

Received 3/31/2021 @ 11:50 AM  
Dorothy Spayman, ASst

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  
VIRTUAL MEETING  
SOUTH WINDSOR TOWN HALL**

**AGENDA**

**TUESDAY, April 6, 2021  
7:00 P.M.**

This meeting can be viewed on Cox Channel 16 or Channel 6082 if your provider is Frontier and will be live streamed on the Town's website at <http://gmedia.swagit.com/live>.

**WEBEX Conference Call-In Number: 855-925-2801  
Meeting Code: 3812**

Public is welcome to email comments to [wpcacomments@southwindsor-ct.gov](mailto:wpcacomments@southwindsor-ct.gov) or to call in through the above referenced WEBEX call.

**A. Roll Call**

**B. Acceptance of Minutes of Previous Meeting**

1. March 2, 2021 Regular Meeting

**C. New Business**

**D. Communications and Reports**

1. Superintendent Report

**E. Public Participation (Items not on the agenda)**

**F. Bills, Change Orders, Disbursements**

**G. Unfinished Business**

1. FY 2021/2022 Budget (Discussion and Approval for Public Hearing Presentation)
  - i. Budget
  - ii. Sewer User Rate
  - iii. Elderly Discount Program

**H. Executive Session**

**I. Adjournment**

Received 5/14/2021 @ 11:10 AM  
on thurs spomani, ASST.

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

**REGULAR MEETING  
VIRTUAL MEETING  
SOUTH WINDSOR TOWN HALL**

**MINUTES**

**TUESDAY, APRIL 6, 2021  
7:00 P.M.**

Chairman Thomas Ruby called the Regular Meeting/Virtual Meeting to order at 7:00 p.m. and explained that the public is welcome to email comments to [wpcacomment@southwindsor-ct.gov](mailto:wpcacomment@southwindsor-ct.gov) or to call in through WEBEX at 855-925-2801; meeting code 3812.

**A. Roll Call**

**Members Present:** Carol Fletterick (7:01 p.m.), Erik Dabrowski, Steven King, Jr., Toby Lewis, and Thomas Ruby

**Members Absent:** Ashwatha Narayana and Stephen Wagner

**Alternates Present:** Vicki Paliulis

**Alternates Absent:** Shawn Jacobaccio

**Staff Present:** Tony Manfre, Superintendent of Pollution Control  
Michael Lehmann, IT Technician/Webmaster

**Council Liaison:** Liz Pendleton, Deputy Mayor

**B. Acceptance of Minutes of Previous Meeting**

1. March 2, 2021 Regular Meeting

Motion was made to approve the minutes of the March 2, 2021 Regular Meeting.

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

**C. New Business**

None

**D. Communications and Reports**

1. Superintendent Report

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit A). A discussion ensued regarding the Miscellaneous Industrial User (MIU) permit whereby the State is transferring the permitting responsibility to the Town. Mr. Manfre explained that he spoke to colleagues from other municipalities and discovered that each Water Pollution Control Facility is handling the notifications differently. Mr. Manfre explained that he'll like to gather more information as to how many businesses in Town are MIU and how the permitting process is going to affect the Pollution Control

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**Page 2**

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Department. He recommended forming a two person subcommittee within the WPCA to help structure the program.

Mr. Toby Lewis asked what the purpose will be of forming a subcommittee for this matter. Chairman Ruby responded that it is to examine the framework for the permitting process of the MIU; the goal is to have a subcommittee do some research and report back to the WPCA their findings. Ms. Vicki Paliulis explained that the industrial wastewater permitting is through the State of Connecticut. As of last year the State established the MIU and the SIU permitting whereby large industrial users have to continue to permit through the state. However, the small industrial users (MIU) now will need to permit through the Town. The State transferred the burden of permitting small sources to municipalities without any financial support or very much direction in that aspect, said Ms. Paliulis. Mr. Manfre added that initially his goal was to include the MIU in the rate sheet that is to be presented in the upcoming public hearing; however, there's a lot more to it.

Mr. King, Jr. asked if the subcommittee will also be setting up costs for or recommendations for the State as well. Is the Town going to be focusing on every MIU and SIU business, asked Mr. King, Jr. Chairman Ruby responded that the mission is to determine how many businesses in Town will be affected in this process and what exactly the permit process entails. Before the Authority takes any action, they need to find out what the questions are and get some answers to those questions, said Chairman Ruby. Ms. Paliulis clarified that at the State level the municipalities have no responsibility pertaining to the larger users (SIU). Also, the facility who's a user can stay with the permit that they currently have or become a minor source. The constituent for parameters that the Authority have for analytical work is significantly different, they are higher. Therefore, they can make those targets easier, said Ms. Paliulis. She also explained that one thing that needs to be clarified is that under permitting through the State of CT there's fees associated for that purpose; those are annual fees that are based on processing and on the annual state inspections. That's a burden to the town now and Mr. Manfre is at a position without any funding for it. He needs to figure out what these regulations mean and what are the requirements and guidelines for the town to monitor the MIU permits. This is going to be challenging because the town is actually going to manage this permit without any environmental people.

Would that also make the Authority possibly liable, asked Mr. Lewis. It will be a liability on the wastewater treatment plant, responded Ms. Paliulis. Chairman Ruby expressed that his overall concern on this matter is that this could be anything from issuing a permit to a process that will put the Authority in a position to add staff to go out and monitor the MIU. Council Liaison Liz Pendleton was in attendance this evening and asked if the permitting is presently being done on the Town's online permitting program. Chairman Ruby responded that this is a new program and currently the WPCA is just looking whether or not they are going to form a subcommittee for this matter.

