

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  
AGENDA**

*Deborah W. Reid, ATC*  
**RECEIVED FEB - 2 2023**  
*@ 10:45 a.m.*

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

**TUESDAY, FEBRUARY 7, 2023  
7:00 P.M.**

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**REGULAR MEETING**

**A. Roll Call**

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

1. January 3, 2023 Regular Meeting

**C. New Business**

1. Assisted Living Facility Sewer Use Billing (Discussion)
2. 24 Amato Drive – Condominium Fire

**D. Communications and Reports**

1. Superintendent Report
2. State Bonding Update
3. Odor Control Improvement Update

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

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

1. Collector of Revenue Refund Batch #13

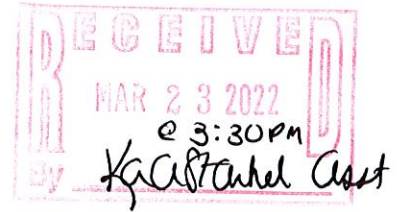
**G. Unfinished Business**

1. Budget (Discussion)

**H. Executive Session**

**I. Adjournment**

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



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

**MINUTES  
FEBRUARY 7, 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

**B. Acceptance of Minutes of Previous Meetings**

1. January 3, 2022 Regular Meeting

Motion to accept the minutes of the January 3, 2023 Regular Meeting as amended.

The motion was made by Mr. Toby Lewis and seconded by Mr. Joseph Botti.  
Chairman Stephen Wagner had one revision for clarification.  
The motion carried unanimously.

**C. New Business**

1. Assisted Living Facility Sewer Use Billing (Discussion)

Mr. Tony Manfre, Superintendent of Pollution Control explained that last year the Water Pollution Control Authority approved billing commercial residential apartments 50% of the sewer user rate per unit or based on consumption, whichever is higher. The WPCA requested to open the discussion to impose the same billing practices on assisted living facilities. Mr. Manfre distributed a spreadsheet identifying the assisted living facilities, the projected sewer user fee for the upcoming billing and the projected sewer user fee if they were to be billed 50% of the user fee per unit. There's six properties that this change would Effect; there's a total of 608 units. This does not include the South Windsor Housing Authority apartments as they are a Town entity and they don't get charged for sewer. This would generate an additional revenue totaling \$21,916 (see Exhibit A).

Mr. James Murray asked what have been done in the past. Chairman Wagner explained that prior history is that the apartments were billed based on water consumption with a minimum of 74,000 gallons. Last year the WPCA reviewed its billing structure and determined that the apartments were roughly generating half of the consumption of the single family houses. Therefore, it was approved to bill the apartments 50% off the sewer user fee per unit or based on consumption, whichever is greater.

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

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

**MINUTES  
FEBRUARY 7, 2023 AT 7:00 PM**

**PAGE 2**

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Mr. Toby Lewis asked what the original agreement was with the management of the assisted living facilities. Mr. Manfre responded that their sewer fee is currently based on flow consumption. Chairman Wagner added that the WPCA set the sewer rates and it is a policy not an agreement. In reviewing the spreadsheet, Mr. Joseph Botti asked what the reason is for some of the facilities having a greater percentage than others. Mr. Manfre explained that it could be due to a number of occupancy; if all the units are full versus 50% occupancy. Chairman Wagner expressed that this spreadsheet does not include Harbor Chase; Mr. Manfre will look into it to see if it needs to be included.

Chairman Wagner was seeking a consensus from the Authority as to whether or not they want to ask Mr. Manfre to include this approach in the budget. Mr. Toby Lewis expressed that he has diverse feelings. It seems that the motive of changing the billing structure for these facilities is for making more revenue. I don't think that's fair, he said and added that fair would be to base the fee based on usage.

Mr. Michael Lyons asked what the thought process was last year of deciding to bill the apartments 50% off the sewer rate or based on flow whichever has higher versus whichever was lower. It was to generate more revenue, said Mr. Manfre and explained that the more revenue generated from the commercial side would lower the overall sewer user rate for the residential side. However, that does shift more the burden over to the commercial side which is a variable income revenue source. The residential side is a fixed income as the sewer user rate is \$425 and there's 8,600 sewer accounts.

Mr. Joseph Botti asked if any concern was raised from the public after the rate was changed for the apartments last year. Mr. Manfre responded that he did not receive any feedback on it and there was not any comment during the Public Hearing. However, the commercial bills reflecting the change to the apartment's sewer accounts are going out soon.

