
Recording Secretary

Exhibit A

TOWN OF SOUTH WINDSOR POLLUTION CONTROL

Memo

To: Water Polluiton Control Authority

From: Tony Manfre, Superintendent of Pollution Control

cc:

Date: October 2, 2018

Re: Carla's Pasta Surcharge Proposal

INTRODUCTION

In 2017 Carla's Pasta initiated construction of a 185,000 square foot building consisting of storage, office space, and production lines. The facility construction will consist of different phases to complete the full build-out. Phase I construction consists of 70,000 square feet, with the remaining 115,000 square feet as future expansion. While the facility is being constructed the existing production facility is required to meet the product demand. This has been placing a noticeable impact on the wastewater treatment plant due to Carla's Pasta inadequately sized oil/water separator.

SUMMARY OF EVENTS

In response to increased BOD and Fats, Oils and Grease loadings at the treatment plant, the Water Pollution Control Facility staff underwent and effort to locate the source. Preliminary testing showed that Carla's wastewater discharge substantially exceeded the Town's limits.

Carla's and the Town met to discuss the facilities wastewater strength, the Town's limits, and how the new expansion project will affect the discharge.

In January 2018, Carla's approached the WPCA to request a flow variance of 170,000 gallons per day, which is 45,000 gallons per day more than the limit, while the expansion project was underway. The completion date was set for early spring. The WPCA approved the requested variance for one (1) year to allow Carla's the time

necessary to complete the project and gain an understanding of their new wastewater discharge characteristics. Along with the approval, Carla's was required to provide the WPC department with monthly discharge monitoring reports, increase their oil/water separator pump outs to twice a month, and to report back to the WPCA in June with the new data. Carla's Pasta has met these conditions in a timely fashion and continue to provide monthly monitoring reports by utilizing Fuss & O'Neill as their consulting engineer.

In June, it was reported to the WPCA that delays in the construction process would delay the opening of the new production lines until August. The discharge monitoring reports provided to the WPC department showed that the wastewater parameters were still being exceeded. The WPCA requested that Carla's begin weekly pump outs of the oil/water separator and report back in October after the new sample results are determined.

In September, a variance extension was requested by Carla's due to construction delays. It was anticipated that the new production facility was going to be operational by January. The WPCA requested that Carla's appear at the October regular meeting to discuss their request for an extension.

PROPOSED ACTION PLAN

During a recent meeting with Carla's Pasta, Fuss & O'Neill, and WPC staff the construction delays of the facility expansion, future manufacturing changes, challenges faced at the treatment plant, and potential violation surcharges were discussed. Carla's recognized the difficulties and impacts the construction delays and manufacturing adjustments have on WPCA operations and offered to provide compensation for reasonable increased costs associated with their activity.

Considering Carla's good faith efforts to reduce their wastewater strength through increased pump outs, open communication and help correlating the treatment plants upsets with their production facility's trends it would be prudent to continue working with Carla's as they attempt to get into compliance.

Moving forward I am proposing the following:

1. Honor the previously granted variance provided to Carla's Pasta to January 2019;

2. Require Carla's Pasta to continue to provide monthly discharge monitoring reports for a minimum of 12 months, with periodic progress reviews;

3. Continued WPC staff monitoring of Carla's wastewater.

4. Begin a phased surcharge table for the twelve (12) month period beginning in January 2019, assessed on Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD) as determined by the WPC department:

	RATE	TSS/lbs.	BOD/lbs	TIME FRAME
PHASE 1	25%	$0.15	$0.18	JAN-MAR 2019
PHASE 2	50%	$0.31	$0.36	APR-JUN 2019
PHASE 3	75%	$0.46	$0.54	JUL-SEP 2019
PHASE 4	100%	$0.61	$0.72	OCT-DEC 2019

