

received 1/31/2019 @ 3:00 pm
Korin L. Almaraz ATC

MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING, PLEASE CALL
ETHER DIAZ, (860) 644-2511, EXT. 243, ON OR BEFORE 4:30 P.M. ON THE DAY OF
THE MEETING

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

REGULAR MEETING
SPRENKEL ROOM, TOWN HALL

AGENDA

TUESDAY, FEBRUARY 5, 2019
7:00 P.M.

- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. January 8, 2019, Regular Meeting
- C. NEW BUSINESS
 - 1. 540-570 Sullivan Avenue, Approval to Connect
 - 2. Budget Fiscal Year 2019/2020 (Discussion)
 - a. WPCA Budget
 - b. WPC O+M Budget
 - c. Capital Improvement Plan
 - 3. Unassessed Properties
 - 4. Public Outreach Campaign
- D. COMMUNICATIONS AND REPORTS
 - 1. CIP Report
 - a. Vegetation Management Plan
 - b. Evaluation Study
 - c. Sullivan Avenue Siphon
 - d. Ellington Road Manhole Raising
 - e. Ellington Road Sewer Extension Design
 - 2. Collection of Delinquent Accounts
 - 3. Carla's Pasta
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
- G. UNFINISHED BUSINESS
 - 1. User Fee Structure (Discussion)
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
- I. ADJOURNMENT

MINUTES
SPRENKEL ROOM

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REGULAR MEETING
FEBRUARY 5, 2019 AT 7:00 PM

A. ROLL CALL

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

Members Absent:

Alternates Present: Vicki Paliulis

Alternates Absent: Anitha Elango

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

Others Present: Tim Coon, J.R. Russo & Associates, LLC.

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the February 5, 2019 Regular Meeting of the Water Pollution Control Authority (WPCA).

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. January 8, 2019, Regular Meeting

Motion to accept the minutes of the January 8, 2019, regular meeting as presented.

The motion was made by Mr. Toby Lewis and seconded by Mr. Ashwatha Narayana. Ms. Carol Fletterick abstained. The motion passed.

Mr. Stephen Wagner and Mr. Erik Dabrowski entered at 7:05 p.m. Due to other obligations, Mr. Wagner was unable to attend the entire meeting and therefore Chairman Aries asked for a motion to differ to Agenda Item G1.

Motion was made to go to Item G1.

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

G. UNFINISHED BUSINESS

1. User Fee Structure (Discussion)

Mr. Tony Manfre distributed a copy of the proposed WPCA Fee Calculations (see Exhibit A) for discussion. Mr. Wagner explained that he did the calculations based on last year sewer fees and using the information provided by the Assessor's Office.

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He did some rough calculations of the effect of various billing options that will give an idea of the implications of making a policy revision rather than to continue with the flat rate base fee, said Mr. Wagner. Mr. Wagner presented the following options (see Exhibit A).

Option 1: "Redistributing \$404 Fee Based on Number of Fixtures"

Mr. Wagner explained that he made the calculations based on the number of fixtures in the house which is identified in the Assessor's property card for each property. The property owners with more than 6 fixtures in the house will see the impact on the sewer user charge as it will be more than the current sewer user fee (\$404). It is about \$74 fee a fixture, said Mr. Wagner.

Mr. Erik Dabrowski asked how much more money will be collected based on the proposed calculations. No more no less, it's actually the same amount of money, said Mr. Wagner.

Option 2: "Redistributing \$404 Fee Based on Assessed Improvements"

Mr. Stephen Wagner explained that recently Deputy Mayor Andy Paterna made a recommendation to base the sewer user fees on the assessed value of the house. The logic is that if you have a more valuable home and assuming it is fully occupied you'll be having more use of the sewer, said Mr. Wagner. Therefore, Mr. Wagner made rough calculation based on the assessed value of the improvements of the property. He explained that a lot of homes have a \$10,000 improvement assessment, however, this is due to some crumbling foundation.

Option 3: "Changing Assumed Single Family Flow to Reduce \$404 Single Family Fee"

Mr. Wagner explained that four years ago the WPCA lowered the amount of water that's assumed to be used by each household and lowered the amount of water that is calculated for the businesses from 93,000 gallons to 84,000 gallons. These calculations are based on changing the assumed single family flow of 84,000 gallons, said Mr. Wagner.

Chairman Richard Aries explained that there is a voice, a movement that expresses and feels that the sewer rates structures needs to change. Essentially all of the proposals described by Mr. Wagner is a way to sort of explore how to create a system that might approach to a system more than what is currently in place, said Chairman Aries. The sewer rates structure hasn't necessarily been a failure as the current system is uniform and has worked essentially. The alternate conclusion by the Authority was that uniform rates have certain benefits that eliminates all the problems that due come in place, said Chairman Aries.

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Mr. Tony Manfre made reference to Option 3 and explained that if the Authority lower the amount of gallons, this will shift the burden over to the industrial/commercial businesses. Chairman Aries stated that he'll like to see what the impact may be on the industrial/commercial users if the amount of gallons is reduced to less than 84,000 gallons.

Ms. Vicki Paliulis expressed that Option 1 seems to be the more logical because is based on sources of water discharge. Chairman Richard Aries thanked Mr. Wagner for putting the data together and this will be further discussed at the next WPCA meeting.

C. NEW BUSINESS

1. 540-570 Sullivan Avenue, Approval to Connect

Mr. Timothy Coon of JR Russo presented the application. He explained that R&L Trucking is proposing to expand their current facility at 540 and 570 Sullivan Avenue in South Windsor. R&L Trucking currently occupies a 9.69 acre lot at 540 Sullivan Avenue. This site is improved with two buildings surrounded by paved areas. The property at 570 Sullivan Avenue is 7.48 acres and was formerly used as a contractor's yard. The expansion will include alteration of the existing buildings at 540 Sullivan Avenue to create an office and add 52 new loading docks. The altered building will continue to use the current sanitary lateral to the front building. The existing building at 570 Sullivan Avenue will be demolished and a new maintenance building and fuel island will be constructed. The existing sanitary lateral to the demolished building will be plugged and abandoned. The new maintenance building will contain bathrooms and floor drains. In addition, floor drains will be installed under the canopy at the fuel island. All floor drains will be connected to a new Oil/Water Separator. The discharge from the Oil/Water Separator will combine with the sanitary flow prior to connection to an existing sanitary manhole located on the southeast corner of the property, which was utilized by the existing building. This manhole is currently connected to the municipal sanitary sewer main in Sullivan Avenue. As a result of the re-use of the existing laterals serving the two properties, the proposed project will not require a new connection to the municipal sewer (See Exhibit B).

