

**Town of Stafford**  
**Water Pollution Control Authority**  
Special Meeting  
Thursday, February 15, 2018  
5:30 P.M. - Veteran's Meeting Room

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TOWN CLERK

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

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager  
Index:

1. Call To Order
2. Minutes of December 18, 2017- Amendment
3. Minutes of January 11, 2018
4. Chairman's Comments- Meeting Packets
5. DEEP Update- I/I Phase II Update
6. Staff Reports- Operator I Position; UV Control Panel; Correspondence; Other
7. New Business
8. Old Business- Filter Rehab; Meadow Lane Pump Station; Mountain St. Sewer Line; West St. Line Replacement; Budget FY 2018-19
9. Collector of Revenue Report- Review of Department Finances; List of Delinquent Users
10. Legal- Foreclosures
11. Executive Session- Personnel Discussion
12. Adjournment

**1. Call To Order**

The meeting was called to order at 5:33 p.m. A quorum was established.

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

*Mr. Walsh moved to amend the minutes of December 18, 2017, to indicate that the meeting was held on a Monday, and Mr. Thomas seconded the motion. Motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

**3. Minutes of January 11, 2018**

*Mr. Walsh moved to accept the minutes of January 11, 2018, as read and Ms. Fisher seconded the motion. Motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

**4. Chairman's Comments**

- Meeting Packets

The board discussed the possibility of emailing the meeting information packets to each member, including agenda, minutes, financial information, and correspondence.

*Ms. Fisher moved to have the meeting information packets emailed to members prior to the meeting, and hard copies of all information distributed at the meeting. Mr. Thomas seconded the motion and the motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

**5. DEEP Update**

- I/I Phase II

There has been no change in this item.

**6. Staff Reports**

- Operator I Position

WPCF staff will begin interviewing new candidates for this position on Tuesday, February 20.

- UV Control Panel

Representatives from CDM Smith have examined the UV Control System and found that it would cost an estimated \$50-60,000 to connect the panel with the SCADA system. Mr. Hartenstein would like to leave the system as is for now, and consider replacing it in five years.

- Correspondence

Mr. Hartenstein shared with the board a letter sent by Ms. Linda Heffron of 2 Grove St, thanking Steve Metsack and Riccardo DeCarli for their help in clearing her sewer line over the Christmas holiday.

- Other

WPCF staff are preparing to replace manholes on Route 190, Patten Road, and Pinney School Road, after those roads are repaved later in the year.

#### 7. New Business

Mr. Warren mentioned the proposed federal infrastructure bill, and the possibility of applying for funds in the future.

#### 8. Old Business

- Filter Rehab

Mr. Warren complimented Mr. Hartenstein on his handling of the pre-bid meeting.

Wright-Pierce has completed their evaluation of the apparent low bidder, L. Holzner Electric Company. WPCA members have also evaluated the company.

*Ms. Fisher moved to award the contract for construction of the WPCF effluent filter underdrain repairs project to the low responsive and responsible bidder, L. Holzner Electric Company, in the amount of \$466,200 Total Alternate Bid A, which includes the replacement of all four (4) filters at once. Mr. Thomas seconded the motion and the motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

*Mr. Thomas moved to transfer \$466,200 from the Town of Stafford Sewer Fund to line item 25-340-7242 Capital Equipment, for the WPCF effluent filter underdrain repairs project. Ms. Fisher seconded the motion and the motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

*Mr. Walsh moved to extend Wright-Pierce's current contract to include construction administration of the effluent filter underdrain repairs project, and to pay \$8,500 for administration services. Mr. Thomas seconded the motion and the motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

*Mr. Walsh moved to transfer \$8,500 from the Town of Stafford Sewer Fund to line item 25-340-7242 Capital Equipment, for construction administration phase services for the WPCF effluent filter underdrain repairs project. Mr. Thomas seconded the motion and the motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

- Meadow Lane Pump Station

There has been no change in this item.

- Mountain Street Sewer Line Replacement

There has been no change in this item.

- West St Sewer Line Replacement

Weston & Sampson will bring a proposal for line replacement to the March meeting.

- Budget Fiscal Year 2018-19

Mr. Hartenstein presented a proposed budget to the board. The budget contains no rate increase. The board discussed changes to line items such as vehicle maintenance, facility repair and maintenance, and pump stations.

## 9. Collector of Revenue Report

- Review of Department Finances

The transfers from December have been enacted by the Treasurer's Office.

Total collections for the month of January were \$295,581, and total expenses were \$197,656. The balance of the sewer reserve is \$399,307 and the balance of the sewer fund is \$1,473,269.

- List of Delinquent Users

Collection rates are normal for this time of year. Ms. LaMorte presented the list of delinquent users to the board.

## 10. Legal

- Foreclosures

A lis pendens has been filed for one foreclosure account, and another has been paid.

## 11. Executive Session

- Personnel Discussion

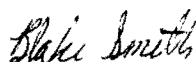
*Mr. Walsh moved to enter executive session at 6:45 pm and Ms. Fisher seconded the motion. Motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

*Mr. Thomas moved to end the executive session at 7:25 pm and Ms. Fisher seconded the motion. Motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

## 12. Adjournment

*Mr. Walsh moved to adjourn the meeting at 7:26 p.m. and Mr. Thomas seconded the motion. Motion carried with a 3-0-1 vote, with Mr. Warren abstaining.*

Respectfully Submitted,



Blake Smith  
Recording Secretary