

Received 1/4/19 @ 1PM
Courtney Cannella, 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

**AGENDA
(Revised)**

Tuesday, JANUARY 8, 2019

SPRENKEL ROOM, TOWN HALL

7:00 P.M.

A. ROLL CALL

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. December 4, 2018, Public Hearing
2. December 4, 2018, Regular Meeting

C. NEW BUSINESS

1. Budget Fiscal Year 2019/2020 (Discussion)
2. User Charge Structure (Discussion)

D. COMMUNICATIONS AND REPORTS

1. CIP Report
 - a. Vegetation Management Plan
 - b. Evaluation Study
 - c. Sullivan Avenue Siphon
 - d. Miller Road
 - e. Ellington Road Manhole Raising
2. Collection of Delinquent Accounts
3. Discharge Permit
4. Plant Supervisor
5. Carla's Pasta

E. PUBLIC PARTICIPATION (Items not on the agenda)

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

G. UNFINISHED BUSINESS

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

I. ADJOURNMENT

John L. Anthony, ATC

MINUTES
SPRENKEL ROOM

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REGULAR MEETING
JANUARY 8, 2019 AT 7:00 PM

A. ROLL CALL

Members Present: Richard Aries, Erik Dabrowski, Toby Lewis, Ashwatha Narayana, Thomas Ruby, and Stephen Wagner

Members Absent: Carol Fletterick

Alternates Present: Anitha Elango

Alternates Absent: Vicki Paliulis

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

Others Present: Jeff LeMay, Treatment Plant Supervisor

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the January 8, 2019 Regular Meeting of the Water Pollution Control Authority (WPCA).

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. December 4, 2018, Public Hearing

Motion to accept the minutes of the December 4, 2018, public hearing as presented.

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

2. December 4, 2018, Regular Meeting

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

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

Motion was made to go to Item D4.

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

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**REGULAR MEETING
JANUARY 8, 2019 AT 7:00 PM**

D. COMMUNICATIONS AND REPORTS

4. Plant Supervisor

Mr. Jeff LeMay was in attendance this evening. Mr. Tony Manfre reported that Mr. Tim Friend has recently retired and Mr. LeMay is the new Treatment Plant Supervisor. Chairman Richard Aries expressed that having been with Mr. LeMay at Water Pollution Control meetings and having seen him in action, he's very impressed. Mr. LeMay is a very articulate and enthusiastic person, he has all the qualities for this position and the Authority appreciates that, said Chairman Aries. Mr. LeMay thanked members of the Authority for their support.

C. NEW BUSINESS

1. Budget Fiscal Year 2019/2020 (Discussion)

A draft copy of the Pollution Control Budget for FY 2019/2020 was included with the Agenda for review and discussion (see Exhibit A). The proposed budget provides the elements of an operation and maintenance budget, debt service and capital projects. Mr. Manfre explained that this is a preliminary operation maintenance budget as he is still waiting for some information from the Director of Finance. He's also waiting for the asset management study from Wright-Pierce to update the Capital Improvements figures. Mr. Manfre distributed a copy of a 10 Year Capital Improvement Plan (see Exhibit B) which includes the upgrade to three pump stations; Benedict Drive, Clark Street, and Pleasant Valley Road pump station. These are just best guess figures and Mr. Manfre is waiting for the asset management study from Wright-Pierce.

Mr. Stephen Wagner asked if there's a contingency for unforeseen, unexpected issues. Mr. Manfre responded that in preparation to not see unexpected collapses they are going to do the Chapel Road Rehab Phase 2A and 2B. These two projects involve the sewer lines, said Mr. Manfre and explained that initially the Chapel Road project was broken into two phases. During phase 1 they relined all the critical lines. Mr. Wagner expressed that it is important that the public hears repeatedly and from many sources what some of the issues are. Chairman Richard Aries explained that it is important to inform people what the cost is for not making any improvements to the sanitary sewer system. Therefore, he suggested to Mr. Manfre to share any article that relates to any particular town or place neglecting to perhaps rehab their pipes and now is causing a lot of problems. Mr. Jeff LeMay expressed that's he also trying to have the Treatment Plant staff working out in the field to document with pictures and videos any problems.

Mr. Manfre discussed the following line items on the budget:

221 Operating Materials: He explained that he added \$25,000 to the mechanical supply; that's the reason for the increase in the budget line item. That is to increase the inventory for spare parts, said Mr. Manfre.

Payments for the Vernon Treatment Plant Upgrade will begin in 2021.

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231 Equipment Repair: Mr. Stephen Wagner asked why this line item has increased so much. Mr. Manfre responded that there are two pumps that need be rebuilt and each cost \$8,000.

360 Utilities: Mr. Wagner asked if this line item takes into account the credits for electrical use. Mr. Manfre responded that he projected \$390,000 for the use of electricity at the treatment plant. However, this number more than likely is going to drop substantially as they are going to start to see the credits. Mr. Wagner explained that it is his understanding that there are lot of credits that have been building up for the past year that the Authority hasn't been able to take advantage of. He asked if those credits are going to come in a lump sum. Mr. Manfre responded that he will be having a meeting with the utilities provider and obtain more information.

371 Maintenance Contracts: Mr. Manfre reported that he moved the Vegetation Management Project from the Capital Improvement Projects to the Operation Maintenance budget seeing that all four phases will be completed and it will be more of a maintenance routine.

Following Mr. Wagner's suggestion last year, Mr. Manfre explained that the Public Hearing for approval of the budget will be in May, be further discussed in June, and voted on.

Mr. Ashwatha Narayana raised a question on line item no. 110 Full Time Salaries. He expressed concern that the Administrative Secretary salary percentage coming from WPCA is low and therefore he recommended not to necessarily increase the salary rate but to increase the proposed amount. Chairman Aries responded that the Town have full control over the salaries of town employees. A brief discussion ensued on this matter and it will be further reviewed.