CARLA'S PASTA

MONTHLY DMR RESULTS FROM FUSS/O'NEILL							
DATE	PH LOW	PH HIGH	TSS	BOD	O/G	Q	
2/28/2018	6.57	12.03	380	1000	82	185,426	
3/28/2018	-	-	140	390	-	-	
4/24/2018	5.5	11.73	370	730	-	204,682	
5/23/2018	5.7	11.41	400	960	230	186,000	
6/19/2018	5.87	11.81	290	870	140	203,289	
6/22/2018	4.93	11.73	710	1100	-	188,070	
7/10/2018	5.82	11.63	220	580	4.3-34	184,116	STARTED WEEKLY PUMP OUTS
7/13/2018	4.71	11.76	520	460	4.4-100	200,560	
8/21/2018	5.09	11.67	480	1000	110	179,879	

TOWN PARAMETERS		STATE
PH LOW	5	5
PH HIGH	10	12
TSS	238	600
BOD	212	600
O/G	100	100
Q	125,000	N/A
Q VARIANCE	170,000	N/A
TEMP	40 *C	40*C

2. The sewer lateral, pump station and force main will be maintained by property owner up to the point of discharge to the public sanitary sewer,
3. Generator backup for the private pump station,
4. Provide maintenance plans and contact information for pump station and oil/grease separator,
5. Wastewater pollutant levels shall conform to Town discharge limits,
6. Discharge flows shall not exceed 15,000 gpd without WPCA approval,
7. A connection charge of $3,845/buildable acre or applicable rate at time of connection,
8. A lateral charge of $1,167 or applicable rate at time of connection.

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

2. Carla's Pasta, 50 Talbot Lane – Request to Increase Flow Rate (Approval)

Mr. Tony Manfre reported that some laboratory testing was performed recently whereby the flow rate for Carlas Pasta existing location has increased as the production has increased while the additional site is been constructed.

Neil Hickey, PE of Fuss & O'Neill and Chris Ecsedy, of Fuss and O'Neill was in attendance this evening and represented the applicant, Mr. Sergio Squatrito. Mr. Ecsedy explained that Carla's Pasta production has increased along with their flow, the Biochemical Oxygen Demand (B.O.D.) and the Total Suspended Solids (TSS). They are in the process of working with Carla's Pasta to get a new general permit with the State of CT Department of Energy and Environmental Protection (DEEP). He explained that the new general permit allows for higher flows, Suspended Solids and B.O.D. Mr. Neil Hickey and Mr. Ecsedy were seeking approval from the WPCA as is one of the requirements of the general permit to accommodate the increased flow.

Mr. Manfre explained that this application is regarding the existing facility and is for approval to accept the increase in flow. The flow rate is currently 170,000 gpd; which is 45,000 gpd over the discharge limit, said Mr. Manfre. Carla's Pasta has increased their grease trap cleaning to once every two weeks. The Treatment Plant is experiencing an increase of BOD and TSS. To bring Carla's Pasta in compliance, Mr. Manfre recommended a temporary approval for increase of flow requiring monthly discharge monitoring report, 24 hour composite. This will allow a twelve month calculation of what's coming out of the existing site. Mr. Manfre explained that other businesses in Town do submit to the Pollution Control Office monthly reports for monitoring purposes as well.

Mr. Sergio Squatrito of Carla's Pasta was also in attendance this evening and explained that once they use the new site, the existing site will be used much less, therefore, this flow is expected to decrease. He explained that the production has increased and they are cleaning the great trap every other Sunday.

Mr. Neil Hickey explained that under the new general permit required by DEEP, Carla's Pasta will be required to do a quarterly sampling. So that's something that they will be doing anyway, not sure if month to month sampling is necessary.

Mr. Donald Antaya asked if there is additional B.O.D. that is going into the system now and causing problems at the treatment plant. Yes, said Mr. Manfre and explained that they have seen an increase of B.O.D. and TSS at the treatment plant and that's one reason he would like to pursue this matter.

Mr. Antaya asked if this causing any problems for the plant itself. Mr. Manfre responded that the loading is coming up. "We reached the 90% point of our loading capacity", stated Mr. Manfre. Therefore, they will need to start looking into means of upgrading the plant, or try to approach the industrial and commercial sites to try to reduce the B.O.D./TSS at the source.

Chairman Richard Aries explained that he's concerned enough that at this point he'll recommend a month to month reading than the quarterly readings. Chairman Aries stated that this item will be put on the Agenda in May for further discussion of this matter.

