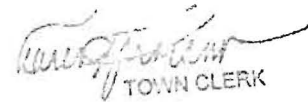


Town of Stafford
Water Pollution Control Authority
Regular Meeting
Monday, June 19, 2017
5:30 P.M. - Veteran's Meeting Room

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TOWN CLERK

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

Also present: Superintendent Richard Hartenstein, Jr.; Business Manager Jane LaMorte; Christopher N. Pierce, Wright-Pierce Engineers; Dennis Dievert, Wright-Pierce Engineers; Timothy Webb, Town of Ellington; Robert Delisle, 9 Gold Street; Cynthia Clifford, 58 Lakeshore Boulevard

Index:

1. Call To Order
2. Minutes of May 15, 2017
3. Facilities Evaluation Project- Scope of Study (Wright-Pierce)
4. Staff Reports- Tri-Town Camera Truck & Vac-con; Meadow Lane Pump Station Rebuilding; West Stafford Road Sewer Extension; Industrial Sewer Meter Connections (TTM, American Woolen); Other
5. New Business
6. Old Business- Evaluation for Sludge Hauling; Tank Trailer Rebuild/Replace; FOG Program (Action on Violators)
7. Collector of Revenue Report- Review of Department Finances; List of Delinquent Users
8. Transfers Fiscal Year 2016-17
9. Legal- Foreclosures
10. Executive Session
11. Action on Superintendent's Contract
12. Adjournment

1. Call To Order

The meeting was called to order at 5:32 p.m. A quorum was established.

2. Minutes of May 15, 2017

Mr. Warren moved to accept the amended minutes of May 15, 2017, and Mr. Fassett seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

3. Facilities Evaluation Project

- Scope of Study- Wright-Pierce

The board discussed the alterations that were made to the draft scope of work for the facilities evaluation. The changes include a reduction in the labor profit form 15% to 11%, a request for a final draft of the facilities evaluation within one year of the signing date, and finalization of subcontracting costs.

Mr. Bonett moved to submit the draft scope of work of the facilities evaluation to CT DEEP for approval, prior to signing the agreement. Mr. Walsh seconded the motion and the motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

Mr. Walsh moved to alter the agenda in favor of item 7 (Collector of Revenue Report) and Mr. Bonett seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

7. Collector of Revenue Report

The board discussed the delinquent accounts of 9 Gold Street and 58 Lakeshore Boulevard. These accounts agreed to a payment plan then missed payments. Ms. LaMorte has offered a final payment plan option of 25% down and the remaining balance paid over five years. Both account holders asked the board to waive the 25% down requirement.

Mr. Walsh moved to alter the payment plan for 9 Gold Street at the owner's request. The new payment plan requires payments of \$250 per month and payment of new bills as due. Any deviation from the plan will result in foreclosure of the premises. Mr. Fassett seconded the motion and the motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

Mr. Walsh moved to alter the payment plan for 58 Lakeshore Boulevard at the owner's request. The new payment plan requires payments of \$100 per month and payment of new bills as due. Any deviation from the plan will result in foreclosure of the premises. Mr. Warren seconded the motion and the motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

Mr. Warren moved to return to the agenda as presented, starting with item 4 (Staff Reports) and Mr. Walsh seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

4. Staff Reports

- Tri-Town Camera Truck & Vac-Con Viewing

The camera truck and the vacuum truck have arrived and were made open to the board's inspection. The board was pleased with the equipment.

- Meadow Lane Pump Station Rebuilding

Both pumps at the Meadow Lane pump station were permanently damaged over Memorial Day weekend. Foul play is not suspected, and new pumps have been installed. Mr. Hartenstein would like to replace the pump station control panel, as it is technologically outdated and is not fully connected to the SCADA system. The board discussed the situation and asked Mr. Hartenstein to research the cost and logistics of replacing the control system.

- West Stafford Road Sewer Extension

Johnson Memorial Hospital is rebuilding their sewage treatment plant and will not be connecting to the sewer. The board discussed the proposed sewer extensions to Bolles Motors and the West Stafford School. The facilities plan will be conducted to account for these changes.

- Industrial Sewer Meter Connections

1. TTM

TTM is sending daily flow numbers to the WPCF via email.

2. American Woolen

There has been no change in this item.

- Other

Mr. Warren complimented WPCF employees on their upkeep of the plant, specifically the front lawn, which has been recently tilled and reseeded.

5. New Business

- No new business was brought before the board.

6. Old Business

- Evaluation for Sludge Hauling

Mr. Hartenstein presented a comparison of current sludge hauling costs and the costs associated with hiring an outside contractor. The current method of sludge hauling costs approximately 7¢ per gallon. Hiring an outside contractor would cost approximately 13¢ per gallon.