2. User Charge Structure (Discussion)

Included with the Agenda was a copy of the Tighe&Bond 2016 Connecticut Water and Sewer Rate Survey results (see Exhibit C). Mr. Tony Manfre distributed a copy of a letter that he received from the Metropolitan District Commission (MDC), see Exhibit D. He explained that MDC has a surcharge for their Capital Improvement projects. Mr. Manfre pointed out that these surcharges do exist and this is something he wanted to bring to the attention of members of the WPCA; something to think about in the future to fund the WPCA Capital Improvement projects. Mr. Thomas Ruby expressed that this will help to define where the money is going. Mr. Erik Dabrowski asked if they can include with the sewer charge bills a summary of the costs incurred. Chairman Richard Aries explained that there are two basic ideas for discussion. One is to do an itemized billing. The other idea is to include with the bill a newsletter. Mr. Ruby explained that the WPCA need to do a better job in communicating to the public. Perhaps by posting a PowerPoint presentation on the Town's website. A power point that includes pictures of the inside of the pipe and communicate to the people the challenges that the WPCA is facing and where the money is going, Mr. Stephen Wagner explained that perhaps including a flyer that discusses some of the issues that the Authority is facing and the structure of sewer fees.

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With regards to the sewer user charge structure, Mr. Wagner explained that there are things that the Authority can do to keep the residential rate from increasing. One option is to lower the assumption of how many gallons of water a household is putting in the system. The current rate is an assumption; this rate is actually much higher than what people are actually using, said Mr. Wagner. This is one way that will offset some of the costs to the citizens. Another way of setting the sewer fees is by billing the Town facilities for their use of the sewer system. Obviously those costs are not shifted into the property tax, but everybody benefits from the schools and from town facilities, said Mr. Wagner. He explained that he does not know how much water the schools and the Town buildings are using, however, the Authority does not need a Town committee to make those kind of decisions. The other option, explained Mr. Wagner, could be the one that Mr. Andy Paterna, Deputy Mayor suggested which is to calculate the sewer user charges based on the property taxes.

Mr. Thomas Ruby asked if there are sources of possible revenue that the Authority is not currently assessing. For example, he explained that probably there are residents that have sewer lines running in front of their property, have not yet connected to the sanitary sewer and therefore have not paid the sewer benefit assessment charge. They are not connected to the sanitary sewer but the line is reaching the point where it may need to be replaced. He asked if the Authority should begin to notify those residents recommending that it's time to pay the frontage assessment. Chairman Richard Aries responded that the Authority changed the regulation to not require any kind of assessment charge until there is a connection the sanitary sewer line, however, he's not sure if the change in policy applies to those properties. Mr. Ruby expressed that if the Authority is trying to mitigate sewer user rate increases and also trying to make repairs to the sanitary sewer system, it will be good to know how many properties have not yet paid for the sewer assessments and what the potential revenue source could be. Mr. Manfre will do some research on this matter and this will be put on the Agenda for discussion.

D. COMMUNICATIONS AND REPORTS

1. CIP Report

- a. Vegetation Management Plan: There was nothing new to report on this matter.
- b. Evaluation Study: Mr. Manfre has not come to terms with the Consultant Engineer, Wright-Pierce for contract price; he received a draft copy of the CIP today.
- c. Sullivan Avenue Siphon: There was nothing new to report on this matter.
- d. Miller Road: Mr. Manfre is waiting for final cost to calculate benefit sewer assessments for the properties.
- e. Ellington Road Manhole Raising: Mr. Manfre received reimbursement in the amount \$14,300 from the State. Mr. Manfre is holding retainage for 1 year and will close the account.
- f. Ellington Road Sewer Design: A kick off meeting was held to discuss this project.

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2. Collection of Delinquent Accounts: Mr. Manfre reported that the Collector of Revenue has been out of the office and therefore he has not received a collection report of the Constables. Included with the Agenda was a collection report from TaxServ (see Exhibit E) for the outstanding accounts placed with TaxServ Captial Services, LLC for the month of November 2018. TaxServ collected a gross amount of \$17,910.11. The current outstanding balance is in the amount of \$335,716.96.
3. Discharge Permit: Mr. Manfre applied for a new 5 years permit. He received a draft permit for review.
5. Carla's Pasta: Mr. Manfre distributed a copy of monthly DMR results from Fuss & O'Neill for Carla's Pasta (see Exhibit F).

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

G. UNFINISHED BUSINESS

None

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 9:45 p.m.

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

Respectfully Submitted,

Ether A. Diaz
Recording Secretary

JAN 2019 DRAFTFY1718
AdoptedFY1819
ADOPTEDFY1920
PROPOSEDDELTA FROM
LAST YEAR%
CHANGE**100 Personal Services**

110 Full-time Salaries	\$	963,940	\$	998,895	\$	1,016,825	\$	17,930	1.8%
111 Overtime	\$	51,969	\$	107,319	\$	113,539	\$	6,220	5.8%
112 Longevity	\$	-	\$	-	\$	-	\$	-	0.0%
113 Part-time Salaries	\$	-	\$	-	\$	-	\$	-	0.0%
130 Employee Benefits	\$	572,606	\$	599,684	\$	498,475	\$	(101,209)	-16.9%
Subtotal:	\$	1,588,515	\$	1,705,898	\$	1,628,839	\$	(77,059)	-4.5%

200 Materials & Expenses

210 Office Supplies	\$	1,600	\$	1,600	\$	1,600	\$	-	0.0%
221 Operating Materials	\$	84,000	\$	91,450	\$	131,450	\$	40,000	43.7%
222 Motor Vehicle Supplies	\$	24,620	\$	24,620	\$	27,550	\$	2,930	11.9%
223 Uniforms & Clothing	\$	15,750	\$	15,750	\$	15,750	\$	-	0.0%
232 Equipment Repair	\$	65,000	\$	83,000	\$	97,000	\$	14,000	16.9%
Subtotal:	\$	190,970	\$	216,420	\$	273,350	\$	56,930	26.3%

