

MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING, PLEASE CALL
ETHER DIAZ, (860) 644-2511, EXT. 2243, 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
SOUTH WINDSOR TOWN HALL**

AGENDA

**TUESDAY, JANUARY 3, 2023
7:00 P.M.**

A. Roll Call

B. Acceptance of Minutes of Previous Meetings

1. December 6, 2022 Regular Meeting

C. New Business

1. 249 Ellington Road – Approval to Connect
2. 24L Amato Drive – Request for Temporary Removal from Billing List
3. Budget (Discussion)

D. Communications and Reports

1. Superintendent Report

E. Public Participation (Items not on the agenda)

F. Bills, Change Orders, Disbursements

1. Refund of Excess Payments (Decision)

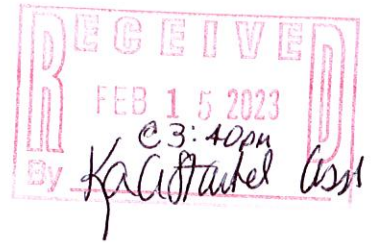
G. Unfinished Business

1. Election of Secretary

H. Executive Session

I. Adjournment

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



**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 1

A. Roll Call

Members Present: Stephen Wagner, David Basile, Joseph Botti, Toby Lewis, Michael Lyon, James Murray, and Bala Ramasamy

Members Absent:

Alternates Present: Vicki Paliulis

Alternates Absent:

Staff Present: Ether Diaz, Recording Secretary
Jeff LeMay, Plant Supervisor
Tony Manfre, Superintendent of Pollution Control

Others Present: Suzanne Choate, P.E., Director of Engineering, Design Professionals, Inc.

B. Acceptance of Minutes of Previous Meetings

1. December 6, 2022 Regular Meeting

Motion to accept the minutes of the December 6, 2022 Regular Meeting as amended.

The motion was made by Mr. Toby Lewis and seconded by Mr. Michael Lyon.

Chairman Stephen Wagner had one change; David Basile was a regular member as of that date (December 6, 2022). A confirmation appointing Mr. David Basile as a member has not been provided to Ether Diaz, WPCA Recording Secretary by the Clerk of the Council. Therefore, Chairman Wagner recommended a friendly amendment to the motion to approve the minutes with the instruction to Ms. Diaz to find out whether David Basile was a regular member as of that date.

The motion was made by Mr. Toby Lewis and seconded by Mr. Michael Lyon.
The motion carried unanimously.

C. New Business

1. 249 Ellington Road – Approval to Connect

Included with the Agenda was a copy of the Narrative Report for this project (see Exhibit A). Ms. Suzanne Choate, P.E., Director of Engineering at Design Professionals, Inc., was in attendance this evening and presented the application. Ms. Choate was seeking approval to connect to the existing force main in Ellington Road for a proposed 99,200± storage building

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 2

to be located at 249 Ellington Road, South Windsor, CT served by a private pump station. This is a proposed vertical self-storage building; only one employee will be present within the proposed office area during the day. Based on the testimony from the applicant, visitors to the facility do not use the bathrooms much but can on occasion. Therefore, the expected sanitary flow generated by one employee is 20 GPD, however, to account for additional flows from visitors, Ms. Choate asked that the design flow for this facility be approved at 100 GPD. There will be no industrial use, no industrial processes. Most of the time the type of uses are household items because is a climate control storage. The lot is about 2.5 acres, however, it is 3.05± acres of total disturbance associated with this new development.

Mr. Tony Manfre, Superintendent of Pollution Control requested that a sewer easement be shown on the plans to the pump station. Also, required a generator connection with a transfer switch.

Mr. Michael Lyon asked if the proposed 4" PVC force main lateral is similar to other connections in Town. Is there anything unique or different about the proposed lateral, he asked. No, said Mr. Manfre, and explained that they are connecting to the existing force main installed in 2020 and it is in conformance with technical approval.

Motion to approve the connection of 249 Ellington Road subject to the following conditions:

- a. Technical approval of the Engineering Dept.;
- b. The sewer line is installed in substantial conformance with the design plans;
- c. A manhole monitoring easement is granted in favor of the Town of South Windsor to the private pump station;
- d. Installation of an automatic or manual transfer switch for an external connection of a generator;
- e. Payment of the following charges will be due at the time of connection, the rates for which will be in effect until June 30, 2023:
 - i. Connection Charge in the amount of \$12,251.85 for 3.05 buildable acres;
 - ii. Capacity Charge in the amount in an amount to be determined by the size and quantity of domestic water meters;
 - iii. Benefit Assessment in the amount of \$25,200 for a minimum zone frontage of 300 feet;
 - iv. Lateral Assessment in the amount of \$1,255.00 for one lateral.