- Tank Trailer Rebuild/Replace

Mr. Hartenstein has secured quotes for possible replacement or rebuilding of the plant's tanker trailers, which are currently owned by the Town of Stafford, not the WPCA. Rebuilding one of the tankers would cost approximately \$40,000 and purchasing a new one would cost approximately \$60,000. The current tankers are 1993 models.

The board asked Mr. Hartenstein to continue researching the logistics of purchasing a new tanker and the possibility of trading in the old ones.

- FOG Program- Action on Violators

Two food preparation establishments have failed to comply with regulations requiring the installation and use of grease trap equipment. Representatives from each establishment have been notified that the non-compliance fine of \$1000 per day will be implemented starting on August 1 if the appropriate permits are not filed and the equipment installed.

7. Collector of Revenue Report

- Review of Department Finances

Total collections for the month of May were \$54,946, and total expenses were \$104,158. The balance of the sewer reserve is \$398,510 and the balance of the sewer fund is \$1,372,839.

Mr. Burns signed the rate bill for fiscal year 2017-18.

- List of Delinquent Users

Ms. LaMorte distributed an updated list of delinquent users. \$7,345.27 in back fees was collected in May.

8. Transfers Fiscal Year 2016-17

Ms. LaMorte presented the account transfers for fiscal year 2016-17. All expenses for this fiscal year will be covered and the allocated monies will be transferred to the capital accounts after July 1.

Mr. Bonett moved to accept the following account transfers for fiscal year 2016-17, and presented, and Mr. Fassett seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

TRANSFER REQUEST AS FOLLOWS:

From	To	Amount
SEWER FUND	SEWER FUND	
25-340-1180 (Sal: Operational)	25-340-7242 (Sal: OT)	\$ 2,000
25-340-1183 (Sal: OT Call-Ins)	25-340-1182 (Sal: OT)	\$ 5,000
25-340-1520 (Uniform Allowance)	25-340-2020 (Workers Comp)	\$ 1,320
25-340-2015 (FICA/Medicare)	25-340-2035 (Employee Retirement Plan)	\$ 2,000
25-340-3208 (Engineering Consultant)	25-340-4500 (Telephone)	\$ 650
25-340-2030 (Group Health & Life)	25-340-5110 (Equipment & Supplies)	\$ 1,000
25-340-4104 (Util: Diesel for Generators)	25-340-6500 (Pump Stations)	\$2,500
25-340-5320 (Vehicle – Gas & Oil)	25-340-7241 (Cap: Line Maint)	\$ 5,800
25-340-7025 (State Insp – Permit Fees)	25-340-7241 (Cap: Line Maint)	\$ 5,800
25-340-1181 (Sal: Operational)	25-340-7242 (Cap – Equipment))	\$ 29,000
25-340-4103 (Utilities: Heat)	25-340-7242 (Cap – Equipment)	\$ 12,500
25-340-2030 (Group Health & Life)	25-340-7242 (Cap – Equipment)	\$ 1,500
25-340-2126 (Excess Liability Policy)	25-340-2125 (Commercial Lines Fee)	\$ 3,059
25-340-2124 (Property Policy)	25-340-2127 (Auto Policy)	\$ 575
25-340-5100 (Office Supplies)	25-340-3830 (Drug/Alcohol/Misc)	\$ 350
25-340-2030	25-340-3805	\$ 1,000

(Group Health & Life)	(Continuing Ed)	
25-340-2030 (Group Health & Life)	25-340-3325 (Repair & Maint: WPCF)	\$ 6,000
25-340-5100 (Office Supplies)	25-340-3180 (Public Notices/Liens)	\$1,000
25-340-4103 (Utilities: Heat)	25-340-4102 (Utilities: Water)	\$15
25-340-6110 (Utilities: Electricity)	25-340-7241 (Cap: Line Maint)	\$ 3,300
25-340-3304 (Cont Serv – Office Machines)	25-340-7241 (Cap: Line Maint)	\$ 3,460
25-340-5101 (Lab: Supplies & Materials)	25-340-7241 (Cap: Line Maint)	\$ 1,440

9. Legal

- Foreclosures

One foreclosure account has been paid in full by the mortgage-holding bank.

10. Executive Session

Mr. Fassett moved to enter executive session at 7:12 p.m. and Mr. Walsh seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

Mr. Warren moved to end the executive session at 7:50 p.m. and Mr. Bonett seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

11. Action on the Superintendent's Contract

Mr. Warren moved to accept the Superintendent's contract as presented and Mr. Walsh seconded the motion. Motion carried with a 3-0-2 vote, with Mr. Burns and Mr. Fassett abstaining.

12. Adjournment

Mr. Fassett moved to adjourn the meeting at 7:52 p.m. and Mr. Bonett seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

Respectfully Submitted,



Blake Smith
Recording Secretary