300 Contractual Services

310 Advertising	\$	-	\$	-	\$	-	\$	-	0.0%
320 Professional	\$	155,999	\$	160,252	\$	161,500	\$	1,248	0.8%
330 Rentals & Leases	\$	26,020	\$	30,420	\$	33,400	\$	2,980	9.8%
360 Utilities	\$	491,450	\$	501,950	\$	549,650	\$	47,700	9.5%
371 Maintenance Contracts	\$	464,855	\$	497,255	\$	567,100	\$	69,845	14.0%
373 Repair Maintenance Equip.	\$	19,000	\$	29,700	\$	32,000	\$	2,300	7.7%
374 Fees & Memberships	\$	1,520	\$	2,670	\$	2,670	\$	-	0.0%
375 Recruitment & Training	\$	25,300	\$	23,480	\$	24,200	\$	720	3.1%
390 Other Purchase Services	\$	296,500	\$	326,000	\$	326,000	\$	-	0.0%
393 Internal Service Charge	\$	37,240	\$	37,240	\$	45,000	\$	7,760	17.2%
Subtotal:	\$	1,517,884	\$	1,608,967	\$	1,741,520	\$	132,553	8.2%

400 Capital Outlay

430 Capital Projects	\$	43,000	\$	65,000	\$	35,000	\$	(30,000)	-46.2%
441 Office Equipment	\$	-	\$	-	\$	-	\$	-	0.0%
442 Department Equipment	\$	50,000	\$	96,600	\$	64,500	\$	(32,100)	-33.2%
Subtotal:	\$	93,000	\$	161,600	\$	99,500	\$	(62,100)	-38.4%

Department Total:	\$	3,390,369	\$	3,692,885	\$	3,743,209	\$	50,324	1.4%
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CODE NO. & DESCRIPTION		PROGRAM	COST	
100 PERSONNEL SERVICES			\$	1,628,839
110 FULL TIME SALARIES			ANNUAL	HOURLY
		SUPERINTENDENT*	\$ 83,796	
		PLANT SUPERVISOR	\$ 85,640	
*SALARY IS 80% FUNDED BY WPCA		FACILITIES MECHANIC	\$ 81,830	\$ 39.34
**SALARY IS 25% FUNDED BY WPCA		TECHNICIAN 4	\$ 81,830	\$ 39.34
		TECHNICIAN 4	\$ 81,830	\$ 39.34
		TECHNICIAN 3	\$ 75,784	\$ 36.43
		TECHNICIAN 3	\$ 75,784	\$ 36.43
		TECHNICIAN 3	\$ 75,784	\$ 36.43
SALARY INCREASES:		MECHANIC 2	\$ 75,784	\$ 36.43
MANAGEMENT 2%		MECHANIC 2	\$ 75,784	\$ 36.43
NAGE UNION 2%		LABORTORY ANALYST	\$ 75,784	\$ 36.43
CSEA UNION 2%		MECHANIC 1	\$ 75,041	\$ 36.08
		TECHNICIAN 1	\$ 60,296	\$ 28.99
		ADMINISTRATIVE SECRETARY**	\$ 11,858	
		Salary Total	1,016,825	
111 OVERTIME				
SCHEDULED OVERTIME:				
SATURDAYS (52 DAYS)				
# OF HRS	# OF STAFF	WAGE x 1.5		
2	2	\$ 59.01	SATURDAY OVERTIME	\$ 12,275
			SUNDAY OVERTIME	\$ 16,366
SUNDAYS (52) AND HOLIDAYS (13)			HOLIDAY OVERTIME	\$ 4,092
# OF HRS	# OF STAFF	WAGE x 2	SCHEDULED OT TOTAL	\$ 32,732
2	2	\$ 78.68		
UNSCHEDULED OVERTIME:				
ALARMS/YR	100		ALARMS	\$ 55,077.96
LINE BLOCKAGES/YR	2		LINE BLOCKAGES	\$ 1,101.56
PLANT/PS REPAIR (HRS.)	75		REPAIRS	\$ 10,327.12
# OF HRS	# OF STAFF	WAGE x 1.75	UNSCHEDULED OT TOTAL	\$ 66,507
4	2	\$ 68.85		
STAND BY COMP:			STAND BY COMPENSATION	\$ 14,300
WKS/YR	COST/WK.		TOTAL	\$ 14,300
52	\$ 275			

CODE NO. & DESCRIPTION	PROGRAM	COST
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114 TEMPORY HELP

TEMPORARY/SEASONAL HELP	\$	-
TOTAL	\$	

130 EMPLOYEE BENEFITS

FICA	\$	86,631
BC/BS	\$	207,035
DEARBORN LIFE	\$	7,752
LTD	\$	1,374
STD	\$	221
W/C	\$	38,924
ICMA	\$	56,579
LAB CERTIFICATION	\$	1,500
AETNA PENSION	\$	91,359
CDL LICENSE	\$	2,500
STATE LICENSES	\$	4,600
TOTAL	\$	498,475