Motion was made to establish a subcommittee to research the Miscellaneous Industrial Users permit program and to report the findings back to the WPCA.

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**REGULAR MEETING  
VIRTUAL MEETING  
SOUTH WINDSOR TOWN HALL**

**MINUTES**

**TUESDAY, APRIL 6, 2021  
7:00 P.M.**

**Page 3**

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The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski.  
Ms. Carol Fletterick and Ms. Vicki Paliulis volunteered to this subcommittee.  
The motion carried unanimously.

**E. Public Participation (Items not on the agenda)**

None

**F. Bills, Change Orders, Disbursements**

None

**G. Unfinished Business**

1. FY 2021/2022 Budget (Discussion and Approval for Public Hearing Presentation)
  - i. Budget
  - ii. Sewer User Rate
  - iii. Discount Program

Included with the Agenda was a copy of the proposed Pollution Control Budget (see Exhibit B) and Sewer User Fees Schedule (see Exhibit C) for FY 2021/2022. Mr. Tony Manfre reported that in an effort to maintain the current sewer fee in the amount of \$415 and following Mr. Stephen Wagner's recommendation at the last meeting to look into electric vehicles, the Truck 80 replacement was removed from the budget to explore an EV replacement and any required infrastructure; this reduced the budget by \$6,000. Mr. Manfre also reduced the uncollectable rate from 8% to 4.5% which is conservative but will balance the budget and user fee.

Chairman Ruby asked if the uncollectable rate in the proposed budget is more reflective of the actual experience over the last couple of years. Mr. Manfre responded that typically in past years it's been budgeted at a 1.4% uncollectable rate. However, this will be conservative said Mr. Manfre, but is based on the numbers of the collection rate and the potential impact the pandemic would be for the remainder of the year.

Mr. Toby Lewis asked what if a year from now we are still dealing with some elements of Covid 19; what does that do to the budget and projection. Mr. Manfre explained that the uncollectable rate is conservative to provide flexibility if the numbers are maintained the same. However, if the economy comes back and the flows are up and the money is collected, that money will be put into the reserves. Mr. Manfre mentioned that this will be the 3<sup>rd</sup> year in a row that the Authority sets at the same sewer rate (\$415) if it does get approve. In looking at future projects for next year the Authority will have to tap into the reserves to help stabilize the user rates as Mr. Manfre is projecting a higher sewer user fee for the coming years. The Qualified Income Discount Program remains unchanged with exception to the income levels which are consistent with the State.

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**TUESDAY, APRIL 6, 2021  
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**Page 4**

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Motion to present the proposed FY2021/2022 Budget, Sewer User Charge of \$415.00, Sewer User Rate Schedule and Qualified Income Sewer User Charge at the May 4, 2021 Public Hearing.

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

On behalf of the Town and the Council Ms. Pendleton expressed appreciation to Mr. Manfre and the Treatment Facility staff for working through Covid 19 and their exposure. We truly appreciate your frontline workers, said Ms. Pendleton. Mr. Manfre appreciated the kind words and will relay the message to his staff.

**H. Executive Session**

None

**I. Adjournment**

Motion was made to adjourn the meeting at 7:32 p.m.

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

Respectfully submitted,

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Ether Diaz, Recording Secretary

## WPCA COMMUNICATIONS AND REPORTS

April 6, 2021

*The following is a monthly report from the Superintendent of Pollution Control as an appendix to the Water Pollution Control Authority meeting.*

### General Information

#### Commercial/Industrial Billing

The Commercial/Industrial sewer user bills were sent out in March with an April 1<sup>st</sup> due date. A total of 359 accounts have been billed \$1,419,018.61. Despite an additional 6 accounts this year, the commercial/industrial flows decreased by 8% which resulted in a \$27,000 reduction in revenue when compared to last year. With the anticipated end of the COVID-19 pandemic and the State government lifting restrictions, I am expecting flows to return to a normal level by the end of the calendar year.

#### Miscellaneous Industrial Users

Through informal discussions with surrounding WPCF superintendents it is clear that each municipality is handling the discharge notifications differently. As we develop the general outline of this process it will begin to clarify the impact on our administrative resources along with inspection and enforcement requirements. I will continue to provide reports to the WPCA.

### Treatment Plant and Collection Systems

#### Treatment Plant

##### *Process*

TREATMENT PLANT	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-20	Feb-20	AVERAGE
AVG FLOW (MGD)	2.74	2.93	2.70	2.19	2.10	2.04	1.85	1.92	2.13	2.79	2.92	2.63	2.41
BOD REMOVAL	99.0%	97.0%	98.0%	99.0%	98.8%	99.1%	98.8%	98.0%	98.6%	97.3%	95.7%	98.2%	98.1%
TSS REMOVAL	99.0%	98.0%	98.0%	99.0%	98.9%	99.0%	98.6%	98.0%	98.7%	97.7%	95.6%	98.8%	98.2%
NITROGEN LBS. (106 LBS. LIMIT)	96	126	108	82	95	84	80	87	85	113	115	95	97.17

##### *Maintenance*

- Complete rebuild of Thickened Primary Sludge Pump 1, which was underperforming due to considerable wear on internal components.
- Finished rebuild of Plant Water Pump 1 with new shaft, impeller, bearings, and bearing housing. Also completed realignment of both Pump 1 and Pump 2.
- Removed grit build up in Headworks from both the main channel and the bypass channel.
- Replaced failing motor on Secondary Clarifier 2 Drive.