Mr. Tony Manfre asked if there's a reason for installing the floor drains under the canopy at the fuel island. Mr. Coon responded that they installing the floor drains under the canopy to keep the rain water from entering into because it does connect to the sanitary sewer. If there's a fuel spill, will it be able to make its way into the floor drain, said Mr. Manfre. Mr. Coon responded yes, that will be the point of collection rather than getting out to the wetland in the back. Mr. Manfre asked if there's a way to keep it out of the water separator and have a separate containing area, as the water separator may not catch all the fuel if there's a fuel spill. Ms. Vicki Paliulis agreed with Mr. Manfre as there could be a saturated level of contamination going down at the sewer. Ms. Paliulis asked if this project needs to be in compliance with the Spill Prevention, Control and Countermeasure (SPCC). Mr. Coon was not familiar with the SPCC. Ms. Paliulis asked if there will be more than 13000 gallons of fuel at this

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location. Yes, responded Mr. Coon. Therefore, Ms. Paliulis responded that they cannot have a provision does not allow discharge oil material into the sewer. Also, they may need to be in compliance with the Storm Water General Permit regulation, said Ms. Paliulis. Therefore, she asked to be provided with the detail layout of the proposed facility; sewer information and floor drains information as they will be discharging to sewer but don't seem to have the provisions in place. She recommended to Mr. Coon getting a consultant to get the provisions that are needed in place.

Motion was made to table this application for further discussion at the next meeting.

The motion was made by Mr. Thomas Ruby and seconded by Ms. Carol Fletterick.
The motion carried unanimously

2. Budget Fiscal Year 2019/2020 (Discussion)

- a. WPCA Budget: Included with the Agenda was a copy of the WPCA Budget (see Exhibit C). This is the administrative budget and is for the advertising of legal notices and office supplies. Mr. Manfre proposed adding \$2,000 to cover a total of eight hours in legal services. The Authority recommended minor changes to the Program Objectives, Goals and Accomplishments section. This budget also includes performance data showing the number of meetings and number of residential and commercial sewer connections approved by the Authority. Also, this budget includes the Administrative Secretary position. Chairman Aries explained that Mr. Ashwartha Narayana recently made recommendation for review of the Administrative Secretary salary. Chairman Aries explained that he looked into this matter, however, because this is a bargaining union position the Authority has no legal saying in the matter. There was some recommendation to perhaps change the job description. Ms. Ether Diaz explained that in the Union Contract there's language whereby the employee may request for reclassification of the position. Chairman Aries will further discuss this matter with Mr. Tony Manfre.
- b. WPC O+M Budget: Along with the Agenda was included a copy of the Water Pollution Control Budget for FY2019/2020 (see Exhibit D). Mr. Manfre reported that this budget represents a 1.4% increase. Mr. Manfre explained that this budget does not include changes in line Item 360.1 "Electrical Use". He explained that this amount should be decreasing substantially as they will be using the solar fields. Mr. Manfre explained that the pie chart is a five year budget allocation on average (see Exhibit E). The Operating Expenditure budget is approximately 76%; the Debt Service is 6% and the Capital Improvements Plan Budget has been 18% over the last five years. However, in the proposed budget 30% will be allocated for the CIP; 65% will be allocated for the Operating Expenditure budget and 5% will be allocated for the Debt Service.

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- c. Capital Improvement Plan: Mr. Tony Manfre distributed a copy of the 10 Year Capital Improvement Plan (see Exhibit F). Mr. Manfre proposed the following recommendations: (1) To move the Chapel Road Rehab. Phase 2A project to this year (June 2020). (2) To complete the Chapel Road Rehab Phase 2B project in July 2021; this will save \$30K in mobilization costs. (3) To complete the Clark Street Pump Station upgrade in 2021 and earmark funding in 2020 and 2021 budgets to help pay for costs; and (4) To complete the Benedict Drive Pump Station in 2023 and earmark money in 2022 budget to help pay for cost.

Mr. Narayana asked Mr. Manfre if he can provide to the Authority a report on the status of the current budget. Sure, responded Mr. Manfre.

3. Unassessed Properties

Mr. Tony Manfre reported that this is a time consuming process and is still in review.

- 4. Public Outreach Campaign: Included with the Agenda was a copy of a powerpoint presentation (see Exhibit G). Mr. Manfre explained that they presented this to the government class at the High School and they are also doing a similar presentation at the Senior Center. This is not yet available on the Town's website, said Mr. Manfre. Mr. Toby Lewis recommended having a WPCA booth at the Town's Strawberry Festival. A discussion ensued, and Mr. Manfre explained that during the Public Works Weeks, the WPCA combine efforts with the Town Garage and the Parks and Recreation Department and give a tour of the treatment plant to approximately 80, 2nd grade students. Mr. Thomas Ruby recommended doing a press release on the information that will be provided in the Pump Stations Asset Management Report by Wright Pierce. Mr. Manfre responded that he's expecting to receive the report in two weeks. Chairman Aries asked to keep discussion on this matter on the Agenda.

D. COMMUNICATIONS AND REPORTS

Mr. Tony Manfre reported on the following:

- 1. CIP Report
 - a. Vegetation Management Plan: There was nothing new to report on this matter.
 - b. Evaluation Study: Mr. Tony Manfre met with the Consultant Engineer, Wright-Pierce to evaluate the Capital Improvements Plan table. They reworked some projects and timeline.
 - c. Sullivan Avenue Siphon: There was nothing new to report on this matter.
 - d. Ellington Road Manhole Raising: There was nothing new to report on this matter.
 - e. Ellington Road Sewer Design: The design work for this project is in progress. Mr. Manfre is working with Coca Cola Consultants and Wright-Pierce at this time.

