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2021 APR 26 AM 11:40

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**Board of Finance  
Special Meeting  
April 21, 2021 6:30 PM  
Zoom Meeting ID 872 7749 5961**

1. The meeting was called to order at 6:34 pm.
2. Present via Zoom were Chairman Francis Moriarty, members Steve Geryk, Matthew McKenney, Tony Pellegrino, Dave Walsh, and alternate members Richard Shuck and Conrado Ulloa. Upon motion of Mr. Walsh and seconded by Mr. McKenney, the Board voted unanimously to seat Mr. Ulloa for absent member Sal Titus. A quorum was established.

Also present was Water Pollution Control Facility Superintendent Richard F. Hartenstein Jr.

3. Upon motion of Mr. McKenney and seconded by Mr. Pellegrino, the Board unanimously approved the minutes of the April 5, 2021 special meeting.
4. Prior to the meeting, Board of Finance members received a copy of the approved FY 2021/2022 Water Pollution Control Authority (WPCA) budget from Mr. Hartenstein. (see attached)

Mr. Hartenstein reviewed the expenditures which show an increase of 6% (\$137,614) plus a 5% (\$6,881) increase in the Adjustment for Uncollected Fees, for an overall increase of \$144,495. The budget will necessitate a sewer user fee of \$370.00, which is an increase of \$50 over the FY2020/21 sewer user fee. He said that there was no rate raise in FY2020/21 due to Covid.

Mr. Hartenstein stated that a new employee will be added, bringing the workforce at the WPCF plant to seven. He explained that the WPCA has not been able to secure qualified part time summer help, and that the new full time employee will allow another person to be trained for the future. Other increases include capital outlay for line maintenance and vehicle replacement, sewer line maintenance for manhole replacement, sludge disposal, utilities, bond payment for RT 190, an allocation for the future inflow/infiltration sinking fund, engineering services, insurances and benefits.

The Board reviewed the capital outlay 5-10 year plan which was presented (see attached). Other areas of discussion included the capacity of connecting additional residential homes, local industry and discharge increases, electricity costs and solar credits.

The Board discussed the 3M plant and the impact its expanded production activity has had on the WPCF. Mr. Hartenstein said that 3M will be making an investment of 7-10 million dollars to

upgrade wastewater pre-treatments at the 3M plant, but that at the present time, a significant negative impact due to the increased production has been seen at the WPCF. Further discussed was the possibility of the town receiving stimulus funding for upgrades to the WPCF, the increase in surcharge to 3M as noted on the budget document, and a possible timetable for the 3M upgrades.

The Board discussed the issue of plant capacity and possible expansion of sewer lines and sewer users. Upon motion of Mr. Walsh and seconded by Mr. Ulloa, the Board voted unanimously to request of the WPCA a 50 year projected study of the likely costs to expand sewer lines and service townwide.

5. Upon motion of Mr. Walsh and seconded by Mr. Pellegrino, the Board adjourned at 7:19 PM.

Respectfully submitted,



Erin Kirchhoffer  
Recording Secretary

(attachments)