The motion was made by Mr. Toby Lewis and seconded by Mr. Joseph Botti.
The motion carried unanimously.

Mr. James Murray expressed that typically when there's a construction project a bond is required. He asked Mr. Manfre if bonds are required for sewers projects. Mr. Manfre responded that the Planning Department requires bonds, not the Pollution Department. Chairman Wagner explained that as part of the Planning and Zoning Commission they've seen Inland Wetlands bonds, Conservation bonds, and Landscaping bonds, however, he have

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 3

never seen a bond to cover sewer. Mr. Manfre responded that there should be a performance bond to cover the entire project, however, he'll verify to see if it covers sewer.

2. 24L Amato Drive -- Request for Temporary Removal from Billing List

Mr. Tony Manfre explained that he received a letter from Ms. Beverly Giordano, property owner of 24L Amato Drive explaining that her condominium unit was destroyed in a fire. She is requesting to be removed from the billing list until the Building Department issues a Certificate of Occupancy and occupancy is allowed again (see Exhibit B). Ms. Giordano has paid her sewer user fee through June 30, 2023. Following previous practice, Mr. Manfre recommended refunding \$283.33 for the months of November 2022 through June 2023. Once the Certificate of Occupancy is issued the property will be added back to the sewer billing list and a prorated sewer user fee will be owed.

What would get the property back in the sewer billing list, asked Mr. Bala Ramasamy. Mr. Manfre responded that once the unit is approved habitable by the Building Department a Certificate of Occupancy will be issued and at that time the property will be added to the billing list.

Mr. David Basile asked if other units were impacted as well by the fire. Yes, said Mr. Manfre, and explained that he just find out that three other units were also affected by this. He does not know of their status or if they've been displaced as well. He will seek for more information. How the other affected properties would be handled, asked Mr. Basile. Mr. Manfre responded that a similar situation happened about seven years ago whereby there was eleven affected units. He was not part of that process, therefore, he does not know who approached who but is something that can be discussed.

Mr. Joseph Botti asked if the issuance of a Certificate of Occupancy that starts the billing process for sewer. The drain layer permit would do it, Mr. Manfre responded. However, this is a unique situation and the Building Department is aware Mr. Manfre's recommendation this evening.

It seems the right and fair thing to do, expressed Mr. Toby Lewis and also encouraged Mr. Manfre to approach the other property owners that have been displaced from their units.

Motion to approve refunding 24L Amato Drive \$283.33 in sewer use fees for the months of November 2022 to June 2023 and to remove the property from the billing list until the Building Department issues a Certificate of Occupancy at which time the property will be added back to the billing list and billed any applicable prorated sewer use fees.

The motion was made by Mr. Toby Lewis and seconded by Mr. David Basile.
The motion carried unanimously.

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 4

3. Budget (Discussion)

Included with the Agenda was the Budget Calendar (see Exhibit C) and a draft copy of the Pollution Control Budget for FY 2023/2024 (see Exhibit D) for review and discussion. Mr. Manfre explained that the Operation and Maintenance (O&M) budget is for the treatment plant, pump stations and sewer lines. That budget has a 5.3% decrease, down to \$250,000 from last year budget; this is much due to the decrease in the Account 400 Capital Outlay.

Mr. Manfre did a brief overview of the budget and explained the changes on each account as follows:

Account 100 Salaries and Benefits: Salaries reflect negotiated rates.

- Line Item 130 Employee Benefits: There was a 1% increase over last year. The Finance Department will provide a hard number in the coming months.

Account 200 Material & Expenses:

- Line Item 221 Operating Supplies: increased by \$35,000 and a large portion of that was due to chemical cost increase over last year.
- Line Item 222 Vehicle Supplies: increased by \$10,000 mainly due to fuel costs.
- Line Item 232 Equipment Repair: increased by \$25,000 and that's for the treatment plant and pump station preliminary equipment repairs.

Account 300 Contractual Services:

- Line Item 360 Utilities: the heating fuel was increased by \$45,000 for the year; this estimate is subject to change.
- Line Item 371 Maintenance Contracts: this was another large increase, said Mr. Manfre and this was due to the sludge hauling. There's been a huge increase in sludge disposal and hauling. This line item was increased by \$175,000.