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2. Collection of Delinquent Accounts: Included with the Agenda was a collection report from TaxServ (see Exhibit H) for the outstanding accounts placed with TaxServ Capital Services, LLC for the month of December 2018. TaxServ collected a gross of \$8,105.19 and a net of \$6,482.49. The current outstanding balance is in the amount of \$319,847.67. Also, the Tax Office has collected 95.38% of the 2019 residential sewer billing. The final warrants will be issued this week, said Mr. Manfre and any unapproved payment plans will be turned over to TaxServ in March 2019.
3. Carla's Pasta: Mr. Tony Manfre reported that payment in the amount of \$100,000 was received from Carla's Pasta for the 2018 surcharge. Mr. Manfre distributed a copy of Carla's Pasta Summary of Process Wastewater Evaluation (see Exhibit I). Carla's Pasta is in the process of performing a wastewater reduction action plan. They've compiled preliminary data to identify areas of high discharge of biochemical oxygen demand (BOD), and total suspended solids (TSS) and the results are being reviewed by several consultants. They are planning to attend the March meeting to give an update to the Authority, said Mr. Manfre.

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 9:03 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

Redistributing \$404 Fee Based on Number of Fixtures

Number of Fixtures*	Number of Homes (Single Family w/ or w/o apartment) **	Total Fixtures	Fee per home maintaining \$404 average	Fee per home \$202 fixed
1	1	1	\$74	\$239
3	836	2508	\$223	\$314
4	1115	4460	\$298	\$351
5	1422	7110	\$372	\$388
6	2420	14520	\$447	\$425
7	501	3507	\$521	\$463
8	429	3432	\$596	\$500
9	92	828	\$670	\$537
10	78	780	\$745	\$574
11	29	319	\$819	\$612
12	4	48	\$894	\$649
13	3	39	\$968	\$686
14	1	14	\$1,043	\$723
15	1	15	\$1,117	\$761
17	1	17	\$1,266	\$835
6933		37598	\$2,800,932	\$2,800,932

* Fixtures =

- 1 for kitchen and laundry
- +2 * Full Baths
- +1 * Half Baths

** Rough calculation:

Some on septic

*** Some crumbling
foundations

Redistributing \$404 Fee Based on Assessed Improvements

Assessed Improvements	Number of Homes (Single Family w/ or w/o apartment) **	Average Fee Based on Assessed Improvements	Average Fee with \$202 Fixed
\$000K - \$050K***	1019	\$157	\$280
\$050K - \$100K	2899	\$291	\$347
\$100K - \$150K	1951	\$474	\$439
\$150K - \$200K	589	\$665	\$534
\$200K - \$250K	273	\$869	\$636
\$250K - \$300K	133	\$1,058	\$731
\$300K - \$350K	55	\$1,252	\$828
\$350K - \$400K	17	\$1,444	\$924
\$400K - \$450K	5	\$1,647	\$1,025
\$500K - \$550K	2	\$2,034	\$1,219
\$600K - \$650K	1	\$2,432	\$1,418
Grand Total	6944	\$404	\$404

*** Some crumbling
Foundations
At ~10K

Changing Assumed Single Family Flow to Reduce \$404 Single Family Fee

Metered Business Water Usage 273,034,797

Single Family Homes 8390

Total Collection \$4,727,525

Assumed Single Family and Minimum Business kgal	Assumed Single Family Total kgal	Business kgal	Fee per kgal	Single Family Fee	Total Single Family Fees	Total Business Fees	Total Collection	% Change Single Family	% Change Business
84	704760	273,035	\$4.8349	\$406	\$3,407,433	\$1,320,092	\$4,727,525	0%	0%
74	620860	273,035	\$5.2887	\$391	\$3,283,531	\$1,443,994	\$4,727,525	-4%	9%
64	536960	273,035	\$5.8365	\$374	\$3,133,961	\$1,593,564	\$4,727,525	-8%	21%
54	453060	273,035	\$6.5109	\$352	\$2,949,825	\$1,777,700	\$4,727,525	-13%	35%

Rough calculation. Not corrected for businesses that pay the minimum or income qualified program.



Exhibit B

Project Narrative

R&L Trucking is proposing to expand their current facility at 540 and 570 Sullivan Avenue in South Windsor. R&L Trucking currently occupies a 9.69 acre lot at 540 Sullivan Avenue. This site is improved with two buildings surrounded by paved areas. The property at 570 Sullivan Avenue is 7.48 acres and was formerly used as a contractor's yard. The expansion will include alteration of the existing buildings at 540 Sullivan Avenue to create an office and add 52 new loading docks. The altered building will continue to use the current sanitary lateral to the front building. The existing building at 570 Sullivan Avenue will be demolished and a new maintenance building and fuel island will be constructed. The existing sanitary lateral to the demolished building will be plugged and abandoned. The new maintenance building will contain bathrooms and floor drains. In addition, floor drains will be installed under the canopy at the fuel island. All floor drains will be connected to a new Oil/Water Separator. The discharge from the Oil/Water Separator will combine with the sanitary flow prior to connection to an existing sanitary manhole located on the southeast corner of the property, which was utilized by the existing building. This manhole is currently connected to the municipal sanitary sewer main in Sullivan Avenue. As a result of the re-use of the existing laterals serving the two properties, the proposed project will not require a new connection to the municipal sewer.

FUNCTION
GENERAL GOVERNMENT

TOWN OF SOUTH WINDSOR
WATER POLLUTION CONTROL AUTHORITY
BOARDS AND COMMISSIONS

ACCOUNT NO. 1112-1129

Exhibit C

EXPENDITURE CLASSIFICATION	FY1718 ACTUAL	FY1819 ADOPTED	FY1819 ESTIMATED	FY1920 REQUEST
PERSONAL SERVICES				
110 FULL TIME SALARIES	\$ -	\$ -	\$ -	\$ -
SUBTOTAL:	\$ -	\$ -	\$ -	\$ -
MATERIALS & EXPENSES				
210 OFFICE SUPPLIES	\$ 155	\$ 50	\$ 50	\$ 50
SUBTOTAL:	\$ 155	\$ 50	\$ 50	\$ 50
CONTRACTUAL SERVICES				
310 ADVERTISING	\$ 1,029	\$ 850	\$ 850	\$ 850
320 PROFESSIONAL	\$ -	\$ -	\$ -	\$ 2,000
350 PRINTING	\$ -	\$ -	\$ -	\$ -
374 FEES AND MEMBERSHIPS	\$ -	\$ -	\$ -	\$ -
SUBTOTAL:	\$ 1,029	\$ 850	\$ 850	\$ 2,850
CAPITAL OUTLAY				
430 Capital Projects	\$ -	\$ -	\$ -	\$ -
441 Office Equipment	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ -	\$ -	\$ -	\$ -
DEPARTMENT TOTAL:	\$ 1,184	\$ 900	\$ 900	\$ 2,900

PROGRAM	WATER POLLUTION CONTROL AUTHORITY	DIVISION # 1129
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Program Explanation:

The Authority of seven members is appointed by the Town Council pursuant to Town Ordinance No. 103 for a term of six years. The powers, duties and responsibilities of the Water Pollution Control Authority are derived from Chapter 103 of the General Statutes.

