

received 03/28/2019 c 3:25 pm
John J. Aug ATC

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

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

REGULAR MEETING
MADDEN ROOM, TOWN HALL

AGENDA

TUESDAY, APRIL 2, 2019
7:00 P.M.

A. ROLL CALL

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. March 5, 2019, Regular Meeting

C. NEW BUSINESS

1. Chase Bank 190 Buckland Road (Approval to Connect)
2. Subcommittee to Oversee WPCA Professional Services
3. Public Hearing Time and Date to Set Sewer User Fees

D. COMMUNICATIONS AND REPORTS

1. CIP Report
 - a. Vegetation Management Plan NO REPORT
 - b. Evaluation Study
 - c. Sullivan Avenue Siphon NO REPORT
 - d. Ellington Road Manhole Raising NO REPORT
 - e. Ellington Road Sewer Extension Design
 - f. Miller Road Sewer Ext. NO REPORT
2. Collection of Delinquent Accounts
3. Carla's Pasta
4. WPCA Members Background
5. Consulting Engineer Selection
6. Billing of Municipal and BOE Buildings
7. Public Outreach Campaign

E. PUBLIC PARTICIPATION (Items not on the agenda)

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

1. Updated Industrial/Commercial Sewer User Billing List
2. 900 Hemlock Lateral Charge – Over charged

G. UNFINISHED BUSINESS

1. Budget (Discussion)
 - a. WPCA
 - b. Operation and Maintenance
 - c. Capital Improvement Projects
 - d. Fee Schedule
2. Unassessed Properties
3. User Fee Structure (Discussion)

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

I. ADJOURNMENT

received 05/17/2019 @ 4:05 pm
ATC

WATER POLLUTION CONTROL AUTHORITY
TOWN OF SOUTH WINDSOR

MINUTES
MADDEN ROOM

PAGE 1

REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM

A. ROLL CALL

Members Present: Richard Aries, Erik Dabrowski, Thomas Ruby, Stephen Wagner

Members Absent: Carol Fletterick, Toby Lewis, Ashwatha Narayana

Alternates Present: Anitha Elango sitting in for Carol Fletterick
Vicki Paliulis

Staff Present: Tony Manfre, Superintendent of Pollution Control
Ether A. Diaz, Recording Secretary
Michael Gantick, Director of Public Works
Jeff LeMay, Treatment Plant Supervisor

Others Present: Ben Wheeler, P.E., Design Professionals, Inc.

Chairman Richard Aries called the meeting to order at 7:03 p.m. The following actions were taken during the April 2, 2019 Regular Meeting of the Water Pollution Control Authority (WPCA).

Chairman Richard Aries appointed Ms. Anitha Elango to sit in for Ms. Carol Fletterick.

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. March 5, 2019, Regular Meeting

Motion to accept the minutes of the March 5, 2019, regular meeting as presented.

The motion was made by Mr. Thomas Ruby and seconded by Ms. Anitha Elango. Mr. Stephen Wagner abstained. The motion passed.

C. NEW BUSINESS

1. Chase Bank 190 Buckland Road (Approval to Connect)

Mr. Ben Wheeler of Design Professionals, Inc. was in attendance this evening and presented the application for proposed 3,470 sf bank facility at 190 Buckland Road. Mr. Wheeler explained that when M&R Liquors was constructed several years ago, the sewer was extended from the intersection of Hemlock Avenue and Buckland Road to the M&R Liquors facility. Chase Bank will connect straight out from their proposed building in to the sewer line that was extended, said Mr. Wheeler. An easement was not granted to the Town when the sewer was extended, explained Mr. Wheeler; however, as part of this development a 24' easement to the Town for the sewer main will be granted.

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

**MINUTES
MADDEN ROOM**

PAGE 2

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

Mr. Vicki Paliulis entered the meeting at 7:05 p.m.

Mr. Wheeler explained that the developer for this property is Metro Realty. They've done several residential projects in town. The latest project was the apartments on Oakland Road that have been built. This is their first commercial project in Town, but is not their first commercial venture as they've done a lot of development in Farmington area with the UCONN Medical building. Metro Realty control the property behind Chase Bank and M&R Liquors. There is a potential that there could be some new buildings right next to Buckland Road. To allow for future development behind Chase Bank and further to the north, as part of this proposal, Mr. Wheeler was seeking approval to extend a sewer lateral to the main driveway. They will have a pipe connecting to a manhole but there will be no flow coming out of it, said Mr. Wheeler.

Mr. Eric Dabrowski walked in at 7:08 pm

Referencing to the plans, Chairman Aries asked what the shaded area behind the bank was. Mr. Wheeler explained that the shaded is current wetlands that they are planning to disturb, but they are mitigating in the rear of the property. They obtained Wetlands and Planning and Zoning approvals.

Mr. Tony Manfre asked if there's any landscape plantings going on top of the sewer line or near the sewer line or laterals. No, not as far as this plan, responded Mr. Wheeler. Chase will have a sign but it will be outside of the easement, he explained.

This lateral will not come to an easement, it would not be owned by WPCA, asked Mr. Stephen Wagner. That is correct, this lateral will be privately owned and maintained by the property owner, said Mr. Wheeler.

What's the estimated flow coming out of Chase Bank, asked Mr. Manfre. Per health code roughly 350 gallons per day, responded Mr. Wheeler.

What's the proposed water meter size, asked Mr. Manfre. Mr. Wheeler did not know but will provide that information at a later time to Mr. Manfre.

Mr. Manfre explained that the plans show new manholes, and therefore, he asked if the proposed manholes are new or existing manholes. Mr. Wheeler responded that the sewer line that was installed with M&R Liquors comes outside of the right of way and that is an existing manhole and then it turns to go down Hemlock Avenue. The other one is a proposed doghouse manhole.

Motion was made to approve the connection of the lateral from the bank to the roadway subject to the following conditions: (1) payment of a connection charge is due at the time of connection, (2) copy of the easement in favor of the Town for monitoring purposes. This motion is to approve the connection of the stub that runs to the east of the bank location for future development for which they will be no connection fee at this point and time but the developer shall return to the WPCA for final approval. There will be a connection fee at the time of connecting to the sanitary sewer system.

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

**MINUTES
MADDEN ROOM**

PAGE 3

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

The motion was made by Chairman Richard Aries and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

2. Subcommittee to Oversee WPCA Professional Services

Chairman Richard Aries explained that Mr. Toby Lewis raised this matter at the last meeting based on a proposal written by Mr. Ashwatha Narayana (see Exhibit A). The proposal was included with the Agenda for discussion, however, Mr. Lewis and Mr. Narayana were not in attendance this evening. Mr. Stephen Wagner expressed that he doesn't understand the proposal and therefore it was recommended to move this item to the next month agenda.

Motion to table this matter until the next meeting.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Thomas Ruby. The motion carried unanimously.

3. Public Hearing Time and Date to Set Sewer User Fees

Mr. Tony Manfre explained that the WPCA regular meeting in May is already scheduled to be held at the Treatment Plant. Therefore, he recommended scheduling the Public Hearing to be held on Tuesday, May 7, 2019 at 6:30 p.m. at the Treatment Plant or have the public hearing in Town Hall followed by the regular meeting at the Treatment Plant.

Mr. Stephen Wagner explained that the Planning & Zoning Commission call the regular meeting to order shortly after their public hearing is closed; they post one Agenda for both meetings. Therefore, he recommended for the WPCA to change their bylaws and for next year have the meeting accordingly.

Motion was made to schedule the WPCA Public Hearing for Tuesday, May 7, 2019 at 6:30 p.m. in the Council Chambers to present the FY2019/2020 Pollution Control Budget, and to establish the Sewer User Charges, Benefit Assessment Rates, and followed by the Regular Meeting at 7:00 p.m. at the South Windsor Treatment Plant.

The motion was made by Mr. Stephen Wagner and seconded by Chairman Richard Aries.