CODE NO. & DESCRIPTION	PROGRAM	COST
200 MATERIALS AND SUPPLIES		\$ 273,350
210 OFFICE SUPPLIES		
PAPER, PENS, FAX, AND PRINTER CARTRIDGES	SUPPLIES	\$ 1,600
	TOTAL	\$ 1,600
221 OPERATING SUPPLIES		
221.1 PLANT SUPPLIES	\$	1,000
221.2 PUBLICATIONS	\$	-
221.3 SHOP SUPPLIES	\$	4,000
221.4 SIGNS	\$	1,200
221.5 EMERGENCY	\$	1,500
221.6 CUSTODIAL SUPPLIES	\$	3,500
221.7 LINE CLEANING SUPPLIES	\$	25,000
221.8 SAFETY SUPPLIES	\$	4,000
221.9 CHEMICALS	\$	25,000
221.10 BUILDING SUPPLIES	\$	1,750
221.11 PLUMBING SUPPLIES	\$	2,000
221.12 LABORATORY SUPPLIES	\$	18,500
221.13 HARDWARE SUPPLIES	\$	3,500
221.14 SLUDGE DISPOSAL	\$	2,500
221.15 LUBRICANTS	\$	4,500
221.16 ELECTRICAL SUPPLIES	\$	3,500
221.17 MECHANICAL SUPPLIES	\$	30,000
	TOTAL	\$ 131,450
222 MOTOR VEHICLE SUPPLIES		
	USE (GAL.)	
ASSUMPTIONS:		
GASOLINE \$ 3.40	FUEL: Diesel Generators - Pump Stations 600	\$ 2,100
DIESEL \$ 3.50	81SW - 2017 Ford F-250 400	\$ 1,360
	82SW - 2014 Ford E-350 Camera Truck 500	\$ 1,700
	83SW - 2005 F450 Utility Truck 800	\$ 2,720
	1995 Ford LN9000 Vacuum Truck 300	\$ 1,050
	80SW - 2009 Ford Explorer 300	\$ 1,020
	86SW - 2008 Combination Truck 1500	\$ 5,250
	87SW - 2014 Ford F-350 Utility Truck 400	\$ 1,360
	Pumps/Misc Equipment 100	\$ 340
	TOTAL	\$ 16,900
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
	TOTAL	\$ 10,650

CODE NO. & DESCRIPTION	PROGRAM	COST
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223 UNIFORMS

UNIFORM RENTAL	\$	7,500
SAFETY SHOES	\$	3,250
REPLACEMENT CLOTHING	\$	5,000
TOTAL		\$ 15,750

232 EQUIPMENT REPAIR

PLANT EQUIPMENT	\$	69,000
PUMP STATION EQUIPMENT	\$	28,000
TOTAL		\$ 97,000

CODE NO. & DESCRIPTION	PROGRAM	COST
300 - CONTRACTUAL SERVICES		\$ 1,741,520
310 ADVERTISING/PRINTING		
	ADVERTISING	\$ -
	TOTAL	\$ -
320 PROFESSIONAL		
320.1 JobCal Support		\$ 900
320.2 Rockwell Support		\$ 2,000
320.3 Debt Mgt.		\$ 2,000
320.4 Water Consumption Reports		\$ 1,200
320.5 Insurance Premiums		\$ 138,000
320.6 NPDES Compliance Testing		\$ 14,000
320.7 NPDES PERMIT		\$ 2,400
320.8 Drug Testing and Innoculations		\$ 1,000
	TOTAL	\$ 161,500
330 RENTAL & LEASES		
330.1 Communications		\$ 22,000
330.2 2 Way Radio		\$ 2,000
330.3 GPS Rental		\$ 2,100
330.4 SCADA Line Equipment Rental		\$ 3,300
330.5 Security System		\$ 2,000
330.6 Copier		\$ 2,000
	TOTAL	\$ 33,400
360 UTILITIES		
360.1 ELECTRICAL USE:		
TREATMENT PLANT		\$ 390,000
PUMP STATIONS:		
Avery		\$ 4,000
Barrington		\$ 2,500
Benedict		\$ 30,000
Clark		\$ 44,700
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
HEATING FUEL COST	360.2 HEATING FUEL 15,000/YR	\$ 41,250
\$2.75	360.3 TELEPHONE LAND LINES	\$ 4,800
	360.4 WATER SERVICE:	
	TREATMENT PLANT	\$ 5,000
	CLARK ST PS	\$ 600
	TOTAL	\$ 549,650

CODE NO. & DESCRIPTION	PROGRAM	COST
371 MAINTENANCE CONTRACTS		
371.1	Treatment Plant Pest Control	\$ 1,500
371.2	Container Rental and Trash Collection	\$ 4,000
371.3	Sludge Transportation and Disposal	\$ 347,000
371.4	Grit Transportation and Disposal	\$ 24,000
371.5	Custodial Building Maintenance	\$ 18,000
371.6	Grounds Maintenance	\$ 13,000
371.7	Stormwater Inspection and Testing	\$ 6,000
371.8	Power Center and ATS Service Contract	\$ 15,000
371.9	Plant Generator Load Test/Adjustment	\$ 6,000
371.10	SCADA Maintenance	\$ 20,000
371.11	Fire Alarm System Maintenance	\$ 2,800
371.12	HACH Analyzer Maintenance	\$ 7,000
371.13	HVAC Control System Service Contract	\$ 2,800
371.14	HVAC Mechanical System Maintenance	\$ 45,000
371.15	Controls/PLC Service Contract	\$ 5,000
371.16	Easement Vegetation Management	\$ 50,000
TOTAL		\$ 567,100
373 REPAIR MAINTENANCE EQUIP.		
	Service calls	\$ 6,000
	Hoist Certification	\$ 4,000
	Fire Extinguisher Testing	\$ 1,200
	Fall Protection Certification	\$ 2,800
	Backflow Preventer Certifications	\$ 1,500
	Boiler Certifications	\$ 3,000
	TWAS Pump Rebuild	\$ -
	Machining	\$ 8,000
	Flow Meter Calibrations	\$ 1,500
	Equipment Calibrations/Certifications	\$ 4,000
TOTAL		\$ 32,000
374 FEES & MEMBERSHIPS		
	Water Environment Federation	\$ 1,650
	Annual Meetings	\$ 800
	C.W.P.A.A.	\$ 220
TOTAL		\$ 2,670
375 RECRUITMENT & TRAINING		
	Training materials and conferences	\$ 18,000
	DEEP Licensing Exams	\$ 1,200
	NASSCO	\$ 2,500
	Safety and Compliance Training	\$ 2,500
TOTAL		\$ 24,200