Motion to give a twelve month approval for the request to increase the flow rate from the existing facility that discharges into Talbot Lane and is located at 50 Talbot Lane. This approval is subject to the following conditions:

1. Discharge flows shall not exceed 170,000 gpd;
2. Provide a monthly 24 hour representative composite discharge report to the Town that includes sampling results of the flow, pH, Total Suspended Solids and Biochemical Oxygen Demand;
3. Clean oil/grease trap every two weeks;
4. Report back to WPCA after 12 months for final approval; and
5. Report back to WPCA in May.

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

3. Miller Road Gravity Sewer Extension Design (Set Time and Place for Public Hearing)

Mr. Tony Manfre explained that this matter was previously discussed at the last WPCA meeting whereby Mr. Manfre and Wright-Pierce has recommended the construction of a gravity sewer main into the public system. Mr. Manfre was seeking approval to hold a Public Hearing on February 6, 2018 at 6:30 p.m. to present the preliminary design plans for this project.

Mr. Donald Antaya expressed concerned on whether or not the homeowner on Miller Road with the septic tank failure will be on board with the proposed design.

2008, said Mr. Schwalbendorf. Mr. Schwalbendorf explained that he wants a fence in place and is estimated to cost $3,000.

Mr. Toby Lewis asked would it be feasible to put a fence there and when the house is sold the Authority be reimbursed for that. Chairman Aries responded that the Authority have an obligation not to spend any money that they are not required to spend. If the Authority is required to spend money that is part of a remedy to a problem then the will spend it. He explained that there are situations that do come up in times where the Authority can be extremely sympathetic to a person or a whole neighborhood at times when there is a problem, who wish to have a remedy that would cost the Authority money. However, there is no basis at all for the Authority to provide that in this case. There are easements that are allowed to be worked on, and there are standards by which there is an understanding that the property will be restored. Chairman Aries recommended to Mr. Schwalbendorf planning some forsythia bushes. Mr. Schwalbendorf asked for the possibility of planting white pines instead. Chairman Aries offered the forsythia bushes or the equivalent funding to Mr. Schwalbendorf.

Mr. Tony Manfre reported that the Blight Enforcement Officer has been contacted regarding Mr. Schwalbendorf neighbor and she's been working on this matter for approximately six weeks or so to try to remediate the situation. Chairman Aries explained that there is this aspect of returning the property back to where it was, it really what they are limited to. There was an agreement at what to do, and there some effort taken t try to accomplish that agreement between two parties. Mr. Schalbendorf responded that he will be moving forward with putting a fence. There was no further discussion. The public participation ended at 7:52 pm.

Mr. Jeff Lemay, Operator at the Water Pollution Control Facility was in attendance this evening and commented that white pine trees is not a good solution as it will work itself right back into another problem. The whole purpose of this project is to mitigate any potential long term damage to the sewer and allow access in case of an emergency, said Mr. Lemay. A few forsythia bushes is not a bad idea bit it would need to be planted outside the zone of the easement. Mr. Manfre was asked to send a notice to Mr. Schwalbendorf explaining that if he goes forward with the fence to make sure is not on the easement. There was no further discussion on this matter.

Motion was made to move to Item G "Unfinished Business"

G. UNFINISHED BUSINESS

1. Carla's Pasta – Fuss & O'Neil to Report
   a. Lab Results
   b. Discharge Status

Mr. Sergio Squatrito of Carla's Pasta and Mr. Chris Ecsedy of Fuss & O'Neill were in attendance this evening to present Carla's Pasta lab results and give a report on the discharge status. Mr. Tony Manfre reported that Carla's Pasta came in front of the

Authority about four months ago as they were exceeding the Town's flow limits; a flow variance of 170,000 gallons per day. The Authority asked them to provide monthly monitoring reports which they've been doing (see Exhibit B). Also, the Authority asked them to come back after three months of reports.

Mr. Sergio Squatrito explained that the new building is scheduled to open on august 18th. There was a delay due to the weather in March as they couldn't get the roof on the building or the plumbing done. In the meantime, they have been trying to keep opened commutation as much they can with the Town when it comes to the water works. Currently they are doing pump outs, they are doing a lot more monitoring with the purchase of monitoring the new flow meters. However, they will continue to have a little bit heavy flow until they move to the new facility the end of August.

