

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

**MINUTES
SPRENKEL ROOM**

**SPECIAL MEETING
SEPTEMBER 13, 2016, 7:00 PM**

A. ROLL CALL

Members Present: Richard Aries, Carol Fletterick, William Veas, Vicki Paliulis

Members Absent: Donald Antaya, Zaheer Sharaf, Patrick Soucy

Alternates Present: Ed Havens, Jr.,

Staff Present: C. Fred Shaw, Superintendent of Pollution Control
Donna Thompson, Recording Secretary for Ether Diaz

Others: None

Chairman Richard Aries called the meeting to order at 7:00 p.m. The following actions were taken during the September 13, 2016 Regular Meeting of the Water Pollution Control Authority (WPCA).

Chairman Aries appointed Mr. Ed Havens, Jr. to be seated for Mr. Zaheer Sharaf.

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. July 12, 2016, Public Hearing

Motion was made to accept the minutes as presented.

The motion was made by Mr. Havens and seconded by Ms. Fletterick. The motion carried unanimously.

2. July 12, 2016, Regular Meeting

Motion was made to accept the minutes as presented.

The motion was made by Mr. Havens and seconded by Mr. Veas. The motion carried unanimously.

C. NEW BUSINESS

1. 186 Dogwood Lane (2 Family – add to Billing List)

Mr. Shaw stated this accessory apartment had been granted recently by the Planning and Zoning Commission (PZC) and now needs to be added to the sewer billing list as a two-family. Mr. Aries questioned the distinction between apartments and second family homes, and how they determine what is an apartment. Mr. Shaw responded

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

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**SPECIAL MEETING
SEPTEMBER 13, 2016, 7:00 PM**

that this actually remains a single family house where the owners are allowed to rent out an additional unit. It is more than just a room and has separate utilities and facilities. Accessory apartments are different than in-law apartments in that in-law apartments are considered temporary in nature and to be used by family members. In-law apartments are not billed separately. PZC considers the addition of an accessory apartment as a two-family house.

Motion was made to approve adding 186 Dogwood Lane, a two-family, to the billing list.

The motion was made by Mr. Havens and seconded by Ms. Paliulis. The motion carried unanimously.

2. Lawrence Road and Cliffwood Drive Sewer Assessments (Approval to file with Town Clerk)

Mr. Shaw had provided a copy of Sec. 7-250 of the State Statutes (see attached Item C-2) to the members. Mr. Shaw reviewed the steps of the process concerning the proposed assessments already completed in accordance with the statutes, as well as the subsequent steps to be accomplished going forward. At this point, we are required file a copy of the assessments to be levied, as determined by the water pollution control authority, in the Town Clerk's office. A legal notice shall then be published in a local newspaper within five days of the filing of the assessments with Town Clerk, along with a second copy of the notice to the owners. The statutes are very specific in regard to this process.

Motion was made to approve filing the sewer assessments for Lawrence Road and Cliffwood Drive with the Town Clerk.

The motion was made by Ms. Paliulis and seconded by Mr. Veas. The motion carried unanimously

3. 194 Carriage Drive (Approval to add to Billing List)

Mr. Shaw stated that it was discovered that a residence on Carriage Drive was tied into the sanitary sewer line. When the development was built there were capped sewers put in up to the area but not connected to any of the houses. The houses have septic systems. It is not known when or how the homeowner at 194 Carriage Drive connected to the Town's sewer line. The current owner purchased the house in August of 2015.

Mr. Aries questioned whether there was inappropriate behavior on the part of the owner that had the house connected to the public sewer without the proper permits. Mr. Shaw responded that it could just have been the owner was unaware of the

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

**MINUTES
SPRENKEL ROOM**

**SPECIAL MEETING
SEPTEMBER 13, 2016, 7:00 PM**

requirements, since all the connections were there already. A decision needs to be made how to handle the situation at this time.

It was decided that the current owner will be billed for two years. Mr. Shaw will contact the owner to make arrangements for payment and report at the next meeting.

Motion was made to add 194 Carriage Drive to the billing list.

Motion was made by Ms. Fletterick and seconded by Mr. Havens. The motion carried unanimously.

4. Ellington Road pipe repair (Approval to award contract)

Mr. Shaw stated that a contractor has been found to do the pipe repair work. JDC Enterprises was the low bidder at \$102,000. The engineering firm of Wright-Pierce has recommended JDC Enterprises be awarded the contract for this project (see Item C-4). Additional costs will include \$9,800 for engineering and 20% for contingencies - \$102,000, \$9,800, \$18,000, total \$129,800. Only design costs have been previously approved. This approval would be for construction phase costs. Money is being saved by using an existing pipe as a bypass during the repair of the 200 foot forced main. WPCA is funding the cost of the repair. There is no state funding involved.

Motion was made to award the Ellington Road pipe repair project to JDC Enterprises with a cost not to exceed \$129,800.

The motion was made by Mr. Havens and seconded by Mr. Veas. The motion carried unanimously.

5. Residential Sewer Billing (Approval)

Mr. Shaw presented a revised list – 3 commercial accounts had been inadvertently added to the list that should not be there. Mr. Shaw reviewed the list (see attached Item C-5-a). This is the second year the sewer user discount program is being offered and 219 eligible property owners have utilized the discount. Mr. Shaw reviewed a two year comparison for the first and second years of the Sewer User Discount Program (see attached Item C-5-b). The reduction in revenue is less than one half of one percent.

Mr. Havens and Ms. Fletterick think the program is working well and a review in five years would be appropriate. Mr. Aries suggested checking with the Human Services Department to see how it is working on their end.

Mr. Shaw provided a copy of the bill insert describing the program (see attached Item C-5).

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

**MINUTES
SPRENKEL ROOM**

**SPECIAL MEETING
SEPTEMBER 13, 2016, 7:00 PM**

Motion was made to approve the Residential Sewer Bill.