CODE NO. & DESCRIPTION	PROGRAM	COST
390 OTHER PURCHASE SERVICES		
SANITARY SEWER SERVICES:		
Vernon (469 Units)		\$ 260,000
MDC		\$ 14,000
Manchester (85 units)		\$ 52,000
	TOTAL	\$ 326,000
393 INTERNAL SERVICE CHARGE		
	ENGINEERING/COLLECTOR OF REV.	\$ 45,000
	TOTAL	\$ 45,000

CODE NO. & DESCRIPTION	PROGRAM	COST	
400 CAPITAL OUTLAY		\$	99,500
430 CAPITAL PROJECTS			
	Aeration Air Flow Control	\$	16,000
	Alarm System Radio Replacement	\$	-
	Processor Replacement - UV System	\$	14,000
	Sludge Storage Tank Floors	\$	5,000
		TOTAL	\$ 35,000
441 OFFICE EQUIPMENT		\$	-
		TOTAL	\$
442 DEPARTMENT EQUIPMENT			
	Portable Flow Meters	\$	15,000
	Trailer	\$	-
	Gantry	\$	3,500
	Portable DO Meter	\$	4,000
	Aeration Air Flow Meters	\$	8,000
	Aeration Air Control Valve Actuators	\$	8,000
	CCTV Inspection Camera	\$	26,000
		TOTAL	\$ 64,500

DEBT SERVICE/CIP/RESERVE TOTAL **\$ 2,191,582**

DEBT SERVICE - PRINCIPAL AND INTEREST

PROJECT NAME	COST
1 TOWN OF VERNON UPGRADE	\$ -
2 STATE GRANT UV SYSTEM (FINAL PAY. 7/1/21)	
PRINCIPAL	\$ 46,576
INTEREST	\$ 1,537
SUBTOTAL	\$ 48,113
3 PLEASANT VALLEY PS UPGRADE (FINAL PAY. 2026)	
PRINCIPAL	\$ 21,728
INTEREST	\$ 2,503
SUBTOTAL	\$ 24,231
4 SUBMERSIBLE PS UPGRADE (FINAL PAY. 2027)	
PRINCIPAL	\$ 82,611
INTEREST	\$ 11,692
SUBTOTAL	\$ 94,303
5 DRY PIT PS UPGRADE (FINAL PAY. 2028)	
PRINCIPAL	\$ 100,000
INTEREST	\$ 39,935
SUBTOTAL	\$ 139,935
TOTAL DEBT SERVICE	
	\$ 306,582

CAPITAL IMPROVEMENT PROJECTS

PROJECT LOCATION	PROJECT NAME	COST
TREATMENT PLANT	OUTFALL STABILIZATION	\$ 60,000
COLLECTION SYSTEM	CLARK ST. UPGRADE	\$ 800,000
	Chapel Rd Phase 2A	\$ 845,000
	I/I REMOVAL AND MH REHAB.	\$ 30,000
CIP TOTAL		\$ 1,735,000

RESERVE FUND CONTRIBUTION

FUND NAME	COST
OPERATING RESERVE	\$ 50,000
REPLACEMENT RESERVE	\$ 100,000
TOTAL	\$ 150,000

**10 Year Capital
Improvement Plan**

Exhibit B

Fiscal Year	2019 Cost	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Inflation Factor @ 5%	1	1.050	1.103	1.158	1.216	1.276	1.340095641	1.407100423	1.477455444	1.551328216	1.628894627
Chapel Road Rehab:											
Phase 2A 2100'	\$820,000		\$904,050								
Phase 2B - 2100'	\$820,000			\$949,253							
Phase IV Sewer Rehab		\$1,000,000									
Clark St. FM Phase II				\$35,000							
Vegetation Management		\$0	\$50,250	\$58,171	\$70,707	\$90,242	\$120,933	\$170,164	\$251,410	\$390,020	\$635,301
I/I and MH Rehab		\$30,000	\$75,000	\$75,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Outfall Stabilization	\$80,000										
Vernon Upgrade		\$0	\$102,000	\$102,000	\$101,000	\$99,000	\$99,000	\$99,000	\$99,000	\$99,000	\$99,000
Plant Garage	\$200,000										
PUMP STATIONS											
Benedict Drive	\$1,000,000	\$1,000,000									
Clark Street	\$1,000,000	\$0	\$1,000,000								
Pleasant Valley	\$750,000		\$0	\$868,219							
PS A	\$1,000,000				\$1,215,506						
PSB	\$1,000,000					\$1,276,282					
PS C	\$1,000,000						\$1,340,096				
PS D	\$1,000,000							\$1,407,100			
PS E	\$1,000,000								\$1,477,455		
PS F	\$1,000,000									\$1,551,328	
PS G	\$1,000,000										\$1,628,895
PS H	\$1,000,000										
TREATMENT PLANT UPGRADE	\$40,000,000										
CIP TOTAL		\$2,030,000	\$2,131,300	\$2,087,642	\$1,487,213	\$1,565,523	\$1,660,028	\$1,776,265	\$1,927,866	\$2,140,348	\$2,463,196

June 15, 2017

2016 Connecticut Water and Sewer Rate Surveys

Dear Participant:

Tighe & Bond's 2016 water and sewer rate survey results are now available. We encourage you to request PDFs of the survey reports at <https://www.tighebond.com/category/rate-surveys/>. If you would prefer us to mail you printed surveys, please contact **Jessica Frey** at **(413) 572-3299** or JAFrey@tighebond.com.

Tighe & Bond has collected and published water and sewer rate information for many years to provide you with comparative local and regional data. This year we have some exciting changes to announce! We are now teaming with the Environmental Finance Center at the University of North Carolina School of Government to present the results of our rate study using a **free, online Rates Dashboard**. This allows you to adjust the assumed annual usage that the comparison is based on, and presents conservation and affordability metrics in addition to annual bill comparisons. Rates can be compared further according to utility size, river basin, geographic radius and median household income.

