

Town of Stafford
Water Pollution Control Authority
 Regular Meeting
 Monday, November 18, 2019
 5:30 p.m.

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2019 NOV 20 PM 1:02

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 TOWN CLERK

Members Present: Chairman Scott Bonett; Paul Burns; Mandy Fisher; Roger Thomas and Dave Walsh

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

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1. Call To Order
2. Minutes of October 21, 2019
3. Chairman's Comments – Board Members Comments
4. Old Business – Weston & Sampson – RT 190/West Street Sewer Line Replacement; Rt 190 Pump Station; Garage for Pump Storage; Mixers - Update; Filter Effluent Valve Actuator Upgrade; Aeration Tank Valve Actuator Upgrade; I&I Report and 5 Year Plan
5. New Business –
6. Staff Reports (Superintendent) – December Meeting
7. Collector of Revenue Report – Review of Department Finances; List of Delinquent Users
8. Legal – Foreclosures; Action on Accounts to go to Foreclosure; Request for Payment Plan
9. Adjournment

1. Call To Order

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

2. Minutes of October 21, 2019

Mr. Thomas moved to accept the minutes of October 21, 2019. Mr. Burns seconded the motion. Motion carried with a 5-0-1 vote, with Chairman Bonett abstaining.

3. Chairman's Comments

- Board Member Comments

Chairman Bonett opened discussion by thanking the fellow board members for his appointment to Chairman. He mentioned he visited the plant recently and it is as well-kept and clean as the day he was first appointed to the WPCA and visited the plant in 2013. Mr. Bonett commended Superintendent Hartenstein and his staff for the pride they take in their work.

4. Old Business

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

Superintendent Hartenstein stated that the project is close to completion. Fencing is to be installed at the bridge on either side for safety and paving that was completed on Route 190 is undesirable and needs to be redone. Retainage is being held until all components of project have been completed, satisfactorily.

- Rt 190 Pump Station

Work on site has begun. There have been some concerns regarding the underneath of the building regarding compaction and fill. A cement foundation was preferred at the Orcuttville Pump Station, during its upgrade, and is the best long term option.

Mr. Burns made a motion to update the Rte. 190 Pump Station specs to include a foundation for the main building at a price not to exceed \$20,000. Mr. Thomas seconded the motion. Motion carried with a 5-0-1 vote, with Chairman Bonett abstaining.

- Garage for Pump Storage

The quoted price from The Barn Yard is non-negotiable at \$5,735. Explanation being that their shed comes supplied with a ramp while similar vendors do not. Purchase Order to be established for product to be ready for May 2020.

- Mixers Update

The mixer was installed and the plant has had no issues regarding the operation of the mixer. On Wednesday, an energy analysis will be completed for submission to Eversource. The amperage is already noticed to be much lower.

- Filter Effluent Valve Actuator Upgrade

Rexa actuators have been quoted at \$15,000 each. A total of four (4) valves exist. They come with a 10-year warranty and have exceptional reviews. Another vendor will be contacted for performance and pricing. The agreement is that all filter valve actuators and all aeration tank valve actuators are from that same vendor and engineering services will be required for installation and set-up. Wright-Pierce was previously qualified through the Facility Plan procurement process and is familiar with the filter building due to the upgrade and would be the best hire for the actuator replacements. Superintendent Hartenstein will meet with actuator vendors, and then contact Wright Pierce to look over task and provide input.

- Aeration Tank Valve Actuator Upgrade

Staff was able to acquire four (4) replacement motors as spares. The replacement is not as urgent as the filter effluent valve actuators.

- I&I Report and 5 Year Plan

Superintendent Hartenstein suggested that another combined meeting of the WPCA, Board of Selectmen and Board of Finance be held to go over the report, discuss the findings and determine a course of action for implementing suggested repairs within the report. This item will be discussed further at the next meeting.

5. New Business

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6. Staff Reports (Superintendent)

- December Meeting

Superintendent Hartenstein stated he would be supplying dessert and coffee at the December meeting. Also, plant staff would be invited to attend the meeting and be introduced to the board.

Mr. Burns suggested that staff's length of service be recognized. This will be discussed further at the next meeting.

7. Collector of Revenue Report

- Review of Department Finances

Total collections for the month of October were \$194,826, and total expenses were \$64,739. The balance of the sewer reserve is \$882,853 and the balance of the sewer fund is \$1,307,047.

- List of Delinquent Users

An updated list on delinquent users was submitted to the Board. A meeting with the State Marshall took place to discuss users who have not responded to old warrants and to turn

over new accounts that have fallen behind at least two (2) years with no contact to the office to establish a payment plan.

8. Legal

- Foreclosures

A payoff amount has been requested and is expected by the end of the month.

- Action on Accounts to go to Foreclosure

Within the WPCA collection procedures it lists that accounts that have not responded to warrant collection and are at least three (3) years delinquent will be turned over to the WPCA attorney for foreclosure proceedings to commence.

Mr. Burns made a motion to turn over the eighteen (18) unresponsive sewer user accounts to the WPCA attorney for foreclosure proceedings to commence in January 2020. Mr. Thomas seconded the motion. Motion carried with a 5-0-1 vote, with Chairman Bonett abstaining.


- Request for Payment Plan

A sewer user that had just received a foreclosure letter from Attorney Muska came into the office to request another option besides foreclosure. The individual came in and put \$2,000 (more than half) toward the delinquent account and established a payment plan for twenty-four (24) months at \$85. The board felt that this was more than reasonable and agreed in good faith to remove this user from foreclosure and establish a payment plan through the office.

9. Adjournment

Mr. Burns moved to adjourn the meeting at 6:31 p.m. and Mr. Thomas seconded the motion. Motion carried with a 5-0-1 vote, with Chairman Bonett abstaining.

Respectfully Submitted,



Jane LaMorte
Recording Secretary