- Replaced bearings and bearing housings on all four Secondary Clarifiers.
- Cleaned all channels, weirs, and Parshall Flume in preparation for upcoming Disinfection Season.

### Collection System

COLLECTION SYSTEM	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-20	Feb-20	TOTAL FT	TOTAL MI
CCTV (FEET)					23,128	23,724	58,045	9,992	5,223	14,848	6,544	7,100	148,604	28.1
Contracted CCTV					0	0	13,744	17,617	20,392	0	3,374	0	55,127	10.4
CLEANING (FEET)					27,458	25,301	65,099	28,250	25,000	10,000	3,000	4,500	188,608	35.7

- Worked with Insituform for onsite inspection of CIPP installation on Chapel Rd. The project is now complete with the exception of one section on Clark Street.
- Continued with sewer line cleaning and CCTV Inspection.
- Inspected sewer easements in preparation for the next phase of Vegetation Management.
- Performed spot repair for worn volute on Clark Street Pump Station Pump 1.
- Assisted Aaron Associates with HMI replacement at Clark Street Pump Station.

## **Capital Improvement Project Updates**

### Clark Street, Benedict Drive, Pleasant Valley Pump Station Upgrades

- Worked with Arcadis on different aspects of pump station design, environmental hazard assessments, soil boring locations.
- Soil borings were completed.

#### *Next Steps:*

- *Engineer to perform Connecticut Environmental Policy Act (CEPA) Permit Review*
- *Develop 30% and 60% design*
- *Project design phase*
  - *Complete 90% design (est. 36 weeks from the January 4, 2021 NTP).*
- *Submit design to DEEP for review and approval (min. 90 day review).*

### Chapel Road Phase 2

- There is one section of pipe remaining for the project. Due to complications during the initial installation attempt the liner tore and became unusable. As a result Insituform had to remove the liner. A new liner was ordered and Insituform is expected to be back on-site at the end of April to complete the last segment and conclude the project.

## **Collection of Sewer User Fees and Delinquent Accounts**

### Collector of Revenue Report

Final notices were sent out to account holders with balances that are not part of the tax sale, have an active warrant or a current payment plan. Any accounts that do not receive payment by March 31, 2021 issued to the State Marshal for collection.

*Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control*



**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2021/2022**

Exhibit B

**ACCOUNT NO.  
3252**

	FY1920 ACTUAL	FY2021 APPROVED	FY2122 PROPOSED	DELTA FROM LAST YEAR	% CHANGE
<b>100 Salary &amp; Benefits</b>					
110 Full-time Salaries	\$ 1,042,904	\$ 1,081,700	\$ 1,097,110	\$ 15,410	1.4%
111 Overtime	\$ 94,868	\$ 114,472	\$ 117,542	\$ 3,070	2.6%
112 Longevity	\$ 700	\$ 700	\$ 700	\$ -	0.0%
113 Part-time Salaries	\$ -	\$ -	\$ -	\$ -	0.0%
130 Employee Benefits	\$ 446,365	\$ 522,872	\$ 538,558	\$ 15,686	2.9%
<b>Subtotal:</b>	<b>\$ 1,584,837</b>	<b>\$ 1,719,744</b>	<b>\$ 1,753,910</b>	<b>\$ 34,166</b>	<b>1.9%</b>
<b>200 Materials &amp; Expenses</b>					
210 Office Supplies	\$ 2,290	\$ 2,000	\$ 2,000	\$ -	0.0%
221 Operating Materials	\$ 141,733	\$ 118,950	\$ 138,950	\$ 20,000	14.4%
222 Motor Vehicle Supplies	\$ 8,344	\$ 24,100	\$ 25,213	\$ 1,113	4.4%
223 Uniforms & Clothing	\$ 9,925	\$ 15,750	\$ 15,750	\$ -	0.0%
232 Equipment Repair	\$ 85,642	\$ 115,000	\$ 115,000	\$ -	0.0%
<b>Subtotal:</b>	<b>\$ 247,934</b>	<b>\$ 275,800</b>	<b>\$ 296,913</b>	<b>\$ 21,113</b>	<b>7.1%</b>
<b>300 Contractual Services</b>					
310 Advertising	\$ -	\$ -	\$ -	\$ -	0.0%
320 Professional	\$ 159,296	\$ 160,100	\$ 164,100	\$ 4,000	2.4%
330 Rentals & Leases	\$ 25,003	\$ 33,400	\$ 33,400	\$ -	0.0%
360 Utilities	\$ 286,055	\$ 456,000	\$ 486,000	\$ 30,000	6.2%
371 Maintenance Contracts	\$ 538,621	\$ 674,300	\$ 673,300	\$ (1,000)	-0.1%
373 Repair Maintenance Equip.	\$ 25,815	\$ 32,300	\$ 32,300	\$ -	0.0%
374 Fees & Memberships	\$ 1,560	\$ 1,900	\$ 2,150	\$ 250	11.6%
375 Recruitment & Training	\$ 10,125	\$ 23,750	\$ 23,750	\$ -	0.0%
390 Other Purchase Services	\$ 262,369	\$ 326,000	\$ 326,000	\$ -	0.0%
393 Internal Service Charge	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	0.0%
<b>Subtotal:</b>	<b>\$ 1,353,844</b>	<b>\$ 1,752,750</b>	<b>\$ 1,786,000</b>	<b>\$ 33,250</b>	<b>1.9%</b>
<b>400 Capital Outlay</b>					
430 Capital Projects	\$ 47,064	\$ 168,000	\$ 47,300	\$ (120,700)	-255.2%
441 Office Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
442 Department Equipment	\$ 59,485	\$ 76,500	\$ 245,000	\$ 168,500	68.8%
<b>Subtotal:</b>	<b>\$ 106,549</b>	<b>\$ 244,500</b>	<b>\$ 292,300</b>	<b>\$ 47,800</b>	<b>16.4%</b>
<b>Department Total:</b>	<b>\$ 3,293,164</b>	<b>\$ 3,992,794</b>	<b>\$ 4,129,123</b>	<b>\$ 136,329</b>	<b>3.3%</b>

PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR 2021/2022

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
<b>100 PERSONNEL SERVICES</b>		\$ 1,753,910	\$ 1,719,743
<b>110 FULL TIME SALARIES</b>	ANNUAL		
	SUPERINTENDENT*	\$ 93,840	\$ 92,000
	PLANT SUPERVISOR	\$ 102,000	\$ 100,000
*SALARY IS 80% FUNDED BY WPCA	LEAD OPERATOR W/CERT	\$ 86,481	\$ 85,280
**SALARY IS 25% FUNDED BY WPCA	LEAD OPERATOR W/O CERT	\$ 85,638	\$ 85,280
	LEAD OPERATOR W/O CERT	\$ 85,638	\$ 85,280
	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
CONTRACTUAL	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
SALARY INCREASES:	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
CSEA UNION 2.35%	OPERATOR 3 STEP 2	\$ 78,541	\$ 78,205
AFSME UNION 2.35%	OPERATOR 3 STEP 1	\$ 77,747	\$ 77,423
MANAGEMENT 2.00%	OPERATOR 3 STEP 1	\$ 77,747	\$ 70,703
	LABORTORY ANALYST	\$ 79,310	\$ 78,979
	ADMINISTRATIVE SECRETARY**	\$ 12,930	\$ 12,633
	<b>Salary Total</b>	<b>1,097,110</b>	<b>\$ 1,081,700</b>
<b>111 OVERTIME</b>			
SCHEDULED OVERTIME:			
SATURDAYS (52 DAYS)			
# OF HRS # OF STAFF WAGE x 1.5			
2 2 \$ 61.76	SATURDAY OVERTIME	\$ 12,846	\$ 12,551
	SUNDAY OVERTIME	\$ 17,128	\$ 16,734
SUNDAYS (52) AND HOLIDAYS (13)			
# OF HRS # OF STAFF WAGE x 2			
2 2 \$ 82.34	HOLIDAY OVERTIME	\$ 4,282	\$ 4,184
	<b>SCHEDULED OT TOTAL</b>	<b>\$ 34,255</b>	<b>\$ 33,469</b>
UNSCHEDULED OVERTIME:			
ALARMS/YR 100	ALARMS	\$ 58,208.56	\$ 56,317.21
LINE BLOCKAGES/YR 2	LINE BLOCKAGES	\$ 1,164.17	\$ 1,126.34
PLANT/PS REPAIR (HRS.) 75	REPAIRS	\$ 10,914.10	\$ 10,559.48
# OF HRS # OF STAFF WAGE x 1.75			
4 2 \$ 72.76	<b>UNSCHEDULED OT TOTAL</b>	<b>\$ 70,287</b>	<b>\$ 68,003</b>
STAND BY COMP:			
WKS/YR COST/WK.	STAND BY COMPENSATION	\$ 13,000	\$ 13,000
52 \$ 250	<b>TOTAL</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>
<b>112 LONGEVITY</b>			
	LONGEVITY PAYMENT	700	700
DRAFT 3/30/2021	<b>TOTAL</b>	<b>\$ 700</b>	<b>\$ 700</b>

PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR 2021/2022

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
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114 TEMPORARY HELP

TEMPORARY/SEASONAL HELP	\$	-	\$	-
TOTAL	\$	-	\$	-

130 EMPLOYEE BENEFITS

FICA	\$	93,783	\$	91,051
BC/BS	\$	213,629	\$	207,407
DEARBORN LIFE	\$	8,543	\$	8,294
LTD	\$	1,584	\$	1,538
STD	\$	228	\$	221
W/C	\$	38,487	\$	37,366
ICMA	\$	59,128	\$	57,406
LAB CERTIFICATION	\$	1,545	\$	1,500
AETNA PENSION	\$	114,319	\$	110,989
CDL LICENSE	\$	2,575	\$	2,500
STATE LICENSES	\$	4,738	\$	4,600
TOTAL	\$	538,558	\$	522,872



**PUBLIC WORKS  
POLLUTION CONTROL**

**FICAL YEAR  
2021/2022**

**ACCOUNT NO.  
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
200 MATERIALS AND SUPPLIES		\$ 296,913	\$ 275,913

**210 OFFICE SUPPLIES**

PAPER, PENS, FAX, AND PRINTER  
CARTRIDGES

SUPPLIES	\$ 2,000	\$ 2,000
<b>TOTAL</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>