Water Rates: Annual water costs in Connecticut range from a low of **\$173** to a high of **\$932**. The 2016 average is **\$509**, and the median is **\$500**. Twelve percent of survey respondents have increased their rates since our 2013 survey



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Sewer Rates: Annual sewer costs in Connecticut range from a low of **\$130** to a high of **\$1,469**. The 2016 average is **\$472**, and the median is **\$401**. Fourteen percent of survey respondents have increased their rates since our 2013 survey.

One of the most commonly reported challenges facing water systems across Connecticut is aging infrastructure. A rate structure designed to provide sustainable revenue for operations and capital programs is critical to ensure reliable, safe drinking water and effective sewer and fire protection. Our "Water Insights" blog at www.tighebond.com features a number of brief yet insightful articles supporting municipal and water company concerns. This includes "A Best Practices Guide for Evaluating Water & Sewer Rates Effectively"; "6 Steps to Get Funding for Your Water Infrastructure Project"; "7 Things to Consider When Comparing Water Rates" and "8 Reasons You Can Use to Gain Your Customers' Support for Increasing Water Rates". Each article includes brief charts to aid in stakeholder outreach.

Tighe & Bond would like to thank all participants who responded to this water and sewer rate survey. If we have incorrectly interpreted any information, please let us know and we will make appropriate corrections. Questions, comments or suggestions are certainly welcome. Please contact me at (413) 572-3664 or CStockwell@tighebond.com at any time.

Very truly yours,

TIGHE & BOND, INC.

Christopher Stockwell
Director of Marketing

SOUTH WINDSOR		SOUTH WINDSOR	
TIMES ALLOCATION RATE		2019	2018
METER SIZE	EQUALS SURCHARGE AMOUNT FOR CURRENT YEAR	MONTHLY CHARGE	MONTHLY CHARGE
5/8"	\$12,146.67	\$ 0.57	\$ 0.31
3/4"	\$58.80	\$ 0.70	\$ 0.51
1"	\$1,827.22	\$ 1.73	\$ 0.92
1 1/2"	\$1,200.22	\$ 2.22	\$ 1.41
2"	\$1,737.98	\$ 7.62	\$ 3.15
3"	\$18,841.29	\$ 87.23	\$ 32.97
4"	\$696.32	\$ 29.01	\$ 32.97
6"	\$602.36	\$ 25.10	\$ -
8"	\$0.00	\$ -	\$ -
10"	\$0.00	\$ -	\$ -
12"	\$0.00	n/a	n/a
Total	\$37,110.87		

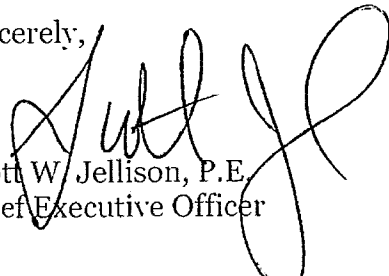
MDC's methodology allocates costs based upon actual consumption using the last full prior year's consumption; therefore, 2017 consumption data was used to calculate the 2019 charges.

The current Capital Improvement Project surcharge for a residential (5/8") meter is \$0.31 per month; it is proposed to increase to \$0.57 per month. For 4" meters the current surcharge is \$32.97 per month which is proposed to decrease to \$29.01 per month and a new monthly charge of \$25.10 will be applied to large 6" meters in 2019.

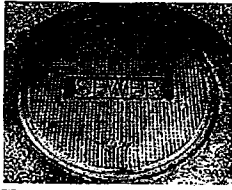
Additionally, the Metropolitan District has a charge for dedicated private fire services to properties. In 2019 this fire service charge will be expanded to include combined water services which provide both domestic and fire flow via one service pipe. The fire protection charge for combined services will be based upon service pipe diameter at the same rate as dedicated private fire services. The fire service charge will be in addition to the standard customer service charge.

If you have any questions or concerns, please feel free to contact me at 860-278-7850, extension 3200.

Sincerely,



Scott W. Jellison, P.E.
Chief Executive Officer



2016 Connecticut Sewer Rate Survey

Tighe & Bond is pleased to present our **2016 Sewer Rate Survey** for communities across Connecticut. Tighe & Bond has collected and published water and sewer rate information for many years to provide you with local and regional comparative data. This year we have some exciting changes to announce!

Introducing the Rates Dashboard

Tighe & Bond is now teaming with the Environmental Finance Center at the University of North Carolina School of Government to present the results of our rate study using a **free, online Rates Dashboard**. The Dashboard allows you to adjust the assumed annual usage that the comparison is based on and presents Conservation and Affordability metrics in addition to annual bill comparisons. Rates can be further compared according to utility size, river basin, geographic radius and median household income. Additional dashboards developed for other states from 2007 to 2016 can be viewed at <http://www.efc.sog.unc.edu/project/utility-financial-sustainability-and-rates-dashboards>.



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You can request prior Tighe & Bond rate surveys here: <https://www.tighebond.com/category/rate-surveys/>

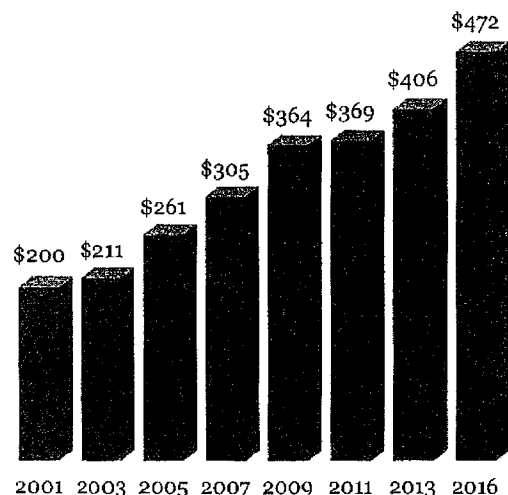
KEY FINDINGS

The cost of sewer service is rising.

Average annualized sewer costs of the rate structures reported in the survey was \$472, with the median at \$401, a low of \$130 and high of \$1,469. Fourteen percent of survey respondents have increased rates since our last survey (2013), while 86% have not. At the same time, the cost of sewer service has increased 16% over 3 years.