The motion was made by Ms. Fletterick and seconded by Mr. Havens. The motion carried unanimously.

6. Commercial User Charge Adjustment (Approval)

Mr. Shaw presented a memo regarding a request for a commercial user charge adjustment to account 300080 (see attached Item C-6). The business was incorrectly reading their meter for three years. Mr. Shaw obtained extensive documentation from the business in regard to the readings and from the manufacturer of the meter. The business had been overbilled for three years due to their incorrect meter readings.

Motion was made to approve the commercial user charge adjustment to account 300080.

The motion was made by Mr. Havens and seconded by Ms. Fletterick. The motion carried unanimously.

D. COMMUNICATIONS AND REPORTS

1. Secondary Clarifier Improvements

Mr. Shaw provided and reviewed a copy of the email from the engineering consultant (Wright-Pierce) regarding a resolution to the issue of the incorrectly placed bolts attaching the panels to the four clarifiers (see attachment Item D-1). The resolution is we will not make the final payment unless it is done right; at no additional cost to the town. Once we are satisfied with the work, the final payment will be released.

2. Phase III Sewer System Improvements

Mr. Shaw stated that this is the rehabbing of 3,100 feet of trussed pipe that was awarded to a contractor. There has been a delay in beginning the project due to the State paving over the manholes along Oakland Road. To avoid the extra cost to the Town to bypass pump around the construction site, Mr. Shaw suggested using the storm drainage pipe underneath the road and Engineering felt it was feasible. Mr. Shaw submitted an application for an encroachment permit from the State and is awaiting their approval.

E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

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

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**SPECIAL MEETING
SEPTEMBER 13, 2016, 7:00 PM**

G. UNFINISHED BUSINESS

1. Uncollected Sewer User Charges (Discussion)

Mr. Shaw presented copies of the sewer receivables dated August 24, 2016 and July 7, 2016 (see attached Item G-1). Mr. Shaw stated that tomorrow there will be an advertisement put in the paper for an RFP for a Collection Agency Service. The RFP proposals will be due back by 4:30 pm on September 30, 2016. The results will be available by our next meeting. We will begin using the service as of November 1, 2016. Mr. Shaw reiterated the frustration of our constables with the way delinquent items are currently given to them for collection. It is unknown why it is handled this way.

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

None

I. ADJOURNMENT

Motion was made to adjourn the meeting at 8:07 p.m.

The motion was made by Mr. Havens and seconded by, Mr. Veas. The motion carried unanimously.

Respectfully Submitted,

Donna Thompson,
Recording Secretary for Ether Diaz

time to time amended, may, in lieu of or in addition to, levying benefit assessments in accordance with the provisions of said section 7-249, assess industrial users of the portion of the sewerage system constructed with federal financial assistance for the cost of construction of such portion to the extent such cost is attributable to the treatment of such industrial users' wastes. In determining such assessments, the municipal water pollution control authority may establish such classifications as may be approved by the administrator of the United States Environmental Protection Agency and the Commissioner of Energy and Environmental Protection.

(P.A. 75-600, S. 1; P.A. 78-154, S. 7; P.A. 11-80, S. 1.)

History: P.A. 78-154 substituted water pollution control authority for sewer authority; pursuant to P.A. 11-80, "Commissioner of Environmental Protection" was changed editorially by the Revisors to "Commissioner of Energy and Environmental Protection", effective July 1, 2011.

Cited. 192 C. 638.

Cited. 4 CA 24.

(Return to Chapter (Return to (Return to
Table of Contents) List of Chapters) List of Titles)

Sec. 7-250. Public hearing. Appeal. (a) No assessment shall be made until after a public hearing before the water pollution control authority at which the owner of the property to be assessed shall have an opportunity to be heard concerning the proposed assessment. Notice of the time, place and purpose of such hearing shall be published at least ten days before the date thereof in a newspaper having a general circulation in the municipality, and a copy of such notice shall be mailed to the owner of any property to be affected thereby at such owner's address as shown in the last-completed grand list of the municipality or at any later address of which the water pollution control authority may have knowledge. A copy of the proposed assessment shall be on file in the office of the clerk of the municipality and available for inspection by the public for at least ten days before the date of such hearing. When the water pollution control authority has determined the amount of the assessment to be levied, it shall file a copy thereof in the office of the clerk of the municipality. Not later than five days after such filing, it shall cause a copy of such assessment to be published in a newspaper having a general circulation in the municipality, and it shall mail a copy of such assessment to the owner of any property to be affected thereby at such owner's address as shown in the last-completed grand list of the municipality or at any later address of which the water pollution control authority may have knowledge. Such publication and mailing shall state the date on which such assessment was filed and that any appeals from such assessment must be taken within twenty-one days after such filing. Except as provided in subsection (b) of this section, any person aggrieved by any assessment may appeal to the superior court for the judicial district wherein the property is located and shall bring any such appeal to a return day of said court not less than twelve nor more than thirty days after service thereof and such appeal shall be privileged in respect to its assignment for trial. Said court may appoint a state referee to appraise the benefits to such property and to make a report of his doings to the court. The judgment of said court, either confirming or altering such assessment, shall be final. No such appeal shall stay proceedings for the collection of the particular assessment upon which the appeal is predicated but the appellant shall be reimbursed for any overpayments made if, as a result of such appeal, his assessment is reduced.

(b) Any municipality may, by ordinance, authorize the board of assessment appeals established pursuant to section 9-199 to hear appeals of assessments made under this section. Any such appeal

shall be taken not later than the date twenty-one days after the date on which the assessment was filed. The ordinance shall provide the process by which such appeal shall be filed, heard and decided. Any person aggrieved by a decision of the board of assessment appeals may appeal to the Superior Court not later than the date twenty-one days after the date of the decision of the board of assessment appeals in accordance with the provisions of subsection (a) of this section.

