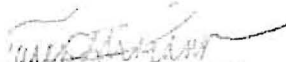


RECEIVED  
STAFFORD, CT

1

**Town of Stafford**  
**Water Pollution Control Authority**  
Special Meeting  
Thursday, January 11, 2018  
5:30 P.M. - Veteran's Meeting Room

2018 JAN 16 P 2:51

  
TOWN CLERK

Members Present: Chairman B. Allen Warren; David Walsh; Scott Bonett; Mandy Fisher; Roger Thomas

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager; Timothy Webb, Town of Ellington

**Index:**

1. Call To Order
2. Minutes of December 18, 2017
3. Chairman's Comments
4. DEEP Update- I/I Phase II Update
5. Staff Reports- Operator I Position; UV Control Panel; Other
6. New Business- WPCA Credit Card
7. Old Business- Tank Trailer; Filter Rehab; Meadow Lane Pump Station; Mountain St. Sewer Line; West St. Line Replacement
8. Collector of Revenue Report- Review of Department Finances; List of Delinquent Users
9. Legal- Foreclosures
10. Adjournment

**1. Call To Order**

The meeting was called to order at 5:30 p.m. A quorum was established.

**2. Minutes of December 18, 2017**

*Mr. Walsh moved to accept the minutes of December 18, 2017, as read and Mr. Thomas seconded the motion. Motion carried with a 3-0-2 vote, with Mr. Warren and Ms. Fisher abstaining.*

**3. Chairman's Comments**

As the new chairman, Mr. Warren encouraged members to debate freely and honestly, to ask questions as necessary, and to explain to other members what strengths and experiences they bring to the WPCA.

**4. DEEP Update**

- I/I Phase II

Weston & Sampson engineers are reapplying for funding from the DEEP for Phase II, in order to receive 55% reimbursement for the project. The funding is expected to be approved in spring 2018.

**5. Staff Reports**

- Operator I Position

The Operator I position has been re-posted until January 31, 2018, as the current candidate has been delayed in fulfilling the pre-employment requirements.

- UV Control Panel

Mr. Hartenstein will meet with representatives from CDM Smith to examine the UV control system and discuss options for connecting the system to the SCADA system, but the two systems are likely to be incompatible. Plant staff will begin recording UV strength measurements in April 2018.

- Other

Due to the holiday on February 19, the next meeting of the WPCA will be held on February 12, 2018, at 5:30 p.m., in the Veteran's Meeting Room.

## **6. New Business**

- WPCA Credit Card

Mr. Hartenstein and Ms. LaMorte would like to acquire a company credit card, to make purchases more convenient. The board discussed the possibility of acquiring and add-on to the town's municipal credit card, but the idea was discarded because all purchases would need to be approved by the Treasurer's office.

*Ms. Fisher moved to approve the acquisition of a credit card account for WPCA purchases and Mr. Thomas seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Warren abstaining.*

## **7. Old Business**

- Tank Trailer

The new tank trailer has arrived and is in use.

- Filter Rehab

A request for bids for the filter rebuilding project has been sent out. Bidding will close on February 8.

- Meadow Lane Pump Station

In the interest of saving money, the board discussed the possibility of writing the design specifications for the pump station rebuilding, instead of contracting the design out to an engineering firm. Mr. Hartenstein will ask Wright-Pierce Engineers for an estimate of the cost for writing the design specifications.

- Mountain Street Sewer Line Replacement

There has been no change in this item.

- West St Sewer Line Replacement

There has been no change in this item.

## **8. Collector of Revenue Report**

- Review of Department Finances

Total collections for the month of December were \$48,767, and total expenses were \$50,020. The balance of the sewer reserve is \$399,307 and the balance of the sewer fund is \$1,103,603.

- List of Delinquent Users

Ms. LaMorte has collected \$60,882.62 in back fees from July 1, 2017 to December 31.

#### 9. Legal

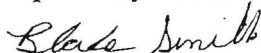
- Foreclosures

One foreclosure account has been paid, in the amount of \$3,171.49.

#### 10. Adjournment

*Mr. Walsh moved to adjourn the meeting at 6:45 p.m. and Mr. Thomas seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Warren abstaining.*

Respectfully Submitted,



Blake Smith  
Recording Secretary