

Received 7/3/18 @ 3:30 PM
Courtney Cannella, ATC

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

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

**SPECIAL MEETING
SPRENKEL ROOM, TOWN HALL**

AGENDA

**7:00 P.M.
JULY 10, 2018**

- A. ROLL CALL
- B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS
 - 1. June 5, 2018, Public Hearing
 - 2. June 5, 2018, Regular Meeting
- C. NEW BUSINESS
 - 1. Electro Methods Inc., 519 Nutmeg Road North (Approval to Increase Flow Rate)
 - 2. Office of MK Construction Inc., Troy Road (Approval to Connect)
 - 3. 915 Strong Road (Discussion)
 - 4. Extending sewer with Eli Terry construction (Discussion)
 - 5. Sullivan Avenue Siphon Contractor (Approval to Award Project)
- D. COMMUNICATIONS AND REPORTS
 - 1. CIP Report
 - a. Vegetation Management Plan
 - b. Miller Road
 - c. CIP account review outline for September meeting
 - d. New CIP Strategy
 - 2. Discount Program Feedback
 - 3. Taxserv and Constables
- E. PUBLIC PARTICIPATION (Items not on the agenda)
- F. BILLS, CHANGE ORDERS, DISBURSEMENTS
- G. UNFINISHED BUSINESS
- H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS
- I. ADJOURNMENT

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A. ROLL CALL

Members Present: Erik Dabrowski, Carol Fletterick, Toby Lewis, Thomas Ruby and Stephen Wagner

Members Absent: Richard Aries, Patrick Soucy

Alternates Absent: Vicki Paliulis

Staff Present: Tony Manfre, Superintendent of Pollution Control
Ether A. Diaz, Recording Secretary
Jeff Lemay, Plant Operator

Others Present: Bill Jodice, PDS Engineering & Construction, Inc.
Reshma Gandhi, 915 Strong Road

Chairman Richard Aries was not in attendance this evening. Ms. Carol Fletterick, WPCA Secretary called the meeting to order at 7:00 p.m. The following actions were taken during the July 10, 2018 Special Meeting of the Water Pollution Control Authority (WPCA).

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. June 5, 2018 – Public Hearing

Motion was made to accept the minutes of the June 5, 2018, public hearing as presented.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Toby Lewis.
The motion carried unanimously

2. June 5, 2018 – Regular Meeting

Motion was made to accept the minutes of the June 5, 2018, regular meeting as amended.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Toby Lewis.
The motion carried unanimously

C. NEW BUSINESS

1. Electro Methods Inc., 519 Nutmeg Road North (Approval to Increase Flow Rate)

Mr. Bill Jodice, Vice President of PDS Engineering & Construction, Inc. presented the application. Mr. Jodice reported that Electro Methods is constructing a new facility located at their property on 519 Nutmeg Road North in South Windsor, Connecticut.

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The new facility will be used for the manufacturing of jet engine parts, inspection of the parts and then storage of material until shipped. This facility will employ a maximum of 30 people, 20 of the positions will be new hire, said Mr. Jodice.

Mr. Erik Dabrowski, Vice Chairman arrived at 7:03 p.m.

Mr. Jodice explained that the project will be constructed in two phases. Phase 1 constructed this year, will have approximately 59,000 square feet. Phase 2 which will be completed within the next 5 years, will be 11,000 sqft. A new sanitary tie in at the street will not be required. The sanitary line exiting the building will tie into the existing sanitary line already on the property. Mr. Jodice was seeking approval to increase the flow rate as the new facility will have one set of bathrooms and will increase the outflow to the sanitary by 750 gallon per day. There will be no floor drains in the proposed building.

Motion was made to approve the request to increase the flow rate to the Town's sanitary sewer system from a proposed new facility located at 519 Nutmeg Road North, South Windsor, CT, by 750 gallons per day; as more specifically shown on plans entitled "Electro-Methods, Inc., 519 Nutmeg Road North, South Windsor, CT", Prepared by PDS Engineering & Construction, Inc.; "Site Grading & Utility Plan C-101 dated 6/14/2018.

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

2. Office of MK Construction Inc., Troy Road (Approval to Connect)

At this time there was no one in attendance this evening to present this project.

Motion was made to move to Item C3 "915 Strong Road (Discussion)".

The motion was made by Mr. Stephen Wagner and seconded by Mr. Toby Lewis.
The motion carried unanimously.

3. 915 Strong Road (Discussion)

Ms. Reshma Gandhi of 915 Strong Road was in attendance this evening. Ms. Gandhi explained that she purchased the property in April of 2010. She explained that her family friends recently bought a property in Glastonbury with septic, which is when she realized that septic requires pumping and that they might be overdue on septic pumping. She contacted the real estate agent they bought from and was informed that the Town does not have any records of this property connected to sewer. Ms. Gandhi contacted Skips who came to assess the property for septic location and could not find it. Ms. Gandhi contacted the Town for information regarding the property wastewater service. Mr. Tony Manfre, Superintendent of Pollution Control scheduled a dye test for July 3rd which proved that the property is connected to public sewer. Mr. Manfre

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explained that this house was built in 1987 and the plot plans show that a lateral was installed and connected to the public sewer, however, the property is not on the residential billing list. Also, there is no record of a paid benefit assessment, connection charge or drain layers permit on file. The property has been added to the residential billing list after confirmed connection to the Town's sewer system, said Mr. Manfre.