**221 OPERATING SUPPLIES**

221.1 PLANT SUPPLIES	\$ 1,000	\$ 1,000
221.2 PUBLICATIONS	\$ 1,000	\$ 1,000
221.3 SHOP SUPPLIES	\$ 4,000	\$ 4,000
221.4 SIGNS	\$ 1,200	\$ 1,200
221.5 EMERGENCY	\$ 1,500	\$ 1,500
221.6 CUSTODIAL SUPPLIES	\$ 3,500	\$ 3,500
221.7 LINE CLEANING SUPPLIES	\$ 15,000	\$ 15,000
221.8 SAFETY SUPPLIES	\$ 4,000	\$ 4,000
221.9 CHEMICALS	\$ 22,000	\$ 22,000
221.10 BUILDING SUPPLIES	\$ 1,750	\$ 1,750
221.11 PLUMBING SUPPLIES	\$ 2,000	\$ 2,000
221.12 LABORATORY SUPPLIES	\$ 18,500	\$ 18,500
221.13 HARDWARE SUPPLIES	\$ 3,500	\$ 3,500
221.14 SLUDGE DISPOSAL	\$ 2,500	\$ 2,500
221.15 LUBRICANTS	\$ 2,500	\$ 2,500
221.16 ELECTRICAL SUPPLIES	\$ 5,000	\$ 5,000
221.17 MECHANICAL SUPPLIES	\$ 50,000	\$ 30,000
<b>TOTAL</b>	<b>\$ 138,950</b>	<b>\$ 118,950</b>

**222 MOTOR VEHICLE SUPPLIES**

ASSUMPTIONS:	FUEL:	USE (GAL.)			
	Diesel Generators - Pump Stations	600	\$ 1,800	\$ 1,800	
GASOLINE \$ 2.50	80SW - 2009 Ford Explorer	350	\$ 875	\$ 750	
DIESEL \$ 3.00	81SW - 2017 Ford F-250	350	\$ 875	\$ 1,000	
	82SW - 2014 Ford E-350 Cam. Tr.	500	\$ 1,250	\$ 1,250	
	83SW - 2019 F550 Utility Truck	775	\$ 1,938	\$ 2,000	
	84SW - 1995 Ford LN9000 Vac Tr.	775	\$ 2,325	\$ 900	
	86SW - 2008 Combination Truck	1500	\$ 4,500	\$ 4,500	
	87SW - 2014 Ford F-350 Utility Tr.	300	\$ 750	\$ 1,000	
	Pumps/Misc Equipment	100	\$ 250	\$ 250	
	<b>TOTAL</b>		<b>\$ 14,563</b>	<b>\$ 13,450</b>	

REPAIR PARTS:	Portable Equipment	\$ 1,200	\$ 1,200
	1995 - 84SW Ford LN9000 Vacuum Truck	\$ 1,500	\$ 1,500
	2008 - 86SW Combination Truck	\$ 4,500	\$ 4,500
	2009 - 80SW Ford Explorer	\$ 1,200	\$ 1,200
	2014 - 82SW Ford E-350 Camera Truck	\$ 750	\$ 750
	2014 - 87SW Ford F-350 Utility Truck	\$ 500	\$ 500
	2017 - 81SW Ford F-250	\$ 500	\$ 500
	2019 - 83SW F450 Utility Truck	\$ 500	\$ 500

<b>TOTAL</b>	<b>\$ 10,650</b>	<b>\$ 10,650</b>
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PUBLIC WORKS  
POLLUTION CONTROL

FICAL YEAR  
2021/2022

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
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223 UNIFORMS

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

232 EQUIPMENT REPAIR

PLANT EQUIPMENT	\$	75,000	\$ 75,000
PUMP STATION EQUIPMENT	\$	40,000	\$ 40,000
TOTAL		\$ 115,000	\$ 115,000

PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR  
2021/2022

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
300 - CONTRACTUAL SERVICES		\$ 1,786,000	\$ 1,752,750
310 ADVERTISING/PRINTING			
	ADVERTISING	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>
320 PROFESSIONAL			
320.1 JobCal Support		\$ 500	\$ 500
320.2 Rockwell Support		\$ 1,000	\$ 1,000
320.3 Debt Mgt.		\$ 2,000	\$ 2,000
320.4 Water Consumption Reports		\$ 1,200	\$ 1,200
320.5 Insurance Premiums		\$ 142,000	\$ 138,000
320.6 NPDES Compliance Testing		\$ 14,000	\$ 14,000
320.7 NPDES PERMIT		\$ 2,400	\$ 2,400
320.8 Drug Testing and Innoculations		\$ 1,000	\$ 1,000
	<b>TOTAL</b>	<b>\$ 164,100</b>	<b>\$ 160,100</b>
330 RENTAL & LEASES			
330.1 Communications		\$ 22,000	\$ 22,000
330.2 2 Way Radio		\$ 2,000	\$ 2,000
330.3 GPS Rental		\$ 2,100	\$ 2,100
330.4 SCADA Line Equipment Rental		\$ 3,300	\$ 3,300
330.5 Security System		\$ 2,000	\$ 2,000
330.6 Copier		\$ 2,000	\$ 2,000
	<b>TOTAL</b>	<b>\$ 33,400</b>	<b>\$ 33,400</b>
360 UTILITIES			
360.1 ELECTRICAL USE:			
TREATMENT PLANT		\$ 350,000	\$ 320,000
PUMP STATIONS:			
Avery		\$ 3,000	\$ 3,000
Barrington		\$ 2,500	\$ 2,500
Benedict		\$ 22,000	\$ 22,000
Clark		\$ 35,000	\$ 35,000
Ellington		\$ 2,900	\$ 2,900
Pleasant Valley		\$ 8,500	\$ 8,500
Quarry Brook		\$ 3,100	\$ 3,100
Route 5		\$ 2,600	\$ 2,600
Rye		\$ 3,000	\$ 3,000
Scantic I		\$ 1,700	\$ 1,700
Scantic II		\$ 3,100	\$ 3,100
HEATING FUEL COST	360.2 HEATING FUEL 15,000/YR	\$ 37,500	\$ 37,500
<b>\$2.50</b>	360.3 TELEPHONE LAND LINES	\$ 3,000	\$ 3,000
	360.4 WATER SERVICE:		
	TREATMENT PLANT	\$ 7,500	\$ 7,500
	CLARK ST PS	\$ 600	\$ 600
	<b>TOTAL</b>	<b>\$ 486,000</b>	<b>\$ 456,000</b>