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 explained that he met with the WPCA Consultant Engineer, Wright-Pierce earlier in the day and discussed details of the draft report and GIS expectations. The Scantic pump stations was brought up whereby in their report they said they didn't have time to do it. Mr. Manfre

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

**MINUTES
MADDEN ROOM**

PAGE 4

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

explained that in the report it seems like they didn't have the time to do it, however, the reason for that is that both pumps run about an hour a week, and they didn't have time to wait for the wet well to fill. However, the drawdowns will be completed. Wright Pierce will finalize the report and they are planning to report to the Authority in June, said Mr. Manfre.

- 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 Extension Design: Mr. Tony Manfre reported that he received the basis of design number items from Wright-Pierce. They are giving CAD drawings to the Coca Cola developer to begin the project on the force main.
 - f. Miller Road Sewer Ext.: there was nothing new to report on this matter, said Mr. Manfre. However, the contractor should be working next month again on the punch list items.
2. Collection of Delinquent Accounts: Included with the Agenda was a collection report from TaxServ (see Exhibit B) for the outstanding accounts placed with TaxServ Capital Services, LLC for the month of February 2019. TaxServ collected a gross of \$10,087.41 and a net of \$8,802.18. The total collection is \$745,140.36; they recovered 83% of delinquent fees.

Chairman Richard Aries asked if Mr. Manfre if he received any feedback from the Town Constables at all. Mr. Tony Manfre responded that he didn't have any feedback from the Constables at all, however, all the delinquent accounts have been issued to them.

Mr. Thomas Ruby explained that in reading the report provided by TaxServ there is 240 delinquent accounts. He asked how many of these accounts have liens filed against it. Mr. Manfre responded that he spoke with the Collector of Revenue and her report was that all properties have liens on them including the 2019 grand list and according to her standard operating procedures.

Mr. Thomas Ruby asked if there have been any foreclosures. I do not believe that there has been any foreclosures, responded Mr. Manfre. Mr. Michael Gantick, Director of Public Works was in attendance and explained that there's about 10 properties that were foreclosed and in those the Town did included the tax liens that have not been paid as well in trying to secure the debt. Mr. Thomas Ruby asked if the Authority is actually moving forward with the tax sale. Yes, responded Mr. Manfre.

Mr. Thomas Ruby explained that the Authority has 15 years to collect on a debt, therefore, he asked if the lien expire after the 15 years deadline. Chairman Aries asked Mr. Tony Manfre to reach out to TaxServ and request a break down year to year of the current amount due for each delinquent account. Mr. Manfre was also asked to find out if a lien expires after 15 years.

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

**MINUTES
MADDEN ROOM**

PAGE 5

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

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3. Carla's Pasta: Mr. Tony Manfre distributed a copy of the report provided by Carla's Pasta (see Exhibit C). Also, Mr. Manfre distributed a spreadsheet showing the surcharge fees collected by the Town (see Exhibit D). Mr. Manfre explained that Carla's Pasta startup of the facility expansion is scheduled for May 2019. They are continuing to evaluate their process wastewater discharges. They are also continuing to evaluate the potential of an anaerobic wastewater treatment process as mentioned last meeting. Also, they are reevaluating alternative cleaning chemical for CIP hoses and alternative cleaning methods for process equipment. For next month they are going to provide results of the process sampling and assessment of how to best reduce the wastewater pollutants. Carla's Pasta is expected to appear at the next meeting in May, said Mr. Manfre.

Ms. Vicki Paliulis explained that the report in review reference Exhibit C and D, however, it was not included with the Agenda. Mr. Manfre explained that he only provided the verbiage to everyone, however, he will email to members of the Authority the full report provided by Carla's Pasta.

Ms. Vicki Paliulis explained that she had a conversation with Mr. Chris Ecsedy the project manager to try to get an understanding of what was going on since she missed the previous WPCA meeting. It was explained that Carla's Pasta has suspended his mac & cheese product until their expansion opens. Ms. Paliulis explained when they suspended this project, the parameters improved quite a bit. That was a huge component of the issue, said Ms. Paliulis. However, she'll be interested to know Carla's Pasta next approach when they do their expansion. Is there going to be an oil/water separator? What other components are they going to have to keep the BOD and TSS in compliance, asked Ms. Paliulis.

Mr. Manfre explained that in the last two months they've been declining the BOD's and the Total Suspended Solids (TSS). However, this month the BOD spiked to 1,000 and the TSS increased from 180 mark to 310. In talking to Mr. Chris Ecsedy the reason that these number significantly increased it was because during their testing period sample they were experimenting their new mac & cheese line and the process to make it.

Ms. Vicki Paliulis asked Mr. Manfre if he knows why the pH levels are off and they increased from 7.5 to 12. Mr. Manfre explained that Carla's Pasta is "playing" with their cleaning process that they use to sanitize their equipment. Overall, Ms. Vicki Paliulis expressed that she was really impressed and happy with the steps Carla's Pasta has taken to be in compliance with the Town's regulations.

In reference to Carla's Pasta continuing to evaluate the potential anaerobic digesting wastewater treatment process, Mr. Stephen Wagner asked if they are sending that to Quantum. Mr. Tony Manfre responded that to his understanding, Carla's Pasta continues sending it to Quantum.

Ms. Vicki Paliulis asked what else besides the oil/water separator Carla's Pasta has in place for the expansion project. I am not completely sure, said Mr. Manfre; however, they are currently looking at adjusting the pH levels.

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

**MINUTES
MADDEN ROOM**

PAGE 6

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

4. WPCA Members Background

Mr. Tony Manfre explained that Mr. Ash Narayana, as a new WPCA member, was interested in knowing a little more from the other members of the Authority. It was his suggestion to obtain a little professional background from each WPCA member. Therefore, Mr. Manfre asked to those that have not submitted their information yet, to please provide a brief statement of their professional background to distribute among members of the Authority.

Chairman Richard Aries explained that he went to the last Town Council meeting and had a chance to address the Town Council. He expressed appreciation for the Town Council and their efforts and he also expressed his appreciation for each member of the WPCA, for their input and all of the help they provide. In return, the Town Council showered the WPCA and the Pollution Control Superintendent and Division for their efforts, said Chairman Aries. He expressed his appreciation and thanked members of the Authority as they bring some really interesting perspective and education to the meetings. He also thanked and expressed his appreciation to Mr. Jeff LeMay, Plant Supervisor and the Pollution Control staff for such a good job.

Mr. Tony Manfre explained that he also complimented everyone at the previous Town Council meeting as well. It's been a great group to work with at the Treatment Plant; everyone gets along, collaborates and gets the job done, said Mr. Manfre. He also expressed his appreciation and thanked Mr. Jeff LeMay and the Pollution Control Staff for their efforts as well.

Ms. Vicki Paliulis had to leave the meeting at this time, 8:10 p.m.

5. Consulting Engineer Selection

Mr. Tony Manfre explained that the Town solicited bids for proposals for consulting engineer. The consulting engineer is needed for design, GIS, produce biddable plans and specs, produce cost estimates, troubleshoot and provide process evaluations, explained Mr. Manfre. This is a combined effort of the Pollution Control, Engineering Department and the Street Division. Twenty firms were interviewed, and four firms were selected (Tighe & Bond, Weston & Sampson, Wright-Pierce, and Woodard & Curran). The selection was based on qualifications, staff experience, firm's experience, and price, said Mr. Manfre.

6. Billing of Municipal and BOE Buildings

Included with the Agenda was a report on the 2017 usage for the South Windsor Public Schools and the Municipal Buildings (see Exhibit E). Chairman Richard Aries explained that at the previous Town Council meeting he informed the Town Council that this was a topic for discussion by members of the Authority. He also told the Town Council that it was not something that he actually favored at this time because it was raised quite a while back. This whole idea of just taking from one hand to feed the other is not a great idea, said Chairman Aries. He asked the Authority if there was anybody who is sort of leaning towards this having a

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

**MINUTES
MADDEN ROOM**

PAGE 7

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

persuasive benefit. No one responded, there was no further discussions on this matter and it will be off the Agenda.