Account 400 Capital Outlay: this account has decreased by \$535,000. This is for equipment purchase such as vehicles. Last year the jet truck was purchased and therefore the account decreased by that amount of money. Chairman Wagner asked what the status of the hybrid truck was. Mr. Manfre responded that the delivery was expected at the end of December, however, it hasn't been delivered yet.

The Debt Service decreased by \$23,000 over last year.

The Capital Improvement Projects has significantly increased. Mr. Manfre distributed a copy of the CIP plan (see Exhibit E). This is a preliminary budget and these are projects that they would like to get done at least in the near future, said Mr. Manfre. This year the following budgetary project items were added:

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 5

- Sanitary Sewer Evaluation Study (\$800,000): the plan is to do a sewer evaluation study; that has been a scheduled CIP.
- Odor Control Improvements (\$600,000): this project is going to be changing as things develop. The Authority is looking into grants and other sources of funding for this project. The proposed budget cost may change.
- Clark Street Pump Station Force Main Evaluation (\$50,000): This project is been on the CIP plan for five years. Wright-Pierce, the Town's Consultant Engineering Firm evaluated the force main and recommended waiting another five years for another evaluation.
- VFD Replacement (\$200,000): Mr. Manfre stated that they are also looking at a large scale replacement. This line item is to carry over \$200,000.

Reserve Fund: There is \$100,000 towards the Replacement Reserve.

The WPCA Operating budget remains the same as last year \$3,200; each line item is the same and that's the 1129 Account.

Mr. Manfre asked if there was any questions on the budget. Chairman Wagner asked why there was a decrease in Account 100 Salaries and Benefits. Mr. Manfre explained that this is due to one retirement.

In reference to the Odor Control Improvements project, Chairman Wagner explained that he met with Mr. Tony Manfre, Senator Saud Anwar and his aide to request state funding for this project. A bond request form has been provided and needs to be submitted. They will be seeking state funding in the amount of \$2.2M which includes the Vapex System, the Gravity Thickener and Sludge Storage Tank, and improvements to the West Side of the treatment plant including the engineering design for that part. Mr. James Murray explained that they need to present the need for this bond request. Chairman Wagner responded that the need is clear and it affects all residents within a mile of the facility, it also affects the Wood Memorial Library and the Nowashe Village are also impacted.

D. Communications and Reports

1. Superintendent Report

Included with the Agenda was a copy of the Superintendent's report (see Exhibit F). Mr. Tony Manfre presented his report. Regarding the collection of sewer user fees and delinquent accounts, Mr. Manfre reported that seven 700 liens were filed Monday, December 5th for outstanding balances on the 2023 residential sewer grand list. Alias Tax Warrants were issued to State Marshal's last month and will be renewed in January. Also, the delinquency balance was reduced by \$68,173 since last month. The Commercial/Industrial Sewer Collection Rate for the 2022 Grand List is 99.47% and the Residential Collection Rate for the 2023 Grand List is 94.26%.

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

**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
MADDEN ROOM**

**MINUTES
JANUARY 3, 2023 AT 7:00 PM**

PAGE 6

Chairman Wagner asked Mr. Manfre to elaborate on the possibility of charging the town's assisted living facilities the same way as the apartments. Mr. Manfre explained that last year the Authority reviewed the billing structure for the commercial/residential apartments and it was changed to 50% of the sewer user rate per unit or if they exceed the minimum flow, whichever is higher. This year they'll like to discuss changing the rate structure for the assisted living facilities in Town. There's five or six facilities in Town. This will generate an estimated additional \$20,000 in revenue. Chairman Wagner asked for this matter be a specific line item on the next agenda for further discussion.

E. Public Participation (Items not on the agenda)

None

F. Bills, Change Orders, Disbursements

1. Refund of Excess Payments (Decision)

Included with the Agenda was a request from the Tax Office for two refunds in the amount of \$537.75 for overpaid sewer user fees (see Exhibit G).

Motion to approve two refunds of overpaid sewer use payments as presented.

The motion was made by Mr. Toby Lewis and seconded by Michael Lyon.
The motion carried unanimously.

G. Unfinished Business

1. Election of Secretary

Mr. Toby Lewis nominated Mr. David Basile as Secretary of the WPCA.
Mr. Bala Ramasamy seconded. There was no other nominations.
The vote passed unanimously.

H. Executive Session

None

I. Adjournment

Motion to adjourn the meeting at 8:11 p.m.

The motion was made by Mr. Toby Lewis and seconded by Mr. Michael Lyon.
The motion carried unanimously.