(1949 Rev., S. 736; 1949, S. 317d; 1967, P.A. 894; 1971, P.A. 179, S. 1; P.A. 76-436, S. 285, 681; P.A. 78-154, S. 8; 78-280, S. 1, 127; P.A. 82-80; 82-472, S. 15, 183; P.A. 83-513, S. 3; P.A. 14-183, S. 1.)

History: 1967 act made appeals privileged, substituted state referee for three disinterested persons and provided that appeals not stay assessment collection although overpayments resulting from decision to reduce assessment would be refunded—previously appeals had served to stay all proceedings for collection; 1971 act required action on return day of court at least 12 but not more than 30 days after service rather than “the next return day or the next but one” as previously; P.A. 76-436 substituted superior court for court of common pleas, effective July 1, 1978; P.A. 78-154 substituted water pollution control authority for sewer authority; P.A. 78-280 deleted reference to “county”; P.A. 82-80 added the provisions relating to the mailing of copies of assessments; P.A. 82-472 deleted obsolete reference to county as venue for superior court; P.A. 83-513 provided that notice should be in a newspaper having a “general” circulation in the municipality; P.A. 14-183 designated existing provisions as Subsec. (a) and amended same by adding exception re Subsec. (b) and added Subsec. (b) re appeals to board of assessment appeals.

Section is the exclusive remedy available to a person aggrieved by an assessment of benefits levied for construction of municipal sewerage systems. 168 C. 514. Cited. 176 C. 497. Case brought under section is trial de novo. 179 C. 342. Cited. 190 C. 158; 192 C. 638; 195 C. 682; 213 C. 112; 216 C. 436; 231 C. 344; 236 C. 701.

Cited. 17 CA 166; 18 CA 508; 26 CA 540.

Cited. 43 CS 91.

[\(Return to Chapter](#) [\(Return to](#) [\(Return to](#)
[Table of Contents\)](#) [List of Chapters\)](#) [List of Titles\)](#)

Sec. 7-251. New and supplementary assessments. If any assessment is not valid or enforceable for any reason, a new assessment may be made. If any assessment is made which is not sufficient to cover the entire cost of the work to be paid for by such assessment, a supplementary assessment may be made by the water pollution control authority against those properties previously assessed to the end that a sum sufficient to pay the cost of such work may be obtained, provided no such supplementary assessment, together with the original assessment, shall exceed the value of the special benefit to accrue to the property against which the benefit is assessed.

(1949, S. 318d; P.A. 78-154, S. 9.)

History: P.A. 78-154 substituted water pollution control authority for sewer authority.

Cited. 179 C. 229.

August 31, 2016
W-P Project No. 13521A

Mr. C Frederick Shaw, Superintendent Pollution Control
Town Hall
1540 Sullivan Avenue
South Windsor, CT 06074

Subject: Ellington Road Pump Station Force Main Extension Project
Evaluation of Bids

Dear Mr. Shaw:

We have completed our review of the construction bids that were received on August 16th, 2016 for the Ellington Road Pump Station Force Main Extension Project. Based on our current knowledge of JDC Enterprises through project reference checks, we are not aware of any apparent reason why this contract should not be awarded to them as the low responsive and responsible bidder. As a result, we recommend that the Town award the project to JDC Enterprises for the total bid amount of \$102,000.00. Should the Town decide to proceed with the project based on the lowest total bid, we stand ready to assist the Town in submitting the necessary documentation for approval, awarding the contract, requesting the required bonds and insurance information, and executing the Contract Documents.

Bid Evaluation

On August 16th, 2016, four bids were received and reviewed, and a tabulation of the bids is attached to this letter. The bids ranged from \$102,000.00 to \$243,000.00. JDC Enterprises submitted the lowest total bid of \$102,000.00. This bid is approximately 17.6% lower than our base construction cost estimate of \$120,000.00 and approximately 39.21% lower than the next lowest responsible total bid of \$142,000.00. We have contacted JDC and verified that they are comfortable with their bid price.

With regard to their experience and ability to perform the project at hand, JDC Enterprises has sufficient experience to perform all excavation, backfill, paving, pipe placement, and other aspects of the project scope. As part of our bid evaluation process, we contacted two recent references; the MDC (The Metropolitan District) and the Town of Ellington. Both reference checks indicated that JDC Enterprises implemented, constructed, and completed recent, relevant, and successful projects. Attached to this letter are the questions and responses that were asked and provided to these two references for your review. In addition, JDC Enterprises worked for the Town of South Windsor from December 2015 through January 2016 to clear cut and land grade trees and brush at the Barton Open Space on Brookfield Street.

August 31, 2016

Page 2 of 2



Should you have any questions or desire additional information, please call Dennis Dievert Jr. or myself at 860-343-8297.

Sincerely,
WRIGHT-PIERCE

Lisa M. Muscanell-DePaola, PE
Project Engineer
lisa.muscanell@wright-pierce.com

Enclosures

cc: Michael Gantick, PE, Director of Public Works
Dennis A. Dievert, Jr., PE, Senior Project Manager, Wright-Pierce
Tim Friend, Town of South Windsor WPCF
File

Town of South Windsor,
Connecticut
Ellington Road Pump Station
Force Main Extension Project
BID TAB



August 16th, 2016 @ 2:00 P.M.
Engineer's Estimate \$120,000.00

BID QUANTITIES			JDC Enterprises			Gerber Construction			ESI			Ludlow		
	Item	Qty.	UNIT	UNIT AMT	BID	UNIT AMT	BID	UNIT AMT	UNIT AMT	BID	UNIT AMT	UNIT AMT	BID	BID
BASE BID														
1	4" Sewer FM Extension on Ellington Road (~225 LF of pipe between two manholes)	1	Lump Sum	\$80,000.00	\$80,000.00	\$120,000.00	\$120,000.00	\$149,738.60	\$149,738.60	\$149,738.60	\$221,000.00	\$221,000.00	\$221,000.00	\$221,000.00
2	Uniformed Police Officer Allowance	1	Allowance	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
3	Additional Permanent Paving Beyond Limits Shown	1	Allowance	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL BASE BID AMOUNT ITEMS (1 THROUGH 10)					\$102,000.00		\$142,000.00			\$171,738.60			\$243,000.00	

Memorandum

TO: Members of the South Windsor Water Pollution Control Authority

RE: FY 2016/2017 Residential Sewer User Charge Billing List

DATE: September 6, 2016

During the past year there have been 62 new residential sewer connections.

