

October 30, 2015
John E. Jones III
9:55 AM

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

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

REGULAR MEETING
SPRENKEL ROOM

AGENDA

7:00 P.M.
NOVEMBER 4, 2015

-
- A. ROLL CALL
 - B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. October 6, 2015, Regular Meeting
 - C. NEW BUSINESS
 - 1. Town of Vernon-Intermunicipal Sewer Agreement (Discuss)
 - 2. WPCA FY 2014/2015 Annual Report (Review and Approve)
 - 3. WPCA Calendar for 2016 (Review and Approve)
 - D. COMMUNICATIONS AND REPORTS
 - 1. Secondary Clarifier Improvements
 - 2. Vegetation Management Program
 - 3. Arc Flash Hazard Assessment
 - 4. Biofilter
 - E. PUBLIC PARTICIPATION (Items not on the agenda)
 - F. BILLS, CHANGE ORDERS, DISBURSEMENTS
 - G. UNFINISHED BUSINESS
 - 1. Unbilled Accounts (Update)
 - 2. Uncollected Sewer User Charges – (Discuss Report)
 - H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
 - I. ADJOURNMENT

**WATER POLLUTION CONTROL AUTHORITY
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*Not Taken TC
12-10-15*

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**REGULAR MEETING
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A. ROLL CALL

Members Present: Richard Aries, Donald Antaya, Carol Fletterick, Ed Havens, Jr. and Vicki Paliulis

Members Absent: Robert Dickinson and William Vees

Alternates Present: Richard Siedman sitting in for Mr. William Vees

Alternates Absent: Atif Quraishi

Staff Present: C. Fred Shaw, Superintendent of Pollution Control
Ether A. Diaz, Recording Secretary

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the November 4, 2015 Regular Meeting of the Water Pollution Control Authority (WPCA).

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. October 6, 2015, Regular Meeting

Mr. Donald Antaya recommended making reference in the October 6, 2015 regular meeting minutes, that Mr. Atif Quraishi was sitting in for Ms. Vicki Paliulis. Also, minor grammatical changes were made to the minutes.

Motion was made to accept the minutes of the October 6, 2015 regular meeting as corrected.

The motion was made by Mr. Ed Havens, Jr.

The motion was seconded by Ms. Carol Fletterick

The motion carried unanimously

C. NEW BUSINESS

1. Town of Vernon-Intermunicipal Sewer Agreement (Discuss)

Included with the Agenda, was a letter received from the Town of Vernon dated September 4, 2015 (see Exhibit A). The letter explains that the Town of Vernon is in the process of soliciting bid proposals for engineering firms to do the facility study and design to upgrade their wastewater facility. Mr. Shaw explained that the Town of South Windsor has an intertown sewer agreement with Vernon; 469 South Windsor residential homes are served by the Vernon system. The intertown agreement also involves the Town of South Windsor participating in their cost for the upgrade of the Vernon wastewater facility.

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Mr. Shaw also explained that the Town of South Windsor is in the process of paying off their debt for the last Vernon treatment plant upgrade and will payoff their debt service in December 2016. He explained that the Town will be sharing the expense of the Town of Vernon upgrade based upon flows. He will continue to keep members of the Authority informed on this matter.

2. WPCA FY 2014/2015 Annual Report (Review and Approve)

A copy of the WPCA Annual Report FY 2014/2015 was included with the Agenda for review and consideration of the Authority (Exhibit B). Ms. Carol Fletterick asked Mr. Shaw to perhaps define water infiltration; also minor changes were recommended.

Motion was made to approve the WPCA Annual Report for FY 2014/2015 as presented and including the modifications made.

The motion was made by Mr. Ed Havens, Jr.

The motion was seconded by Ms. Carol Fletterick

The motion carried unanimously

3. WPCA Calendar for 2016 (Review and Approve)

With the Agenda, a copy of the WPCA 2016 Meeting Calendar was included for review and approval (see Exhibit C). The meeting date for July will get scheduled in the June meeting. There is no meeting normally scheduled in August, and in November the meeting date will not be affected this year due to the elections, therefore, the meeting will be on the first Tuesday of the month.