Ms. Vicki Paliulis asked him if they are working on an industrial permit. Mr. Chris Ecsedy responded that they have registered under miscellaneous general permit with the Department of Energy and Environmental Protection (DEEP) for food processing. They are doing biweekly pump outs every Sunday. And with the transition over to the new site, they anticipate the operations to be much under control.

When the miscellaneous general permit came into effect, asked Ms. Vicki Paliulis. Mr. Ecsedy reported that the food processing general permit expires in February. Ms. Vicki Paliulis asked how far over they are per flow. Mr. Ecsedy responded that they are not over the DEEP general permit request, they are over what the Town request.

Mr. Manfre responded that they are roughly 125,000 gallons, but they gave them a variance for 170,000 gallons per day. In just tracking the last three months, Mr. Manfre reported that in February the flow was 177,000 gallons, March was 215,000 gallons, April was 193,000 gallons and in May it went down to 185,000 gallons. They are still exceeding the flow, said Mr. Manfre and there is a concern at the treatment facility for fats, oils, and grease (FOG). However, the retention basin have an oil grease separator that is under sized for this flow. When they switch over to the new site the tank will go from 4,000 gallons to a 15,000 gallon tank.

Ms. Vicki Paliulis asked to what degree they go over for the FOG separator. Mr. Manfre responded that the Town's limit is 100 mg-L and Carla's Pasta has been as high as 400 mg-L. Ms. Paliulis stated that the Biochemical Oxygen Demand (BOD) seems high as well. Mr. Manfre responded that the BODs are a concern as well. This creates operation issues at the Treatment Plant leading to over time request. It takes staff couple of hours to treat and a lot of that happens on weekends.

Ms. Vicki Paliulis explained that this is a tough situation for her due to her background in environmental permits and compliance; in her world when you exceed a permit level, that's not appropriate. Especially when Town resources are been

used, said Ms. Paliulis. Carla's Pasta was asked to do weekly pump outs and to report back to the WPA in October.

C. NEW BUSINESS

3. Water Pollution Control Budget FY2018/2019 (Approval)

   Motion was made to adopt the Water Pollution Control Budget 2018/2019, as presented this evening during the WPCA Public Hearing.

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

4. Sewer User Charges, Surcharges, Sewer Assessment Schedules and Septic Disposal (Set Rates)

   Motion was made to adopt the Sewer User Charges, Surcharges, Sewer Assessment Schedules and Septic Disposal Fees for FY 2018/2019, as presented this evening during the WPCA Public Hearing.

   The motion was made by Mr. Stephen Wagner and seconded by Mr. Toby Lewis.

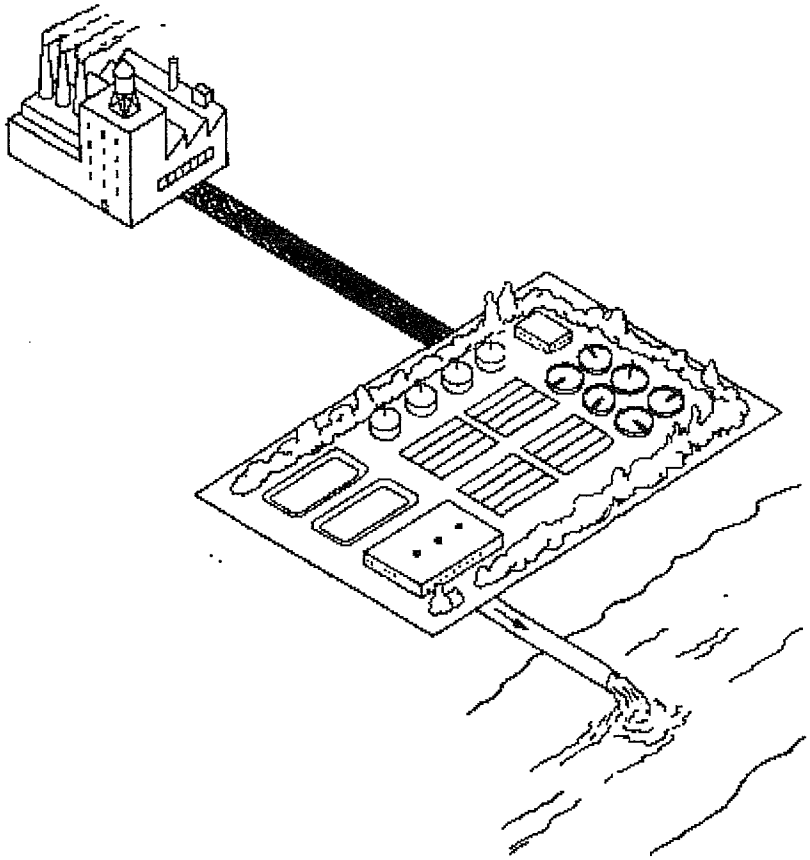
   Mr. Stephen Wagner reported that the Town Council is presently working now on a referendum proposal for infrastructure in the amount of $15 million. This has been brought to them by the Capital Projects Committee. The WPCA is not represented on that, said Mr. Wagner. He explained that maybe the Town Council should include a million dollar of capital improvements for the WPCA. Mr. Tony Manfre explained that the clean water funds 2% loans. He explained that if the projects are been paid out of the reserves, then the WPCA would be eligible for any grants and loans. But if the WPCA take money from the Town, they will be forfeited for any clean water funds.