Ms. Vicki Paliulis expressed that she actually knows a resident that lives at Berry Patch who's a single woman; she's 87 years old and on a fixed income. Ms. Paliulis does not believe they use much water as a family in an apartment with one bathroom. The 50% off the sewer rate sounds reasonable, however, she'll err to whichever is lower.

Mr. James Murray expressed that they should be billed the minimum; that seems fair.

Mr. David Basile expressed that is a tough call as they can obtain more revenue by changing the rate, however, he expressed that they should be consistent across the board. Mr. Bala Ramasamy agreed that there needs to be consistency. Chairman Wagner responded that consistency was the motivation for reviewing the sewer user rates for these facilities. However, this change would only generate an additional \$22,000 in revenue. Is it worth going through a change, he asked. He asked again if the Authority wants to instruct Mr. Manfre to include this in his budget proposal.

Mr. Toby Lewis expressed that he likes the consistency factor but asked to be consistently fair or consistent by asking for more money. So why not hedge towards consistency fair, he asked. Mr. Joseph Botti expressed that the matrix is good to keep and revisit in the future. However, at this point he feels is not probably worth changing the fees. Ms. Vicki Paliulis and Mr. James Murray agreed. Mr. David Basile expressed that he's fine with either

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

**MINUTES  
FEBRUARY 7, 2023 AT 7:00 PM**

**PAGE 3**

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decision. Mr. Ramasamy as well is fine with either decision. The Authority agreed to not include the projected additional revenue in this year budget calculation.

**2. 24L Amato Drive – Condominium Fire**

Mr. Tony Manfre explained that he received a letter from the property owner of 24L Amato Drive explaining that her condominium unit was destroyed in a fire. Last month, the WPCA issued a refund of sewer user fees totaling \$283.33 for the months of November 2023 through June 2023. The property it's been removed from the billing list until the Building Department issues a Certificate of Occupancy (CO). At the last meeting the WPCA asked Mr. Manfre looking into any other units that were destroyed. Mr. Manfre explained that Units I, J, and K were also displaced from the damage and all the owners are current with their sewer user fees. Therefore, he recommended refunding these three units \$283.33 and removing them from the sewer user billing list until the Building Department issues a CO.

Motion to approve refunding 24 Amato Drive, units I, J, and K, \$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.

Chairman Wagner expressed that Authority may be setting up a precedence here; at some point the Authority may want to look at the regulations to set a policy for this matter.

The motion carried unanimously.

**D. Communications and Reports**

**1. Superintendent Report**

Mr. Tony Manfre followed up on Mr. James Murray's question from last meeting which was if the Town pull bonds for sewers for private projects in Town. Mr. Manfre previously responded to the Authority via an email, however, he followed up for public record and to answer any questions. Mr. Manfre's email stated that the Engineering Department holds a drain layer permit bond when a licensed P-1 or P-7 pulls the permit. Similarly the Planning Department requires a variety of bonds that mainly cover drainage, landscaping, and Erosion & Sedimentation for privately owned projects. If there is a project such as a residential subdivision where the town will take ownership of the roads, drains and sewers a site bond is required. The bonds are held until the project is completed and requested to be release. As far as sewer are concerned for both public and private projects, the Engineering Department inspects the sewer lines to ensure they are installed properly and to the design plans. Without the inspection the Building Department will not release the Certificate of Occupancy. Sewer mains are subject to mandrel and pressure tests which make sure the pipe retained its shape and joint connections after being buried. For sewer mains that we are taking ownership of are required to be inspected with CCTV as well.

Included with the Agenda was a copy of the Superintendent's report (see Exhibit B). Mr. Tony Manfre presented his report. Regarding the collection of sewer user fees and delinquent

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MADDEN ROOM**

**MINUTES  
FEBRUARY 7, 2023 AT 7:00 PM**

**PAGE 4**

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accounts, Mr. Manfre reported that the Collector of Revenue is utilizing State Marshals to serve Alias Tax Warrants; contacting lenders and monitoring payment plans has increased revenue, last month collections were \$66,570.97. The Commercial/Industrial Sewer Collection Rate for the 2022 Grand List is 99.60%, the total delinquent from 2008 is \$6,715.63. Also, the Residential Collection Rate for the 2023 Grand List is 95.74% and the total delinquent from 2008 is \$260,740.25. Chairman Wagner recommended to Mr. Manfre including in his report the Collector of Revenue.

Motion to accept the Superintendent's Report as presented.

The motion was made by Mr. Toby Lewis and seconded by Mr. Bala Ramasamy.  
The motion carried unanimously.

