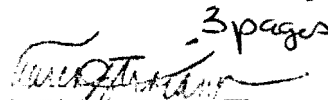


Town of Stafford
Water Pollution Control Authority
 Regular Meeting
 Monday, December 16, 2019
 5:30 p.m.

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

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager WPCA; WPCF Employees Jeremy Vail and Evan Klotzer

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1. Call To Order
2. Minutes of November 18, 2019
3. Chairman's Comments – Board Members Comments; Length of Service Recognition
4. Old Business – Weston & Sampson – RT 190/West Street Sewer Line Replacement; Rt 190 Pump Station; Mixers - Update; Filter Effluent Valve Actuator Upgrade; Aeration Tank Valve Actuator Upgrade; I&I Report and 5 Year Plan
5. New Business – Budget 2020-2021
6. Staff Reports (Superintendent) –
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 5:30 p.m. A quorum was established.

2. Minutes of November 18, 2019

Mr. Walsh moved to accept the minutes of November 18, 2019. Mr. Thomas seconded the motion. Motion carried with a 4-0-2 vote, with Chairman Bonett and Mr. Warren abstaining.

3. Chairman's Comments

- Board Member Comments

Chairman Bonett opened discussion by initiating introductions from staff and board members. Mr. Bonett commended the staff for maintaining a clean and welcoming facility. Mr. Warren commented that he saw the tanker truck on a wet day and it was spotless. He noted that there is great pride taken with the WPCF employees and how they maintain equipment and the facility. Mr. Warren also stated that he was taking part in a FOG project at MDC that he was finding enjoyable.

4. Old Business

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

Superintendent Hartenstein stated that the project is close to completion. There is paving to be redone on the East of Route 190 due to unsatisfactory work performed. In order to have a smooth surface, the pavement will be ground and repaved throughout the section in question. The change order would consist of West Main Street Milling and Overlay; West Street and West Main Street Line Striping

Mr. Burns made a motion to approve the change order consisting of milling and paving West Main Street; and line striping West Street and West Main Street for a total cost of

\$33,215.42. Mr. Thomas seconded the motion. Motion carries with a 5-0-1 vote, with Chairman Bonett abstaining.

- Rt 190 Pump Station

Nothing new to report.

- Mixers Update

The mixer was installed and the plant has had no issues regarding the operation of the mixer. Energy analysis completed for submission to Eversource.

- 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. Rotork was contacted and visited the plant to give a quote for their product. The Rotork actuator is \$7,500 each. The existing actuators have required regular maintenance and repeated repairs since their installation, and there was a strong preference to procure a robust and reliable actuator. The plant currently has one Rexa actuator and it has performed flawlessly over the past year. The Board unanimously felt that the superior references, reported maintenance-free operation and 10 year unconditional Warranty justified the selection of the Rexa actuator over the Rotork actuator, which only provided a 2 year Warranty. Wright-Pierce was contacted for engineering services for a price to be approximately \$5,000. Electrical work would need to be performed as part of the project, also. Pros and cons from each actuator company were discussed along with performance reviews.

Mr. Burns made a motion to approve the upgrade of four (4) filter effluent valve actuators. This project will include the installation of four (4) Rexa actuators, engineering and electrical work necessary to complete project for a price not to exceed \$80,000. Ms. Fisher seconded the motion. Motion carries with a 5-0-1 vote, with Chairman Bonett abstaining.

- Aeration Tank Valve Actuator Upgrade

The replacement of these actuators will be executed in the next budget year 20/21.

- 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. The board agreed that \$100,000 in I and I repairs, for the first year, is a good amount to submit to DEEP so that the project can be closed out.

5. New Business

- Budget 2020-2021

The Board discussed the impending bond that will be coming due, along with I and I repairs which have not been part of the budget in the past. The Board also discussed potential increased chemical costs and the increasing cost of labor and materials for general maintenance. Superintendent Hartenstein will prepare a draft budget for 2020-2021 with an anticipated rate increase of \$20, on the base rate of \$320 per year.

6. Staff Reports (Superintendent)

Nothing new to report.

7. Collector of Revenue Report

- Review of Department Finances

Total collections for the month of November were \$28,063, and total expenses were \$88,550. The balance of the sewer reserve is \$882,853 and the balance of the sewer fund is \$1,246,560.

- List of Delinquent Users

An updated list on delinquent users was submitted to the Board. Warrants were issued by the State Marshall and an increase in delinquent fees collected was received in November.

8. Legal


- Foreclosures

Accounts approved for foreclosure in January were noted.

9. Adjournment

Mr. Burns moved to adjourn the meeting at 6:46 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