Respectfully Submitted,

Ether Diaz
Recording Secretary



Exhibit A

P.O. BOX 1167
21 JEFFREY DRIVE
SOUTH WINDSOR, CT 06074
PHONE: 860.291.8755
FAX: 860.291.8757
www.designprofessionalsinc.com

CIVIL & TRAFFIC ENGINEERS / LAND SURVEYORS / PLANNERS / LANDSCAPE ARCHITECTS
Serving Connecticut, Massachusetts, & Rhode Island

December 19, 2022

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

Re: WPCA Application for New Commercial Sewer Connection
Climate-Controlled Vertical Self Storage Facility
249 Ellington Road
South Windsor, CT

Dear Mr. Manfre,

Design Professionals, Inc. has been engaged to provide engineering services for a final connection to the existing sewer main in Ellington Road for a proposed 99,200±SF storage building to be located at 249 Ellington Road in South Windsor, Connecticut. Due to the site's location and topography, a gravity sanitary sewer service connection is unattainable. To satisfy building sanitary sewer service requirements, a 4" PVC forcemain lateral is proposed to tap into an existing 4" forcemain in Governor's Highway. No floor drains are proposed in the building.

Sanitary design flows for the proposed building area were based on Section 4.B, Table 4 of the Connecticut Public Health Code. The expected sanitary flow is based on information from the applicant. Only one employee will be present within the proposed office area during the day, which would generate 20 GPD per Table 4. Based on testimony from the applicant, visitors to the facility do not use the bathrooms much but can on occasion. To account for additional flows from visitors we are asking that the design flow for this facility be approved at 100 GPD. Water will not be used for any industrial process and there will be no industrial process that discharges wastewater.

We ask that the sewer assessment connection charge be based on the 3.05± acres of total disturbance associated with this new development, and a capacity charge based on the final water meter size selected.

Please feel free to contact us with any questions or comments.

Regards,

DESIGN PROFESSIONALS, INC.

Daniel H. Jameson, P.E.
Project Manager

**Professor Beverly Giordano, Emeritus
146 Woodford Hills Dr.
Avon, CT 06001
Cell 860-913-6660 Fax 860-677-7708
Email: abbg@comcast.net**

November 30, 2022

To: South Windsor Water Pollution Control Authority

Re: 24 L Amato Drive, South Windsor, CT 06074

On October 12, 2022 the condominium that I own at Westage on 24 L Amato Drive was totally destroyed by fire: it was condemned and no occupancy has been allowed since:

I was told that the rebuilding of the unit could take a year, before occupancy would be possible.

I am requesting that the unit, 24L Amato Dr., be removed from the sewer billing list, until I receive a certificate of occupancy.

Thank you for your attention to this request.

Sincerely yours,

Beverly Giordano

Fiscal Year 2023/2024

Budget Schedule

January 3, 2023

January

- Initial draft Operation and Maintenance (O+M) budget
- Capital Improvement Projects (CIP) budget
- Debt Service budget

February

- Revised O+M budget
- Revised CIP budget
- Revised Debt Service Budget
- Projected Revenues

March

- Revised O+M budget
- Revised CIP budget
- Revised Debt Service Budget
- Revised Revenues budget
- Projected User rate and sewer fees
- Discount program presentation

April

- Finalized draft budget
- Public Hearing is set:
 - User Fee
 - Sewer Rates
 - Discount Program
 - Budget