Motion was made to approve the WPCA meetings Calendar for 2016 as presented in the Memorandum dated October 30, 2015 attached hereto as Exhibit C.

The motion was made by Mr. Ed Havens, Jr.

The motion was seconded by Mr. Donald Antaya

The motion carried unanimously

D. COMMUNICATIONS AND REPORTS

1. Secondary Clarifier Improvements

Mr. Fred Shaw reported that the contractor did the concrete work and the protective painting; however, the engineer agrees that they could have done a better job with the protective painting. Therefore, this project is incomplete.

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2. Vegetation Management Program

Mr. Shaw explained that this is a plan to clear vegetation within sanitary sewer easements. The contractor delivered guidance manuals illustrating the plan of which Mr. Shaw brought in copies to show members of the Authority the plan specifications. The program will be initiated in four phases within four defined areas of Town; Phase I include land clearing, brush mowing, hand cutting, and side trimming. The plan has detailed maps showing the areas. Mr. Shaw is in the process of soliciting proposals for easement clearing later this year. A letter will be sent to the property owners again informing them when the contractors will be going out to actually clear vegetation along the sewer easement.

There was some concern as to what types of chemicals will be used in the treatment of the vegetation. Mr. Shaw explained that the contractor will have to comply with all applicable federal and state laws and regulations, and specific regulatory requirements for spraying. Chairman Richard Aries asked Mr. Shaw to please take all the precautions necessary to ensure that any well or ground is not damaged during this process with any chemical.

3. Arc Flash Hazard Assessment

This project is intended to make sure that Town staff and Town contractors are protected against arc flash hazards and that they understand any arc flash hazard risks, said Mr. Shaw. Current Solutions, P.C. has completed and submitted their final report based on their assessment on all pump stations and the treatment plant. On the week of November 16, 2015, the contractor will be installing labels on all equipments. They are also going to have an employee skill assessment to determine what Town staff actually knows about electrical safety. The contractor is also putting together an electrical safety manual for town employees; and they will be providing training session for general awareness on arc flash hazardous risks.

4. Biofilter

Mr. Fred Shaw explained that the odor control system didn't reach its useful life expectancy. Normally the biofilter would have lasted five years, but it lasted only three years. The Town solicited requests on three separate occasions for proposals for the replacement of the biofilter media. On one occasion only one bid was received in the amount of \$79,900 which included an additional cost of over \$11,000. On another occasion a bid was received in the amount of \$76,000 and after negotiations that bid went down to \$52,285.00. This bid was accepted, however, the bid is over the budgeted amount (\$20,000) for this project.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

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F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

G. UNFINISHED BUSINESS

1. List of Uncollected Sewer User Charges (Discussion)

Mr. Fred Shaw gave an update on the following uncollected accounts for sewer user charges:

1503 Sullivan Avenue: A second certified letter was sent to the property owner. The letter was returned as non-deliverable. Mr. Shaw has not been able to contact the property owner.

78 Frazer Fir Road: Mr. Shaw contacted the previous owner of 78 Frazer Road and explained to her that the sewer user charges are for services that were provided to her. The property owner asked for more detailed information that she can forward to her attorney.

380 Burnham Street: Mr. Shaw recently contacted the property owner of 380 Burnham Street and she said that she has been paying her sewer user fees since she took ownership of the property in March 2011. Mr. Shaw checked the account history, and indeed that is the case; the sewer user charges are paid. Mr. Shaw is not sure what happened; he would revise his records to confirm the account number and determine whether or not there is another outstanding account.

2. Uncollected Sewer User Charges – (Discuss Report)

Mr. Fred Shaw explained that at the previous WPCA meeting, the Authority asked for specific information concerning on the payoff on each account handled by the Town constables. Included with the Agenda, was information provided by the Director of Finance and the Collector of Revenue (see Exhibit D).