7. Public Outreach Campaign

Included with the Agenda was the article written by Mr. Thomas Ruby (see Exhibit F). Mr. Tony Manfre explained that this has been posted on the Town's website and he sent a press release to the Journal Inquirer. It was also read into the record last night in the Town Council meeting, said Mr. Manfre.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

1. Updated Industrial/Commercial Sewer User Billing List

Included with the Agenda was a Memorandum from Mr. Tony Manfre (see Exhibit G). He explained that at the last WPCA meeting the Authority approved the proposed commercial/industrial sewer billing list with corrections to be made. Mr. Manfre read his Memorandum into the record.

Mr. Stephen Wagner asked what source of residences are in the commercial/industrial billing list. The residential apartments and the retirement facilities, responded Mr. Manfre. Mr. Wagner asked is there any reason why the residential apartments can't be charged as residential, a flat rate per unit. He explained that the Authority has been talking about having the sewer rates based on things like number of fixtures, or based on the number of bedrooms. Those are things that are counted at apartments as well as in the individual homes, said Mr. Wagner.

Mr. Erik Dabrowski responded that is one owner and everyone pays rent to the owner; that owner is assuming the liability in a sense for sewers. Chairman Richard Aries responded that the homeowner is purchasing a property with the understanding that there will be expenses for the ownership of the property such as property taxes and sewer user fees. The sewer user bill is sent to the property owner, not the tenants. Mr. Wagner responded that he understands who the bill is sent to, however, in effect people who live in apartments are getting a better deal but putting the same burden on the system. There could be four person family living in an apartment same as four person family living in a house, said Mr. Wagner. Chairman Aries expressed that he believe that folks living in an apartment are less able to afford on a general role average; there's always exceptions, but generally speaking they are renting because that's what they have to do.

Mr. Thomas Ruby explained that this matter needs to be pursued as the residential apartments are included in the commercial/industrial billing list; perhaps there should be a different billing method for the apartments. Mr. Tony Manfre was asked to find out how many residential apartments, including the assisted living apartments are in

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

**MINUTES
MADDEN ROOM**

PAGE 8

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

Town and the size of the apartments. Also, Mr. Manfre was asked to find out how are apartments been billed by surrounding towns.

2. 900 Hemlock Lateral Charge – Over charged

Mr. Tony Manfre explained that in January 2018 the WPCA approved the application for 900 Hemlock Avenue, also, known as the Evergreen Crossing Retirement Community. This approval was subject to a lateral charge, however, after re-evaluating the sewer charges a lateral assessment should not have been charge because the sewer was constructed by the contractor.

G. UNFINISHED BUSINESS

1. Budget (Discussion)
a. WPCA

Included with the Agenda was a copy of the WPCA proposed budget for fiscal year 2019/2020 (see Exhibit H). This budget has been previously discussed; the budget remains at \$2,900.

Motion was made to present for purposes of a public hearing the proposed FY2019/2020 Water Pollution Control Budget.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Stephen Wagner. The motion carried unanimously.

b. Operation and Maintenance

Mr. Tony Manfre proposed a 1.1% increase on the Operation budget. Mr. Manfre explained that he looked into the insurance for the buildings as asked last meeting. He explained that the insurance group covers all the buildings. Mr. Erik Dabrowski asked if it covers any pump failure. Not pump failures, said Mr. Manfre. However, there was one case that the insurance did cover for the damages when there was a force main failure inside the Town's property (Treatment Plant facility).

Chairman Richard Aries asked about Line Item 221 "Operating Materials" in the proposed budget. Mr. Tony Manfre responded that it was added to increase the mechanical supply inventory. Mr. Jeff LeMay explained that they are trying to build up inventory of spare parts; a lot of this stuff is made to order. They are finding that they are having valves, both at the plant and at some of the pump stations that are starting to fail. It's always cheaper to rebuild the valve, than to buy a new one said Mr. LeMay.

Chairman Aries also asked about line item 442 "Department Equipment" of the proposed budget, whereby in FY18/19 \$96,000 was budgeted but only \$8,500 was spent. There's money encumbered, said Mr. Tony Manfre. Mr. Jeff LeMay explained that this is for the utility truck that they have not received yet. They are replacing their current truck.

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

**MINUTES
MADDEN ROOM**

PAGE 9

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

Mr. Stephen Wagner asked if the proposed budget reflects the credits that the Town is receiving from the virtual project in East Windsor, CT. Yes, responded Mr. Manfre. Mr. Michael Gantick explained that this year the proposed budget kind of reflects the best guess, but as time goes on it they will clearly start to get billed into the system correctly which will stabilize the account more.

Motion was made to present for purposes of a public hearing the proposed FY2019/2020 Pollution Control – Operation and Maintenance budget.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Thomas Ruby.

The motion carried unanimously.

c. Capital Improvement Projects

Mr. Tony Manfre presented a power point reflecting the Capital Improvement Projects and the proposed sewer user rates (see Exhibit I).

Mr. Tony Manfre explained that the bench mark for the Operating and Maintenance (O&M) Reserve is \$1,012,448; currently there is \$912,000 in that account.

The bench mark for the Replacement Reserve is \$4,400,000; however, there's \$769,000 in that account. This past year funding was used from that account for the Ellington Road design project and for the Miller Road sewer extension. Is there is any emergency failures, this is the reserve that is going to fund those failures, said Mr. Manfre.

Currently the user charge fee is \$404 per 84,000 gallons, said Mr. Manfre. In comparison to other surrounding towns, the Town of Vernon sewer user fee is \$512, Town of Manchester is \$573, and 8th District rate is \$461. Based on the Tighe & Bond 2016 survey the average rate at that time was \$472.

Mr. Manfre recommended the following options. He explained that the sewer user charge need to be around \$465. At the last WPCA meeting he asked to look between the \$404 and \$430 mark.

In reviewing the Capital Improvement 10 year plan spreadsheet (see Exhibit J) for the Clark Street pump station, Mr. Manfre earmarked \$800,000 for FY20 and FY21 respectively. Mr. Thomas Ruby asked if the sewer user charge is an allocation of funds to complete the capital improvement projects. That's correct, responded Mr. Manfre. He explained that based on the capital improvement plan being presented this evening, the user rate needs to be at \$464. If the current sewer user fee is maintained at \$404, there will be only \$50,000 earmarked for the Clark Street project each of the next two years. But the sewer user charge will need to increase to \$410 in year 2021 and \$611 in year 2022.

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

**MINUTES
MADDEN ROOM**

PAGE 10

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

Mr. Erik Dabrowski asked if the user charge really has to go to \$611 in fiscal year 2021/2022. Mr. Manfre responded that at that point he'll be looking into financing for the project, but this is just an analysis without financing.

Mr. Stephen Wagner expressed that he like the idea of financing things over a certain period. Mr. Manfre responded that there are loans available at 2% interest rate.

Mr. Erik Dabrowski expressed that the power point presentation does not include any financing option. That is correct, said Mr. Manfre. Mr. Dabrowski recommended financing the projects overtime and maintaining the user charge at \$404.

Mr. Manfre presented the following scenarios based on the proposed sewer user charges:

\$411 user charge: \$100,000 will be earmarked for the Chapel Road project. The consequence is that they'll be earmarking 12% of what is needed for future upgrades.

\$416 user charge: \$150,000 earmarked for the Clark Street Pump station. However, the sewer fee will significantly increase to \$586.00 in year 2022.

\$420 user charge: \$200,000 earmarked for the Clark Street pump station; the Chapel Road, Phase 2A will be completed. However, they'll be earmarking 25% of what is needed for future upgrades and the sewer fee will increase to \$578 in year 2022.

Mr. Stephen Wagner expressed that the numbers from FY 2022 are not real because it doesn't account for financing. That is correct; these projections don't account for financing any projects, responded Mr. Manfre.

Chairman Richard Aries asked how much overall financing is needed to do the pump stations. Mr. Manfre responded over \$8 million for the three pump stations, Clark Street, Benedict Drive and Pleasant Valley pump station.

When are the pump stations going to really enter critical stage, asked Mr. Dabrowski. Mr. Jeff LeMay responded that the Pleasant Valley pump station right now from just looking at the valve in the dry pit, three of the check valves are either sort of failing or going to fail sooner than later. Mr. Dabrowski also asked if the improvements of the pump stations can be made in stages. Can it be spread by the components needed? Perhaps by buying all the parts needed to fix one particular part, he explained.