   Mr. Stephen Wagner asked if the equipment's that are getting out of date, are going to have a significant impact on the energy consumption. Mr. Manfre responded that there are three pump stations coming up in for upgrade in the next three years. Yes, they will have an impact on the Town's energy use, said Mr. Manfre. The pump stations are eligible for a 2% loan. Chairman Richard Aries asked if there will be another meeting regarding the proposed referendum. Councilor Andrew Paterna was in attendance this evening and reported that the Town Council is going to discuss this matter on the June 18th Council meeting. Chairman Aries asked for the possibility of putting together a set number of projects that may be beneficial to be done by referendum. He asked Councilor Paterna if there is a possibility of adding those projects on that referendum. Councilor Paterna explained that the list of projects listed for the proposed $15 million referendum has been identified by the Capital Projects Committee as need to be done. Chairman Aries asked Mr. Stephen

Connecticut Department of
ENERGY &
ENVIRONMENTAL
PROTECTION

79 Elm Street • Hartford, CT 06106-5127 www.ct.gov/deep Affirmative Action/Equal Opportunity Employer

General Permit for Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater



Effective Date: **May 3, 2018**
Expiration Date: **October 30, 2020**

Bureau of Materials Management and Compliance Assurance
Water Permitting and Enforcement Division
860-424-3025

Section 5. Conditions of This General Permit

The permittee must meet the requirements for authorization set forth in Section 3 of this general permit and assure that the discharge authorized by this general permit is conducted in accordance with the following conditions:

(a) Effluent Limits and Conditions

(1) Effluent Limits

(A) **Effluent Limits**—Wastewater discharged under the authority of this general permit shall not contain any pollutant identified in Table 5-1 of this section except in a concentration at or below the maximum concentration specified therein.

Table 5-1 Effluent Limits[1]

Pollutant	Maximum Instantaneous Concentration	Pollutant	Maximum Instantaneous Concentration
Conventional Pollutants	**mg/l**	***Metals***	**mg/l**
Biochemical Oxygen Demand (BOD5)	600.0[2]	Lead, Total	0.5
Total Suspended Solids (TSS)	600.0[2]	Nickel, Total	2.0
Ammonia-Nitrogen	50.0[3]	Silver, Total	0.5[5]
Nitrate-Nitrogen	50.0[3]	Tin, Total	4.0
Total Fats, Oils and Grease[4]	100.0	Zinc, Total	2.0
Organic Pollutants	**mg/l**		
Total Volatile Organics	5.0	Antimony, Total	4.0
Formaldehyde	10.0[3]	Arsenic	0.10
Methylene Chloride	1.0	Beryllium, Total	2.0
Phenols, Total	10.0	Cobalt, Total	4.0
Phthalate Esters	2.0	Mercury, Total	0.0002
Polynuclear Aromatic Hydrocarbons	0.5	Molybdenum, Total	4.0
Ethylene Glycol	300.0[3]	Selenium, Total	0.5
Propylene Glycol	300.0[3]	Strontium, Total	2.0
Metals	**mg/l**	Thallium, Total	2.0
Cadmium, Total	0.5	Titanium, Total	4.0
Chromium, Total	2.0	Vanadium, Total	2.0
Copper, Total	2.0	Zirconium, Total	2.0

[1]These effluent limits do not apply to residuals generated by water treatment facilities that are transported to the solids handling portion of a POTW.