**2. State Bonding Update**

Mr. Tony Manfre explained that he has met with Chairman Stephen Wagner, Senator Saud Anwar and Representative Maryam Kahn to discuss the state bonding application process to seek state funding to correct odor control problems at the treatment facility. Representative Tom Delnicki is also giving his full endorsement for the application, said Mr. Manfre. Mr. Manfre distributed copies of the letter addressed to Governor Ned Lamont (see Exhibit C) and Secretary Jeffrey Beckham (see Exhibit D) which were signed by Mayor Pendleton, Town Manager Maniscalco, and Chairman Wagner. The letters include supporting statements obtained from town residents, the Wood Memorial Library, and the Historical Society. Mr. Manfre also distributed a copy of the Draft Bond Request Form (see Exhibit E) for review.

Mr. Toby Lewis recommended revising the first bullet in the response to Question 14 of the Bond Request Form, "Who will benefit from this project and how: Residents living within a mile of the plant...". This response needs to be more specific; this project benefits all South Windsor residents but more specifically those who are in that immediate community. All other members of the Authority agreed. Ms. Vicki Paliulis stated also the language needs to be changed so as to make reference to the restoration of air quality to the betterment of human health. Mr. Bala Ramasamy asked how the bond is going to be repaid if received. Chairman Wagner responded that the State bonds a number of projects, however, for South Windsor point of view this is a grant. Therefore, they don't need to pay the grant. He also stated that he's been invited to talk about this issue in front of the Town Council on February 21st.

**3. Odor Control Improvement Update**

Mr. Tony Manfre reported in regards to the gravity thickeners, pads were poured for the Pure Air carbon units. The units are expected to arrive and be operational in early March. Regarding the sludge storage he explained that the Vapex trial system is operating. Some challenges were experienced early on; the unit was working well until a water line froze during the cold temperatures. Also, the storage tanks have been disconnected from the biofilter and the mixers have been running.

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

None

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SOUTH WINDSOR TOWN HALL  
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**PAGE 5**

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

1. Collector of Revenue Refund Batch #13

Included with the Agenda was a request from the Tax Office for two refunds totaling \$332.46 for overpaid sewer user fees (see Exhibit F).

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

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

**G. Unfinished Business**

1. Budget (Discussion)

Mr. Tony Manfre reported that he's continuing to receive project and equipment estimates for the security camera upgrade; these figures will be included in the next month budget.

The Operation and Maintenance (O&M) budget has been updated to include \$84,000 for automated security gates at the treatment plant (see Exhibit G). Mr. Manfre explained that they had a couple of scenarios with people driving through the facility and not checking in at the office. Also, this budget includes the projected revenues for next year. Mr. Manfre will continue to revise the budget over the next two months. The WPCA Operating Budget remains unchanged from last month budget (\$3,200).

**H. Executive Session**

None

**I. Adjournment**

Motion to adjourn the meeting at 8:25 p.m.

The motion was made by Mr. Toby Lewis and seconded by Mr. James Murray.  
The motion carried unanimously.

Respectfully Submitted,

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Ether Diaz  
Recording Secretary

ASSISTED LIVING FACILITIES IN SOUTH WINDSOR, CT

ADDRESS	NAME	#UNITS	USG READ 2023 BILL CYCLE	2023 SEWER USER FEE CONSUMPTION	50% SEWER USER FEE PER UNIT	ADDITIONAL REVENUE
50 ANDREW WAY	TEMPO EVERGREEN WALK	204	7,240,000	\$ 41,581	\$ 43,350	\$ 1,769
440 BUCKLAND ROAD	BERRY PATCH II	94	2,446,000	\$ 14,048	\$ 19,975	\$ 5,927
700 DEMING STREET	WATSON FARMS	72	2,303,000	\$ 13,227	\$ 15,300	\$ 2,073
25 GERBER ROAD	HILLCREST SENIOR APARTMENTS	88	2,317,000	\$ 13,307	\$ 18,700	\$ 5,393
175 OAKLAND ROAD	BERRY PATCH III	78	2,612,000	\$ 15,001	\$ 16,575	\$ 1,574
205 OAKLAND ROAD	BERRY PATCH APTS	102	2,872,000	\$ 16,495	\$ 21,675	\$ 5,180
		<b>638</b>			<b>\$</b>	<b>21,916</b>

Exhibit A



## WPCA COMMUNICATIONS AND REPORTS

February 7, 2023

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

### General Information

#### CTWEA Wastewater Leadership Program Graduates

Two of South Windsor's operators, Robert Butler and Michael Wood, graduated from CT Water Environmental Association's (CTWEA) Wastewater Leadership Program at CTWEA's Manager's forum in January. The year-long program enrolls operators who are identified as future leaders of the industry. In addition to monthly course work, students are required to job shadow a facility manager and make a presentation on a subject effecting their own sewer system to complete the program. During the graduation ceremony both Mr. Butler and Mr. Wood were given the opportunity to speak on their experience of the program which was well received by the 75+ audience members.