One of the most commonly reported challenges facing water systems across Connecticut is our aging infrastructure. A rate structure designed to provide sustainable revenue for operations and capital programs is critical to assure reliable, safe drinking water and effective sewer and fire protection.

Tighe & Bond offers municipalities and water companies assistance developing sustainable rates to support needed infrastructure improvements, explaining the need for rate increases, and how to prepare for funding initiatives. You can read and download recent articles on this topic on our "[Water Insights](#)" blog located at www.tighebond.com.



Tighe&Bond

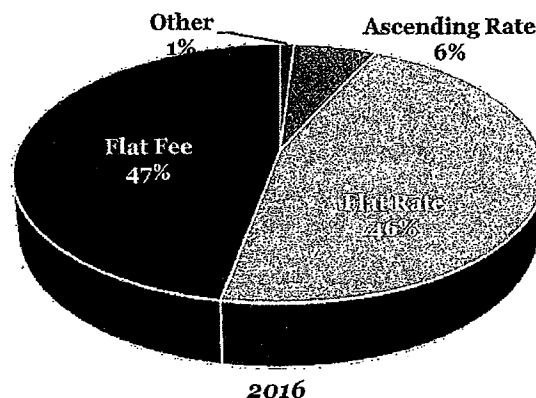
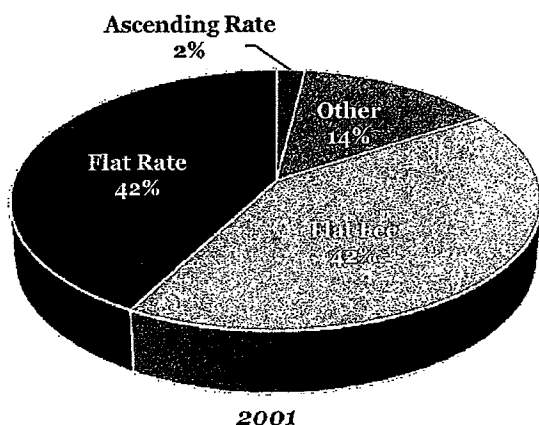
Connecticut Offices: Middletown (860-704-4760) / Shelton (203-712-1100)
www.tighebond.com / email: info@tighebond.com



2016 Connecticut Sewer Rate Survey

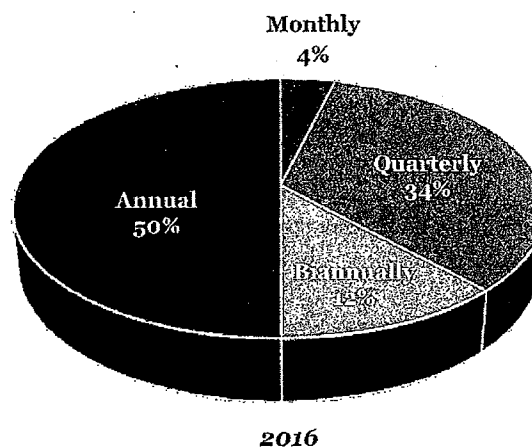
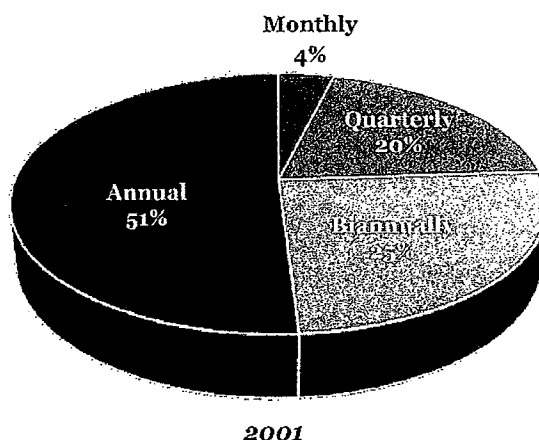
Rate structures are changing.

A variety of different rate structures are used throughout Connecticut. Based on the written survey results, 46% of communities use a flat or uniform rate structure and 47% use a flat fee. The remainder incorporate costs for sewerage systems through general taxation or use either an ascending or descending rate structure.



Billing cycles are becoming more frequent.

Half of respondents to the survey use an annual billing cycle (50%), while 34% use a quarterly cycle. About 12% reported using a biannually billing cycle and 4% on a monthly billing.



We hope that you find the water and sewer rate survey information useful. If you have any questions or we have incorrectly interpreted information regarding your rates, please contact Christopher Stockwell at 413.572.3664 or estockwell@tighebond.com. Tighe & Bond welcomes your suggestions to improve future surveys.

Tighe&Bond

Connecticut Offices: Middletown (860-704-4760) / Shelton (203-712-1100)
www.tighebond.com / email: info@tighebond.com



The Metropolitan District
water supply • environmental services • geographic information

Exhibit D

RECEIVED

DEC 31 2018

TOWN MANAGER
TOWN OF SOUTH WINDSOR

December 28, 2018

Mr. Matthew Galligan
South Windsor Town Manager
1540 Sullivan Avenue
South Windsor, CT 06074

Re: MDC 2019 Rates

Dear Mr. Galligan:

This letter is to notify you of proposed increases to the Surcharge Outside the Metropolitan District for Capital Improvements which will affect South Windsor.

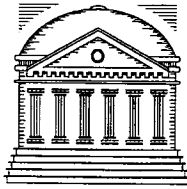
One capital improvement project was completed in South Windsor which serves as the basis for calculation of the new monthly charges:

2012 Burnham Acres

Net Construction Cost (Total Construction less Assessments) \$ 249,404

Typically, projects are billed after the post-construction warranty period has elapsed, approximately one year after construction is complete. These projects were completed in 2010; however, due to an administrative oversight these projects were not incorporated into the non-member town surcharge until now. Our process has been updated to annually verify completed projects and subsequently include those completed projects in the Surcharge Outside the Metropolitan District for Capital Improvements.