[2]This pollutant concentration may be exceeded provided that the total mass loading (flow x concentration) of such pollutant discharged to the receiving POTW does not exceed 100.0 lbs/day or 2% of the POTW's design loading, whichever is less. This limit does not apply to discharges of Food Processing Wastewater or Water Treatment Wastewater

[3]For ammonia-nitrogen, nitrate-nitrogen, formaldehyde, ethylene glycol, or propylene glycol, the pollutant concentration may be exceeded provided that the total mass loading (flow x concentration) of each pollutant discharged to the receiving POTW does not exceed 10.0 lbs/day.

[4]For Food Processing wastewaters only, use EPA Method 1664, Rev. A reporting as Total Oil & Grease. For all other wastewaters use EPA Method 1664, Rev. A reporting as Total Petroleum Hydrocarbons.

[5] For photographic processing wastewaters only, if maximum daily flow is less than 100 gallons per day, the silver effluent limit is 5.0 mg/l. For flows greater than 100 gpd, the silver limit is 2.0 mg/l.

(B) **POTW Specific Effluent Limits**—If the facility process discharge is directed to a POTW listed in Appendix D of this general permit and has a total maximum daily flow greater than 5000 gpd (excluding noncontact cooling water), effluent limits listed in Appendix D of this general permit specific to that POTW supersede limits in Table 5-1.

(C) Wastewater discharged under the authority of this general permit shall not contain any chemical additive containing any substance listed in Appendix B, Table II, III, or V or Appendix D of Section 22a-430-4 of the Regulations of Connecticut State Agencies (all substances are listed in Appendix E of this general permit), other than a substance for which an effluent limit is specified in Table 5-1 of this section or as otherwise approved by the commissioner in accordance with Section 7(a) of this general permit.

(2) Effluent Conditions

(A) Wastewater discharged under the authority of this general permit shall not contain pollutants which create a fire or explosion hazard in the receiving POTW, including but not limited to, wastewaters with a closed cup flashpoint of less than 140°F (60°C) using the test methods specified in 40 CFR 261.21.

(B) Wastewater discharged under the authority of this general permit shall not cause corrosive structural damage to the receiving POTW and shall not have a pH of less than 5.0 or more than 12.0 Standard Units.

(C) Wastewater discharged under the authority of this general permit shall not contain solid or viscous pollutants in amounts which will cause obstruction of flow in the sanitary sewer system or receiving POTW.

(D) Wastewater discharged under the authority of this general permit shall not contain heat in amounts which will inhibit biological activity in the POTW, but in no case heat in such quantities that the influent temperature at the POTW exceeds 104°F (40°C).

(E) Wastewater discharged under the authority of this general permit shall not contain pollutants which result in the presence of toxic gases, vapors or fumes within the

Exhibit B

TOWN OF SOUTH WINDSOR POLLUTION CONTROL

Memo

To: Water Pollution Control Authority

From: Tony Manfre, Superintendent of Pollution Control

cc: Patricia Perry, Director of Finance
Michael Gantick, Director of Public Works

Date: October 2, 2018

Re: Funding for the Raising Ellington Road Manholes

Funding to raise the sanitary sewer manholes to grade on Ellington Road was added to the CIP budget late in the budgeting process due to a lack of communication concerning the road construction on Ellington Road. We were told by the DOT in December that the road work was going to be delayed by 1 year. In April, DOT crews started replacing catch basins on Ellington Road which indicated that the project was moving forward. It is common practice on State road projects for the paving crews to pave over utility manholes. It is the responsibility of the utility companies to raise the frames to grade. The Town of South Windsor and the State DOT have a Master Adjustment Agreement where the Town is reimbursed a portion of the cost raise utility manholes.