***The video recording of the meeting is posted to the Town Website [www.staffordct.org](http://www.staffordct.org)***

# WPCA 2021-2022 Budget

4/20/2021	\$370.00 a Year			
WPCF	Approved	Proposed		
	2020-2021	2021-2022	% Increase or Decrease	Different
Salaries: Operational Personnel	418,883	476,022	13.6%	57,139 Wages for 7 WPCF employees
Salaries: Overtime-Weekends	13,000	13,000	0.0%	0 contracted weekend work
Salaries: Overtime-Call-Ins	8,000	10,000	25.0%	2,000 emergency call-ins
Salaries: Overtime-On-Call	5,400	6,225	15.3%	825 on-call
Fees: Recording Secretary	1,200	1,200	0.0%	0 \$75 per monthly meetings plus any special meetings
Uniform Allowance	3,200	3,700	15.6%	500 \$1400 boot allow; \$2,300 Uniforms
FICA/Medicare Emp.	34,000	36,000	5.9%	2,000 Federal and State withholding - taxes 7.65% of salaries
Workers Comp Policy	19,300	23,000	19.2%	3,700 annual premium allocation to USI
Unemployment				
Group Health & Life	110,000	110,000	0.0%	0 bimonthly payment for employee health benefits
Employee retirement	77,200	83,694	8.4%	6,494 annual contribution to Pension Plan
Public Official Policy	0	0	#DIV/0!	0 annual premium allocation to USI
General Liability Policy	36,257	42,000	15.8%	5,743 annual premium allocation to USI
Property Policy	0	0	#DIV/0!	0 annual premium allocation to USI
Commercial Lines Fee	0	0	#DIV/0!	0 annual premium allocation to USI
Excess Liability Policy	0	0	#DIV/0!	0 annual premium allocation to USI
Auto Policy	0	0	#DIV/0!	0 annual premium allocation to USI
Postage	2,500	2,500	0.0%	0 special mailings including postage meter
Public notices-Liens	4,750	4,750	0.0%	0 6 legals for collections @ \$500; Notices pertaining to changes, lien recordings
Legal Services	4,600	4,600	0.0%	0 2 semiannual payment of \$1000 to Paradiso and Muska for legal services;
Engineering Consultation	1,000	10,000	900.0%	9,000 misc. professional advica
Cont. Service/Agreements	20,000	23,000	15.0%	3,000 Collections Software Support, Copiers, Scada Retainer
Repair & Maintenance: Vehicles	15,000	15,000	0.0%	0 general mechanic repairs
Repair & Maint : Plant	107,500	100,000	-7.0%	7,500 buildings, UV, filters, equipment maintenance
Continuing Education	3,500	5,000	42.9%	1,500 memberships to WPCA organizations, classes and books
Test: Heavy Metals & Toxic	20,000	22,000	10.0%	2,000 in/eff samples for ammonia, copper, lead, zinc, quarterly test toxicity of sludge
Drug & Alcohol tests/misc	637	750	17.7%	113 annual cost / random drug tests for CDL/Class A employees
Utilities: Electricity	120,000	143,200	19.3%	23,200 Plant: Pump Stations - Lake Shore; Meadow; Orcutt; W. Staff
Utilities: Water	1,200	1,200	0.0%	0 \$275 per quarter for plant
Utilities : Heat	21,600	21,600	0.0%	0 13500 gallons @ \$1.80
Utilities: Diesel for Generators	1,500	3,000	100.0%	1,500 fuel to enable generators to run
Disposal of Sludge	115,200	130,000	12.8%	14,800 monthly avg. disposal fee of \$10,500
Telephone	10,000	10,000	0.0%	0 monthly internet / phone for plant / PS alarms; cell phone reimb.
Insurance Bonding	200	200	0.0%	0 Annual payment for Bond certificate for Collector of Revenues
Office Supplies	4,300	4,300	0.0%	0 Basic office needs - paper, folders; binders, clips, etc.; stationary & forms
Laboratory, Supplies & Mat.	10,000	10,000	0.0%	0 test papers, cylinders, filters, cones and general lab necessities
Process Chemicals	31,300	27,300	-12.8%	4,000 Odeur Control RT 190 PS, Sludge Thickening; Alkalinity for Nitrification
Equipment/Supplies	5,000	5,000	0.0%	0 General needs for facility maintenance
Vehicle Gas & Oil	15,000	12,000	-20.0%	3,000 6,500 avg yearly gallons x \$1.85
Sewer Line System Maintenance	50,000	83,100	66.2%	33,100 main sewer pipe maint; Manhole replacement;
Pump Stations	30,000	1,000	-96.7%	29,000 pump station maintenance
State Inspection/Permit Fees	17,500	17,500	0.0%	0 \$2,400 NPDES Yearly Fee; \$15,000 Est Cost for Nitrogen Credit Exchanges
CAP - Spec. Rev. Comp. Fund	10,000	2,500	-75.0%	7,500 sinking fund for future benefit payout
CAP - Pump Stations	5,000	5,000	0.0%	0 sinking fund for future pump station improvement
CAP - Line Maint	55,000	100,000	81.8%	45,000 sinking fund for future improvements to sewer line
CAP - Equipment	275,000	100,000	-63.6%	175,000 sinking fund for future purchase of capital equipment
CAP - Vehicle Replacment	35,000	45,000	28.6%	10,000 future purchase of trucks/equipment and 26K 10 year pay back for Vac-Con (4)
Inflow/Infiltration		100,000	#DIV/0!	100,000 sinking fund for future I/I work
Rental of Sewer Pipe: RR	2,250	2,250	0.0%	0 Yearly fee for pipe and powerline crossing under tracks
BOND Payment		42,000	#DIV/0!	42,000 Bond for RT-190 PS
<b>TOTAL</b>	<b>1,720,977</b>	<b>1,858,591</b>	<b>6%</b>	<b>95,614</b>
Adjustment for Uncollected Fees	86,049	92,930	5%	
<b>TOTAL EXPENDITURES</b>	<b>1,807,026</b>	<b>1,951,521</b>		<b>144,495</b>
<b>REVENUES</b>				
User Fees	1,641,576	1,782,825		
Prior Collections	45,000	30,000		
Septic	25,000	28,250	8.5 Cents per Gallon	
Interest Earned	950	950		
Connection Fees	9,000	9,000		
Elderly Housing	5,500	5,500		
Other 3M Surcharge	80,000	95,000		
Cash Balance	0	0		
<b>TOTAL</b>	<b>1,807,026</b>	<b>1,951,525</b>		
Capital Savings 20% of Budget	380,000	252,500	4	
% of Budget Spent on Capt.	22%	14%		

