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TOWN CLERK

Town of Stafford
Water Pollution Control Authority
Regular Meeting
Monday, February 11, 2019
5:30 P.M. - Veteran's Meeting Room

Members Present: Chairman Allen Warren, Scott Bonett, Mandy Fisher, Roger Thomas, Dave Walsh

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager WPCA; Scott Morey, Veterinary Clinic

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1. Call To Order
2. Minutes of January 14, 2019
3. Chairman's Comments – Board Members Comments; Member Appointment Date Recognition
4. Old Business- Weston & Sampson – RT 190 – West St. Sewer Line Replacement; Rt 190 Pump Station; 73 West Stafford Road Connection – Discussion and Possible Action
5. Staff Reports (Superintendent)- Wastewater Financial Model; Screen Repairs
6. Budget Discussion FY 2019-2020
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 5:31 p.m. A quorum was established.

2. Minutes of January 14, 2019

Ms. Fisher moved to accept the minutes of January 14, 2019. Mr. Thomas seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

3. Chairman's Comments

- Board Members Comments

Chairman Warren expressed his concern regarding balancing a fiscally responsible budget and having the interest of the rate payers in mind while trying to keep fees low.

- Member Appointment Date Recognition

Chairman Warren suggested removing this item until relevant.

4. Old Business

- Weston & Sampson – RT 190 – West St. Sewer Line Replacement

Sealed Bids for the construction of the West Street Infrastructure Improvements Project will be received at the Stafford Water Pollution Control Facility, 50 River Road, Stafford, Connecticut 06076, until 1:30 PM prevailing time on Tuesday, March 5, 2019. The bids will be publicly opened and read aloud at 2:00 PM prevailing time on Tuesday, March 5, 2019 in the Veteran's Room, Warren Memorial Town Hall, 1 Main Street, Stafford, Connecticut 06076

- Rt 190 Pump Station Estimate

Weston and Sampson Engineers have visited previous design-build pump station project at Orcuttville Road to mimic layout. This project is ready to move forward.

- 73 West Stafford Road Connection – Discussion and Possible Action

The existing lateral at 73 West Stafford Road is a 6-inch pipe. The Applicant is requesting a sewer allocation based on the following flows; Proposed Veterinary Hospital - 300 GPD, Future Proposed Office Use - 500 GPD for a Total Site Use of 800 GPD. This proposed usage is within limits of a 6-inch pipe. Superintendent Hartenstein recommended that a clean out be placed at the property line. The commercial connection fee for the veterinary hospital is \$6,000 plus inspection and as-built fees.

Mr. Walsh made a motion to allow the two proposed buildings, with flow allocation not to exceed 800 GDP, to connect to the existing 6-inch lateral. A clean out is to be installed at the property line. Mr. Bonett seconded the motion. Motion carries with a 4-0-1 vote, with Mr. Warren abstaining.

5. Staff Reports: (Superintendent)

- Wastewater Financial Model

A meeting is scheduled for Wednesday, February 13, 2019 at 10:00 to discuss the model.

- Screen Repairs

The compactor was not rebuilt during the recent screen replacement project. Through returning old spare parts that have 6mm holes for a spare part with 3mm holes will cost \$3,367.45. It was recommended that the correct spare part with 3mm holes be purchased.

- GIS Mapping

The I/I study has provided the WPCF with GIS mapping of the sewer system. EPA, along with DEEP are requiring treatment plants to have a CMOM program that tracks maintenance. Superintendent Hartenstein recommended to the Board to look into having a cloud based GIS system for users at the plant to have access to updates and modifications.

6. Budget Discussion FY 2019-2020

A budget with a rate increase was proposed. Board members expressed concern for the residents and business owners that are tied to the sanitary sewer. Since paying for the filter rehab project, the Capital Fund has been depleted and must be replenished through budgeting allowances in the capital accounts. Having this fund satisfied will allow budgeting for the sewer projects bond maturity in three years.

Ms. Fisher moved to accept the proposed Water Pollution Control Facility Budget for fiscal year 2019-2020, in the amount of \$1,807,026, with total operating expenses of \$1,720,977, and an adjustment for uncollectable fees of \$86,049. Mr. Bonett seconded the motion. Motion carries with a 4-0-1 vote, with Mr. Warren abstaining.

Ms. Fisher made a motion to propose sewer user rates for fiscal year 2019-2020, and to hold a public hearing to elicit comments on the rates on Monday, March 18, 2019, at 6:30 p.m., in the Veteran's Meeting Room. Mr. Bonett seconded the motion. Motion carries with a 4-0-1 vote, with Mr. Warren abstaining. Rates as follows:

**PROPOSED SEWER USER RATE CHARGES
FOR
FISCAL YEAR JULY 1, 2019 THROUGH JUNE 30, 2020**

The following are the proposed sewer user charges for Fiscal Year 2019/2020:

1. Level 1	Residence, Per Single Unit	\$320.00
	(0 – 65,000 Gallons Per Year)	
2. Level 2	0 - 65,000 Gallons Per Year	320.00
3. Level 3	65,001 - 130,000 Gallons Per Year	640.00
4. Level 4	130,001 - 195,000 Gallons Per Year	960.00
5. Level 5	195,001 - 260,000 Gallons Per Year	1,280.00
6. Level 6	260,001 - 325,000 Gallons Per Year	1,600.00
7. Level 7	325,001 - 390,000 Gallons Per Year	1,920.00
8. Level 8	390,001 - 455,000 Gallons Per Year	2,240.00
9. Level 9	455,001 - 520,000 Gallons Per Year	2,560.00
8. Level 8	Over 520,001 will be \$4.92 per 1,000 gallons or portions thereof	
9. Level 9	Septic Dumping will be \$0.075 per gallon	

7. Collector of Revenue Report

- Review of Department Finances

Total collections for the month of January were \$306,347, and total expenses were \$170,851. The balance of the sewer reserve is \$609,350 and the balance of the sewer fund is \$992,780.

- List of Delinquent Users

A list of delinquent users was distributed to the board. It was highlighted that the collection of back sewer fees has already surpassed what was collected in 17-18.

8. Legal

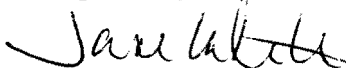
- Foreclosures

Nothing new to report.

9. Adjournment

Mr. Walsh moved to adjourn the meeting at 6:51 p.m. and Mr. Thomas seconded the motion. Motion carried with a 4-0-1 vote, with Mr. Warren abstaining.

Respectfully Submitted,



Jane LaMorte
Recording Secretary