Mr. Donald Antaya asked why not use American Tax Funding for the collection of uncollected sewer user fees. He explained that American Tax Funding will pay to the Town 100%. Chairman Aries asked Mr. Shaw to ask the Collector of Revenue for more information on this matter. Mr. Shaw explained that there is a collection activity; each year the Town gets revenue for collections that occur for bills that are due this year as well as for previous years; Mr. Shaw account for that in the revenue estimates that he makes in the budget. He recommended that in the future, the budget has to show expenditures for uncollected sewer user fees; that's something that needs to be evident to everyone; this should be done as well with the user charge discount program. Chairman Aries responded that a legal opinion may be needed for that purpose. He explained that he remembers at the time of implementing the discount program, discussion about WPCA not perhaps having the authority to describe the

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program as a deduction. Mr. Shaw explained that this does affect the user charge. The WPCA is supposed to collect all of the revenue that is needed to cover the cost; that includes other sources of revenue, not just the sewer user fees.

Mr. Shaw explained that the Director of Finance can provide an updated report on a quarterly basis. There was a consensus to have an updated report to review during the January meeting. After January, the Authority would like to rather receive the report on an every other month basis.

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 8:38 p.m.

The motion was made by Mr. Ed Havens, Jr.
The motion was seconded by Mr. Richard Siedman
The motion carried unanimously

Respectfully Submitted,

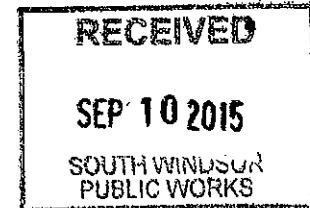
Ether A. Diaz
Recording Secretary



OFFICE OF THE
WATER POLLUTION
CONTROL DEPARTMENT

TOWN OF VERNON

P.O. Box 22, VERNON, CT 06066
Tel: (860) 870-3545
Fax: (860) 870-3548



September 4, 2015

Mr. C. Fred Shaw, Superintendent
Pollution Control Department
Town of South Windsor
1540 Sullivan Avenue
South Windsor, CT 06074

Dear Mr. Shaw:

The Town of Vernon Water Pollution Control Facility has received its DRAFT NPDES discharge permit from the Connecticut Department of Energy and Environmental Protection (CT DEEP). It has been open for public comment since August 22nd and will remain open for 30 days from the public posting date. The final permit is expected to be signed and adopted by October 1, 2015 at which point the Town of Vernon will have to comply with the compliance schedule contained therein.

Of note, the permit establishes phosphorous effluent discharge limits that must be met four (4) years from the adoption date of the permit. Currently the Vernon WPCF cannot remove this nutrient without upgrading the facility to do so. In addition, the facility in its current configuration does not comply with its established nitrogen effluent limits and must purchase credits to remain compliant. These credit prices are set in value every year by the CT DEEP and projected to rise in price which warrants a review of the treatment process for nitrogen and subsequent modifications. In conclusion, the last upgrade of the facility was completed in 1995 and has met its 20 year life cycle.

To meet these goals and comply with the new permit, an engineering firm will be selected within 120 days of the adoption of the permit, to start a facilities plan. This plan will evaluate the current facility and map a path to comply with these new effluent limits and refurbish, upgrade or replace facility components to serve an additional 20 year life span.

The purpose of this letter is to inform you that your municipality has an intermunicipal sewer agreement with Vernon and as such, will be financially responsible for a portion of these costs to upgrade the Vernon wastewater facility. Currently, grants through the Clean Water Fund are available through the CT DEEP to offset some of the cost of these improvements.

The Vernon WPCA is in negotiations now with the CT DEEP on the final language of the permit. Once it is finalized and the permit is adopted you will be informed on the final language and compliance schedule.

I look forward to this challenge and also the partnership of our municipalities for a cleaner Hockanum River.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Grasis'.

Robert Grasis
Director, Vernon WPCA

C: E. Ray Weaver, Chairman Vernon WPCA
John Ward, Vernon Town Administrator

2014/2015

WATER POLLUTION CONTROL AUTHORITY

The Water Pollution Control Authority (W.P.C.A.) established in 1966 was originally known as the Sewer Commission. The Authority is made up of seven (7) members and two (2) alternates appointed by the Town Council for a term of four (4) years. Its members are citizens of the Town who volunteer their time to take on the responsibility and obligation of approving sanitary sewer construction plans and the operation of the sewerage system. The Authority levies benefit assessments, establishes fair and reasonable sewer user charges, awards contracts, selects engineers and applies for state and federal funds as authorized in the Connecticut General Statutes, Chapter 103 and the Town of South Windsor Ordinances 103 and 150.