The Water Pollution Control Authority has the responsibility of constructing and operating a sewage system, levying benefit assessments, awarding construction contracts, selecting engineers, applying for State and Federal funds, and other duties as specified in the Connecticut General Statutes.

Budget Change Commentary:

The addition of legal service fees has been included with this budget.

Program Objectives and Goals FY 2020:

- Continue funding reserve funds to establish rate stabilization
- Work Closely with Town Council to improve equitable distribution of sewer system costs
- Update GIS Mapping of Town Sanitary Sewer System
- To work closely with Commercial/Industrial users to discuss common goals and ensure discharge compliance

Program Accomplishments FY 2019:

- Installed 1000' of sewer on Miller Road
- Increased the sewer capacity and installed a new sewer siphon in Sullivan Avenue
- Approval a revision of the sewer benefit assessment policy

Assigned Positions:

				Position Title	2019-2020	
Positions	FTE	Positions	FTE		Positions	FTE
1	0.25	1	0.25	Administrative Secretary	1	0.25

Performance Data	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Estimated 2018-2019	Anticipated 2019-2020
Number of Meetings	12	12	12	11	12
Number of Public Hearings	3	2	3	2	1
Number of Applications Received	10	11	13	12	10
Number of New Residential Connections Approved	6	77	19	10	5
Number of New Commercial Connections Approved	5	7	2	7	5
Number of New or Revised Regulations	2	0	2	0	0

JAN 2019 DRAFT

	FY1718 Adopted	FY1819 ADOPTED	FY1920 PROPOSED	DELTA 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%

CODE NO. & DESCRIPTION	PROGRAM	COST
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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
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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)

OF HRS # OF STAFF WAGE x 2

2 2 \$ 78.68

HOLIDAY OVERTIME \$ 4,092

SCHEDULED OT TOTAL	\$ 32,732
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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

UNSCHEDULED OT TOTAL	\$ 66,507
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OF HRS # OF STAFF WAGE x 1.75

4 2 \$ 68.85

STAND BY COMP:

STAND BY COMPENSATION \$ 14,300

WKS/YR COST/WK.

52 \$ 275

TOTAL	\$ 14,300
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CODE NO. & DESCRIPTION	PROGRAM	COST
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114 TEMPORARY 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:	FUEL: Diesel Generators - Pump Stations	600 \$ 2,100
GASOLINE \$ 3.40	81SW - 2017 Ford F-250	400 \$ 1,360
DIESEL \$ 3.50	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