May

- Public Hearing

June

- Budget, rates and discount program approval vote

Exhibit D

Public Works
Pollution Control

Fiscal Year
2023/2024

Account No.
3252

O&M Budget Detail Summary

3-Jan-23

Account Code	Account Description	Program Cost	FY 22/23 Adopted	FY 21/22 Actual
100 Personnel Services		\$ 1,751,939	\$ 1,802,513	\$ 1,726,354
	110 Full Time Salaries	\$ 1,087,098	\$ 1,120,079	\$ 1,112,890
	111 Overtime	\$ 78,716	\$ 121,534	\$ 106,045
	112 Longevity	\$ -	\$ 700	\$ 700
	114 Temporary Help	\$ -	\$ -	\$ -
	130 Employee Benefits	\$ 586,125	\$ 560,200	\$ 506,819
200 Materials & Supplies		\$ 393,073	\$ 321,038	\$ 284,860
	210 Office Supplies	\$ 2,100	\$ 2,000	\$ 659
	221 Operating Supplies	\$ 188,948	\$ 151,450	\$ 133,941
	222 Vehicle Supplies	\$ 36,525	\$ 26,838	\$ 14,697
	223 Uniforms	\$ 15,500	\$ 15,750	\$ 8,159
	232 Equipment Repair	\$ 150,000	\$ 125,000	\$ 127,424
300 Contractual Services		\$ 2,359,485	\$ 2,103,950	\$ 1,822,922
	310 Advertising/Printing	\$ 2,000	\$ -	\$ -
	320 Professional	\$ 184,850	\$ 173,000	\$ 186,253
	330 Rental & Leases	\$ 35,400	\$ 33,400	\$ 25,420
	360 Utilities	\$ 525,800	\$ 501,000	\$ 499,867
	371 Maintenance Contracts	\$ 1,128,200	\$ 931,200	\$ 716,793
	373 Repair Maintenance Equipment	\$ 35,700	\$ 34,300	\$ 27,825
	374 Fees & Memberships	\$ 2,000	\$ 2,150	\$ 549
	375 Recruitment & Training	\$ 24,035	\$ 23,400	\$ 12,676
	390 Other Purchase Services	\$ 374,000	\$ 358,000	\$ 308,539
	393 Internal Service Charge	\$ 47,500	\$ 47,500	\$ 45,000
400 Capital Outlay		\$ 134,800	\$ 670,000	\$ 322,981
	430 Capital Projects	\$ 50,000	\$ 75,000	\$ 37,000
	441 Office Equipment	\$ -	\$ -	\$ -
	442 Department Equipment	\$ 84,800	\$ 595,000	\$ 285,981
Grand Total		\$ 4,639,296	\$ 4,897,501	\$ 4,157,237

Operation & Maintenance Budget				3252
Account	Program Cost	FY 22/23 Adopted	FY 21/22 Actual	
100 Personnel Services	\$ 1,751,939	\$ 1,802,513	\$ 1,726,454	
110 Full Time Salaries	\$ 1,087,098	\$ 1,120,079	\$ 1,112,890	
Management Staff	\$ 232,560	\$ 199,972		
Operations Staff	\$ 854,538	\$ 920,107		
111 Overtime	\$ 78,716	\$ 121,534	\$ 106,045	
Overtime	\$ 78,716	\$ 121,534	\$ 106,045	
112 Longevity	\$ -	\$ 700	\$ 700	
Longevity	\$ -	\$ 700	\$ 700	
114 Temporary Help	\$ -	\$ -	\$ -	
Temporary Help	\$ -	\$ -	\$ -	
130 Employee Benefits	\$ 586,125	\$ 560,200	\$ 506,819	
Employee Benefits	\$ 586,125	\$ 560,200	\$ 506,819	
200 Materials & Supplies	\$ 393,073	\$ 321,038	\$ 284,880	
210 Office Supplies	\$ 2,100	\$ 2,000	\$ 659	
Office Supplies	\$ 2,100	\$ 2,000	\$ 659	
221 Operating Supplies	\$ 188,948	\$ 151,450	\$ 133,941	
Collection System Supplies	\$ 17,000	\$ 17,000		
Safety Supplies	\$ 4,200	\$ 4,000		
Treatment Plant Supplies	\$ 167,748	\$ 130,450		
222 Vehicle Supplies	\$ 36,525	\$ 26,838	\$ 14,697	
Pump Station Diesel Fuel	\$ 3,450	\$ 2,100		
Vehicle Diesel Fuel	\$ 15,669	\$ 9,163		
Vehicle Gasoline Fuel	\$ 7,756	\$ 5,925		
Vehicle Repair	\$ 9,650	\$ 9,650		
223 Uniforms	\$ 15,500	\$ 15,750	\$ 8,159	
Safety Shoes & Clothing	\$ 7,500	\$ 8,250		
Uniforms	\$ 8,000	\$ 7,500		
232 Equipment Repair	\$ 150,000	\$ 125,000	\$ 127,424	
Pump Station Equipment Repair Supplies	\$ 60,000	\$ 45,000		
Treatment Plant Equipment Repair Supplies	\$ 90,000	\$ 80,000		
300 Contractual Services	\$ 2,359,485	\$ 2,103,950	\$ 1,822,922	
310 Advertising/Printing	\$ 2,000	\$ -	\$ -	
Printing Services	\$ 2,000	\$ -	\$ -	
320 Professional	\$ 184,850	\$ 173,000	\$ 186,253	
Building/Vehicle Insurance Services	\$ 160,125	\$ 152,500		
NPDES Permit/Compliance Testing Services	\$ 22,200	\$ 17,800		
Software & Operating Support Services	\$ 2,525	\$ 2,700		
330 Rental & Leases	\$ 35,400	\$ 33,400	\$ 25,420	
Communications Services	\$ 30,100	\$ 28,100		
SCADA & Security Equipment Services	\$ 5,300	\$ 5,300		
360 Utilities	\$ 525,800	\$ 501,000	\$ 499,867	
Heating Fuel	\$ 97,500	\$ 52,500		
Pump Station Electricity	\$ 91,200	\$ 87,400		
Treatment Plant Electricity	\$ 325,000	\$ 350,000	\$ 499,867	
Water & Telephone Service	\$ 12,100	\$ 11,100		
371 Maintenance Contracts	\$ 1,128,200	\$ 931,200	\$ 716,793	
Facility Contracted Maintenance	\$ 968,200	\$ 776,200		
ROW & Sewer Contracted Maintenance	\$ 160,000	\$ 155,000		
373 Repair Maintenance Equipment	\$ 35,700	\$ 34,300	\$ 27,825	
Equipment Calibration, Testing, Certification	\$ 8,500	\$ 8,300		
Safety Equipment Certification	\$ 8,300	\$ 8,000		
Service Calls & Machining	\$ 18,900	\$ 18,000		
374 Fees & Memberships	\$ 2,000	\$ 2,150	\$ 549	
Professional Memberships	\$ 2,000	\$ 2,150	\$ 549	
375 Recruitment & Training	\$ 24,035	\$ 23,400	\$ 12,676	
Professional Training & Exams	\$ 21,535	\$ 20,900		
Safety and Compliance Training	\$ 2,500	\$ 2,500		
390 Other Purchase Services	\$ 374,000	\$ 358,000	\$ 308,539	