In source of possible financing, how does the Department of Energy and Environmental Protection (DEEP) want the projects presented to them, asked Mr. Thomas Ruby. Do they want the Authority to finance the pump stations or do they want to finance components? Is there a preference, he asked. Mr. Manfre responded that if is for Clean Water funding, they have loans to upgrade pump stations.

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

**MINUTES
MADDEN ROOM**

PAGE 11

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

Chairman Aries commented that an increase to the sewer user charge is necessary. Mr. Ruby and Mr. Wagner agreed.

Motion was made to present for purposes of a public hearing the proposed FY2019/2020 Pollution Control Budget and the increased in the user charge rate from \$404 to \$425.

The motion was made by Chairman Richard Aries and seconded by Mr. Stephen Wagner. Mr. Erik Dabrowski abstained.

The motion passed.

d. Fee Schedule

Mr. Tony Manfre presented proposed surcharges, sewer assessment schedules, septic disposal fees, and the proposed sewer user charge discount rates for qualified income residents (see Exhibit K)

Motion was made to present for purposes of a public hearing the proposed sewer user charge discount rates for qualified income residents and that the prorated user charge figures be filled in according with the sewer user rates proposed.

The motion was made by Chairman Richard Aries and seconded by Mr. Stephen Wagner; Mr. Erik Dabrowski abstained. The motion passed.

2. Unassessed Properties

Mr. Tony Manfre reported that he continues to work on the list of unassessed properties. During the process of identifying the unassessed properties, sixteen residential properties and two commercial properties were identified as not part of the billing list. Mr. Manfre will verify that the properties are actually connected to the sewer before adding the accounts to the billing list.

3. User Fee Structure (Discussion)

Chairman Richard Aries proposed to table this matter for now. Mr. Stephen Wagner expressed that he thought the Authority was going to discuss this matter before setting up the sewer fees for this fiscal year. Mr. Tony Manfre expressed that he was under the impression that his proposal was for the following year.

On another matter, Mr. Stephen Wagner expressed the payment method needs to be addressed as he keeps hearing that a lot of people want to see a semi-annually sewer user bill. Chairman Richard Aries asked for Mr. Manfre to invite the Director of Finance and/or the Collector of Revenue attend the next WPCA meeting or to schedule an interim meeting to discuss this matter. He'll like to know what the challenges of doing a two payment option are. This item will be added to the Agenda for discussion next month.

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

**MINUTES
MADDEN ROOM**

PAGE 12

**REGULAR MEETING
APRIL 2, 2019 AT 7:00 PM**

Chairman Aries asked to add to the June meeting Agenda discussion on the User Fees Structure.

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 9:50 p.m.

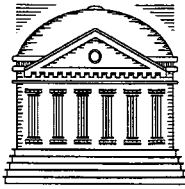
The motion was made by Mr. Erik Dabrowski and seconded by Ms. Anitha Elango.
The motion carried unanimously.

Respectfully Submitted,

Ether A. Diaz
Recording Secretary

WPCA set up a Committee consisting of a minimum two members of this Authority and authorize it to oversee all phases professional services for WPCA, currently ongoing as well as new hires, including bidding process through final selection, reviews of all submittals for WPCA approvals, etc., in compliance with State and Federal Guidelines. This Committee will report back to the WPCA at its regular meetings with its recommendations prior to action including approval to authorize payments for such services by the Authority.

THIS INTERIM ARRANGEMENT IS WITH THE UNDERSTANDING THAT ALL FUTURE SERVICES REQUIRED BY THE WPCA WILL BE HANDLED DIRECTLY BY THE WPCA ITSELF.

**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 B

March 13, 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 February 2019 ("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 February 2019.

1. Status for February 2019: The following Table 1 presents the characteristics of the bills placed for collection with interest, costs accrued and collections through February 2019:

Number of Active Bills/Accounts: 525 / 240

Lien Age Range: 2008-2019

Table 1

Category	Original Balance ⁽¹⁾	Collected Amount ⁽²⁾	Current Balance ⁽³⁾
Principal	\$568,199.67	\$425,734.41	\$174,456.77
Interest	\$177,636.10	\$193,332.43	\$87,310.96
Collection Fee	\$111,875.37	\$38,221.85	\$39,265.16
Costs of Collection	\$36,136.83	\$87,851.67	\$10,650.18
Total Receivable	\$893,847.97	\$745,140.36	\$311,683.07

Total gross historical collections are \$745,140.36 (\$706,918.51 net of collection fees). Total gross collections in February 2019 are \$10,087.41 (8,803.18 net of collection fees) and described in Table 2. A report that details the Table 2 collections is attached hereto as Schedule A.

Table 2

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$6,428.06	\$1,665.97	\$432.00	\$8,526.03	\$1,261.38	\$9,787.41
TaxServ	\$23.10	\$206.44	\$47.61	\$277.15	\$22.85	\$300.00
Grand Total	\$6,451.16	\$1,872.41	\$479.61	\$8,803.18	\$1,284.23	\$10,087.41

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	February 2019 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	3	1,043	7
Redeemed	1	1,612	6
Grand Total	4	2,655	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.

4. Litigation to Collect: TaxServ has now reached the point where continued letters or calls to people would likely not receive much in the way of payment, as such, it is time to begin the use of litigation to collect delinquent accounts. TaxServ is aware that the Town issued an RFP to select a law firm that would help administer tax sales under CGS 12-157 for delinquent real estate taxes. The statute allows for the Town to also include sewer/water liens as part of that process. TaxServ recommends to the Town that as many sewer accounts that match to real estate tax delinquencies be included in that process once it starts. If, for some reason, the Town decides not to award a contract for tax sales, or if there will be lengthy delay before tax sales begin, then we are ready to begin batching the accounts for foreclosure, which includes approval by the Town for the accounts selected to be foreclosed and selecting an attorney firm.