The proposed residential sewer billing list includes 8,265 accounts (of which 61 are multifamily units) totaling \$3,092,150.26 in revenue (5.2% increase over last year).

This year represents the second year of the implementation of the sewer user charge discount program. There were 219 eligible property owners accounting for \$62,027.90 in revenue. Program costs totaled \$18,924.40.



C.F. Shaw

Superintendent Pollution Control

**Water Pollution Control
Sewer User Charge Discount Program
FY 2016/2017**

No. Eligible Applicants	Discount (%)	User Chgs.	Program Cost
57	10	\$ 19,186.20	\$ 2,131.80
4	15	\$ 317.90	\$ 224.40
70	20	\$ 20,944.00	\$ 5,236.00
50	30	\$ 13,090.00	\$ 5,610.00
37	40	\$ 8,302.80	\$ 5,535.20
1	50	\$ 187.00	\$ 187.00
Total 219		\$ 62,027.90	\$ 18,924.40

**Water Pollution Control
Sewer User Charge Discount Program
FY 2015/2016**

No. Eligible Applicants	Discount (%)	User Chgs.	Program Cost
55	10	\$17,622.00	\$1,958.00
3	15	\$907.80	\$160.20
64	20	\$18,227.20	\$4,556.80
45	30	\$11,214.00	\$4,806.00
37	40	\$7,903.20	\$5,268.80
1	50	\$178.00	\$178.00
Total 205		\$56,052.20	\$16,927.80

NOTICE OF SEWER USER CHARGE REDUCTION

Dear Resident,

Please note that your Sewer User billing this year has been reduced from the current annual charge of \$374.00

The Water Pollution Control Authority (WPCA) has enacted new regulations that provide a percentile discount to all residents eligible for the Town's Property Tax Relief Program for the Elderly and Totally Disabled. The amount of this discount varies, based on income levels used for the property tax credit (see chart, below).

Because this is a new program, the WPCA will be monitoring its effectiveness, and may modify it in future years. In addition, please be aware that each year the WPCA establishes its sewer user charge based on budgetary requirements. Should our regular annual charge change, you will experience a change in your discounted charge, as well.

When you reapply for the Town's Property Tax Relief program, the Human Services Department will provide you with an application for the sewer discount program. The application can be obtained at the Human Services' offices at any other time, as well, and they will be glad to assist you in filling it out.

We are very pleased to offer this program to our eligible Town residents. Should you have any questions, please feel free to contact Fred Shaw at (860) 644-2511, ext. 247 or at fred.shaw@southwindsor.org.

Respectfully yours,

Richard Aries, Chairman
Water Pollution Control Authority
Town of South Windsor

Qualifying Income Sewer User Charge Discount Home Owners FY 2016/2017

Full Undiscounted Residential User Charge is \$374.00
Filing Period February 1 - May 15 of each year

Income		User Charge Credit %		Discounted User Charge	
Over	To	Married	Unmarried	Married	Unmarried
\$0	\$17,600	50%	40%	\$ 187.00	\$ 224.40
\$17,600	\$23,600	40%	30%	\$ 224.40	\$ 261.80
\$23,600	\$29,500	30%	20%	\$ 261.80	\$ 299.20
\$29,500	\$35,200	20%	10%	\$ 299.20	\$ 336.60
\$35,200	\$42,700	10%	0%	\$ 336.60	\$ 374.00

MEMORANDUM

TO: Members of the Water Pollution Control Authority

FROM: C. F. Shaw, Superintendent Pollution Control

RE: Commercial User Charge Adjustment
Account 300080

DATE: September 6, 2016

The following adjustments are recommended for WPCA approval to account for meter reporting errors for the past three years for Account 300080.

<u>Fiscal Year.</u>	<u>Flow (gallons)</u>		<u>User Charge</u>		<u>Rebate</u>
	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	
2015/2016	561,289	218,715	\$2,378.75	\$926.00	\$1,451.91
2014/2015	503,716	195,669	\$2,134.76	\$829.26	\$1,305.50
2013/2014	445,320	131,947	\$1,791.03	\$530.63	\$1,260.40

C-6



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074

TELEPHONE (860) 644-2511

January 5, 2016

Dear Customer:

RE: Private Meter Reports

This letter is a reminder to you that in order to continue to receive credit on your annual sewer user charge bill, for water not discharged to the sanitary sewer, you must report your meter reading(s) by January 31st of each year for the preceding calendar year.

In the space below, please record the meter reading and specify the units (gallons, cubic ft) for each meter and submit to my attention by email at Fred.Shaw@southwindsor.org or fax to (860) 644-7280. Please feel free to contact me (860-644-2511 ext. 247) if you have any questions. Thank you for your cooperation.

