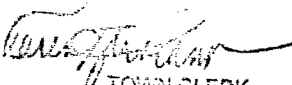


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Town of Stafford
Water Pollution Control Authority
Special Meeting
Thursday, November 16, 2017
5:30 P.M. - Veteran's Meeting Room


TOWN CLERK

Members Present: Chairman Paul Burns; David Walsh; Scott Bonett; Douglas Fassett; Mandy Fisher; Roger Thomas

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager; Timothy Webb, Town of Ellington; Brian Bagley, Town of Stafford Board of Finance

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1. Call To Order
2. Election of Chairman
3. Calendar of Meetings Approval
4. Minutes of September 18; October 5; October 19, 2017
5. DEEP Update- Scope of Study (Wright-Pierce); I/I Phase II
6. Staff Reports- Meadow Lane Pump Station Rebuilding; Operator I Position; Other
7. New Business- Odor Control at Lake Shore Blvd. Pump Station
8. Old Business- Tank Trailer; Filter Rehab; Rte. 190 Pump Station; West St. Line Replacement; Mountain St.
9. Collector of Revenue Report- Review of Department Finances; List of Delinquent Users
10. Legal- Foreclosures
11. Adjournment

1. Call To Order

The meeting was called to order at 5:35 p.m. A quorum was established.

2. Election of Chairman

Mr. Walsh nominated Mr. Burns as chairman and Mr. Bonett seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Burns abstaining.

3. Calendar of Meetings Approval

Mr. Fassett moved to approve the proposed calendar of meetings, scheduling regular meetings for the third Monday of each month, at 5:30 pm, in the Veteran's Meeting Room of the town hall. Mr. Walsh seconded the motion and the motion carried with a 5-0-1 vote, with Mr. Burns abstaining.

4. Minutes of September 18; October 5; October 19, 2017

Mr. Bonett moved to accept the minutes of September 18, 2017, as read and Mr. Fassett seconded the motion. Motion carried with a 4-0-2 vote, with Mr. Burns and Mr. Thomas abstaining.

Mr. Fassett moved to accept the minutes of October 5, 2017, as read and Mr. Walsh seconded the motion. Motion carried with a 4-0-2 vote, with Mr. Thomas and Mr. Bonett abstaining.

Mr. Walsh moved to amend the minutes of October 19, 2017, by removing Mr. Warren's name from the list of members present and adding Mr. Bonett's name to the list. Ms. Fisher

seconded the motion and the motion carried with a 4-0-2 vote, with Mr. Thomas and Mr. Fassett abstaining.

5. DEEP Update

- Scope of Study- Wright-Pierce

The board discussed the scope of study for the facilities plan, which is awaiting DEEP approval. The facilities plan would determine the scale and type of expansion necessary to accommodate flow received from Johnson Memorial Hospital. The hospital has begun upgrading their on-site sewer plant, and will not be connecting to the sewer system. The board discussed the possibility of tabling the facilities plan and any associated expansion for a few years, which will keep the plant at its current capacity.

Discussion was tabled for the next meeting.

- I/I Phase II

CT DEEP has approved 55% reimbursement for work performed on the I/I study. This money will be turned over to the town, to be put into the General Fund.

Weston & Sampson Engineers are ready to start Phase II of the study and will begin the process of discovering leaks in spring 2018.

6. Staff Reports

- Meadow Lane Pump Station Rebuilding

Mr. Hartenstein distributed a draft RFP to the board. This project will be tabled for early spring 2018.

- Operator I Position

The Operator I position was re-advertised as a position for a truck driver with Class A license. The WPCF staff received applications and would like to interview the best three to five candidates.

- Other

DEEP issued the new operating permit for the WPCF on October 1, including a requirement that intensity of the UV system be recorded daily. Mr. Hartenstein would like to tie the UV sensors to the SCADA system to allow for easier record keeping. Representatives from CDM Smith will inspect the systems on December 4, and determine a plan and cost for the connection.

7. New Business

- Odor Control at Lake Shore Blvd. Pump Station

Staff have received complaints about an odor coming from the pump station. Mr. Hartenstein would like to add an odor control system to the station in fiscal year 2018-19, and is currently running tests to determine the cause of the odor and the best method of controlling it.

8. Old Business

- Tank Trailer

The new tank trailer is set to arrive on December 25.

- Filter Rehab

Representatives from Wright-Pierce Engineering have inspected the filter system and are drawing up design plans. Mr. Hartenstein expects the new drains to arrive the last week of February.

- Rte. 190 Pump Station

Replacement of the pump station was previously put on hold in order to do the project at the same time as the Johnson Memorial Hospital sewer connection. The hospital is no longer planning to connect to the sewer line and the pump station still needs replacement. Mr. Hartenstein would like to inform the First Selectman's office of this change in plans.

- West St Sewer Line Replacement

The sewer line on West Street will require replacement soon. It was previously put on hold in order to do the project at the same time as the Johnson Memorial Hospital connection, but was recently inspected via camera and found to be in precarious condition.

- Mountain St Sewer Line Replacement

The line on Mountain Street will also require replacement. The clay pipes of a 450-foot stretch have shifted, and though the line is usable, it needs repairs. Mr. Hartenstein received a quote from VMS Construction for the project, in the amount of \$75,000, but no decisions have been made regarding this item.

9. Collector of Revenue Report

- Review of Department Finances

Total collections for the month of September were \$151,957, and total expenses were \$100,394. The balance of the sewer reserve is \$399,307 and the balance of the sewer fund is \$1,003,586.

Total collections for the month of October were \$96,775, and total expenses were \$82,194. The balance of the sewer reserve is \$399,307 and the balance of the sewer fund is \$1,155,693.

- List of Delinquent Users

Ms. LaMorte collected \$31,104.39 in back fees in September and October.

10. Legal

- Foreclosures

One foreclosure account has been paid by the mortgage-holding bank, and another is in progress.

11. Adjournment

Mr. Walsh moved to adjourn the meeting at 6:41 p.m. and Mr. Fassett seconded the motion. Motion carried with a 5-0-1 vote, with Mr. Burns abstaining.

Respectfully Submitted,



Blake Smith
Recording Secretary