#### Odor Control Pilot

The Vapex odor control pilot began the first week of January and is set to conclude by the second week of February. The pilot is testing the unit's capabilities on the sludge storage tanks. Vapex uses oxygen, water and compressed air to create an ozone fog that strips odor compounds inside the tank.





# Treatment Plant and Collection Systems

## Treatment Plant

### *Process*

TREATMENT PLANT	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	AVERAGE
AVG FLOW (MGD)	2.63	3.07	3.30	3.12	2.55	2.39	2.10	2.06	2.20	2.23	2.35	2.58	2.55
BOD REMOVAL	98.7%	98.6%	98.1%	98.9%	99.0%	98.7%	98.4%	98.0%	98.4%	98.5%	97.8%	98.4%	98.5%
TSS REMOVAL	99.0%	98.9%	97.9%	99.0%	99.1%	99.0%	99.1%	98.0%	98.2%	98.8%	97.8%	98.6%	98.6%
NITROGEN LBS. (106 LBS. LIMIT)	95	87	86	96	84	95	100	85	94	89	93	92	91
NITROGEN mg/L	4.2	3.5	3.5	3.7	3.9	4.7	5.5	4.9	4.9	4.6	4.6	4.2	4.3

### *Maintenance*

- Assisted with Vapex pilot installation.
- Installed newly rebuilt internal recycle pump in Aeration Basin 1.
- Unclogged floor drains in Treatment Plant pump galleries.
- Worked with Aaron Associates on resolving TWAS Pump 2 Grinder alarm condition.
- Thoroughly cleaned all motor control centers and blower building as a preventative maintenance measure.
- Replaced fuse and circuit breaker in for Secondary Clarifier 4 drive.
- Replaced two faulty valve assemblies in Control Building Basement.
- Began working on faulty valve assemblies in Sludge Storage Gallery.

## Collection System

COLLECTION SYSTEM	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	TOTAL FT
CCTV (FEET)	2,642	1,950	8,538	4,681	0	3,033	5,129	3,695	2,282	1,642	0	2,655	36,247
CLEANING (FEET)	1,363	1,550	3,677	1,500	1,739	4,413	7,047	6,275	4,883	5,546	4,748	1,800	44,541

- Assisted contractor with installation of fire alarm panels at pump stations.
- Performed annual maintenance and oil changes on pump station generators.
- Assisted contractor with installation of a new PLC processor at Clark Street Pump Station.
- Degreased Benedict Drive Pump Station.
- Performed semiannual dehumidifier maintenance in pump station dry pits.
- Sewer line inspection and cleaning.
- Replaced pillow block and rodder valve on Combination Jet/Vac truck.

## Emergency Call Outs

EMERGENCY CALL OUTS	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	TOTAL
TREATMENT PLANT	0	1	3	0	2	3	2	2	1	3	5	4	26
PUMP STATIONS	2	0	3	0	2	1	5	2	2	1	2	4	24
SEWER BLOCKAGES	1	0	0	0	0	1	0	0	0	0	0	0	2
CALL BEFORE YOU DIG	0	0	0	0	0	1	0	1	0	0	2	1	5
ODOR COMPLAINT	1	2	2	7	5	8	1	0	3	2	1	0	32

## **Capital Improvement Project Updates**

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

- Nothing new to report.

#### *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.*

- Preparing specifications to bid in February.

## **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.*

- Anticipating bidding the project in April

### 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*

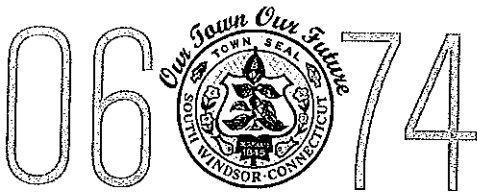
*transferring \$120,000 from the UV Disinfection Upgrade project to the Clark Street Bypass Valve project.*

- Project was completed. Waiting to release final pay requisition.

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

*To be provided at the meeting.*

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



January 30, 2023

Office of Governor Ned Lamont  
State Capitol  
210 Capitol Avenue  
Hartford, CT 06106

Dear Governor Lamont:

The attached Senate and House Bond Request Forms seek state funding to correct odor control problems at the South Windsor Water Pollution Control Facility (WPCF).