The new 2019 monthly charge, by meter size, is indicated on the chart below as well as the current 2018 charge: (chart appears on next page)



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

Exhibit E

December 17, 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 November 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 November 2018.

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

Number of Active Bills/Accounts: 586 / 280

Lien Age Range: 2008-2018

Table 1

Category	Original Balance ⁽¹⁾	Collected Amount ⁽²⁾	Current Balance ⁽³⁾
Principal	\$568,199.67	\$412,439.11	\$194,196.89
Interest	\$177,636.10	\$187,223.43	\$87,289.44
Collection Fee	\$111,875.37	\$34,526.57	\$42,222.95
Costs of Collection	\$36,136.83	\$86,526.50	\$12,007.68
Total Receivable	\$893,847.97	\$720,715.61	\$335,716.96

Total gross historical collections are \$720,715.61 (\$686,189.04 net of collection fees). Total gross collections in November 2018 are \$17,910.11 (15,490.16 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	\$9,545.41	\$4,033.17	\$667.00	\$14,245.58	\$2,244.09	\$16,489.67
TaxServ	\$977.22	\$195.36	\$72.00	\$1,244.58	\$175.86	\$1,420.44
Grand Total	\$10,522.63	\$4,228.53	\$739.00	\$15,490.16	\$2,419.95	\$17,910.11

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	November 2018 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	8	1,111	7
Redeemed	10	1,539	6
Grand Total	18	2,650	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.

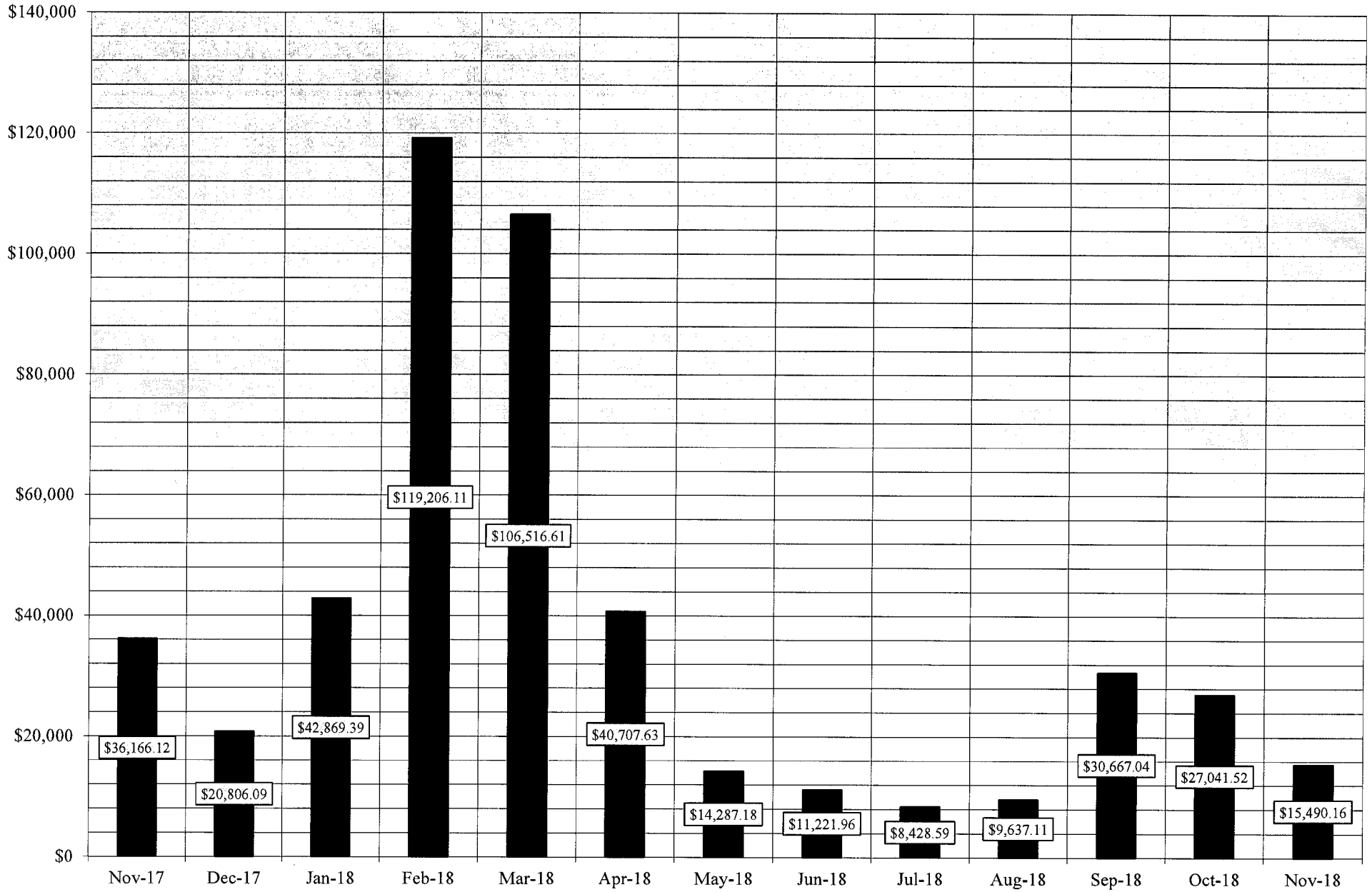
Sincerely,



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 November 2017 THROUGH November 2018



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
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
9/18/2018	4.73	11.63	960	1400	-	177,222
10/19/2018	5.04	11.25	680	1600	-	206,559
11/29/2018	5.2	11.49	600	890	20	158,983
12/19/2018	5.06	11.35	370	1000	-	205,083

STARTED WEEKLY PUMP OUTS

NEW Q VARIANCE OF
210,000 GPD

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

NEW VARIANCE OF 210,000 AS OF 12/2018