Sincerely,

C. Fred Shaw, Superintendent
Water Pollution Control

Address: 45 South Satellite Road

For Period: 10 2014 to 11 2015
(Month) (Year) (Month) (Year)

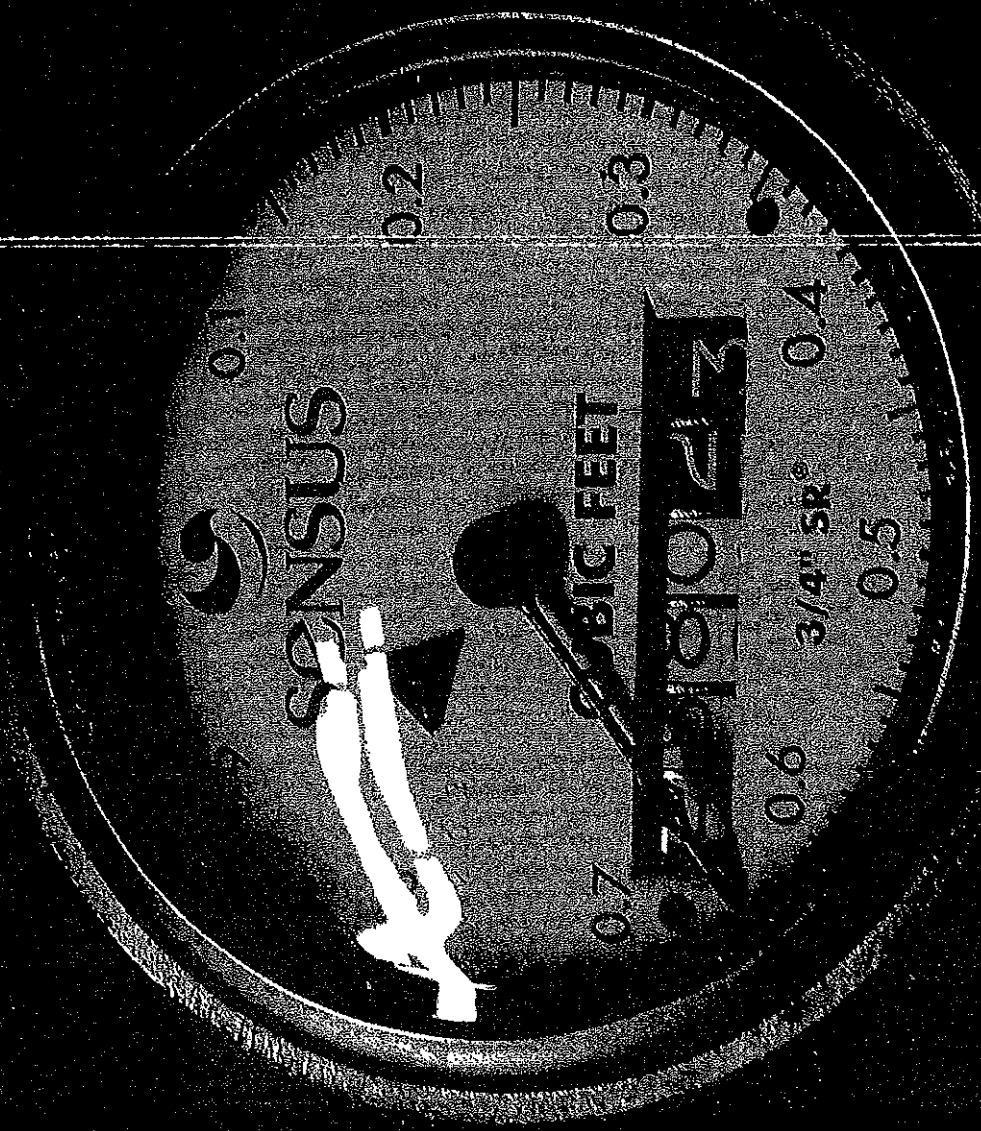
	owner meter	Meter No.	Meter No.	Meter No.
Units				
Beginning Reading	<u>2421.63</u>			
End Reading	<u>2880.23</u>			
Total:	<u>458.60</u>			

45,860 cubic feet

The undersigned is a principal officer or owner of the business Mercury Realty Company, L.L.C.
P.O. Box 945 (company name)
located at Farmington, CT and does hereby certify that the information provided in this
(address) 06034-0945
affidavit is accurate and represents water not discharged to the Town's sanitary sewage system.

<u>Karl Brooks</u>	Property Manager		<u>01/12/2016</u>
Print Name	Title	Signature	Date

*property
accountant* *Rose M. Paradise 9-1-16*





Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 644-2511

December 19, 2014

Dear Customer:

RE: Private Meter Reports

This letter is a reminder to you that in order to continue to receive credit on your annual sewer user charge bill, for water not discharged to the sanitary sewer, you must report your meter reading(s) by January 31st of each year for the preceding calendar year.

In the space below, please record the meter reading and specify the units (gallons, cubic ft) for each meter and submit to my attention by email at Fred.Shaw@southwindsor.org or fax to (860) 644-7280. Please feel free to contact me (860-644-2511 ext. 247) if you have any questions. Thank you for your cooperation.

Sincerely,

C. Fred Shaw, Superintendent
Water Pollution Control

Address: 45 South Satellite Road

For Period: 11 2013 to 10 2014
(Month) (Year) (Month) (Year)

	owner meter		
Beginning Reading	<u>1976.22</u>	Meter No. <u> </u>	Meter No. <u> </u>
End Reading	<u>2421.63</u>	<u> </u>	<u> </u>
Total:	<u>445.41</u>	<u> </u>	<u> </u>

445.41 cubic feet

The undersigned is a principal officer or owner of the business Mercury Realty Company, L.L.C.
P.O. Box 945 (company name)
located at Farmington 06034 and does hereby certify that the information provided in this
(address)
affidavit is accurate and represents water not discharged to the Town's sanitary sewage system.