**WPCF CAPITAL ACCOUNT 10 YEAR PLAN**

	<u>Vehicle</u>	<u>Pump Station</u>	<u>Major Sewer</u>	<u>Capital</u>	<u>Special Revenue</u>	
	<u>25-340-7245</u>	<u>25-340-7240</u>	<u>25-340-7241</u>	<u>25-350-7242</u>	<u>25-340-7235</u>	
	<u>Repair</u>	<u>Repair</u>	<u>Repair</u>	<u>Repair</u>	<u>Compensation</u>	<u>TOTALS</u>
	<u>Replacement</u>	<u>Replacement</u>	<u>Replacement</u>	<u>Replace</u>		
Beginning Balance	\$ 90,000.00	\$ 5,000.00	\$ 311,300.00	\$ 481,955.00	\$ 5,000.00	\$ 893,255.00
FY 21-22	\$ 45,000.00	\$ 5,000.00	\$ 100,000.00	\$ 100,000.00	\$ 2,500.00	\$ 252,500.00
						\$ -
						\$ -
						\$ -
Ending Balance	\$ 135,000.00	\$ 10,000.00	\$ 411,300.00	\$ 581,955.00	\$ 7,500.00	\$ 1,145,755.00
<b>10 Year GOAL</b>	500,000.00	50,000.00	600,000.00	1,000,000.00	20,000.00	2,170,000.00
	Replacement and Major Repairs of Vehicles	Replacement of Components	Manhole Raising, Frames, Covers, Repairs	UV Bulbs, Filters, Valves, Pumps Mechanical Equipment	Employee Benefit Payout	

**5-10 Yr. Capital Improvement Projects**

Aeration Tank	1 year	\$ 250,000.00	2021
Aeration Actuators	2 year	\$ 75,000.00	2023
SCADA System Update	5 year	\$ 150,000.00	2024
Peterbilt Replacement	5 Year	\$ 150,000.00	2025
I&I Repairs	Over 5 years	\$ 500,000.00	2025
Ultra Violet Upgrade	5 year	\$ 500,000.00	2026
2013 Explorer Replacement	7 year	\$ 40,000.00	2027