The WPCF serves a population of 26,000 residents and 360 commercial/industrial accounts who combine to produce a daily average of 2.5 million gallons of municipal wastewater. The wastewater treatment process includes a series of screens, pumps and tanks to achieve a biological breakdown of the incoming waste. Remaining biosolids are separated and stored in holding tanks until being trucked off site for final disposal. The treated wastewater is discharged to the Connecticut River, exceeding the facility's National Pollution Discharge Elimination System (NPDES) permit issued by the Connecticut Department of Energy and Environmental Protection.

Noxious odors, typically caused by hydrogen sulfide, are emitted into the air the treatment process. To neutralize these odors, air is drawn from the tanks and buildings which produce the largest concentrations of odors and is piped to a central location. There, the odorous air is distributed into a biofilter, a 3700 square foot open air bed of media made up of wood chips and compost. The media provides enough surface area for odor-stripping bacteria to remove odors from the air prior to releasing to the atmosphere.

As South Windsor's population has grown, the biofilter is frequently overwhelmed, and sewer odors can be detected in the neighborhood. This can happen due to conditions in the influent, turbulence in tanks, or as a result of seasonal changes which may increase the odor sources.

When this happens, residents within about a mile downwind are enveloped in a strong sewer odor. They must cancel outdoor events, move inside, and close the windows. In addition, non-profit facilities including the Wood Memorial Library, Nowashe Village outdoor museum, and the South Windsor Historical Society are subject to disruptions. Nowashe Village is a regional destination for student and other groups visiting to learn about native American life and history. Wood Memorial Library hosts concerts and other events that attract a wide audience.

Plant staff have tried various stop-gap measures but have not been completely successful. The current odor control system needs to be improved.

The Town commissioned a 2022 study by Tighe and Bond that was completed in 2022. The study documented the extent of the problem, identified sources within the plant and offered preliminary recommendations. In addition, staff reviewed methods used in other sewer plants. The attached application documents the needed actions and provides budgetary estimates for their cost. Improvements to controls at the sludge storage tanks and gravity thickeners are shovel ready. An engineering study will clarify the designs and costs of the remaining plant features. Outside funding is needed to avoid a large increase in sewer fees.

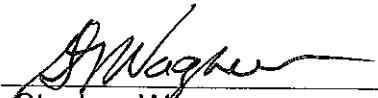
We hope we will have your support for bonds to support this important project.



Elizabeth Pendleton  
Mayor  
Town of South Windsor



Michael Maniscalco  
Town Manager  
Town of South Windsor



Stephen Wagner  
Chair  
Water Pollution Control  
Authority

cc:

Senator Saud Anwar  
Representative Maryam Kahn  
Representative Tom Delnicki  
Anthony Manfre, Superintendent of Water Pollution Control





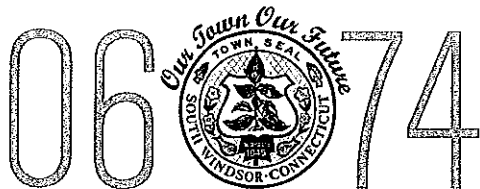


Exhibit D

January 30, 2023

State of Connecticut  
Office of Policy and Management  
Jeffrey Beckham, Secretary  
450 Capitol Avenue  
Hartford, CT 06106

Dear Secretary Beckham:

The attached Senate and House Bond Request Forms seek state funding to correct odor control problems at the South Windsor Water Pollution Control Facility (WPCF).

The WPCF serves a population of 26,000 residents and 360 commercial/industrial accounts who combine to produce a daily average of 2.5 million gallons of municipal wastewater. The wastewater treatment process includes a series of screens, pumps and tanks to achieve a biological breakdown of the incoming waste. Remaining biosolids are separated and stored in holding tanks until being trucked off site for final disposal. The treated wastewater is discharged to the Connecticut River, exceeding the facility's National Pollution Discharge Elimination System (NPDES) permit issued by the Connecticut Department of Energy and Environmental Protection.

Noxious odors, typically caused by hydrogen sulfide, are emitted into the air the treatment process. To neutralize these odors, air is drawn from the tanks and buildings which produce the largest concentrations of odors and is piped to a central location. There, the odorous air is distributed into a biofilter, a 3700 square foot open air bed of media made up of wood chips and compost. The media provides enough surface area for odor-stripping bacteria to remove odors from the air prior to releasing to the atmosphere.