PUBLIC WORKS
POLLUTION CONTROL

FICAL YEAR
2019/2020

ACCOUNT NO.
3252

CODE NO. & DESCRIPTION	PROGRAM	COST
------------------------	---------	------

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

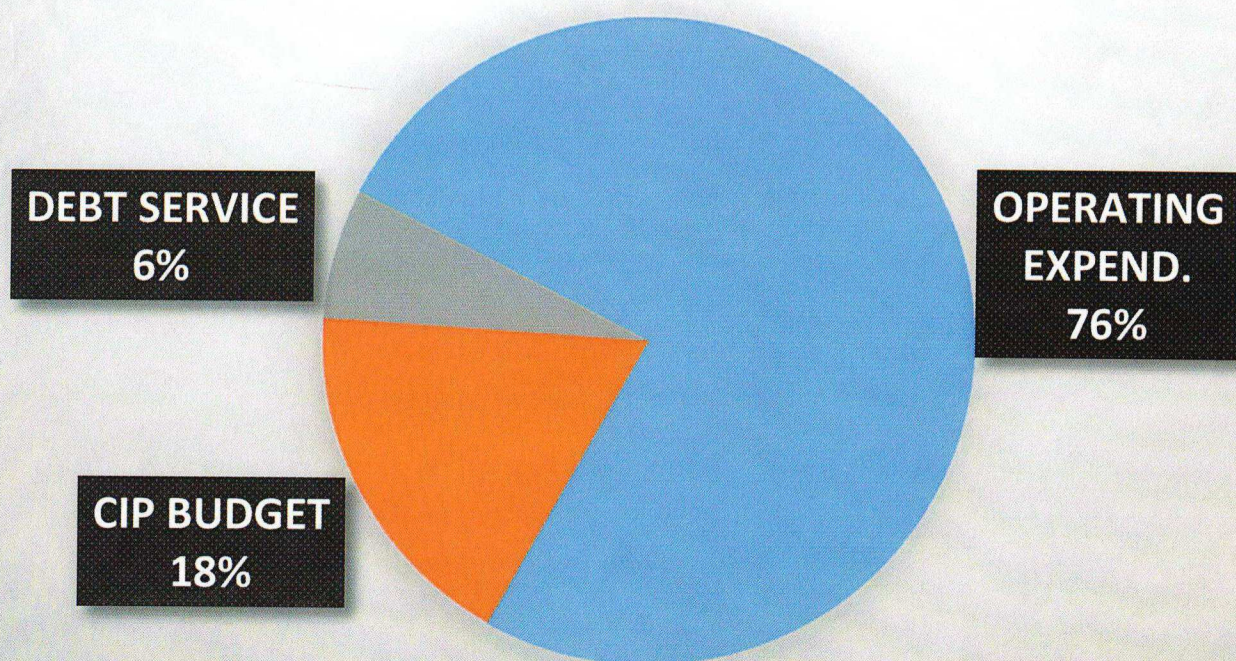
CAPITAL IMPROVEMENT PROJECTS

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

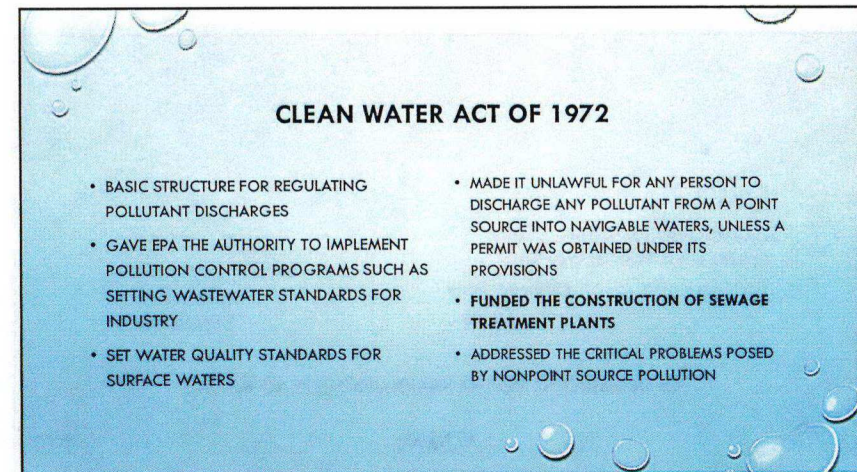
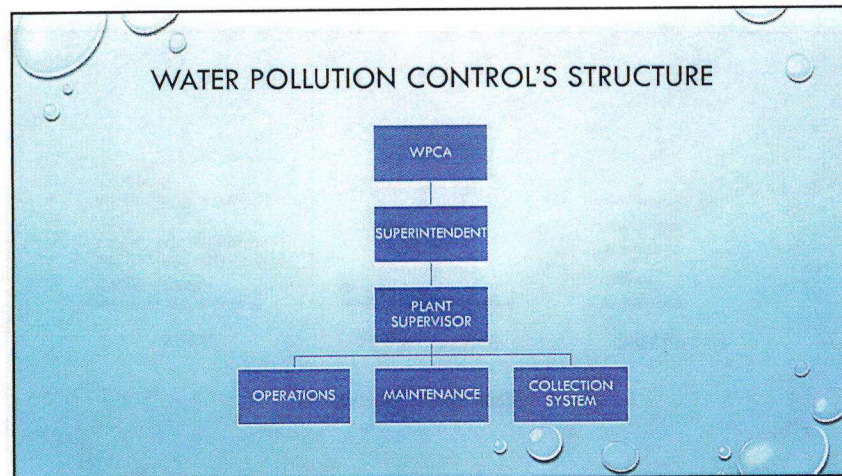
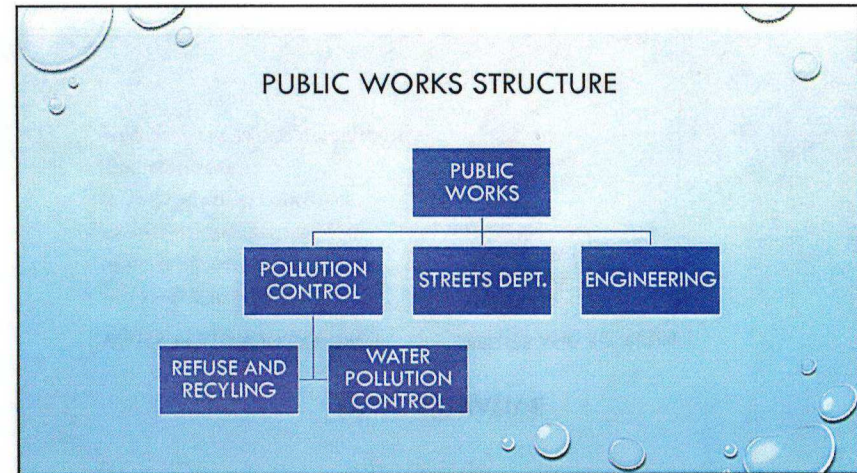
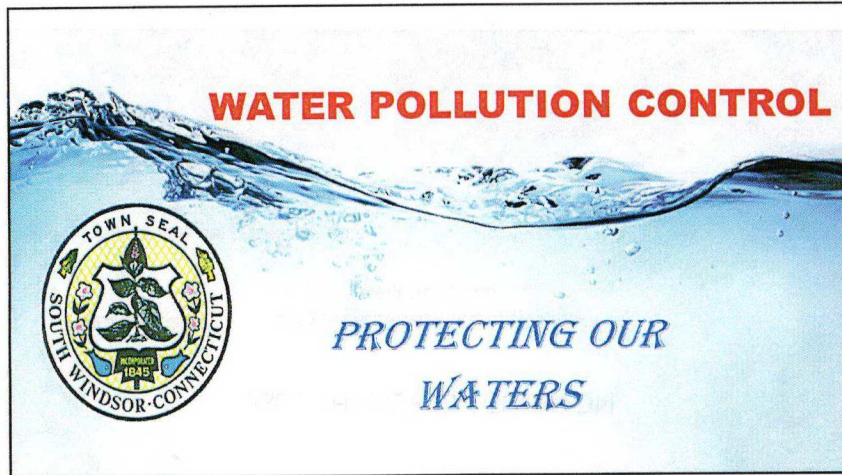
FUND NAME	COST	
OPERATING RESERVE	\$	50,000
REPLACEMENT RESERVE	\$	100,000
TOTAL	\$	150,000

5 YEAR AVG. BUDGET ALLOCATION



**10 Year Capital
Improvement Plan - DRAFT**

Fiscal Year	2019 Cost	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Inflation Factor @ 3%	1	1.03	1.06	1.09	1.13	1.16	1.19	1.23	1.27	1.30	1.34
Chapel Road Rehab:											
Phase 2A 2100'	\$ 820,000	\$ 844,600									
Phase 2B - 2100'	\$ 820,000		\$ 869,938								
Phase IV Sewer Rehab	\$ 1,500,000							\$ 1,900,155			
Clark St. FM Phase II				\$ 35,000							
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	\$ 60,000									
Vernon Upgrade		\$ -	\$ 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	\$ 2,310,000			\$ 200,000	\$ 1,600,000	\$ 724,199					
Clark Street	\$ 2,620,000	\$ 800,000	\$ 800,000	\$ 1,437,298							
Ellington Road #2 (Placeholder)**	\$ 4,000,000										
Pleasant Valley	\$ 1,830,000					\$ 800,000	\$ 1,385,115.70				
Quarrybrook	\$ 1,310,000							\$ 1,611,135			
Avery	\$ 890,000									\$ 1,161,248	
Scantic Meadow 1	\$ 330,000										\$ 443,492
Scantic Meadow 2	\$ 400,000										\$ 537,567
Ellington Road #1 (FY2031)	\$ 740,000										
Rye St (fy2032)	\$ 740,000										
Rt 5 (fy2033)	\$ 650,000										
Barrington Estates (FY2034)	\$ 740,000										
TREATMENT PLANT UPGRADE	\$ 40,000,000										
CIP TOTAL		\$ 1,734,600	\$ 1,846,938	\$ 1,849,298	\$ 1,801,000	\$ 1,723,199	\$ 1,584,116	\$ 1,810,135	\$ 2,099,155	\$ 1,360,248	\$ 1,180,059