In order to pay for the raising of our 54 manholes on Ellington Road, I used cost figures from a similar project completed 2 years ago and applied them to the CIP budget which was presented during the May 1, 2018 Regular WPCA meeting. My recommendation would be to appropriate $45,962 to the Ellington Road manhole CIP line item from the Operating Reserve account to fully fund the project. I am anticipating receiving a reimbursement from the State in the amount of $35,100 per the Master Adjustment Agreement that we have with the State of Connecticut to perform such work. Any and all reimbursement funds attained from the State for this project will be reallocated to the Operating Reserve fund. The net funds required from the Operating Reserve after receiving the reimbursement will be $10,862.

Attached is the cost assessment:

	ORIGINAL BUDGET $47,500	COST/MH $950
DESCRIPTION	COST	COST/MH
LOW BID PROPOSAL=	$93,462	$1,730.78
STATE REIMBURSEMENT=	-$35,100	-$650
NET PROJECT COST	**$58,362**	**$1,080.78**
LESS ORIGINAL BUDGET	-$47,500	
FUNDING NEEDED	**$10,862**	

Exhibit C

TAXSERV CAPITAL SERVICES, LLC
MUNICIPAL TAX SERVICES
21 Oak Street, Suite 301
Hartford, CT 06106
TELEPHONE (860) 724-9100 ♦ FACSIMILE (860) 727-1080
E-MAIL: taxserv@taxserv.com

September 10, 2018

Via Email
Anthony Manfre
Superintendent
Town of South Windsor
Water Pollution Control Authority
1540 Sullivan Avenue
South Windsor, CT 06074

Re: Professional Services Agreement dated April 1, 2018 ("Contract")
Monthly Collections Report for August 2018 ("Report")

Dear Mr. Manfre:

The following presents the collections report for the delinquent accounts placed with TaxServ Capital Services, LLC ("TaxServ") for the month of August 2018.

1. Status for August 2018: The following Table 1 presents the characteristics of the bills placed for collection with interest, costs accrued and collections through August 2018:

Number of Active Bills/Accounts: 713 / 333
Lien Age Range: 2008-2018

Table 1

Category	Original Balance (1)	Collected Amount (2)	Current Balance (3)
Principal	$568,199.67	$331,573.96	$233,492.45
Interest	$177,636.10	$148,553.23	$99,130.81
Collection Fee	$111,875.37	$73,260.36	$49,893.49
Costs of Collection	$36,136.83	$24,591.24	$14,668.09
Total Receivable	**$893,847.97**	**$577,978.79**	**$397,184.84**

Total gross historical collections are $577,978.79 ($504,978.79 net of collection fees). Total gross collections in August 2018 are $11,025.11 ($9,637.11 net of collection fees) and described in Table 2. A report that details the Table 2 collections is attached hereto as Schedule A.

Table 2

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	$6,477.68	$2,115.25	$439.66	$9,032.59	$1,297.35	$10,329.94
TaxServ	$408.53	$195.99	$0.00	$604.52	$90.65	$695.17
Grand Total	**$6,886.21**	**$2,311.24**	**$439.66**	**$9,637.11**	**$1,388.00**	**$11,025.11**

2. Table 3 provides a summary of Schedule B which provides total number of attempts to collect for both Outstanding and Redeemed accounts.

Table 3

Description	August 2018 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	201	1,420	7
Redeemed	18	1,192	6
Grand Total	**219**	**2,612**	**6**

3. Collection Charts: Attached hereto as Schedule A1 through Schedule A3 are the collection charts providing for monthly and cumulative collections, monthly collection comparison and collection rates by Grand List year. Schedule B provide the detail and summary of attempts made to collect.