DRAFT 3/30/2021



**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2021/2022**

**ACCOUNT NO.  
3252**

<b>CODE NO. &amp; DESCRIPTION</b>	<b>PROGRAM</b>	<b>COST</b>	<b>FY21 BUDGET</b>
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**371 MAINTENANCE CONTRACTS**

371.1 Treatment Plant Pest Control	\$ 7,000	\$ 3,500
371.2 Container Rental Grit/Trash Collection	\$ 28,000	\$ 18,000
371.3 Sludge Transportation and Disposal	\$ 360,000	\$ 360,000
371.4 Custodial Building Maintenance	\$ 18,000	\$ 18,000
371.5 Grounds Maintenance	\$ 15,000	\$ 13,000
371.6 Stormwater Inspection and Testing	\$ 3,000	\$ 3,000
371.7 Power Center and ATS Service Contract	\$ 6,000	\$ 15,000
371.8 Plant/PS Generator Load Test/Adjustment	\$ 5,500	\$ 10,000
371.9 SCADA Maintenance	\$ 20,000	\$ 20,000
371.10 Fire Alarm System Maintenance	\$ 6,000	\$ 4,000
372.11 HACH Analyzer Maintenance	\$ 7,000	\$ 7,000
372.12 HVAC Control System Service Contract	\$ 2,800	\$ 2,800
372.13 HVAC Mechanical System Maintenance	\$ 45,000	\$ 45,000
372.14 Controls/PLC Service Contract	\$ 5,000	\$ 5,000
372.15 Easement Vegetation Management	\$ 45,000	\$ 50,000
372.16 Sewer Line Inspection	\$ 100,000	\$ 100,000

<b>TOTAL</b>	<b>\$ 673,300</b>	<b>\$ 674,300</b>
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**373 REPAIR MAINTENANCE EQUIP.**

Service calls	\$ 6,000	\$ 6,000
Hoist Certification	\$ 4,000	\$ 4,000
Fire Extinguisher Testing	\$ 1,200	\$ 1,200
Fall Protection Certification	\$ 2,800	\$ 2,800
Backflow Preventer Certifications	\$ 800	\$ 800
Boiler Certifications	\$ 3,000	\$ 3,000
Machining	\$ 10,000	\$ 10,000
Flow Meter Calibrations	\$ 1,500	\$ 1,500
Equipment Calibrations/Certifications	\$ 3,000	\$ 3,000

<b>TOTAL</b>	<b>\$ 32,300</b>	<b>\$ 32,300</b>
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**374 FEES & MEMBERSHIPS**

Water Environment Federation	\$ 1,650	\$ 1,650
C.W.P.A.A.	\$ 500	\$ 250

<b>TOTAL</b>	<b>\$ 2,150</b>	<b>\$ 1,900</b>
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**375 RECRUITMENT & TRAINING**

Training materials and conferences	\$ 18,000	\$ 18,000
DEEP Licensing Exams	\$ 750	\$ 750
NASSCO	\$ 2,500	\$ 2,500
Safety and Compliance Training	\$ 2,500	\$ 2,500

<b>TOTAL</b>	<b>\$ 23,750</b>	<b>\$ 23,750</b>
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PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR  
2021/2022

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
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390 OTHER PURCHASE SERVICES

ANITARY SEWER SERVICES: Vernon (489 Units)		\$ 260,000	\$ 260,000
MDC		\$ 14,000	\$ 14,000
Manchester (85 units)		\$ 52,000	\$ 52,000

TOTAL	\$ 326,000	\$ 326,000
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393 INTERNAL SERVICE CHARGE

ENGINEERING/COLLECTOR OF REV.	\$ 45,000	\$ 45,000
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TOTAL	\$ 45,000	\$ 45,000
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PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR  
2021/2022

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
400 CAPITAL OUTLAY		\$ 292,300	\$ 244,500
430 CAPITAL PROJECTS			
	Odor Control System	\$ 30,000	
	Security System Panel	\$ 5,000	
	Server Powerswitch (2)	\$ 7,300	
	Sludge Storage Floor Repair	\$ 5,000	
	TOTAL	\$ 47,300	\$ 168,000
441 OFFICE EQUIPMENT		\$ -	
	TOTAL	\$ -	\$ -
442 DEPARTMENT EQUIPMENT			
	Truck 80 Replacement	\$ -	
	UTV	\$ 60,000	
	Portable CCTV System	\$ 115,000	
	4" Godwin Pump	\$ 55,000	
	Crane Replacement-Truck 87	\$ 15,000	
	TOTAL	\$ 245,000	\$ 76,500