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

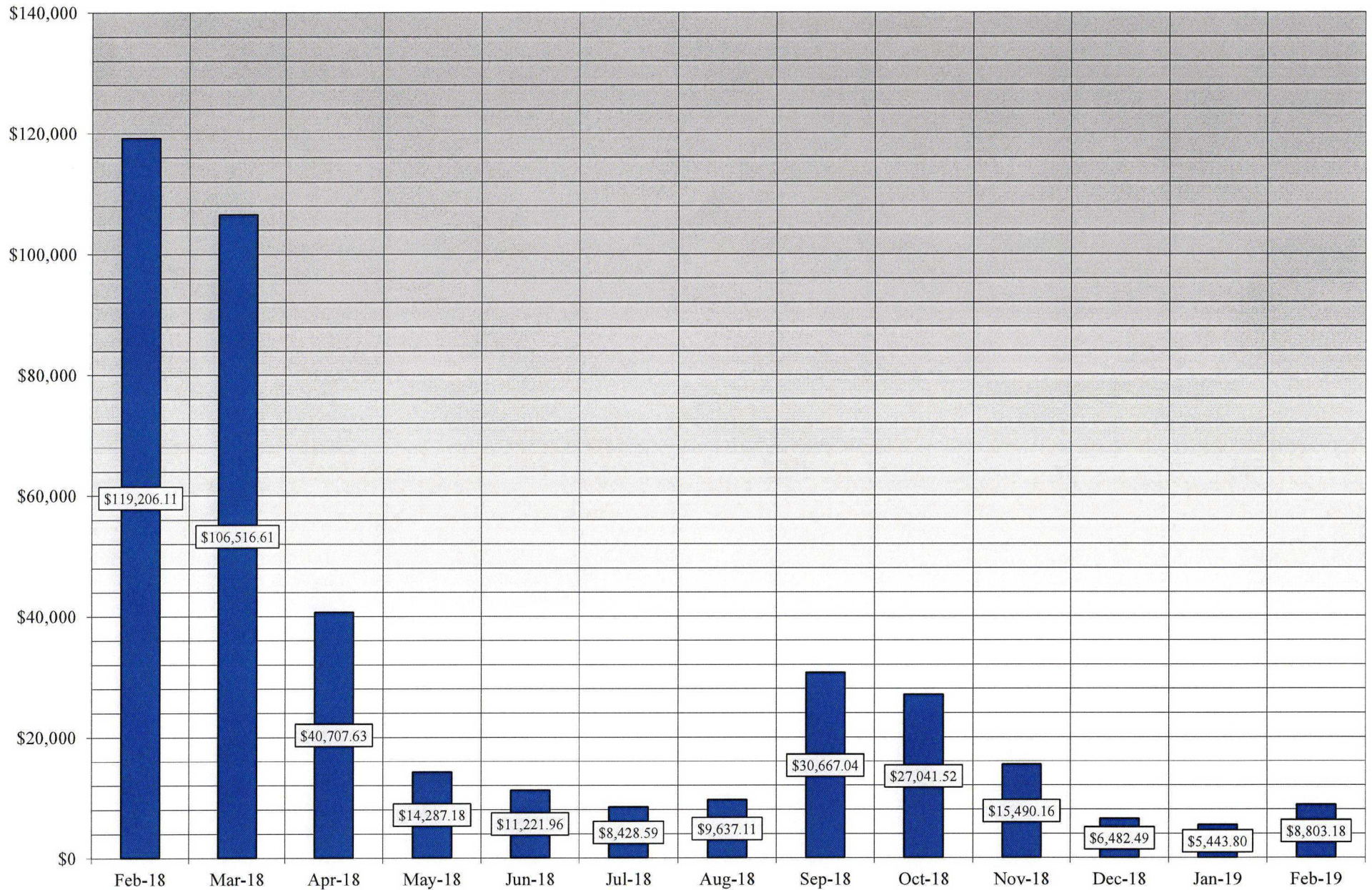
Sincerely,



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 February 2018 THROUGH February 2019





FUSS & O'NEILL

April 1, 2019

Mr. Tony Manfre
Superintendent of Pollution Control
Town of South Windsor WPCA
1540 Sullivan Avenue
South Windsor, CT 06074

RE: Carla's Pasta
Monthly Progress Report – March 2019

Dear Mr. Manfre:

On behalf of Carla's Pasta of South Windsor, Connecticut, we are providing this progress report for March 2019 summarizing the activities performed at the 50 Talbot Lane, South Windsor, Connecticut facility. The progress report addresses the requirements of the Settlement Agreement, specifically Conditions 4, 5, 6 and 8.

Status of Current Progress to Reduce Discharge of Excess Pollutants

Current Project Status: The following is an update of the status of the facility expansion and the evaluations being performed by Carla's Pasta:

- The start-up of the facility expansion is currently scheduled for May 2019. It is anticipated that further reduction in the constituent loading will occur when the expansion becomes operational.
- Carla's Pasta continues to evaluate their operations that discharge wastewater to the wastewater collection system. The objective of this evaluation, which was initiated in December 2018, 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 areas where Carla's can reduce these loads. Additional samples were collected in February 2019 from the Sauce Puck Line to confirm the initial results and estimated pollutant loads to the sanitary sewer from this process. An updated table summarizing the latest process sampling results is provided as *Attachment A*.
- The suspension of the large account mac & cheese production line and the reduction in the milk & cream production line in January 2019 has contributed to the significant reduction in wastewater concentrations and daily flows (Note some product testing for a new account was performed in March including on the day of sampling as discussed further

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www.fando.com

California
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont



Mr. Tony Manfre

April 1, 2019

Page 2

below). Further reduction in the milk & cream production is anticipated when the expansion becomes operational.

- As an update to the February 2019 progress report, a summary of the additional evaluations, corrective actions, and a status update on the actions performed by Carla's Pasta (in bold) is provided as follows:
 - Carla's Pasta and Cambrian Innovation continue to evaluate the potential applicability of anaerobic wastewater treatment processes for the wastewater discharge. **Status: Ongoing**
 - Carla's Pasta has evaluated ways to potentially buffer the pH of the cooker wastewater prior to dumping to reduce the pH swings and found that this is not a feasible option. **Status: Complete**
 - Carla's Pasta continues to evaluate alternate chemicals for the CIP processes to reduce the pH swings. **Status: Ongoing**
 - Carla's has implemented the use of high speed pressure washers for cookers versus previous methods as a means of reducing wastewater volumes. **Status: Complete**
 - An evaluation of alternative cleaning methods (i.e., foaming vs. cleaning in place) continues to be conducted for the spiral freezers as a means of reducing wastewater volumes. **Status: Ongoing**

Projected Progress for Next Month: The following is a summary of anticipated next steps for the evaluation:

- Carla's will continue to assess the sampling results and implement corrective actions on an on-going basis.
- Carla's will provide results of the process sampling to several wastewater consultants such that they can 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 May 2019.

Potential Delays: There are no delays anticipated at this time.

Monthly Monitoring Results

On March 20, 2019, Fuss & O'Neill conducted effluent monitoring of the existing wastewater discharge. Fuss & O'Neill collected effluent samples from the sampling/metering manhole



Mr. Tony Manfre

April 1, 2019

Page 3

immediately downstream of the oil/water separator in accordance with the South Windsor Water Pollution Control Authority (WPCA) and DEEP *General Permit for the Discharge of Miscellaneous Sewer Compatible Wastewater* (MISC General Permit) requirements. Samples were collected during a typical operating day over a 24-hour period starting and ending at approximately 8:00 a.m. on the day of sampling as follows:

- One flow-weighted composite sample was collected
- pH measurements were made continuously over this period

The composite sample was collected on a flow-weighted basis. The composite sample was analyzed for biochemical oxygen demand (BOD) and total suspended solids (TSS) by a State Certified Laboratory.

A table summarizing the wastewater sampling results (Table 1), graphs depicting the pH and flow measurements for the March 2019 sampling period, and a copy of the laboratory results is provided in *Attachment B*.

As stated above, some product testing for a new account was performed on the day of the March sampling event. Once the expansion becomes operational, the future production and associated wastewater discharge for the new account would only be performed in the expansion and not in the existing facility. Therefore, it is anticipated that the constituent loading obtained during the March sampling event would not be typical when the expansion becomes operational and that the constituent loading obtained during the January and February 2019 sampling events would be more representative.

It should be noted that during the collection of the above samples, the pH was recorded as being above the effluent limit (12 S.U.) intermittently for period of approximately 90 minutes during the 24-hour sample collection. Carla's is in the process of evaluating the facility operations and existing treatment system to determine whether operational changes may be necessary to address the pH issue. A potential cause of the high pH recorded may be due to calibration issues associated with the pH meter. The pH meter was re-calibrated in March 2019 following sample collection.

Daily Discharge Flow Records

A copy of the daily wastewater flowmeter readings for March 2019 are provided as *Attachment C*. Daily flows for the month were less than 210,000 gallons per day.

Weekly Pumpout Records

A copy of the weekly oil/water separator pumpout records is provided as *Attachment D*.



FUSS & O'NEILL

Mr. Tony Manfre

April 1, 2019

Page 4

If you have any questions or need additional information, please call one of us at
(860) 646-2469.

Sincerely,

Neil P. Hickey, P.E.
Project Manager

Christopher J. Ecsedy, P.E., LEP
Senior Vice President

Enclosures

c: Sergio Squatrito, Carla's Pasta
Don Doeg, Updike, Kelly & Spellacy

CARLA'S PASTA DISCHARGE MONITORING REPORTS												
MONTHLY DMR RESULTS FROM FUSS/O'NEILL							VIOLATION SURCHARGE					
DATE	PH LOW	PH HIGH	TSS	BOD	O/G	Q**	TSS	BOD	GROSS SURCHARGE	NEGOTIATED DEDUCTION	NET SURCHARGE	
Jan-19	6.51	11.78	180	690	-	76,639	\$ -	\$ 5,777.42	\$ 5,777.42	75%	\$ 1,444.35	
Feb-19	4.91	11.47	174	420	36	94,968	\$ -	\$ 3,115.28	\$ 3,115.28	75%	\$ 778.82	
Mar-19	7.55	12.75	310	1000	-	96674	\$ 1,295.70	\$ 12,014.19	\$ 13,309.88	75%	\$ 3,327.47	
Apr-19									\$ -	75%		
May-19									\$ -	33%-66%		
Jun-19									\$ -	33%-66%		
Jul-19									\$ -	33%-66%		
Aug-19									\$ -	33%-66%		
Sep-19									\$ -	0%-25%		
Oct-19									\$ -	0%-25%		
Nov-19									\$ -	0%-25%		
Dec-19									\$ -	0%-25%		
YTD TOTAL									\$ 22,202.58		\$ 5,550.65	

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

BOD SURCHARGE FORMULA

BOD, LBS. = (FLOW, MGD) x (CONCENTRATION, mg/L - 212 mg/L) x (8.34 LBS./GAL.) x (\$0.61/LBS.)

