

hau-tu-han TC  
12-29-15

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

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

REGULAR MEETING  
SPRENKEL ROOM

AGENDA

7:00 P.M.  
JANUARY 5, 2016

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- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
  - 1. December 1, 2015, Regular Meeting
- C. NEW BUSINESS
  - 1. Evergreen Walk, Unit 500 E (Approval to connect)
- D. COMMUNICATIONS AND REPORTS
  - 1. Vegetation Management Program
  - 2. Arc Flash Hazard Assessment
  - 3. Truss Pipe Rehab Project
  - 4. Sullivan Avenue Manhole Paving
  - 5. Avery Street Road Improvements/Sewer Work
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
- G. UNFINISHED BUSINESS
  - 1. Election of Officers
  - 2. Uncollected Sewer User Charges
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
- I. ADJOURNMENT

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

JAN 14 2016  
*John Siedman* 4:15 PM

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**A. ROLL CALL**

**Members Present:** Richard Aries, Donald Antaya, Carol Fletterick, Zaheer Sharaf,  
Richard Siedman, and Vicki Paliulis

**Members Absent:** William Veas

**Alternates Present:** Ed Havens, Jr. sitting in for Mr. William Veas

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

**Others:** Jessica Bates, BL Companies

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the January 5, 2016 Regular Meeting of the Water Pollution Control Authority (WPCA).

Mr. Ed Havens, Jr. was appointed to sit in for Mr. William Veas.

**B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS**

1. December 1, 2015 – Regular Meeting

The minutes were corrected as follows by Mr. Donald Antaya.

On Page 4, last paragraph, the percentage should be 15% not 18%. The sentence should read as follows “Mr. Antaya asked whether the 15% is worth paying the constables when the prior company took no percentage as payment.”

Motion was made to accept the minutes of the December 2, 2015, Regular Meeting as amended.

The motion was made by Mr. Richard Siedman and seconded by Ms. Carol Fletterick. The motion carried unanimously

**C. NEW BUSINESS**

1. Evergreen Walk, Unit 500 E (Approval to connect)

Jessica Bates of BL Companies was in attendance this evening to present the application. This project consists of one building pad site, building pad 500E, of the master planned retail development “The Promenade Shops at Evergreen Walk”. They are proposing a 7,385 square foot retail and small restaurant building, on property located on the northerly side of Hemlock Avenue, westerly side of Buckland Road, Buckland Gateway Development zone. They are proposing to utilize the existing

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sanitary lateral from an existing manhole located on Hemlock Avenue intersection; and they are proposing to install a new manhole over the proposed 6 inch pvc and tie into the sewer lateral. They are proposing to install a 1500 gallon passive grease interceptor.

Motion was made to approve the application as presented for connection to the Town's sewerage system for a proposed 7,358 sf. retail building on property located at 151 Buckland Road, Buckland Gateway Development zone, as more specifically shown on plans entitled "Evergreen Walk Tenant Space at PAD 500E, 151 Buckland Road, South Windsor, CT 06074", Prepared by BL Companies, Meriden, CT; Project No. 13C4560-B "Site Utility Plan", Sheet No. SU-1, Dated: 11/23/2015, Revision Date: 12/07/2015. This approval is subject to the following conditions: (1) installation of an automatic grease removal unit meeting the requirements of the State of CT Department of Energy and Environmental Protection (DEEP);

The motion was made by Mr. Richard Siedman and seconded by Ms. Carol Fletterick. The motion carried unanimously.

**D. COMMUNICATIONS AND REPORTS**

**1. Vegetation Management Program**

Mr. Fred Shaw explained that this is a Town wide program for maintaining vegetation on the cross country sewer lines. This program will be initiated in four phases within four defined areas of town. The first phase will primarily establish the desired low growing plants. The Town will be doing Area 1 which will involve removing trees, vines and invasive plant species.

The Town solicited Request for Proposals (RFP) for this project. The Town evaluated those responses received in reply to the Town's RFP. The process was a "Quality Based" selection process. The Town assessed each contractor's capability of performing the work as described in the RFP and awarded the contract to Yard Group Landscaping, LLC of Waterford, CT in the amount of \$103,014.50 which is under the estimated budget figure for this project.

Letters of notifications to the residents in this area will be sent out within the next week. The work will begin in January and finish in the spring time.

For more information on this program, the Vegetation Management Plan is available in the Town's website along with the maps showing the work to be performed.

**2. Arc Flash Hazard Assessment**

Mr. Fred Shaw reported that all the town buildings, the treatment plant and the pump stations have been completed as far as the Arc Flash Hazard Assessments. Only one thing remains to be completed which are the Safety Manual and the staff training in arc

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flash awareness. The contractor placed all labels on all of the equipment; everything is properly identified. There are no hazardous conditions, however, the contractor have made recommendations as to some of the protective devices that the Town could adjust to improve coordination among circuit breakers.

**3. Truss Pipe Rehab Project**

Mr. Fred Shaw reported that approximate 3,100 linear feet of truss pipe with defects will be rehabilitated in order to maintain the structural integrity of the sewer collection system and prevent potential failure. One section of the truss pipe is going to be replaced. Bid opening for this project will be on January 21, 2016.

The Town did apply for Clean Water Funding which will cover approximately 2/3 of the total construction cost. Mr. Fred Shaw will report later on of another project to reduce Inflow/Infiltration.

**4. Sullivan Avenue Manhole Paving**

As previously reported, the State Department of Transportation (DOT) paved over twenty (20) manhole covers while paving Sullivan Avenue. The Town has had to hire someone to uncover the manhole covers. The work was complete and Mr. Shaw has submitted the application for reimbursement of these costs (\$21,000) from the DOT.