WHO WE ARE

WPCA

- REGULATING BODY MADE UP OF RESIDENT VOLUNTEERS
- RESPONSIBILITIES ARE DERIVED FROM CHAPTER 103 OF GENERAL STATE STATUTES
- APPOINTED BY TOWN COUNCIL
 - 7 MEMBERS
 - 2 ALTERNATES

ADMINISTRATIVE

- SUPERINTENDENT/ADMINISTRATIVE ASSISTANT
 - CONTRACT OVERSIGHT
 - STAFF OVERSIGHT
 - BILLING
 - ASSET MANAGEMENT
 - RECOMMENDATIONS TO WPCA

OPERATIONS

- PLANT SUPERVISOR
- 10 OPERATORS
- 2.5 MGD TREATED
- 11 PUMP STATIONS
- 126 MILES OF SEWER PIPE

WPCA

POWER OF AUTHORITY GIVEN BY CGS CHAPTER 103 TO:

- MAKE POLICIES
- ASSESS PROPERTY
- APPROVE CONNECTIONS
- CONSTRUCT SEWERS
- SET RATES
- USE OF FUNDS
 - SEWER REVENUE "SHALL BE KEPT SEPARATE FROM OTHER FUNDS OF THE MUNICIPALITY"

USER CHARGE CALCULATION

$$\text{USER CHARGE} = \frac{\text{EXPENDITURES} - (\text{REVENUES}^*) \times 84,000 \text{ GAL}}{\text{TOTAL FLOW, GAL.}}$$

OTHER SOURCES OF REVENUE INCLUDE:

- SURCHARGES
- SEPTIC DUMPING FEES
- ASSESSMENTS
- CONNECTION CHARGES

ADMINISTRATIVE

WATER POLLUTION CONTROL

- SUPT. REPORTS TO WPCA
- LOOKS AT THE "BIG PICTURE"
- PREPARES AND OVERSEES BUDGET/CIP
- OVERSEES INDUSTRIAL COMPLIANCE
- ASSET MANAGEMENT
- UPHOLDS WPCA'S RULES AND REGULATIONS

REFUSE AND RECYCLING

- MANAGE BUDGET
- CUSTOMER SERVICE
- OVERSEES CONTRACT
- MANAGE R/R PROGRAMS
 - ELECTRONICS
 - TEXTILE
 - HOUSEHOLD HAZ. WASTE
 - CURBSIDE PICKUP
 - BULKY WASTE
 - METAL

OPERATIONS

- COMPLY WITH D.E.E.P.'S NPDES PERMIT
- TREAT OVER 900 MILLION GALLONS OF WATER/YR.
- 99% REMOVAL EFFICIENCY
- O/M OF PLANT AND PUMP STATION EQUIPMENT
- INSPECTION, MAINTENANCE, AND REHABILITATION OF SEWER PIPE
- STAFF MADE UP OF
 - PLANT MANAGER
 - LEAD OPERATOR
 - CHIEF MECHANIC
 - 7 OPERATORS
 - 1 LAB TECH



PLANT MANAGER

- OVERSEES DAY TO DAY OPERATIONS
- HELP CREATE OPERATING AND CAPITAL IMPROVEMENT BUDGETS
- CHIEF OPERATOR OF THE PLANT
- SUBMITS STATE REPORT



LEAD OPERATOR/LAB ANALYST/TECHNICIANS

- MAINTAINING PROPER BALANCE OF MICROBIOLOGICAL LIFE
 - OBTAINING LAB RESULTS
 - MANAGE MICROBIOLOGY
 - KEEPING THE RIGHT NUMBER OF BUGS
 - KEEPING THOSE BUGS HAPPY!
 - SEASONAL ADJUSTMENTS



CHIEF MECHANIC/MECHANICS

- PLANT AND PUMP STATION MAINTENANCE
 - MAINTAINING PUMPS
 - INSPECTING AND REPAIRING CRITICAL EQUIPMENT
 - ELECTRICAL AND PLUMBING
 - PREVENTATIVE MAINTENANCE



COLLECTION SYSTEM

- 11 PUMP STATIONS
- 126 MILES OF PIPE
- CCTV INSPECTION
- GIS
- COM/IND INSPECTION/COMPLIANCE
- EMERGENCY RESPONSE



BUDGET \$5,168,000

OPERATION & MAINTENANCE \$3.7 MILLION

- SALARIES
- SOLIDS HANDLING
- ELECTRIC
- MAINTENANCE
- EQUIPMENT

CAPITAL IMPROVEMENTS \$1.0 MILLION

- SULLIVAN AVE
- PUMP STATION EVALUATION STUDY
- OUTFALL STABILIZATION
- BENEDICT PS DESIGN
- 1/1 REMOVAL

DEBT SERVICE \$300,000

- UV SYSTEM
- 3 PUMP STATION UPGRADES

CAPITAL IMPROVEMENTS

- SEWER REPAIR/LINING
- STATION UPGRADES
- VEGETATION MANAGEMENT
- SEWER EXTENSION
 - MILLER ROAD
 - ELLINGTON RD?