KARL BROOKS Property Manager Karl Brooks 1-14-15
Print Name Title Signature Date

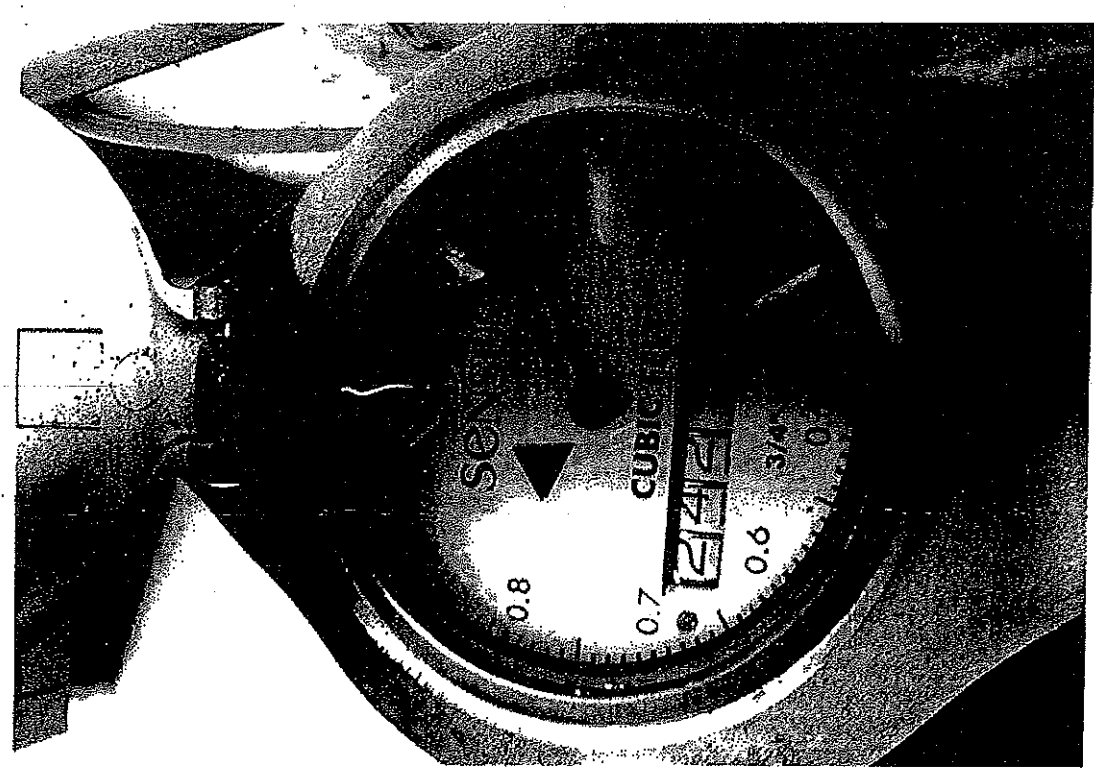
*Property
accountant*

Rose M. Paule 9776

C-6

Mercury Realty Company, L.L.C.
property location:
45 South Satellite Road

2-09	11111		
8-30-10	788	17	
8-10-10	403	67	
9-9-10	467	71	
9-30-10	550	63	
10-3-11	930	75	
10-24-12	1493	62	
11-15-13	1976	22	
12-31-14	2421	65	



Shaw, Fred

From: Dennis A. Dievert [dennis.dievert@wright-pierce.com]
Sent: Sunday, September 04, 2016 7:33 AM
To: Lisa M. Muscanell; Friend, Timothy; Shaw, Fred
Subject: RE: So Windsor Covers Revised Bolts system

To expand further, what this does is provide for removal of the panels from above upon removal of the bolts which is the way it was supposed to be from the beginning and the way the submittal was initially approved. How we got here, as you know, is because Structural did not tap the bolts requiring removal from underneath the cover making it almost impossible.

The caveat here is that we would release the remaining retainage a few months early with no additional costs to MWF. All bonds will still be in effect until next year.

It is embarrassing to all parties that this has taken so long. I want you to know that we there has been a lot of behind the scenes work to bring this to a close and understand that you should get what you paid for.

We recommend allowing Wright-Pierce to write a response letter Steve Roach promising the release the retainage following completion of the work and demonstration of cover removal to the satisfaction of the town.

Please let me now if you agree and we can prepare that letter.

Dennis Dievert Jr., PE | Project Manager

169 Main Street | 700 Plaza 3rd Floor | Middletown, CT 06457
Office: 860.343.8297 | **Direct:** 860.852.1920 | **Cell:** 860.559.8293

WRIGHT-PIERCE Water | Wastewater | Infrastructure
[Facebook](#) .. [LinkedIn](#) .. [Twitter](#) .. [Blog](#) .. [Flickr](#)

From: Lisa M. Muscanell
Sent: Friday, September 02, 2016 1:41 PM
To: Friend, Timothy <Timothy.Friend@southwindsor.org>; Shaw, Fred <Fred.Shaw@southwindsor.org>
Cc: Dennis A. Dievert <dennis.dievert@wright-pierce.com>
Subject: FW: So Windsor Covers Revised Bolts system

Tim and Fred,

We finally received in writing the proposed plan for the clarifier covers.

Please review. If you accept this solution, we will advise MWF that they may schedule the work.

Dennis or I will call Fred on Tuesday to follow-up.