TSS SURCHARGE FORMULA

TSS, LBS. = (FLOW, MGD) x (CONCENTRATION, mg/L - 238 mg/L) x (8.34 LBS./GAL.) x (\$0.72/LBS.)

****Q = AVERAGE DAILY FLOW FOR THE MONTH**

Q, gpd = TOTAL MONTHLY FLOW / # OF DAYS OF MONTH

2017 USAGE

						Total Gal.	
SW Public Schools							
Eli Terry Elementary School	569 Griffin Road	1,246,000	1,255,000			2,501,000	
Ellsworth School	1737 Main Street	161,000				161,000	
Philip R. Smith Elementary School	949 Avery Street	174,000	198,000			372,000	
Philip R. Smith Elementary School	350 Foster Street	247,000	201,000			448,000	
Orchard Hill Elementary School	380 Foster Street	58,000	22,000			80,000	
South Windsor High School	161 Nevers Road	1,295,000	960,000	907,000		3,162,000	
Wapping	91 Ayers Road	556,000				556,000	
Timothy Edwards	100 Arnold Way	19,000	14,000	421,000	389,000	843,000	
						8,123,000	GALLONS
						SUBTOTAL \$ 39,067.76	
Municipal Bldgs.							
Nevers Road Rotary Pavilion		11,000	833,000			844,000	
Police Department		175,000	72,000			247,000	
Recreation Department		300				300,000	
Avery Street Community Gardens		112				112,000	
Nevers Rd Ballfield		805				805,000	
Little league Shack		16				16,000	
Ayers Road Ballfield		305				305,000	
Rye Street Park		4,959				4,959,000	
Public Libray		1,378,564				1,378,564	
Wapping Community House		12,716				12,716	
Veteran's Memorial Park		2,160,972				2,160,972	
Town Hall		126,412				126,412	
Town Garage		376,992				376,992	
						11,643,656	GALLONS
						SUBTOTAL \$ 56,000.44	
						TOTAL REVENUE \$ 95,068.20	

SOUTH WINDSOR WPCA PLANNINGS 15 YEAR REHAB PROJECT

Valued at 220 million dollars and comprised of a wastewater treatment plant, 11 pump stations and 126 miles of sanitary sewers, South Windsor's water pollution control infrastructure is the town's single largest municipal investment. It provides efficient and hygienic recycling of wastewater and is also an important factor in continued economic development. For these reasons, the town's Water Pollution Control Authority, a bi-partisan group of nine volunteers tasked with overseeing the system, is currently developing a Capital Improvement Plan as part of a continuous program of maintenance and upgrades. This plan will guide future action with the twin goals of ensuring a fully functional, reliable, and legally compliant sewerage system, while also keeping the costs of doing so both stable and manageable for the users. Current forecasts estimate the full implementation of the plan will require 27 million dollars over the course of 15 years. These improvements are focused on relining deteriorating pipe segments that have been identified through inspection and upgrading the pump stations.

Previously, the treatment plant, which processes an average of 2.5 million gallons of wastewater per day, was the subject of an upgrade completed in 2010. Those improvements are forecasted to sustain its operations through 2030. Subsequently, an evaluation study of the collection system was completed in 2015, which was in response to a sewer pipe collapse. This study led to major repairs and improvements to areas that needed immediate attention. More recently, consulting engineers provided an initial draft of an asset management report which prioritizes maintenance or replacement of the 11 pump stations hardware and electronic components along with

estimated costs. The latest report also determines operational efficiencies to extend equipment life and decrease electrical consumption and operational costs.

The major construction of the collection system occurred between 1966-1978 and the sewer lines, ranging in diameters from 6 to 36 inches, are reaching the end of their expected useful life. Approximately 8% of the lines are visually examined annually by camera to identify critical areas in need of remedial work through relining. The preventive action of relining the pipe sections is an ongoing effort, with the most vulnerable segments receiving priority. Relining before a pipe failure, while costing approximately \$200 per foot, represents roughly 20 to 25% of the cost of an emergency repair and avoids potential service interruptions and environmental impacts.

In addition to avoiding more costly repair projects, the plan seeks to place the pump stations on a planned schedule of maintenance upgrades. Over time, the pumping system has become much more technologically sophisticated. As the older control systems age, parts are often difficult or impossible to obtain, with components more expensive to repair or replace. The situation is similar to having a home computer with an outdated operating system. The equipment may continue to function, but it can't keep up with contemporary service requirements or interact with newer programs, and the cost of repair often exceeds that of replacement.

The Authority is committed to minimizing increases to residential rates by sequencing the capital rehabilitation efforts over the next fifteen years. The larger and more costly projects which require priority action will likely incur the highest cost, with a corresponding impact on user

rates in the first years of the program. Costs and rates are then projected to stabilize in subsequent years, absent any expansion of the system in support of land use and economic development activities which may require construction of additional sewer lines or pump stations.

In short, the WPCA has adopted a capital improvement plan that outlines a long-term strategy for capital renewal in a fiscally responsible manner. By developing this plan the Authority is upholding their stewardship responsibilities of the wastewater infrastructure that continues to provide reliable service to the users, cost efficient operation and ultimately, minimizing the negative environmental impact to our shared water courses.

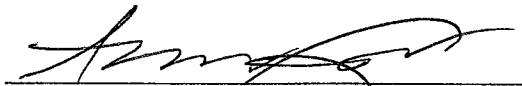
**TOWN OF SOUTH
WINDSOR POLLUTION
CONTROL**

Memo

To: South Windsor Water Pollution Control Authority
From: Tony Manfre, Superintendent of Pollution Control
Date: April 2, 2019

Re: Commercial/Industrial Sewer User Charge Billing - REVISED

After correcting errors found on the Commercial/Industrial billing list the total revenue generated from Commercial and Industrial users in calendar year 2018 totals \$1,492,274.47 from 351 accounts. This is an increase of \$139,251.17 over last year's reported Commercial and Industrial revenues. The total flow for this period was 291,244,343 gallons which is an increase of 6.3% over last year's commercial and industrial flows.