The Water Pollution Control Authority is responsible for the proper functioning and continuous operation of South Windsor's sanitary sewage system which is essential for public health and safety, economic development, environmental protection, and the quality of life for those living and working in our Town. Therefore, Authority members take seriously their responsibility for this system, and as such, must establish fair and prudent fiscal policies to ensure adequate funding for proper maintenance, repair and replacement of the system's many components. Planning for future needs of this complex and widespread system entails a degree of unavoidable uncertainty, including, among other things, exposure to unforeseen natural events, accidents, revenue fluctuations, and unplanned facility repair, maintenance and improvement needs.

The Authority proposed new regulations that provide a percentile discount on sewer user charges to all residents eligible for the Town's Property Tax Relief Program for the Elderly and Totally Disabled. The amount of the discount will vary, based upon income levels used for the property tax credit.

Residents will be able to apply for the sewer charge discount program at the same time when they apply for the Town's Property Tax Relief Program through the Human Services Department.

During the Fiscal Year 2014/2015, the Water Pollution Control Authority approved a number of commercial and residential projects. Included among these were two regional distribution centers on Sullivan Avenue, a 180,000 square foot expansion of the Carla's Pasta facility on Talbot Lane, a nine building residential development and two commercial buildings at Evergreen Walk. Also approved during this year was the Connecticut Valley Brewing Company on Sullivan Avenue, and an 18 lot residential development on Clark Street.

The Authority implemented the recommendations of an earlier Sewer System Evaluation Survey to rehabilitate 30 sewer manholes in the elimination of about 63,000 gallons per day of ground water infiltration to the collection system; and further, to initiate a project to repair and restore the capacity of 3,100 linear feet of old sewer truss pipe.

Other projects approved by the Authority during this past year include rehabilitation of three sludge storage tanks and improvements to four secondary clarifiers at the Treatment Plant.

Early in this fiscal year, the W.P.C.A. met with Town officials to review the adoption of an Enterprise Fund so as to provide a means of clearly showing the financial state of the W.P.C.A. operation.

An enterprise fund establishes a separate accounting and financial reporting mechanism. Under enterprise accounting, revenues and expenditures are separated into separate funds with its own financial statements and are not commingled with the revenues and expenditures of other government activities.

Financial transactions are reported using standards similar to private sector accounting. Revenues are recognized when earned and expenditures are recognized when incurred under a full actual basis of accounting.

Enterprise funds provide management and rate payers with information to:


- Measure performance
- Analyze the impact of financial decisions
- Determine the true cost of providing a service.
- Identify any subsidy from the general fund in providing a service.

The Future

The W.P.C.A. is involved in working together with other Boards and Commissions in cooperative efforts to meet Town Strategic Plan goals and objectives.

Richard Aries, *Chairperson*

Memorandum

TO: Lori Trahan, Town Clerk
FROM:  Ether A. Diaz, WPCA Recording Secretary
RE: WPCA Scheduled Meeting for Calendar Year 2016
DATE: October 30, 2015

The following schedule lists the regular meeting of the Water Pollution Control Authority for calendar year 2016. The meetings will be held in the Sprekel Room at 7:00 p.m.

January 5
February 2
March 1
April 5
May 3
June 7
July – meeting date to be scheduled
August – no meeting scheduled
September 6
October 4
November 1
December 6

1540 Sullivan Ave.
 South Windsor, CT 06074
 Phone: 860-644-2511 ext. 263
 Fax: 860-648-2179

TOWN OF SOUTH WINDSOR FINANCE DEPARTMENT

MEMORANDUM

TO: Fred Shaw
 FROM: Patricia Perry, Director of Finance
 RE: Sewer Receivables
 DATE: October 30, 2015

As of October 30, 2015 total sewer receivables are \$659,023. This balance represents 27 Commercial accounts totaling \$65,766 and 479 Residential accounts totaling \$659,023. Twenty of these accounts are in bankruptcy proceedings. The chart below has additional detail by category and year.