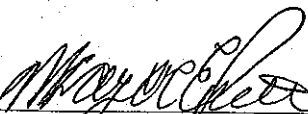
As South Windsor's population has grown, the biofilter is frequently overwhelmed, and sewer odors can be detected in the neighborhood. This can happen due to conditions in the influent, turbulence in tanks, or as a result of seasonal changes which may increase the odor sources.

When this happens, residents within about a mile downwind are enveloped in a strong sewer odor. They must cancel outdoor events, move inside, and close the windows. In addition, non-profit facilities including the Wood Memorial Library, Nowashe Village outdoor museum, and the South Windsor Historical Society are subject to disruptions. Nowashe Village is a regional destination for student and other groups visiting to learn about native American life and history. Wood Memorial Library hosts concerts and other events that attract a wide audience.


Plant staff have tried various stop-gap measures but have not been completely successful. The current odor control system needs to be improved.

The Town commissioned a 2022 study by Tighe and Bond that was completed in 2022. The study documented the extent of the problem, identified sources within the plant and offered preliminary recommendations. In addition, staff reviewed methods used in other sewer plants. The attached application documents the needed actions and provides budgetary estimates for their cost. Improvements to controls at the sludge storage tanks and gravity thickeners are shovel ready. An engineering study will clarify the designs and costs of the remaining plant features. Outside funding is needed to avoid a large increase in sewer fees.

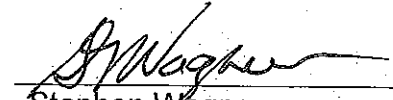
We hope we will have your support for bonds to support this important project.



Elizabeth Pendleton  
Mayor  
Town of South Windsor



Michael Maniscalco  
Town Manager  
Town of South Windsor



Stephen Wagner  
Chair  
Water Pollution Control  
Authority

cc:

Senator Saud Anwar  
Representative Maryam Kahn  
Representative Tom Delnicki  
Anthony Manfre, Superintendent of Water Pollution Control



**2023 - Senate Bond Request Form****1. Name and address of project: \_****South Windsor Water Pollution Control Facility Odor Control, 1 Vibert Road, South Windsor, CT 06074****2. Legislators supporting:****Sen. Saud Anwar of the 3rd, Rep. Tom Delnicki of the 14th, Rep. Maryam Kahn of the 5<sup>th</sup>****3. Date submitted \_\_\_\_\_****4. Amount of state bond request: \$2,600,000****5. Total cost of project: \$2,600,000****6. Sources of other funding for this project and amounts: (i.e. federal, local, private) \_****The primary alternate source of funding would be a large increase of sewer fees. Federal ARPA funds have been used to inspect and repair aging pipelines and replace aging equipment in pump stations.****7. Description of project:**

**Replace existing centralized odor control system which frequently exposes nearby residents and non-profit facilities (including Wood Memorial Library, Nawashe Village outdoor museum of native American life, and the South Windsor Historical Society) to excessive sewer odors. The odor control systems use a biological filter which is easily overwhelmed by conditions in the influent, turbulence of sludge in the gravity thickeners and sludge storage tanks, or as a result of seasonal changes which may increase the odor sources.**

**The scope of the project includes capturing vapors and installing control measures at each source of odor in the facility:**

- **Completing design by qualified engineering firm**
- **Installing a dedicated odor control systems on sludge tanks, gravity thickeners, headworks building, and control building**
- **Covering and installing carbon filter systems at anoxic tanks, and Primary effluent channels.**

**8. Status of project: (i.e. current phase, permits received, designed, federal or local approval, ready for construction):**

- **An odor study by Tighe and Bond was completed in 2022. The study measured sources of odor within the plant, observed odor in surrounding areas, and discussed alternative solutions.**
- **Plant staff have visited at Vernon, Mattabassett, and Southington WPCFs to see how their respective odor control systems work.**
- **A demonstration of the Vapex system at the sludge tanks is scheduled for early 2023.**
- **A carbon filter system is under construction for the gravity thickeners.**
- **An engineering design study will be scheduled once gravity thickener and sludge storage tanks satellite systems are installed and online. This will firm up the cost estimates.**
- **No permits will be required other than building permits when the design is finalized.**