DEBT SERVICE/CIP/RESERVE TOTAL \$ 1,149,311

### DEBT SERVICE - PRINCIPAL AND INTEREST

PROJECT NAME	COST	FY21 BUDGET
1 TOWN OF VERNON UPGRADE	\$ 93,771	\$ 82,686
<b>SUBTOTAL</b>	<b>\$ 93,771</b>	<b>\$ 82,686</b>
2 STATE GRANT UV SYSTEM (FINAL PAY. 7/1/21)		
PRINCIPAL	\$ 4,002	\$ 47,517
INTEREST	\$ 8	\$ 596
<b>SUBTOTAL</b>	<b>\$ 4,010</b>	<b>\$ 48,113</b>
3 PLEASANT VALLEY PS UPGRADE (FINAL PAY. 2026)		
PRINCIPAL	\$ 22,604	\$ 22,156
INTEREST	\$ 1,617	\$ 2,064
<b>SUBTOTAL</b>	<b>\$ 24,221</b>	<b>\$ 24,220</b>
4 SUBMERSIBLE PS UPGRADE (FINAL PAY. 2027)		
PRINCIPAL	\$ 84,279	\$ 85,980
INTEREST	\$ 10,025	\$ 8,324
<b>SUBTOTAL</b>	<b>\$ 94,304</b>	<b>\$ 94,304</b>
5 DRY PIT PS UPGRADE (FINAL PAY. 2028)		
PRINCIPAL	\$ 97,000	\$ 98,000
INTEREST	\$ 36,005	\$ 34,995
<b>SUBTOTAL</b>	<b>\$ 133,005</b>	<b>\$ 132,995</b>
<b>TOTAL DEBT SERVICE</b>	<b>\$ 349,311</b>	<b>\$ 382,318</b>

### CAPITAL IMPROVEMENT PROJECTS

PROJECT LOCATION	PROJECT NAME	COST	FY21 BUDGET
TREATMENT PLANT			
COLLECTION SYSTEM			
	PIPE REHABILITATION	\$ 750,000	
	I/I REMOVAL AND MH REHAB.	\$ 50,000	
	<b>CIP TOTAL</b>	<b>\$ 800,000</b>	<b>\$ 4,005,000</b>

### RESERVE FUND CONTRIBUTION

FUND NAME	COST	FY21 BUDGET
OPERATING RESERVE (FUND BALANCE)	\$ -	\$ -
REPLACEMENT RESERVE (CAPITAL PROJECTS)	\$ -	\$ -
<b>RESERVE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

DEFINITIONS

**Ct** = Total annual cost for operation, debt service, capital projects, contributions to reserves

**Cr** = Surcharges for removal of excess TSS/BOD

**Ro** = Other sources of revenue: dumping fees, permit fees, assessments, interest, liens, connection charges, grants, transfers from reserves, internal services transfers, and investment earnings

**Qo** = Annual individual user discharge (84,000 gallons)

**Qt** = total annual indust/comm and residential discharge

$$\text{USER CHARGE} = \frac{(\text{Ct} - (\text{Cr} + \text{Ro})) \times \text{Qo}}{\text{Qt}}$$

ASSUMPTIONS

<b>Ct=</b>	OPERATIONS	\$ 4,129,123
	DEBT SERVICE	\$ 349,311
	<b>*REPLACE. RESERVE</b>	\$ -
	OPERATING RESERVE	\$ -
	CAP. IMPROVEMENT	\$ 800,000
	WPCA	\$ 2,900
	<b>TOTAL EXPENDITURES</b>	<b>\$ 5,281,334</b>

<b>Cr=</b>	SURCHARGES	\$ 50,000
<b>Ro=</b>	OTHER SOURCES OF REVENUE	\$ 457,950
<b>Qt=</b>	RESIDENTIAL FLOW	678,000,000
	COM/IND FLOW	272,000,000
	<b>TOTAL FLOW</b>	<b>950,000,000</b>