9/6/2016

Thank You,
Lisa

Lisa M. Muscanell-DePaola, PE | Project Engineer

169 Main Street | 700 Plaza Middlesex | Middletown, CT 06457
Office 860.343.8297 | **Direct** 860.852.1912

WRIGHT-PIERCE **Water ~ Wastewater ~ Stormwater ~ Infrastructure**
Facebook Linkedin Twitter Blog Flickr

From: sroachct@aol.com [<mailto:sroachct@aol.com>]
Sent: Friday, September 02, 2016 12:50 PM
To: Lisa M. Muscanell <lisa.muscanell@wright-pierce.com>
Subject: So Windsor Covers Revised Bolts system

Lisa
Please review the attached letter and drawing regarding the revised bolt system to hold the Covers in place . This revised bolt system will result in the operators being able to remove the covers without entering the Clarifier Effluent Channel.
Stephen Roach

9/6/2016

WESCOR *Associates, Inc.*

P.O. Box 370 - 686 South Street
Wrentham, MA 02093

Phone: (508) 384-8921

Fax: (508) 384-8953

DATE: 9/2/2016

Wright Pierce Engineers
169 Main Street
700 Plaza Middlesex
Middletown, Ct 06457

Att: Lisa M. Muscanell - DePaola PE.

SUBJECT: So Windsor WWTP Covers , Revised Work

Dear Lisa:

We are pleased to present the attached MWF (Midwestern Fabricators) drawing that revises the bolts and nuts that attached the panels to the four Clarifiers. The revised change will be performed under the direction of MWF on site . Structures Contracting is aware of the changes preposed and agree to them.

The Drawing shows the existing bolts at the outer wall and panel seams to be removed and replaced with Self Tapper bolts. The bolt and nut at the vertical support needs to remain for structural reasons. That bolt and nut can be easily be unbolted by opening the access door which is hinged.

The revised procedure will need to be approved prior to MWF scheduling the work.

The work proposed by MWF and Structure Contracting is to be part of the original contract price.

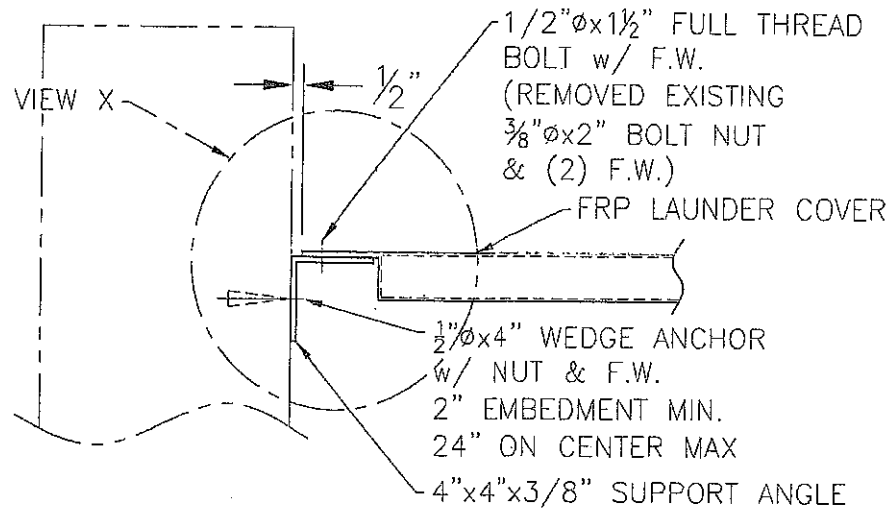
MWF has an outstanding balance of \$ 9,910.00 which they would like to have paid to them following acceptance of the Revised work .

Following your review, please advise how we may assist you further.

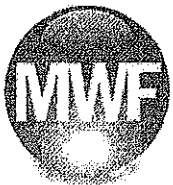
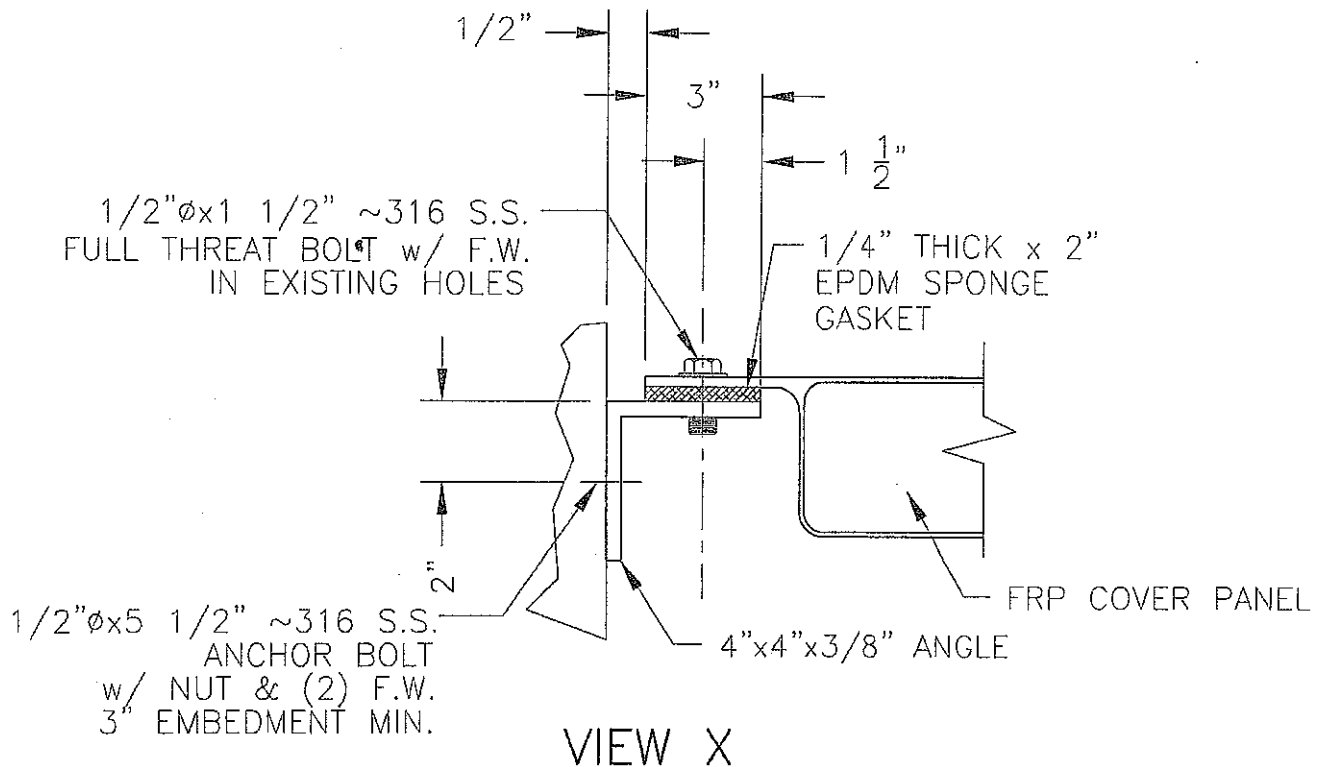
Very truly yours,