Public Works
Pollution Control

Fiscal Year
2023/2024

Account No.
1129 / 3252

Account	Program Cost	FY 22/23 Adopted	FY 21/22 Actual
Intermunicipal Sewer Fees	\$ 374,000	\$ 358,000	\$ 308,539
393 Internal Service Charge	\$ 47,500	\$ 47,500	\$ 45,000
Interdepartmental Services	\$ 47,500	\$ 47,500	\$ 45,000
400 Capital Outlay	\$ 134,800	\$ 670,000	\$ 322,981
430 Capital Projects	\$ 50,000	\$ 75,000	\$ 37,000
Odor Control Improvements	\$ -	\$ -	
Truck Bay Siding	\$ 10,000	\$ -	
Exterior Facility Painting	\$ 40,000	\$ -	
Prior Years Budget	\$ -	\$ 75,000	\$ 37,000
441 Office Equipment	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	
442 Department Equipment	\$ 84,800	\$ 595,000	\$ 285,981
VFD Replacement	\$ 60,000	\$ -	
Trallor	\$ 7,800	\$ -	
Truck Hoist	\$ 17,000	\$ -	
Prior Years Budget	\$ -	\$ 595,000	\$ 285,981
Grand Total	\$ 4,639,296	\$ 4,897,501	\$ 4,157,237

Debt Service - Capital Improvement Projects - Reserve Fund 3252

Account	Program Cost	FY 22/23 Adopted	FY 21/22 Actual
Debt Service	\$ 322,287	\$ 345,301	\$ 349,309
Dry Pit Pump Station Principal (Final 2028)	\$ 97,000	\$ 97,000	
Dry Pit Pump Station Interest	\$ 36,005	\$ 36,005	
Pleasant Valley Pump Station Principal (Final 2026)	\$ 22,604	\$ 22,604	
Pleasant Valley Pump Station Interest	\$ 1,617	\$ 1,617	
Submersible Pump Station Principal (Final 2027)	\$ 84,279	\$ 84,279	
Submersible Pump Station Interest	\$ 10,025	\$ 10,025	
Town of Vernon Upgrade (Final 2040)	\$ 70,757	\$ 93,771	\$ 349,309
Capital Improvement Projects	\$ 1,700,000	\$ 325,000	\$ 1,418,948
Clark Street Force Main Evaluation	\$ 50,000		
I/I Removal & Manhole Rehabilitation	\$ 50,000	\$ -	
Odor Control Improvements	\$ 600,000		
Sanitary Sewer Evaluation Study	\$ 800,000	\$ -	
VFD Replacement	\$ 200,000		
Prior Years Budget	\$ -	\$ 325,000	\$ 1,418,948
Reserve Fund	\$ 100,000	\$ 100,000	
Operating Reserve (Fund Balance)	\$ -	\$ -	
Replacement Reserve (Cap. Projects)	\$ 100,000	\$ 100,000	
Grand Total	\$ 2,122,287	\$ 770,301	\$ 1,768,257