**9. Contact person and contact information (i.e. Town Manager, phone number):**

**Anthony Manfre, Superintendent of Pollution Control, 860-644-2511, ext 2247.**

**Jeff Lemay, Treatment Plant Supervisor, 860-289-0185**

**10. Anticipated start date: July 1, 2023**

**11. Anticipated completion date: June 30, 2024**

**12. Temporary jobs created or retained: Not a significant jobs creator.**

**13. Permanent jobs created or retained: \_N/A**

**14. Who will benefit from this project and how:**

- **Residents living within a mile of the plant will no longer have their outdoor activities cancelled or moved inside and will be able to keep their windows open.**
- **Staff and visitors at facilities such as Wood Memorial Library will no longer suffer from odor events.**
- **Students and volunteers at the Nowashe Village (outdoor museum of indigenous life adjacent to the plant) from throughout the region will not be exposed to sewer odors.**

**15. Additional details (if applicable): \_\_\_\_\_**

**Please attach a detailed budget that accounts for how the funds will be spent.**

**Please attach site plans, quotes, pictures and any additional support information if applicable.**



Exhibit F

JENNIFER R. HILINSKI SHIRLEY, CCMC, CCMO  
COLLECTOR OF REVENUE

# MEMO

**DATE:** January 11, 2023  
**FROM:** Linda Russell  
**TO:** Ether Diaz  
**SUBJECT:** Refund Batch #13 for WPCA – February 7, 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 \$332.46, as noted on the attached report. All refund requests received by January 10, 2023 are included.



Collector of Revenue

FY 22-23 Refund Batch 13 for WPCA

February 7, 2023 Meeting

Name	Bill	Prop Loc/Vehicle Info.	Reason	Over Paid
GIORDANO BEVERLY ANN TRUSTEE	2023-06-0046869	24 AMATO DRIVE L	Sec. 12-129 Refund of Excess Payments.	(283.33)
RANDHAWA RAJINDER K & THORAT	2023-06-4729389	28 SHEPARD WAY	Sec. 12-129 Refund of Excess Payments.	(49.13)
SACHIN P				

Total of 2 refunds (332.46)

Drafted by:

*Linda Russell*

Linda Russell, CCMC  
Deputy Collector of Revenue

Date: 1/10/2023

Approved by:

*J. Hilinski-Shirley*

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

Date: 10 Jan 2025

Public Works  
Pollution Control

Fiscal Year  
2023/2024

Account No.  
3252

### O&M Budget Detail Summary

2/1/2023 Draft

Account Code	Account Description	Program Cost	FY 22/23 Adopted	FY 21/22 Actual
<b>100 Personnel Services</b>		<b>\$ 1,800,429</b>	<b>\$ 1,802,513</b>	<b>\$ 1,726,454</b>
	110 Full Time Salaries	\$ 1,089,378	\$ 1,120,079	\$ 1,112,890
	111 Overtime	\$ 124,926	\$ 121,534	\$ 106,045
	112 Longevity	\$ -	\$ 700	\$ 700
	114 Temporary Help	\$ -	\$ -	\$ -
	130 Employee Benefits	\$ 586,125	\$ 560,200	\$ 506,819
<b>200 Materials &amp; Supplies</b>		<b>\$ 393,073</b>	<b>\$ 321,038</b>	<b>\$ 284,880</b>
	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
<b>300 Contractual Services</b>		<b>\$ 2,359,485</b>	<b>\$ 2,103,950</b>	<b>\$ 1,822,922</b>
	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
<b>400 Capital Outlay</b>		<b>\$ 203,800</b>	<b>\$ 670,000</b>	<b>\$ 322,981</b>
	430 Capital Projects	\$ 50,000	\$ 75,000	\$ 37,000
	441 Office Equipment	\$ -	\$ -	\$ -
	442 Department Equipment	\$ 153,800	\$ 595,000	\$ 285,981
<b>Grand Total</b>		<b>\$ 4,756,786</b>	<b>\$ 4,897,501</b>	<b>\$ 4,157,237</b>

Public Works  
Pollution Control

Fiscal Year  
2023/2024

Account No.  
1129

### WPCA Operating Budget Detail Summary

2/1/2023 Draft

Account	Program Cost	FY 22/23 Adopted	21/22 Actual
<b>100 Personal Services</b>	\$ -	\$ -	\$ -
110 Full Time Salaries	\$ -	\$ -	\$ -
<b>200 Materials &amp; Expenses</b>	\$ 200	\$ 200	\$ 200
210 Office Supplies	\$ 200	\$ 200	\$ 200
<b>300 Contractual Services</b>	\$ 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	\$ -	\$ -	\$ -
<b>400 Capital Outlay</b>	\$ -	\$ -	\$ -
430 Capital Projects	\$ -	\$ -	\$ -
441 Office Equipment	\$ -	\$ -	\$ -
<b>Grand Total</b>	\$ 3,200	\$ 3,200	\$ 3,600