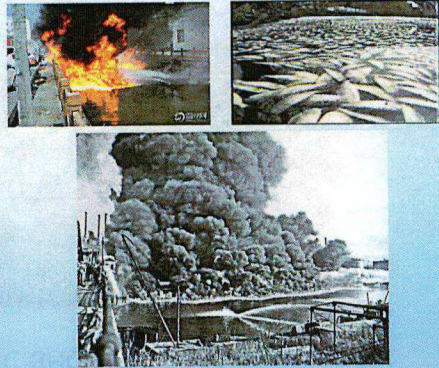


COST OF FAILURE



ENVIRONMENTAL IMPACT

- WENZHO RIVER IN CHINA 2014
- 1969 CUYAHOGA RIVER FIRE IN CLEVELAND DROVE CWA 1972 (13TH FIRE)
- AQUATIC LIFE
 - DISCHARGE CLEAN WATER
 - NITROGEN/PHOSPHORUS LIMITS
 - ALGAE PREVENTION

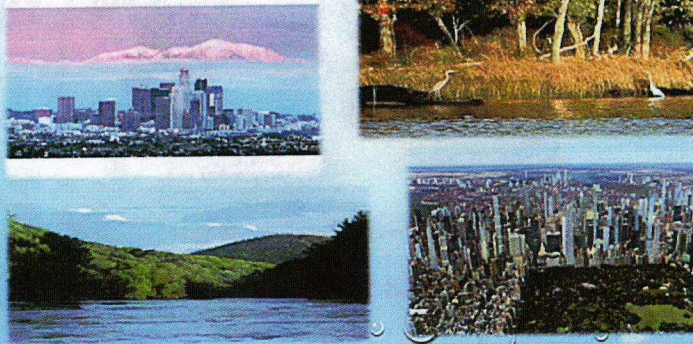


ECONOMIC IMPACT

- BUILD IT AND THEY WILL COME
 - BUSINESS FOLLOWS THE SEWERS
- COM/IND SEWER REVENUE = 30% OF TOTAL REV. WHILE ONLY MAKING UP 4% OF BILLING LIST
- ON AVERAGE 1 BUSINESS = APPROX. 10 HOMES
- BUSINESS KEEPS TAXES DOWN
- CREATES JOBS



RESULTS OF CLEAN WATER



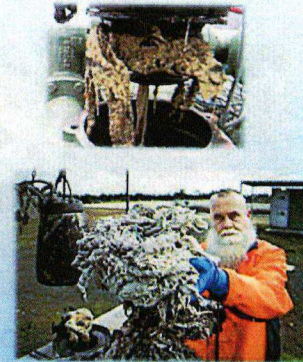
PUBLIC SERVICE ANNOUNCEMENTS EFFECTS OF F.O.G.



FLUSHABLE WIPES ARE NOT PUMPABLE WIPES



CHARLESTON WATER RAG BALL



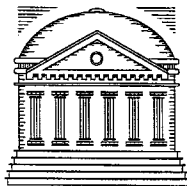
PLASTIC SHOPPING BAGS



DISCUSSION AND QUESTIONS

2018 Questions for Pollution Control

1. How bad would the Connecticut River be without pollution control? Would you be able to fish, boat or swim in it?
2. How much of your job is spent dealing with the town swimming pool?
3. What is the most common contaminant found in water?
4. How long does it take to treat water from when it reaches your plant until it is discharged into the Connecticut River?
5. What is the most harmful substance found in water? Are prescription drugs flushed down toilets an issue?
6. Can you describe what happens and how long the treatment process takes from when a toilet is flushed here at the High School until water is returned to the Connecticut River?
7. How many residents are on septic systems in South Windsor?
8. What is the most polluted body of water in South Windsor?
9. Can you explain how your department came up with the rates that are listed on the PDF on your website?
10. What type of maintenance is required for the equipment in the Vibert Road facility?
11. What is the most unusual object flushed down a toilet that made its way to your facility?
12. What are different ways to purify water? What way does South Windsor use, why?
13. What happens in torrential rain situations and the plant faces an overflow from storm drains?



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

January 10, 2019

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 December 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 December 2018.

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

Number of Active Bills/Accounts: 546 / 253

Lien Age Range: 2008-2019

Table 1

Category	Original Balance ⁽¹⁾	Collected Amount ⁽²⁾	Current Balance ⁽³⁾
Principal	\$568,199.67	\$415,512.73	\$182,227.22
Interest	\$177,636.10	\$190,093.63	\$86,081.47
Collection Fee	\$111,875.37	\$36,149.27	\$40,246.30
Costs of Collection	\$36,136.83	\$87,065.17	\$11,292.68
Total Receivable	\$893,847.97	\$728,820.80	\$319,847.67

Total gross historical collections are \$728,820.80 (\$692,671.53 net of collection fees). Total gross collections in December 2018 are \$8,105.19 (6,482.49 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	\$2,100.56	\$2,627.36	\$490.67	\$5,218.59	\$1,440.31	\$6,658.90
TaxServ	\$973.06	\$242.84	\$48.00	\$1,263.90	\$182.39	\$1,446.29
Grand Total	\$3,073.62	\$2,870.20	\$538.67	\$6,482.49	\$1,622.70	\$8,105.19

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	December 2018 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	0	1,073	7
Redeemed	1	1,578	6
Grand Total	1	2,651	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.