WPCA Operating Budget 1129

Account	Program Cost	FY 22/23 Adopted	FY 21/22 Actual
100 Personal Services	\$ -	\$ -	\$ -
110 Full Time Salaries	\$ -	\$ -	
200 Materials & Expenses	\$ 200	\$ 200	\$ 200
210 Office Supplies	\$ 200	\$ 200	\$ 200
300 Contractual Services	\$ 3,000	\$ 3,000	\$ 3,400
310 Advertising	\$ 2,000	\$ 2,000	\$ 1,600
320 Professional	\$ 1,000	\$ 1,000	\$ 1,800
350 Printing	\$ -	\$ -	\$ -
374 Fees & Memberships	\$ -	\$ -	\$ -
400 Capital Outlay	\$ -	\$ -	\$ -
430 Capital Projects	\$ -	\$ -	
441 Office Equipment	\$ -	\$ -	
Grand Total	\$ 3,200	\$ 3,200	\$ 3,600

10 Year Capital Improvement Plan											
Revised January 3, 2023											
Fiscal Year	Est. Cost	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Inflation Factor @ 3%	1	1.03	1.06	1.09	1.13	1.16	1.19	1.23	1.27	1.30	1.34
TREATMENT PLANT											
Treatment Plant Upgrade (FY2035)	\$ 63,000,000										
Odor Control Upgrade		\$ 600,000									
Aeration Tank Slide Gates											
VFD Replacement	\$ 225,000	\$ 200,000									
Facilities Study	\$ 850,000										\$ 1,142,329
SEWERS											
Clark St. FM Phase II		\$ 50,000									
Sanitary Sewer Evaluation Study		\$ 800,000									
SSES Recommendations	\$ 3,000,000		\$ 1,060,900	\$ 1,092,727	\$ 1,125,509						
I/I and MH Rehab		\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
PUMP STATIONS											
Benedict Drive*	\$ 3,500,000										
Clark Street*	\$ 3,500,000										
Pleasant Valley*	\$ 2,000,000										
Quarrybrook	\$ 1,500,000					\$ 1,738,911.11					
Avery	\$ 1,000,000						\$ 1,194,052				
Scantic Meadow 1	\$ 450,000							\$ 553,443			
Scantic Meadow 2	\$ 500,000								\$ 633,385		
Ellington Road #1 (FY2031)	\$ 1,000,000									\$ 1,304,773	
Rye St (fy2032)	\$ 1,000,000										\$ 1,343,916
Rt 5 (fy2033)	\$ 750,000										
Barrington Estates (FY2034)	\$ 825,000										
CIP TOTAL	\$ 83,100,000	\$ 1,700,000	\$ 1,160,900	\$ 1,192,727	\$ 1,225,509	\$ 1,838,911	\$ 1,294,052	\$ 653,443	\$ 733,385	\$ 1,404,773	\$ 2,586,245

*ELIGIBLE CLEAN WATER FUND LOAN PROJECTS

WPCA COMMUNICATIONS AND REPORTS

January 3, 2023

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

Treatment Plant and Collection Systems

Treatment Plant

Process

TREATMENT PLANT	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	AVERAGE
AVG FLOW (MGD)	2.51	2.63	3.07	3.30	3.12	2.55	2.39	2.10	2.06	2.20	2.23	2.35	2.54
BOD REMOVAL	97.8%	98.8%	98.7%	98.6%	98.1%	98.9%	99.0%	98.7%	98.4%	98.0%	98.4%	98.5%	98.5%
TSS REMOVAL	97.8%	99.2%	99.0%	98.9%	97.9%	99.0%	99.1%	99.0%	99.1%	98.0%	98.2%	98.8%	98.7%
NITROGEN LBS. (106 LBS. LIMIT)	115	95	87	86	96	84	95	100	85	94	89	93	93
NITROGEN mg/L	4.1	4.2	3.5	3.5	3.7	3.9	4.7	5.5	4.9	4.9	4.6	4.6	4.3

Maintenance

- Performed semiannual cleaning, maintenance, and inspection of Grit Chambers 1 and 2.
- Built and installed new IO rack on new chassis in PLC cabinet in Control Building MCC. Also replaced failed power supply on Analog rack.
- Sealed Control Building roof penetrations that were leaking down into MCC 3/4 PLC Cabinet. Ensured roof drains were clear on Admin Building.
- Unclogged air bleeds on mixed liquor line in Secondary 1/2 gallery.
- Replaced worn out brush on Headworks Wash Press Auger.
- Replaced faulty fuel pump on pony diesel tank on Truck 83.
- Put Aeration Basin 2 back online for the winter and spring seasons.
- Provided 3 hour long demand response for ISO-New England on Christmas Eve to help ensure stability of the power grid.