	Principle Balance	Fees	Interest through 10/30/15	Total Sewer Receivable at 10/30/15
2006	\$ 222	\$ 24	\$ 383	\$ 629
2007	\$ 240		\$ 371	\$ 611
2008	\$ 264		\$ 360	\$ 624
2009	\$ 304	\$ 24	\$ 360	\$ 688
2010	\$ 340	\$ 24	\$ 342	\$ 706
2011	\$ 288		\$ 238	\$ 526
2012	\$ 340	\$ -	\$ 219	\$ 559
2013	\$ 1,237		\$ 562	\$ 1,798
2014	\$ 13,862	\$ 24	\$ 3,932	\$ 17,819
2015	\$ 37,816	\$ 24	\$ 3,966	\$ 41,806
Commercial	\$ 54,914	\$ 120	\$ 10,732	\$ 65,766
2006	\$ 222	\$ 121	\$ 400	\$ 742
2007	\$ 404	\$ 113	\$ 647	\$ 1,164
2008	\$ 3,299	\$ 427	\$ 4,229	\$ 7,956
2009	\$ 7,393	\$ 660	\$ 8,822	\$ 16,874
2010	\$ 13,060	\$ 938	\$ 12,915	\$ 26,912
2011	\$ 18,872	\$ 1,439	\$ 14,656	\$ 34,966
2012	\$ 41,132	\$ 2,555	\$ 27,199	\$ 70,886
2013	\$ 70,086	\$ 4,199	\$ 36,033	\$ 110,318
2014	\$ 97,046	\$ 6,278	\$ 34,671	\$ 137,995
2015	\$ 148,746	\$ 9,890	\$ 26,807	\$ 185,444
Residential	\$ 400,262	\$ 26,618	\$ 166,378	\$ 593,257
Total	\$ 455,175	\$ 26,738	\$ 177,110	\$ 659,023

Almost a third of the Commercial outstanding balance belongs to Paradigm Continuing Care having an address of 1060 Main Street. Unpaid 2014 and 2015 bills for this account total \$19,882. Much attention has been designated to this account and we are expecting a partial payoff soon. Collection efforts continue with delinquent notices and assignment of 120 accounts to Town Constables who have combined brought in \$118,989. Assignment of additional accounts to Constables is on hold until after November 3rd election.

PAID OFF SEWER ACCOUNTS-JOAN WALSH

ACCOUNT	SEWER FEE	INT
315140	\$ 1088.00	\$ 352.92
385000	748.00	190.74
308890	1088.00	336.60
329160	2072.00	1111.02
348650	1161.92	348.05
303960	2352.00	1440.54
363190	2902.00	1328.64
335310	2041.04	893.17
356010	1444.00	571.86
321450	1211.08	315.12
362240	714.00	221.23
327910	2020.00	1156.09
391020	1133.10	226.28
TOTAL USER FEE	\$19,975.14	
TOTAL INTEREST		\$8,492.06
PARTIAL PAYMENTS:		
	\$ 3,875.28	\$3782.81

PPAID OFF SEWER ACCOUNTS-SANDY JESKI

ACCOUNTS	SEWER FEE	INT
306950	\$ 2255.00	\$ 1288.74
395960	1732.00	704.82
347300	2284.00	1491.36
359790	2020.00	1228.24
332990	1440.00	256.38
306920	1969.06	928.00
355470	791.02	800.84
314690	1088.00	373.84
356410	3007.75	2178.09
395010	1732.00	850.00
344240	1452.64	521.22
390950	1444.00	440.52
339230	1732.00	722.82
319380	1716.00	821.70
328930	1346.36	496.31
302920	1330.79	391.23
339060	1088.00	320.28
310900	1088.00	320.28
308160	1752.36	669.34
TOTAL USER FEE	\$ 31,269.68	
TOTAL INTEREST		\$ 14,504.01
PARTIAL PAYMENTS:		
	\$ 16,370.46	\$ 20,720.81