Tony Manfre
Superintendent of Pollution Control

FUNCTION
Water Pollution
Control Authority

TOWN OF SOUTH WINDSOR
WATER POLLUTION CONTROL AUTHORITY
BOARDS AND COMMISSIONS

ACCOUNT NO.
1129

Exhibit H

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

	FY1718 Adopted	FY1819 ADOPTED	YTD AS OF 3-28-19	FY1920 PROPOSED	DELTA FROM LAST YEAR	% CHANGE
100 Personal Services						
110 Full-time Salaries	\$ 963,940	\$ 998,895	\$ 734,477	\$ 1,010,248	\$ 11,353	1.1%
111 Overtime	\$ 51,969	\$ 107,319	\$ 65,832	\$ 113,539	\$ 6,220	5.8%
112 Longevity	\$ -	\$ -	\$ 700	\$ 700	\$ 700	0.0%
113 Part-time Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
130 Employee Benefits	\$ 572,606	\$ 599,684	\$ 560,201	\$ 498,475	\$ (101,209)	-16.9%
Subtotal:	\$ 1,588,515	\$ 1,705,898	\$ 1,361,210	\$ 1,622,961	\$ (82,936)	-4.9%
200 Materials & Expenses						
210 Office Supplies	\$ 1,600	\$ 1,600	\$ 550	\$ 1,600	\$ -	0.0%
221 Operating Materials	\$ 84,000	\$ 91,450	\$ 57,487	\$ 131,450	\$ 40,000	43.7%
222 Motor Vehicle Supplies	\$ 24,620	\$ 24,620	\$ 4,934	\$ 27,550	\$ 2,930	11.9%
223 Uniforms & Clothing	\$ 15,750	\$ 15,750	\$ 8,908	\$ 15,750	\$ -	0.0%
232 Equipment Repair	\$ 65,000	\$ 83,000	\$ 71,829	\$ 97,000	\$ 14,000	16.9%
Subtotal:	\$ 190,970	\$ 216,420	\$ 143,708	\$ 273,350	\$ 56,930	26.3%
300 Contractual Services						
310 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
320 Professional	\$ 155,999	\$ 160,252	\$ 151,921	\$ 161,500	\$ 1,248	0.8%
330 Rentals & Leases	\$ 26,020	\$ 30,420	\$ 17,887	\$ 33,400	\$ 2,980	9.8%
360 Utilities	\$ 491,450	\$ 501,950	\$ 307,344	\$ 529,650	\$ 27,700	5.5%
371 Maintenance Contracts	\$ 464,855	\$ 497,255	\$ 251,811	\$ 567,100	\$ 69,845	14.0%
373 Repair Maintenance Equip.	\$ 19,000	\$ 29,700	\$ 31,078	\$ 32,000	\$ 2,300	7.7%
374 Fees & Memberships	\$ 1,520	\$ 2,670	\$ 750	\$ 2,670	\$ -	0.0%
375 Recruitment & Training	\$ 25,300	\$ 23,480	\$ 8,762	\$ 24,200	\$ 720	3.1%
390 Other Purchase Services	\$ 296,500	\$ 326,000	\$ 66,983	\$ 326,000	\$ -	0.0%
393 Internal Service Charge	\$ 37,240	\$ 37,240	\$ 37,240	\$ 45,000	\$ 7,760	17.2%
Subtotal:	\$ 1,517,884	\$ 1,608,967	\$ 873,776	\$ 1,721,520	\$ 112,553	7.0%
400 Capital Outlay						
430 Capital Projects	\$ 43,000	\$ 65,000	\$ 18,620	\$ 45,000	\$ (20,000)	-30.8%
441 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
442 Department Equipment	\$ 50,000	\$ 96,600	\$ 8,506	\$ 72,500	\$ (24,100)	-24.9%
Subtotal:	\$ 93,000	\$ 161,600	\$ 27,126	\$ 117,500	\$ (44,100)	-27.3%
Department Total:	\$ 3,390,369	\$ 3,692,885	\$ 2,405,820	\$ 3,735,331	\$ 42,447	1.1%

CODE NO. & DESCRIPTION	PROGRAM	COST
100 PERSONNEL SERVICES		\$ 1,622,961.27
110 FULL TIME SALARIES	ANNUAL	
	SUPERINTENDENT*	\$ 83,796
	PLANT SUPERVISOR	\$ 85,640
*SALARY IS 80% FUNDED BY WPCA	FACILITIES MECHANIC	\$ 81,830
**SALARY IS 25% FUNDED BY WPCA	TECHNICIAN 4	\$ 81,830
	TECHNICIAN 4	\$ 81,830
	TECHNICIAN 3	\$ 75,784
	MECHANIC 2	\$ 75,784
SALARY INCREASES:	MECHANIC 2	\$ 75,784
MANAGEMENT	MECHANIC 2	\$ 75,784
NAGE UNION 2%	LABORTORY ANALYST	\$ 75,784
CSEA UNION 2%	MECHANIC 1	\$ 75,041
	TECHNICIAN 2	\$ 69,207
	TECHNICIAN 1	\$ 60,296
	ADMINISTRATIVE SECRETARY**	\$ 11,858
	Salary Total	1,010,248
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
	HOLIDAY OVERTIME	\$ 4,092
SUNDAYS (52) AND HOLIDAYS (13)		
# OF HRS # OF STAFF WAGE x 2		
2 2 \$ 78.68	SCHEDULED OT TOTAL	\$ 32,732
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		
112 LONGEVITY		
	LONGEVITY PAYMENT	700
	TOTAL	\$ 700

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

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:	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

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		\$ 1,721,520
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		\$ 370,000
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	\$ 529,650

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		
ANITARY 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		\$ 117,500
430 CAPITAL PROJECTS		
	Aeration Air Flow Control	\$ 16,000
	Alarm System Radio Replacement	\$ -
	Processor Replacement - UV System	\$ 14,000
	Sludge Storage Tank Floors	\$ 15,000
	TOTAL	\$ 45,000
441 OFFICE EQUIPMENT		\$ -
	TOTAL	\$ -
442 DEPARTMENT EQUIPMENT		
	Portable Flow Meters	\$ 15,000
	Trailer	\$ 8,000
	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	\$ 72,500

DEBT SERVICE/CIP/RESERVE TOTAL \$ 2,236,182

DEBT SERVICE - PRINCIPAL AND INTEREST

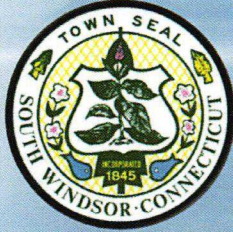
PROJECT NAME	COST	
1 TOWN OF VERNON UPGRADE	\$	-
2 STATE GRANT UV SYSTEM (FINAL PAY. 7/1/21)		
PRINCIPAL	\$	46,576
INTEREST	\$	1,537
SUBTOTAL	\$	48,113
3 PLEASANT VALLEY PS UPGRADE (FINAL PAY. 2026)		
PRINCIPAL	\$	21,728
INTEREST	\$	2,503
SUBTOTAL	\$	24,231
4 SUBMERSIBLE PS UPGRADE (FINAL PAY. 2027)		
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	\$	844,600
	Chapel Rd Phase 2A	\$	845,000
	I/I REMOVAL AND MH REHAB.	\$	30,000
	CIP TOTAL	\$	1,779,600

RESERVE FUND CONTRIBUTION

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



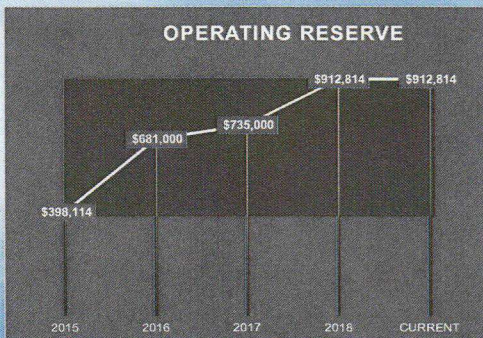
SOUTH WINDSOR WATER POLLUTION CONTROL AUTHORITY

Fiscal Year 2019/2020

Budget Discussion

April 2, 2019

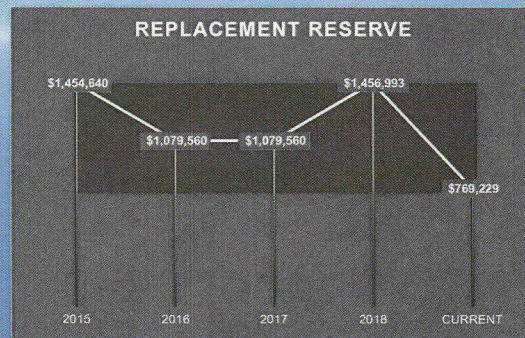
CURRENT FINANCIAL STATUS



EQUAL TO 25% OF THE 3 YR AVG OF O&M AND DEBT SERVICE BUDGET

PURPOSE: OFFSET VARIATIONS IN REV. AND EXPEND.

BENCH MARK = \$1,012,448



EQUAL TO 2% OF FACILITY ASSETS (\$220M)

PURPOSE: REFLECTS REPLACEMENT COSTS BASED UPON INDUSTRY CONSTRUCTION COST INDEX

BENCH MARK = \$4,400,000

HOW DOES SOUTH WINDSOR COMPARE?