**Qo=** USER DISCHARGE FLOW 79,000 GAL

USER CHARGE =	\$ 396.94
ALLOWABLE FOR UNCOLLECTABLES 4.5%	\$ 17.86

<b>USER CHARGE</b>	<b>\$ 414.81</b>
<b>FINAL USER CHARGE</b>	<b>\$ 415</b>

RESIDENTIAL USERS	8,550
COM/IND REVENUE	\$ 1,428,197
RES. REVENUE	\$ 3,546,601
<b>TOTAL</b>	<b>\$ 4,974,797</b>

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2021/2022**

**ACCOUNT NO.  
3252**

**REVENUES**

<b>Sources of Revenue</b>	<b>ACTUAL FY1819</b>	<b>ACTUAL FY1920</b>	<b>YTD FY2021</b>	<b>ESTIMATED FY2122</b>
Sewer User Charges	\$ 4,986,299	\$ 4,745,397	\$ 3,866,935	\$ 4,974,797
Industrial Surcharges	\$ 112,044	\$ 71,287	\$ 14,624	\$ 50,000
Septic Dumping Fees	\$ 26,392	\$ 19,893	\$ 24,263	\$ 20,000
Grant Reimbursement/Loan	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 68,073	\$ 67,336	\$ 53,701	\$ 70,000
Lien Fees	\$ 18,487	\$ 16,712	\$ 13,273	\$ 20,000
Gen. Gov. Sundry	\$ 2,873	\$ 7,601	\$ 5,818	\$ 11,500
Permit Fees	\$ 7,840	\$ 4,160	\$ 3,840	\$ 6,000
Assessments	\$ 14,898	\$ 32,561	\$ 23,145	\$ 15,000
Connection Charges	\$ 129,559	\$ 335,699	\$ 180,508	\$ 200,000
Capacity Charge	\$ 50,439	\$ 67,869	\$ 26,362	\$ 60,000
Investment Interest Earnings	\$ 449	\$ 251	\$ 28	\$ 450
Cancel Pr. Year Encumbrances	\$ 10,918	\$ 119,824	\$ -	\$ -
Internal Services	\$ 25,800	\$ 13,695	\$ -	\$ 35,000
Fund Balance Appropriations	\$ -	\$ -	\$ -	\$ -
Energy Rebate	\$ -	\$ -	\$ -	\$ 20,000
	<b>\$ 5,454,071</b>	<b>\$ 5,502,285</b>	<b>\$ 4,212,497</b>	<b>\$ 5,482,747</b>



**FUNCTION**  
**Water Pollution**  
**Control Authority**

**TOWN OF SOUTH WINDSOR**  
**WATER POLLUTION CONTROL AUTHORITY**  
**BOARDS AND COMMISSIONS**

**ACCOUNT NO.**  
**1129**

EXPENDITURE CLASSIFICATION	FY1819 ACTUAL	FY1920 ACTUAL	FY2021 APPROVED	FY2122 REQUEST
<b>PERSONAL SERVICES</b>				
110 FULL TIME SALARIES	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MATERIALS &amp; EXPENSES</b>				
210 OFFICE SUPPLIES	\$ 54	\$ 155	\$ 200	\$ 200
<b>SUBTOTAL:</b>	<b>\$ 54</b>	<b>\$ 155</b>	<b>\$ 200</b>	<b>\$ 200</b>
<b>CONTRACTUAL SERVICES</b>				
310 ADVERTISING	\$ 1,160	\$ 2,157	\$ 1,800	1800
320 PROFESSIONAL	\$ -	\$ 112	\$ 900	900
350 PRINTING	\$ -	\$ -	\$ -	0
374 FEES AND MEMBERSHIPS	\$ -	\$ -	\$ -	0
<b>SUBTOTAL:</b>	<b>\$ 1,160</b>	<b>\$ 2,269</b>	<b>\$ 2,700</b>	<b>\$ 2,700</b>
<b>CAPITAL OUTLAY</b>				
430 Capital Projects	\$ -	\$ -	\$ -	\$ -
441 Office Equipment	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DEPARTMENT TOTAL:</b>	<b>\$ 1,214</b>	<b>\$ 2,424</b>	<b>\$ 2,900</b>	<b>\$ 2,900</b>

## TOWN OF SOUTH WINDSOR

## Sewer User Rates, Surcharge Rates, Sewer Assessment Schedule, and Septic Disposal Fees

July 1, 2021 through June 30, 2022

## Sewer User Rates

Residential, Single Family/Condominium Unit	\$415.00 per Unit
Commercial/Industrial, Business/Condominium Unit	\$415.00 per 79,000 gallons

## Sewer Assessments

Account	Base	Frontage	Lateral	Connection Charge
Residential, School	\$2,814	\$45 /foot	\$1,272 /lateral	\$1,272 /unit
Comm./Industrial	\$2,814	\$85 /foot	\$1,272 /lateral	\$4,073 /acre

## Residential Pro-rated Sewer User Adjustment

Date of Permit	Fee		Date of Permit	Fee
July 1st - July 31st	\$415.00		January 1st - January 31st	\$207.50
August 1st - August 31st	\$380.42		February 1st - February 29th	\$172.92
September 1st - September 30th	\$345.83		March 1st - March 31st	\$138.33
October 1st - October 31st	\$311.25		April 1st - April 30th	\$103.75
November 1st - November 30th	\$276.67		May 1st - May 31st	\$69.17
December 1st - December 31st	\$242.08		June 1st - June 30th	\$34.58

## Residential Qualified Income Sewer User Charge Discount

Income Level			Married		Unmarried	
			Discount	Charge	Discount	Charge
\$0.00	to	\$18,900.00	50%	\$ 207.50	40%	\$249.00
\$18,900.01	to	\$25,300.00	40%	\$ 249.00	30%	\$290.50
\$25,300.01	to	\$31,500.00	30%	\$ 290.50	20%	\$332.00
\$31,500.01	to	\$37,600.00	20%	\$ 332.00	10%	\$373.50
\$37,600.01	to	\$45,800.00	10%	\$ 373.50	0%	\$415.00

## Equivalent Dwelling Unit (EDU) Table

Residential		Comm/Ind.	
Bedroom	EDU	Water Meter	EDU
2 OR LESS	0.75	<1"	1
3	1	1"	2
4	1.25	1.5"	3
5	1.5	2"	4
6	2	3"	6
7-9	3	4"	8
10-12	4	6"	12
13-15	5	8"	16
16-18	6	10"	20
19-21	7	12"	24
22-24	8		
25-27	9		
28-30	10*		

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

## Surcharge Rates

Biochemical Oxygen Demand
\$0.44 /lbs.over 212 mg/L
Total Suspended Solids
\$0.70 /lbs.over 238 mg/L

## Septic Disposal Rate

\$150.00 /1500 gallons
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