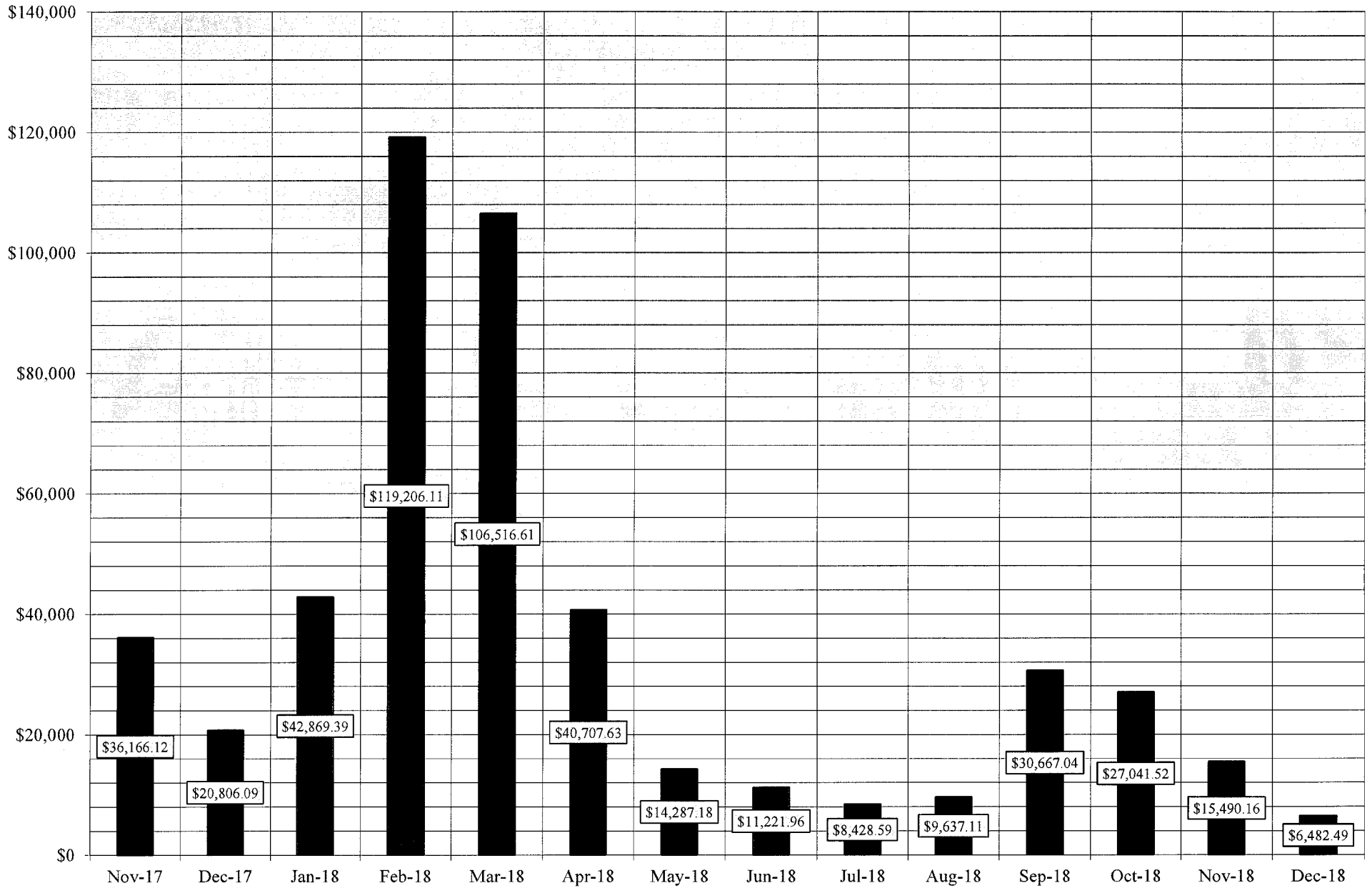
Sincerely,



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 December 2017 THROUGH December 2018



Summary of Process Wastewater Evaluation

**Carla's Pasta
50 Talbot Lane
South Windsor, CT**

As part of its continuing effort to conform with the Town's regulations and requirements, Carla's Pasta is undertaking an evaluation of their operations that discharge wastewater to the wastewater collection system. The objective of this evaluation is to better understand the daily wastewater flows and estimated pollutant loads to the sanitary sewer from specific facility processes. This information will be used to target area where Carla's can focus upon, in an effort to reduce these loads in their goal to meet the Town requirements.

In December 2018 and January 2019, Carla's Pasta has performed, and is in the process of performing, wastewater sample collection from the various processes. A summary of the initial evaluation and the preliminary findings of the evaluation are provided as follows.¹

Initial Evaluation

Daily flow rates were estimated and initial wastewater samples were collected (and additional wastewater samples are anticipated to be collected in January and February 2019) by Carla's Pasta from their operations that are suspected to contribute a significant amount of wastewater to the discharge. There are two different types of general operations included in the evaluation as follows:

- Running state processes (cookers and coolers) that provide an ongoing supply of water during the production processes
- Sanitation processes (clean in place (CIP) circuits, spiral freezers, cooker dumps) that generate wastewater during cleaning operations daily from approximately 11 am to 4 am

In December 2018 and January 2019, initial wastewater samples were collected and analyzed for the constituents of concern in the wastewater. These include biochemical oxygen demand (BOD), total suspended solids (TSS), total oil & grease (O&G), and pH. The sampling results were summarized and the pollutant loads from the various processes were estimated based on the available sampling results and the daily flow rates.

The paragraphs below consist of a brief summary of some of the key takeaways and highlights from the sampling performed to date. Additional sampling is being performed to better establish and confirm these preliminary results.

¹ More detailed information is provided in the January 2019 monthly progress report.

Initial Sampling Results and Preliminary Assessment

- The pollutant loads from the cookers (in both the running state and the initial dump of the sanitation process) are a significant percentage of the overall loading based upon the preliminary assessment. These loads are higher than originally anticipated by Carla's Pasta.
- The concentrations of pollutants and pollutant loads from the CIP initial pre-rinse cycle are also significant. However, the daily flow rates are lower than originally anticipated by Carla's Pasta.
- Based upon the testing performed to date, the pollutant loading from the remaining processes do not appear to contribute a significant percentage of the overall pollutant loading.
- As noted above, additional sampling is being performed for some of these processes to better establish and confirm these preliminary findings.
- Results of the initial evaluation are currently being reviewed by several wastewater consultants to assess how best to potentially reduce the pollutants, particularly from the more problematic sources. It is anticipated that Carla's Pasta will have a better understanding of the potential load reduction options in March 2019.
- Additional evaluations and corrective actions to mitigate the loads have been performed by Carla's Pasta as follows:
 - The mac & cheese production line (one of the more challenging lines of product in terms of resulting pollutants) was suspended in January 2019; it will likely not be re-started until the facility expansion is operational (anticipated to resume in April/May 2019)
 - The milk & cream production has been reduced since January 2019 from at least 4 days/week to 2 days/week in the existing facility
 - The number of daily cooker dumps (for Cookers 1, 2 and 3, which are the older model of cookers) was reduced after December 2018 by the cleaning vendor. Carla's Pasta is evaluating further reductions for all the cookers
 - An evaluation of the use of high speed pressure washers for cookers versus current methods is being performed as a means of reducing wastewater volumes
 - An evaluation of alternative cleaning methods (i.e., foaming vs. cleaning in place) is being conducted for the spiral freezers as a means of reducing wastewater volumes