Stephen Roach



**TYP PANEL CROSS SECTION
@ BACK FLANGE**



**Midwestern
Fabricators**

**SOUTH WINDSOR WPCF
SECONDARY CLARIFIERS 1-4
REVISED BACK FLANGED CONNECTION**

DIMENSIONS

DATE DRAWN	DRAWN BY	CHECKED BY	APPROVED BY	PROJECT NUMBER	DRAWING NUMBER	REV
08/16	CJC			6710	6710-A04	A

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: August 24, 2016

As of July 31, 2016 total sewer receivables are \$777,294. This balance represents 51 Commercial accounts totaling \$53,647 and 1,516 Residential accounts totaling \$723,646. The chart below has additional detail by category and year:

	Principle Balance	Fees	Interest through 07/31/2016	Total Sewer 07/31/2016
2006	\$ 222	\$ 24	\$ 416	\$ 662
2007	\$ 240	\$ -	\$ 407	\$ 647
2008	\$ 264	\$ -	\$ 400	\$ 664
2009	\$ 304	\$ 24	\$ 406	\$ 734
2010	\$ 340	\$ 24	\$ 393	\$ 757
2011	\$ 288	\$ -	\$ 281	\$ 569
2012	\$ 340	\$ -	\$ 270	\$ 610
2013	\$ 1,186	\$ 24	\$ 727	\$ 1,937
2014	\$ 5,014	\$ 24	\$ 1,852	\$ 6,889
2015	\$ 6,892	\$ 24	\$ 1,710	\$ 8,626
2016	\$ 29,344	\$ 24	\$ 2,184	\$ 31,553
Commercial	\$ 44,434	\$ 168	\$ 9,045	\$ 53,647
2006	\$ 222	\$ 121	\$ 433	\$ 775
2007	\$ 240	\$ 89	\$ 428	\$ 757
2008	\$ 2,300	\$ 331	\$ 2,846	\$ 5,476
2009	\$ 5,241	\$ 486	\$ 6,198	\$ 11,924
2010	\$ 8,952	\$ 650	\$ 10,064	\$ 19,665
2011	\$ 12,875	\$ 998	\$ 11,823	\$ 25,696
2012	\$ 27,436	\$ 1,731	\$ 21,708	\$ 50,875
2013	\$ 48,881	\$ 2,898	\$ 31,160	\$ 82,939
2014	\$ 72,355	\$ 4,528	\$ 35,298	\$ 112,181
2015	\$ 107,267	\$ 6,968	\$ 35,991	\$ 150,226
2016	\$ 213,159	\$ 15,598	\$ 34,374	\$ 263,131
Residential	\$ 498,928	\$ 34,396	\$ 190,322	\$ 723,646
Total	\$ 543,362	\$ 34,564	\$ 199,368	\$ 777,294

Please Note: Totals for July 2016 Sewer Receivables include 2016.

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: July 7, 2016

As of June 30, 2016 total sewer receivables are \$500,345. This balance represents 27 Commercial accounts totaling \$30,242 and 886 Residential accounts totaling \$470,103. The chart below has additional detail by category and year:

	Principle Balance	Fees	Interest through 06/30/2016	Total Sewer 06/30/2016
2006	\$ 222	\$ 24	\$ 413	\$ 659
2007	\$ 240	\$ -	\$ 403	\$ 643
2008	\$ 264	\$ -	\$ 396	\$ 660
2009	\$ 304	\$ 24	\$ 401	\$ 729
2010	\$ 340	\$ 24	\$ 388	\$ 752
2011	\$ 288	\$ -	\$ 276	\$ 564
2012	\$ 340	\$ -	\$ 265	\$ 605
2013	\$ 1,186	\$ 24	\$ 709	\$ 1,919
2014	\$ 5,014	\$ 24	\$ 1,777	\$ 6,814
2015	\$ 14,792	\$ 24	\$ 2,080	\$ 16,896
Commercial	\$ 22,990	\$ 144	\$ 7,108	\$ 30,242
2006	\$ 222	\$ 121	\$ 430	\$ 772
2007	\$ 240	\$ 89	\$ 425	\$ 754
2008	\$ 2,300	\$ 331	\$ 2,811	\$ 5,441
2009	\$ 5,545	\$ 510	\$ 6,381	\$ 12,436
2010	\$ 9,379	\$ 674	\$ 10,348	\$ 20,400
2011	\$ 13,177	\$ 1,022	\$ 12,113	\$ 26,312
2012	\$ 28,205	\$ 1,810	\$ 22,715	\$ 52,730
2013	\$ 50,648	\$ 3,018	\$ 31,513	\$ 85,179
2014	\$ 74,352	\$ 4,654	\$ 35,610	\$ 114,616
2015	\$ 109,353	\$ 7,088	\$ 35,022	\$ 151,463
Residential	\$ 293,420	\$ 19,315	\$ 157,368	\$ 470,103
Total	\$ 316,410	\$ 19,459	\$ 164,476	\$ 500,345