RATES (PER 84,000 GALLONS)

- SOUTH WINDSOR = \$404
- VERNON = \$512
- MANCHESTER = \$573
- 8TH DISTRICT = \$461

TIGHE & BOND 2016 SURVEY

- AVERAGE RATE \$472



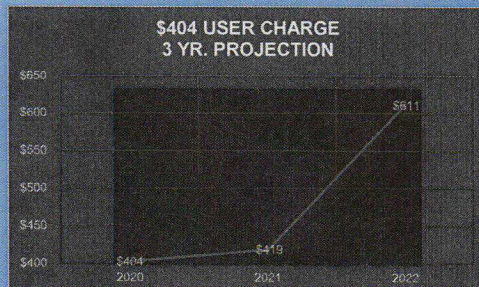
\$404 USER FEE

PROS

- MINIMAL IMPACT TO SEWER USERS
- CHAPEL ROAD – PHASE 2A WILL BE COMPLETED
- \$50,000 EARMARKED FOR CLARK ST PUMP STATION (FY2022)

CONS

- EARMARKING 6% OF WHAT IS NEEDED FOR FUTURE UPGRADES
- INCREASING THE AMOUNT THAT MAY NEED TO BE BORROWED PLUS INTEREST



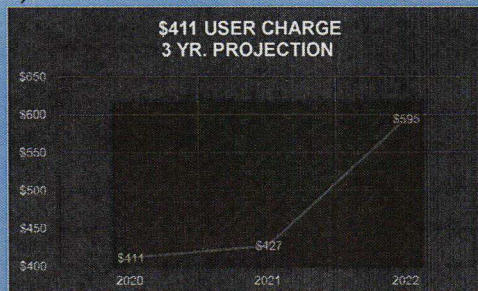
\$411 USER FEE

PROS

- MINOR IMPACT TO SEWER USERS
- CHAPEL ROAD – PHASE 2A WILL BE COMPLETED
- \$100,000 EARMARKED FOR CLARK ST PUMP STATION (FY2022)

CONS

- EARMARKING 12% OF WHAT IS NEEDED FOR FUTURE UPGRADES
- MAY NEED PLAN FOR FUTURE FINANCING



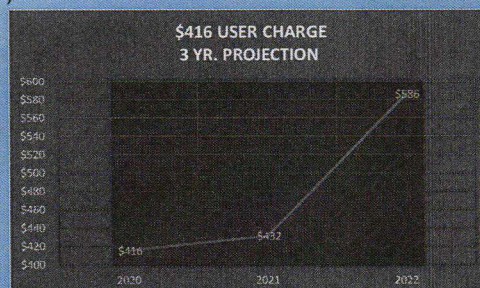
\$416 USER FEE

PROS

- \$1 PER MONTH INCREASED USER CHARGE
- CHAPEL ROAD – PHASE 2A WILL BE COMPLETED
- \$150,000 EARMARKED FOR CLARK ST PUMP STATION (FY2022)

CONS

- EARMARKING 19% OF WHAT IS NEEDED FOR FUTURE UPGRADES
- WILL NEED TO FINANCE LESS MONEY



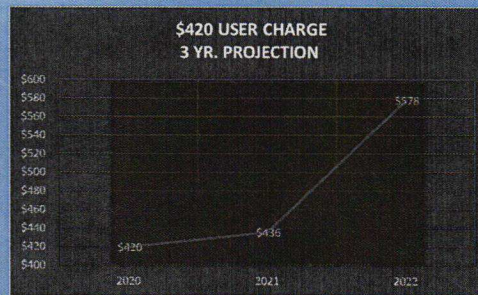
\$420 USER FEE

PROS

- CHAPEL ROAD – PHASE 2A WILL BE COMPLETED
- \$200,000 EARMARKED FOR CLARK ST PUMP STATION (FY2022)

CONS

- EARMARKING 25% OF WHAT IS NEEDED FOR FUTURE UPGRADES
- WILL NEED TO FINANCE LESS MONEY



USER RATE SUMMARY

FISCAL YEAR	USER RATE			
2020	\$404	\$411	\$416	\$420
2021	\$419	\$427	\$432	\$436
2022	\$611	\$595	\$586	\$578

10 Year Capital Improvement Plan - MARCH 1, 2019 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

TOWN OF SOUTH WINDSOR
Sewer User Rates, Surcharge Rates, Sewer Assessment Schedule, and
Septic Disposal Fees for FY 2019/2020

Exhibit K

Pursuant to Chapter 103 Sections 7-245 through 7-255 of the Connecticut General Statutes, notice is hereby given that the South Windsor Water Pollution Control Authority will hold a Public Hearing on Tuesday, May 7, 2018 at 6:30 p.m. at the South Windsor Wastewater Treatment Plant, 1 Vibert Road, South Windsor, Connecticut to present the proposed Water Pollution Control Budget and to establish proposed sewer user charges, surcharges, sewer assessment schedules, septic disposal fees, and to present the proposed sewer user charge discount rates for qualified income residents for fiscal year 2018-2019. The proposed sewer user charge rates, surcharge rates, assessment schedules, septic disposal fees will be available on Monday, April 8, 2019 for review in the Town Clerk's Office in the Town Hall, 1540 Sullivan Avenue, South Windsor, Connecticut. Any appeals from such charges must be taken within twenty-one days after such filing

Sewer User Rates

Class of User

July 1, 2019 – June 30, 2020

Residential (single family, condo unit)

\$TBD– Flat rate per unit

Commercial/Industrial
(per 84,000 gallons)

\$TBD– Minimum charge per
business or condo unit.

The Pro-rate adjustment for Fiscal Year 2018-2019 shall be as follows:

	<u>Date of Permit</u>	<u>Amount</u>	<u>Date of Permit</u>	<u>Amount</u>
Between	7/01/19 – 7/31/19	\$TBD	1/01/20 – 1/31/20	\$ TBD
	8/01/19 – 8/31/19	\$TBD	2/01/20 – 2/29/20	\$ TBD
	9/01/19 – 9/30/19	\$TBD	3/01/20 – 3/31/20	\$ TBD
	10/01/19 – 10/31/19	\$TBD	4/01/20 – 4/30/20	\$ TBD
	11/01/19 – 11/30/19	\$TBD	5/01/20 – 5/31/20	\$ TBD
	12/01/19 – 12/31/19	\$TBD	6/01/20 – 6/30/20	\$ TBD

Sewer User Surcharge Rates for Excessive Solids:

Biochemical Oxygen Demand (B.O.D.)	\$0.40/lb.
Total Suspended Solids (TSS)	\$0.66/lb.

Sewer Assessment Schedule

	<u>Base</u>	<u>Frontage</u>	<u>Lateral</u>	<u>Connection Charge</u>
Residential, School	\$2,708	\$43 per foot	\$1,225 per lateral	\$1,225 per unit
Commercial/Industrial	\$2,708	\$82 per foot	\$1,225 per lateral	\$3,920 per acre

Septic Disposal Fees: \$145 Per 1,500 gallons

Equivalent Dwelling Unit (EDU) Table:

EDU	BEDROOMS		EDU	WATER METER SIZE
0.75	2 OR LESS		1	<1"
1	3		2	1"
1.25	4		3	1.5"
1.5	5		4	2"
2	6		6	3"
3	7-9		8	4"
4	10-12		12	6"
5	13-15		16	8"
6	16-18		20	10"
7	19-21		24	12"
8	22-24			
9	25-27			
10*	28-30			

*1 EDU will be applied for every 3 bedrooms over 30 bedrooms

Qualifying Income Sewer User Charge Discount
Home Owners
FY 2019/2020
Full Undiscounted Residential User Charge is \$TBD
Filing Period February 1, 2019 – May 15, 2019

Income		User Charge Credit %		Discounted User Charge	
Over	To	Married	Unmarried	Married	Unmarried
\$0	\$18,000	50%	40%	TBD	TBD
\$18,001	\$24,200	40%	30%	TBD	TBD
\$24,200	\$30,200	30%	20%	TBD	TBD
\$30,200	\$36,000	20%	10%	TBD	TBD
\$36,000	\$43,900	10%	0%	TBD	TBD

The foregoing user rates are established based upon estimated budget requirements and operating costs for the Pollution Control Division of the Public Works Department.

Richard Aries, Chairman
Water Pollution Control Authority