**5. Avery Street Road Improvements/Sewer Work**

Mr. Fred Shaw reported that the reconstruction of Avery Street has temporarily ended due to the weather. The contractor will resume the work in the spring.

**E. PUBLIC PARTICIPATION (Items not on the agenda)**

None

**F. BILLS, CHANGE ORDERS, DISBURSEMENTS**

None

**G. UNFINISHED BUSINESS**

**1. Election of Officers**

Motion was made to nominate Mr. Richard Aries as Chairman of the WPCA.

The motion was made by Mr. Richard Siedman and seconded by Ms. Carol Fletterick. The motion carried unanimously

Motion was made to nominate Mr. Richard Siedman as Vice Chairperson of the WPCA.

The motion was made by Ms. Vicky Paliulis and seconded by Mr. Donald Antaya. The motion carried unanimously

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Motion was made to nominate Ms. Vicky Paliulis as Secretary of the WPCA.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Richard Siedman. The motion carried unanimously

**2. Uncollected Sewer User Charges**

Mr. Fred Shaw distributed copies of the report provided last October (see Exhibit A); he also provided an updated report for December, prepared by the Finance Department, to review and compare what the collection progress been (see Exhibit B).

He explained that the October report for commercial totaled \$65,766. In December, the commercial receivable reduced to \$45,066.

In October the residential receivable was \$593,257 and was reduced to \$580,111 in December. So they made some progress; the report format could be a little different to show the progress that they are making, said Mr. Shaw.

Mr. Richard Siedman asked if the Town constables or Tax Collector can inform members of the WPCA on the residential accounts, how many are elderly residents or how many of those accounts are on bankruptcy. It is important to be aware of those situations, said Mr. Siedman. Chairman Aries agreed and asked for the possibility of having the constables providing any kind of information of those records.

Mr. Richard Siedman expressed concern in reading the 3<sup>rd</sup> line from the bottom on the December 15<sup>th</sup> report "On December 7<sup>th</sup> the tax office mailed out 1,900 delinquent notices to remind taxpayers of their balance". Mr. Siedman stated that the outstanding sewer accounts are grouped in with the property taxes accounts.

Chairman Aries asked Mr. Shaw to obtain more information to report at the next WPCA meeting.

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

None

**I. ADJOURNMENT**

Motion was made to adjourn the meeting at 7:55 p.m.

The motion was made by Mr. Ed Havens, Jr. and seconded by Mr. Donald Antaya. The motion carried unanimously

Respectfully Submitted,

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Ether A. Diaz  
Recording Secretary

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

## TOWN OF SOUTH WINDSOR FINANCE DEPARTMENT

# MEMORANDUM

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

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

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

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

1540 Sullivan Ave.  
 South Windsor, CT 06074  
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## TOWN OF SOUTH WINDSOR FINANCE DEPARTMENT

# MEMORANDUM

**TO:** Fred Shaw  
**FROM:** Patricia Perry, Director of Finance  
**RE:** Sewer Receivables  
**DATE:** December 15, 2015

As of November 30, 2015 total sewer receivables are \$625,178. This balance represents 42 Commercial accounts totaling \$45,067 and 1,157 Residential accounts totaling \$580,111. The chart below has additional detail by category and year.

	Principle Balance	Fees	Interest through 11/30/2015	Total Sewer at 11/30/15
2006	\$ 222	\$ 24	\$ 390	\$ 636
2007	\$ 240	\$ -	\$ 378	\$ 618
2008	\$ 264	\$ -	\$ 368	\$ 632
2009	\$ 304	\$ 24	\$ 369	\$ 697
2010	\$ 340	\$ 24	\$ 352	\$ 716
2011	\$ 288	\$ -	\$ 246	\$ 534
2012	\$ 340	\$ -	\$ 230	\$ 570
2013	\$ 1,237	\$ -	\$ 599	\$ 1,836
2014	\$ 5,872	\$ -	\$ 1,831	\$ 7,703
2015	\$ 27,448	\$ -	\$ 3,677	\$ 31,125
<b>Commercial</b>	<b>\$ 36,555</b>	<b>\$ 72</b>	<b>\$ 8,439</b>	<b>\$ 45,067</b>
2006	\$ 222	\$ 121	\$ 406	\$ 749
2007	\$ 240	\$ 89	\$ 400	\$ 728
2008	\$ 2,771	\$ 379	\$ 3,388	\$ 6,538
2009	\$ 6,481	\$ 582	\$ 7,811	\$ 14,873
2010	\$ 11,700	\$ 842	\$ 11,467	\$ 24,008
2011	\$ 17,547	\$ 1,343	\$ 14,120	\$ 33,009
2012	\$ 39,201	\$ 2,435	\$ 27,025	\$ 68,660
2013	\$ 66,862	\$ 4,003	\$ 36,418	\$ 107,282
2014	\$ 92,989	\$ 6,026	\$ 36,035	\$ 135,050
2015	\$ 147,313	\$ 9,716	\$ 32,183	\$ 189,212
<b>Residential</b>	<b>\$ 385,326</b>	<b>\$ 25,533</b>	<b>\$ 169,252</b>	<b>\$ 580,111</b>
<b>Total</b>	<b>\$ 421,882</b>	<b>\$ 25,605</b>	<b>\$ 177,691</b>	<b>\$ 625,178</b>

A decrease of \$18,337 in Commercial accounts is a result of the assignment of tax liens for 1060 Main Street (Paradigm Continuing Care). During the month of November \$9,700 has been collected on Residential back taxes for 2007-2015.

The 2016 sewer billing was approximately \$2.9m and to date \$2.5m has been collected. On December 7<sup>th</sup> the tax office mailed out 1,900 delinquent notices to remind taxpayers of their balance.

Collection efforts continue with delinquent notices and assignment of 120 accounts to Town Constables who have combined brought in \$118,989.