Mr. Stephen Wagner asked for the possibility of having the title insurance to pay for the in arrears user charge bills. Ms. Gandhi explained that at the time she purchased the house there were not any liens on the property. Mr. Wagner recommended seeking legal opinion on this matter to seek payment of unbilled sewer fees perhaps through the title insurance company. Ms. Gandhi responded that she hopes she does not get penalized since she's the one that reported to the Town of this matter.

Members of the Authority asked Mr. Manfre to seek legal opinion on this matter and to add this to the September meeting Agenda.

The motion was made to table further action on this matter to obtain a legal opinion.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Toby Lewis.
The motion carried unanimously.

4. Extending sewer with Eli Terry construction (Discussion)

Mr. Tony Manfre reported that a neighbor to Eli Terry Elementary School requested that the Town and WPCA consider extending sewer to eleven (11) properties that are currently not served by public sewer during the construction of the new school. The Engineering Department has drafted a proposed sewer extension that is estimated to cost \$300,000. Mr. Manfre was asking for feedback from members of the Authority. Mr. Manfre reviewed with the Authority the proposed plans designed by the Town's Engineering Department.

Mr. Toby Lewis asked if this will be more cost effective to do it during the school construction project. Mr. Manfre responded that it will be cost effective because the school is going to have equipment, the manpower and be doing the digging. There will be two obstacles if the Authority decides to extend the sewer at a later date; one is that there is a fence and also there is one road crossing.

Mr. Stephen Wagner left the meeting at this time (7:30 p.m.)

Mr. Thomas Ruby asked Mr. Manfre if the Rye Street pump station can handle the proposed additional flow from Griffin Road. Yes, said Mr. Manfre.

There was a consensus to have Mr. Manfre contact the eleven property owners to determine how many people are interested in having sewer available to their property and also contacting the Board of Education to determine if extending sewer during their construction project is doable and or feasible.

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5. Sullivan Avenue Siphon Contractor (Approval to Award Project)

Mr. Tony Manfre reported that 5 bid proposals were received ranging from \$507k to \$873k. The low bidder had a clerical error when they were adding up their numbers, so they withdrew their bid. The next lowest bidder was True Blue Environmental; the project cost was bid at \$626,853. The Engineering costs for full time inspection and project coordination is in the amount of \$95,600 resulting in a project total cost of \$722,453. There is a 10% contingency (\$72,000). It is Wright-Pierce recommendation to award this project to True Blue Environmental.

Vice Chairman Dabrowski expressed concern on the total cost for having an engineer inspecting the work. He asked Mr. Manfre to try to have this cost reduced.

Motion was made to award the contract to True Blue Environmental for the Sullivan Avenue Siphon project.

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

Motion was made to authorize Mr. Tony Manfre, Superintendent of Pollution Control to negotiate the Engineering Services Agreement for administration and inspection fees for the Sullivan Avenue Siphon project and funds not to exceed \$95,600.

The motion was made by Mr. Thomas Ruby and seconded by Ms. Carol Fletterick.
The motion carried unanimously.

4. Office of MK Construction Inc., Troy Road (Approval to Connect)

The applicant for this project was not in attendance this evening. Mr. Tony Manfre presented the application. He explained that this is a proposed building on Troy Road. They are proposing three bathrooms and a bay garage for equipment storage. There will be no floor drains and this will be a gravity fed sewer lateral, said Mr. Manfre. The applicant will be required to install a private meter on the well. Mr. Manfre was uncertain as to whether or not the applicant will be washing equipment at this location. Therefore, it was decided to table this matter for next meeting.

Motion was made not to take any action on this matter and ask the project engineer to present the proposed project at the next WPCA meeting.

The motion was made by Mr. Thomas Ruby and seconded by Mr. Toby Lewis.
The motion carried unanimously.

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D. COMMUNICATIONS AND REPORTS

Mr. Tony Manfre reported on the following items:

1. CIP Report

- a. Vegetation Management Plan: all areas have been completed; this includes the land clearing and spraying of herbicides on Areas 1 and 2. They are in process of creating a punch list of items. Mr. Manfre will be meeting this week with the contractor to create a final completion schedule before issuing a payment.
- b. Miller Road: the construction started on June 25, 2018. There was a slow start due to ledge on Brightman Circle. This project is expected to be completed by August 17, 2018.
- c. CIP account review outline for September meeting: As a friendly reminder, Mr. Manfre reported that in the September meeting he will be reviewing with members of the Authority all Capital Improvements projects and accounts that are opened.
- d. New CIP Strategy: Mr. Manfre reported that discussion ensued during the last WPCA meeting about looking at some projects to put on the Agenda that may be eligible for referendum. In lieu of that, Mr. Manfre met with Mr. Thomas Ruby and Mr. Stephen Wagner to discuss this matter. Mr. Manfre presented a couple of different options that would save taxpayers money but not necessarily reduce the sewer user rates. Mr. Manfre explained that the referendum that the Town is bonding is at 4% interest rate. Mr. Thomas Ruby explained that if the Authority merge with the Town for referendum it will cost citizens of the Town more to pay off the bonds than if the Authority go with the Clean Water Fund loans at a 2% interest rate.