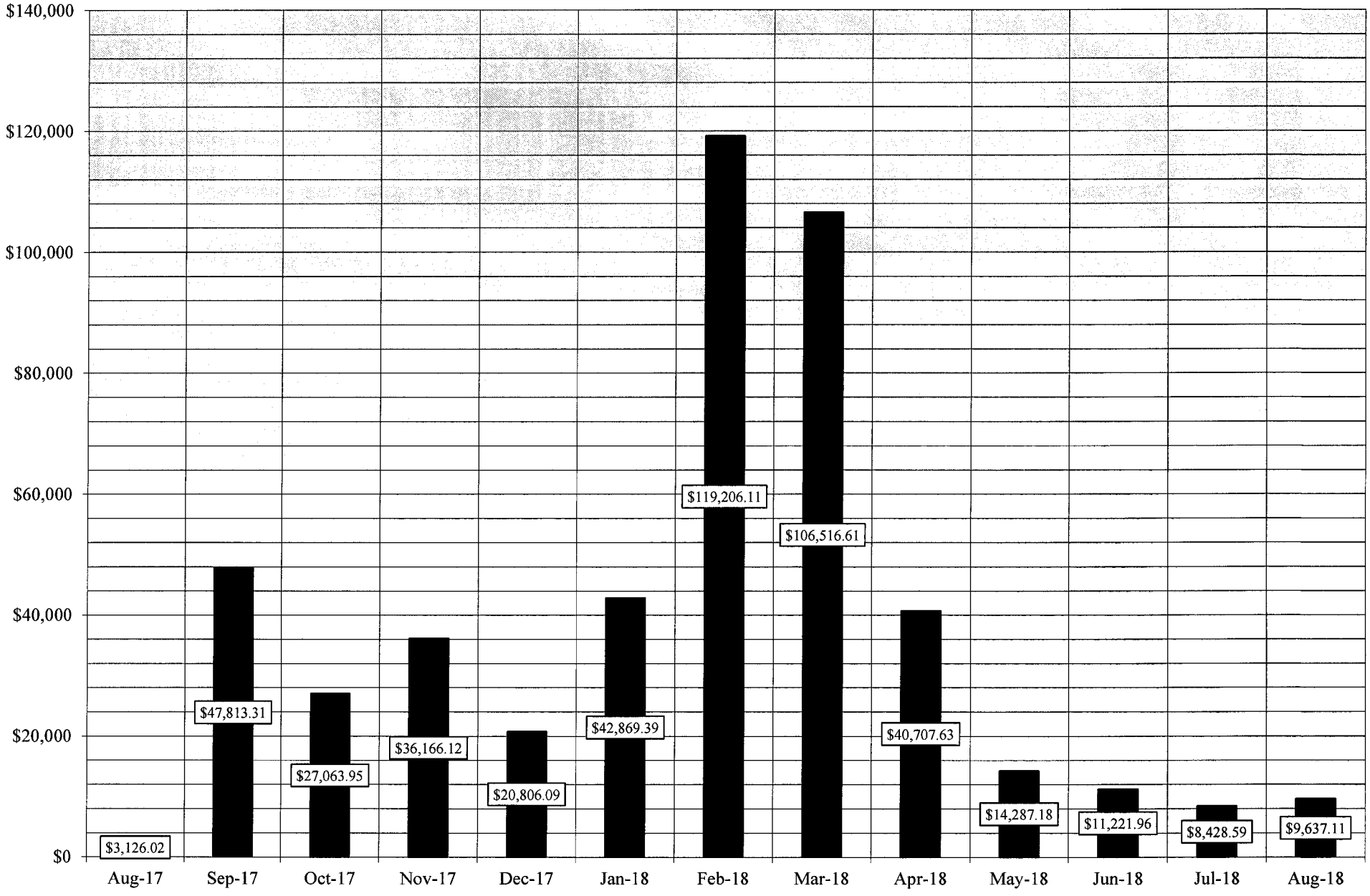
Thank you and please advise if you have any questions or comments.

Sincerely,

Maria Thomas
Service Manager
TaxServ Capital Services, LLC
Phone: (561)799-9626 ext 303
Email: mthomas@taxserv.com

cc: Mr. Roger Blain
Ms. Rhonda Gelormino

SCHEDULE A1
South Windsor CT - TAXSERV CAPITAL SERVICES, LLC
MONTHLY COLLECTIONS FOR THE PERIOD August 2017 THROUGH August 2018



T:\Clients\South Windsor, CT\Status Report\2018\08.2018\South Windsor Collections Report Schedule A August