Operation & Maintenance Budget				3252
Account	Program Cost	FY 22/23 Adopted	FY 21/22 Actual	
100 Personnel Services	\$ 1,800,429	\$ 1,802,513	\$ 1,726,454	
110 Full Time Salaries	\$ 1,089,378	\$ 1,120,079	\$ 1,112,890	
Management Staff	\$ 234,840	\$ 199,972		
Operations Staff	\$ 854,538	\$ 920,107		
111 Overtime	\$ 124,926	\$ 121,534	\$ 106,045	
Overtime	\$ 124,926	\$ 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	
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	\$ 203,800	\$ 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	\$ 153,800	\$ 595,000	\$ 285,981	
Trailer	\$ 7,800	\$ -		
Truck Hoist	\$ 17,000	\$ -		
Headworks Grinder Hoist	\$ 45,000	\$ -		
Automated Gates	\$ 84,000	\$ -		
Prior Years Budget	\$ -	\$ 595,000	\$ 285,981	
Grand Total	\$ 4,756,786	\$ 4,897,501	\$ 4,157,237	

Account	Program Cost	FY 22/23 Adopted	FY 21/22 Actual
<b>Debt Service - Capital Improvement Projects - Reserve Fund 3252</b>			
<b>Debt Service</b>	<b>\$ 322,287</b>	<b>\$ 345,301</b>	<b>\$ 349,309</b>
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
<b>Capital Improvement Projects</b>	<b>\$ 1,700,000</b>	<b>\$ 325,000</b>	<b>\$ 1,418,948</b>
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
<b>Reserve Fund</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	
Operating Reserve (Fund Balance)	\$ -	\$ -	
Replacement Reserve (Cap. Projects)	\$ 100,000	\$ 100,000	
<b>Grand Total</b>	<b>\$ 2,122,287</b>	<b>\$ 770,301</b>	<b>\$ 1,768,257</b>

<b>WPCA Operating Budget 1129</b>			
Account	Program Cost	FY 22/23 Adopted	FY 21/22 Actual
<b>100 Personal Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
110 Full Time Salaries	\$ -	\$ -	\$ -
<b>200 Materials &amp; Expenses</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>
210 Office Supplies	\$ 200	\$ 200	\$ 200
<b>300 Contractual Services</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,400</b>
310 Advertising	\$ 2,000	\$ 2,000	\$ 1,600
320 Professional	\$ 1,000	\$ 1,000	\$ 1,800
350 Printing	\$ -	\$ -	\$ -
374 Fees & Memberships	\$ -	\$ -	\$ -
<b>400 Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
430 Capital Projects	\$ -	\$ -	\$ -
441 Office Equipment	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>	<b>\$ 3,600</b>

<b>Revenue Budget 3252</b>			
Revenue Account	Program Cost	FY 22/23 Adopted	FY 21/22 Actual
<b>Revenue</b>	<b>\$ 6,890,021</b>	<b>\$ 5,708,618</b>	<b>\$ 5,442,517</b>
Assessments	\$ 45,000	\$ 40,000	\$ 41,403
Cancel Pr. Year Encumbrances	\$ -	\$ -	\$ 1,962
Capacity Charge	\$ 35,000	\$ 30,000	\$ 14,080
Connection Charges	\$ 200,000	\$ 175,000	\$ 144,878
Energy Rebate	\$ 20,000	\$ 20,000	\$ 17,073
Fund Balance Appropriations	\$ -	\$ -	\$ -
Gen. Gov. Sundry	\$ 7,000	\$ 6,000	\$ 7,944
Grant Reimbursement/Loan	\$ -	\$ -	\$ -
Industrial Surcharges	\$ 25,000	\$ 25,000	\$ 41,766
Interest Income	\$ 65,000	\$ 65,000	\$ 65,816
Internal Services	\$ 20,000	\$ 25,000	\$ 17,923
Investment Interest Earnings	\$ 50	\$ 50	\$ 24
Lien Fees	\$ 15,000	\$ 17,000	\$ 14,877
MIU Permits	\$ 200	\$ -	\$ 200
Permit Fees	\$ 6,000	\$ 6,000	\$ 18,235
Septic Dumping Fees	\$ 20,000	\$ 20,000	\$ 18,000
Sewer User Charges	\$ 6,431,771	\$ 5,279,568	\$ 5,038,336
<b>Grand Total</b>	<b>\$ 6,890,021</b>	<b>\$ 5,708,618</b>	<b>\$ 5,442,517</b>