Collection System

COLLECTION SYSTEM	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	TOTAL FT
CCTV (FEET)	1,200	2,642	1,950	8,538	4,681	0	3,033	5,129	3,695	2,282	1,642	0	34,792
CLEANING (FEET)	4,000	1,363	1,550	3,677	1,500	1,739	4,413	7,047	6,275	4,883	5,546	4,748	46,741

- Improved surge protection at Clark Street and Benedict Drive Pump Stations.
- Worked with VMS to assist with the Clark St Pump Station bypass, installation of the force main line stop, and new valves.
- Replaced three UPS battery backup units at Rye St, Route 5, and Barrington Estates pump stations.

- Mounted all pump station UPS units out of the electrical panels for easy maintenance access and monthly inspections.
- Degreased Avery St, Scantic 1 and Scantic 2 pump station wet wells.

Emergency Call Outs

EMERGENCY CALL OUTS	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	TOTAL
TREATMENT PLANT	0	0	1	3	0	2	3	2	2	1	3		17
PUMP STATIONS	2	2	0	3	0	2	1	5	2	2	1		20
SEWER BLOCKAGES	0	1	0	0	0	0	1	0	0	0	0		2
CALL BEFORE YOU DIG	0	0	0	0	0	0	1	0	1	0	0		2
ODOR COMPLAINT	1	1	2	2	7	5	8	1	0	3	2		32

Capital Improvement Project Updates

Clark Street, Benedict Drive, Pleasant Valley Pump Station Upgrades

- Arcadis finalizing the Pleasant Valley Pump Station design revisions.
- Verifying that design change will not require any further permitting from DEEP.

Next Steps:

- *Submit design to DEEP for review and approval (min. 90-day review).*
- *WPCA and Town Council Resolution to enter into CWF agreement*
- *Bid project.*

Aeration Weir Gate Improvements

The WPCA approved transferring \$750,000 from FY21/22 CIP (Phase IV Part 1 Sewer System Improvements) to complete critical improvements to the aeration basin weir gates. An additional \$50,000 was approved with the FY22/23 CIP budget.

- Weston & Sampson are working on bid specification.

American Rescue Plan Act (ARPA) Funded Projects

Phase IV Sewer System Improvements

This project has been approved utilizing American Rescue Plan Act funds. The budget for this project is \$1,100,000.

- 1 year retainage will be released November 2023.

UV Disinfection Upgrade

This project has been approved utilizing American Rescue Plan Act funds. The original budget for this project was \$1,300,000. In February 2022 the Authority approved transferring \$120,000 from this project to the Clark Street Bypass Valve project.

Nothing new to report.

Clark Street Bypass Valve

This project has been approved utilizing American Rescue Plan Act funds. The original budget for this project was \$100,000. In February 2022 the Authority approved transferring \$120,000 from the UV Disinfection Upgrade project to the Clark Street Bypass Valve project.

- Project was completed. Final payment will be released.

Collection of Sewer User Fees and Delinquent Accounts

To be provided at the meeting.

Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control

MEMO

DATE: December 20, 2022
FROM: Linda Russell
TO: Ether Diaz
SUBJECT: Refund Batch #12 for WPCA – January 3, 2023 Agenda
CC: Michael Maniscalco, Town Manager
Patricia Perry, Director of Finance
OF PAGES: 2

Please note that messages to and from the Town of South Windsor may be subject to public release in accordance with applicable laws.

I respectfully request the Water Pollution Control Authority's consideration and approval of 2 refunds totaling \$537.75, as noted on the attached report. All refund requests received by December 20, 2022 are included.

Collector of Revenue

FY 22-23 Refund Batch 12 for WPCA

Name	Bill	Prop Loc/Vehicle Info.	Reason
KOUR TARANJEET &	2023-06-0047025	1106 PLEASANT VLY CONDO	Sec. 12-129 Refund of Excess Payments.
SAUER DONALD F & PATRICIA A	2023-06-0046040	107 MARK DRIVE	Sec. 12-129 Refund of Excess Payments.
Total of 2 refunds			

Drafted by: *Linda Russell*

Linda Russell, CCMC
Deputy Collector of Revenue

Approved by: *Jennifer R. Hilinski-Shirley*

Jennifer R. Hilinski-Shirley, CCMC, CCMO
Collector of Revenue