


**Town of Stafford**  
**Water Pollution Control Authority**  
Special Meeting  
Monday, February 13, 2017  
5:30 P.M. - Veteran's Meeting Room

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TOWN CLERK

Members Present: Chairman Paul Burns; David Walsh; B. Allen Warren; Scott Bonett; Douglas Fassett

Also present: Superintendent Richard Hartenstein, Jr.

Index:

1. Call To Order
2. Minutes of January 9, 2017
3. Facilities Evaluation Project- Weston & Sampson Update
4. Staff Reports- Tri-Town Camera Purchase; Route 190 Pump Station and Odor Control Update; Vac-Con Replacement of Vehicle; Industrial Sewer Meter Connections to SCADA- 3M, TTM, American Woolen; Other
5. New Business- Actuator Purchase; SCADA Maintenance; 7-11 FOG Waiver
6. Old Business- Septic Tank Cleaning; 2017-18 Budget; 2017-18 Sewer User Rates
7. Collector of Revenue Report- Review of Department Finances; List of Delinquent Users
8. Legal- Foreclosures
9. Adjournment

**1. Call To Order**

The meeting was called to order at 5:40 p.m. A quorum was established.

**2. Minutes of January 9, 2017**

*Mr. Warren moved to accept the minutes of January 9, 2017, as read and Mr. Walsh seconded the motion. Motion carried with a 3-0-2 vote, with Mr. Burns and Mr. Fassett abstaining.*

**3. Facilities Evaluation Project**

The facility study is being reviewed by CT DEEP.

- Update on Weston & Sampson

There has been no facility evaluation-related correspondence from Weston & Sampson Engineers since December 27, 2016. The board registered their concerns with this lack of communication, in light of Mr. DeSimone's departure from the company. Members discussed the personnel and resources of Weston & Sampson Engineers that would be made available to the WPCA for the facility evaluation. No contract has been signed between the WPCA and Weston & Sampson; only a scope of work.

The board agreed to write to Weston & Sampson, including in the letter their concerns regarding personnel and resources, a request for the résumés of the employees who would be involved with a facility study, and a request for a timeline of the project's completion. A response is expected by February 28, and the board will further discuss options at the next meeting.

**4. Staff Reports**

- Tri-Town Camera Purchase

The truck has been ordered and will be sent to Pennsylvania for installation of the camera equipment.

- Route 190 Pump Station and Odor Control Update

The odor control system has been working well and the temporary system has been removed.

- Vac-Con Replacement of Vehicle Update

The new vacuum truck has been ordered and will be sent to Vac-Con's Florida factory for installation of the equipment. Mr. Hartenstein expects the installation to be completed by the end of April.

- Industrial Sewer Meter Connections to SCADA

1. 3M

This connection has been completed.

2. TTM

This connection has not yet been completed, due to network security concerns on the part of TTM.

3. American Woolen

This connection has not yet been completed.

- Other

The board discussed the convenience of continuing to mail informational meeting packets to members before each meeting. It was agreed that packets will continue to be mailed.

## 5. New Business

- Actuator Purchase

Four of the aeration tank valves are difficult and time-consuming to open and close. The board discussed purchasing an actuator switch for each valve at a total cost of \$20,000-22,000 or purchasing a rising stem valve operator at a cost of \$7,700. There will be a demonstration of the valve operator on February 24 at the plant.

- SCADA Maintenance

Mr. Hartenstein would like to engage the IT engineer from CDM Smith to maintain the WPCF SCADA system. Work will be done on an hourly basis as needed.

- 7-11 FOG Waiver

Representatives of the 7-11 at 110 West Main Street have expressed interest in applying for a FOG regulation waiver to allow the installation of an under-the-sink grease interceptor. The paperwork has not been filed as of this meeting, so the board agreed to table this item for the next meeting.

## 6. Old Business

- Septic Tank Cleaning

Mr. Fassett proposed a program by which the WPCA would require Stafford residents to have their septic tanks cleaned every two years and provide proof of the cleaning/inspection, in exchange for a partial reimbursement of the cleaning costs.

Mr. Burns noted that the health department has jurisdiction over non-sewer areas and the WPCA's jurisdiction only extends throughout the sewer service area.

- 2017-18 Budget

Mr. Hartenstein distributed the proposed 2017-18 budget and the board discussed specific line items, including the possibility of hiring a new employee in 2018, rebuilding the tanker truck, and PILOT fees from the housing project at Woodland Springs.

No decisions were made regarding this item.

- 2017-18 Sewer User Fees

The 2017-18 budget has been prepared by including a \$20.00 rate increase. The board will vote on the new sewer user rates at a later date.

## 7. Collector of Revenue Report

- Review of Department Finances

The balance of the sewer fund is \$1,212,607, and the balance of the sewer reserve is \$398,510 for a total assets of \$1,611,116.

Total collections for the month of December were \$251,545, and total expenses were \$96,130.

- List of Delinquent Users

The board discussed the list of delinquent users. \$91,017.77 in back fees have been collected since July 2016.

## 8. Legal

- Foreclosures

One foreclosure account has been paid, in the amount of \$5,140.46. Mr. Muska is preparing the others for court proceedings.

## 9. Adjournment

*Mr. Fassett moved to adjourn the meeting at 7:08 pm and Mr. Walsh seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Burns abstaining.*

Respectfully Submitted,



Blake Smith  
Recording Secretary