2. Discount Program Feedback

Mr. Manfre explained that he contacted Ms. Andrea Cofrancesco, Human Services Director to obtain any feedback on this program. She stated that the people are pleased with it. She also suggested if the Authority can offer this program to the "local option" people. These are people who have a slightly higher income from regular state programs. The Authority asked Mr. Manfre to find out how many people would that involve and the cost. Also, the Authority recommended for the possibility to offer the sewer discount to the Veterans in Town.

3. Taxserv and Constables

Mr. Tony Manfre reported that Taxserv collected \$12,893.07 (net \$11,221.96). The outstanding balance of \$415,125.21, see Exhibit A. The Constables collected \$1,020.34. The current residential collection rate is 97.13%; and the current commercial collection rate is 91.5%. The overall collection rate is 95.44%.

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E. PUBLIC PARTICIPATION (Items not on the agenda)

None

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

None

G. UNFINISHED BUSINESS

None

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

None

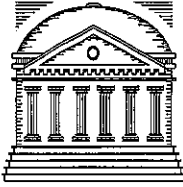
I. ADJOURNMENT

Motion was made to adjourn the meeting at 8:20 p.m.

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

Respectfully Submitted,

Ether A. Diaz
Recording Secretary



TAXSERV CAPITAL SERVICES, LLC

MUNICIPAL TAX SERVICES

21 Oak Street, Suite 301

Hartford, CT 06106

TELEPHONE (860) 724-9100 ♦ FACSIMILE (860) 727-1080

E-MAIL: taxserv@taxserv.com

Exhibit A

July 10, 2018

Via Email

Anthony Manfre

Superintendent

Town of South Windsor

Water Pollution Control Authority

1540 Sullivan Avenue

South Windsor, CT 06074

Re: Professional Services Agreement dated April 1, 2018 ("Contract")
Monthly Collections Report for June 2018 ("Report")

Dear Mr. Manfre:

The following presents the collections report for the delinquent accounts placed with TaxServ Capital Services, LLC ("TaxServ") for the month of June 2018.

1. Status for June 2018: The following Table 1 presents the characteristics of the bills placed for collection with interest, costs accrued and collections through June 2018:

Number of Active Bills/Accounts: 753 / 356

Lien Age Range: 2008-2018

Table 1

Category	Original Balance ⁽¹⁾	Collected Amount ⁽²⁾	Current Balance ⁽³⁾
Principal	\$568,199.67	\$318,221.43	\$249,290.98
Interest	\$177,636.10	\$144,659.06	\$98,504.76
Collection Fee	\$111,875.37	\$70,600.98	\$52,169.36
Costs of Collection	\$36,136.83	\$23,772.24	\$15,160.11
Total Receivable	\$893,847.97	\$557,253.71	\$415,125.21

Total gross historical collections are \$557,253.71 (\$486,652.73 net of collection fees). Total gross collections in June 2018 are \$12,893.07 (\$11,221.96 net of collection fees) and described in Table 2. A report that details the Table 2 collections is attached hereto as Schedule A.

Table 2

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$6,854.97	\$1,638.91	\$384.00	\$8,877.88	\$1,333.93	\$10,211.81
TaxServ	\$1,741.13	\$506.95	\$96.00	\$2,344.08	\$337.18	\$2,681.26
Grand Total	\$8,596.10	\$2,145.86	\$480.00	\$11,221.96	\$1,671.11	\$12,893.07

2. Table 3 provides a summary of Schedule B which provides total number of attempts to collect for both Outstanding and Redeemed accounts.

Table 3

Description	June 2018 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	6	1,243	7
Redeemed	3	1,146	6
Grand Total	9	2,389	6

3. Collection Charts: Attached hereto as Schedule A1 through Schedule A3 are the collection charts providing for monthly and cumulative collections, monthly collection comparison and collection rates by Grand List year. Schedule B provide the detail and summary of attempts made to collect.

Thank you and please advise if you have any questions or comments.

Sincerely,



Maria Thomas
Service Manager
TaxServ Capital Services, LLC
Phone: (561)799-9626 ext 303
Email: mthomas@taxserv.com

cc: Mr. Roger Blain
Ms. Rhonda Gelormino

SCHEDULE AI
South Windsor CT - TAXSERV CAPITAL SERVICES, LLC
MONTHLY COLLECTIONS FOR THE PERIOD June 2017 THROUGH June 2018

