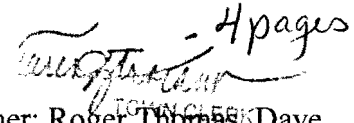


**Town of Stafford**  
**Water Pollution Control Authority**  
 Regular Meeting  
 Monday, February 10, 2020  
 5:30 p.m.

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 TOWN CLERK

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

Index:

1. Call To Order
2. Minutes of January 13, 2020
3. Chairman's Comments – Board Members Comments; Length of Service Recognition
4. Old Business – Rt 190 Pump Station; Mixers - Update; Filter Effluent Valve Actuator Upgrade; Budget 2020-2021 Approval; 2020-2021 Sewer Rates; I&I Repair Plan
5. New Business – Replacement of 2009 F-350 with Snow Plow; SCADA Update to Windows 10
6. Staff Reports (Superintendent) – Overview of the Plant Operations
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 December 16, 2019**

*Ms. Fisher moved to accept the minutes of January 13, 2020. Mr. Walsh seconded the motion. Motion carried with a 5-0-1 vote, with Chairman Bonett abstaining.*

**3. Chairman's Comments**

- Board Member Comments

No member comment.

- Length of Service Recognition

Superintendent Hartenstein stated the pins are sold at 100 increments with it costing \$1,024 for 100. He spoke with First Selectman regarding all Town employees receive this pin at their 5, 10, 15, 20, etc. years of employment date. The WPCA employees encompass 7% of the Town workforce.

*Mr. Walsh made a motion to contribute 21%, or \$215, for the purchase of the length of service pins. Mr. Burns seconded the motion. Motion carries with a 5-0-1 vote, with Chairman Bonett abstaining.*

**4. Old Business**

- Rt 190 Pump Station

A concrete foundation has been added to the project, in the amount of \$19,600, with no additional fees, due to it being included in the original contract. Construction is to begin once weather breaks. Chairman Hartenstein stated he would be at the site daily once weather breaks and construction begins.

- Mixers Update

Energy analysis completed and submitted to Eversource. Still waiting for calculation of energy savings.

- Filter Effluent Valve Actuator Upgrade

Purchase Order has been issued. Equipment has been ordered and can take 8-12 weeks for delivery. Electrical component has been reviewed with Wright Pierce.

- Budget 2020-2021 Approval

Discussion arose regarding the budget line item for I&I repairs at \$100,000, for fiscal year 2020-2021. WPCA members reiterated the importance of this not setting precedence regarding using sewer user funds to pay for capital projects. The burden would be too great on the user. A joint meeting will be called by the WPCA with the Board of Selectmen and Board of Finance in late spring to discuss funding for continuation of the State-mandated I&I repairs as well as other WPCA capital projects anticipated in the next five years.

***Mr. Walsh made a motion to accept the proposed fiscal year 2020/2021 Water Pollution Control Facility budget in the amount of \$1,904,562, with total operating expenses of \$1,813,869, and an adjustment for uncollected fees in the amount of \$90,693. Mr. Burns seconded the motion. Motion carries with a 5-0-1 vote, with Mr. Bonett abstaining.***

- 2020-2021 Sewer Rates

***Mr. Walsh made a motion to accept the proposed sewer rates as follows:***

**PROPOSED SEWER USER RATE CHARGES  
FOR  
FISCAL YEAR JULY 1, 2020 THROUGH JUNE 30, 2021**

The following are the proposed sewer user charges for Fiscal Year 2020/2021:

1. Level 1	Residence, Per Single Unit (0 – 65,000 Gallons Per Year)	\$340.00
2. Level 2	0 - 65,000 Gallons Per Year	340.00
3. Level 3	65,001 - 130,000 Gallons Per Year	680.00
4. Level 4	130,001 - 195,000 Gallons Per Year	1,020.00
5. Level 5	195,001 - 260,000 Gallons Per Year	1,360.00
6. Level 6	260,001 - 325,000 Gallons Per Year	1,700.00
7. Level 7	325,001 - 390,000 Gallons Per Year	2,040.00

- 8. Level 8 390,001 - 455,000 Gallons Per Year 2,380.00
- 9. Level 9 455,001 - 520,000 Gallons Per Year 2,720.00
- 8. Level 8 Over 520,001 will be \$5.23 per 1,000 gallons or portions thereof
- 9. Level 9 Septic Dumpings will be \$0.075 per gallon

***These rates will be discussed at a public hearing on Monday, March 16th at 6:00 pm. Mr. Thomas seconded the motion. Motion carries with a 5-0-1 vote, with Chairman Bonett abstaining.***

- I&I Repair Plan

Superintendent Hartenstein stated that the proposed repair plan for fiscal year 2020-2021 will include relining Curtis and Parkess Streets. Converse Street may be added to this rehab in order to save on future mobilization costs. Discussions will continue regarding how project will be designed and scope of project.

## **5. New Business**

- Replacement of 2009 F-350 with Snow Plow

The 2009 pickup has shown considerable rust. Quotes were received for repair and for new purchase.

***Mr. Burns made a motion to purchase a 2020 Ford F-350, with a Fisher plow in the amount of \$26,500 (this includes trade-in value of \$12,000) from Putnam Ford. Mr. Thomas seconded the motion. Motion carries with a 5-0-1 vote, with Chairman Bonett abstaining.***

- SCADA Update to Windows 10

SCADA system is no longer receiving support in Windows 7. Previous upgrades from XP were already completed. Another upgrade could entail hardware replacements. An RFP was recommended. This will be looked into further and discussed at a future meeting.

## **6. Staff Reports (Superintendent)**

- Overview of Plant Operations

Superintendent Hartenstein stated the numbers are good at the plant but they are receiving chronic upset in process operations on Tuesdays.

## **7. Collector of Revenue Report**

- Review of Department Finances

Total collections for the month of January were \$355,074, and total expenses were \$82,201. The balance of the sewer reserve is \$882,853 and the balance of the sewer fund is \$1,273,521.

- List of Delinquent Users

An updated list on delinquent users was submitted to the Board. The amount in outstanding collections has surpassed \$100,000 for the fiscal year.

### 8. Legal

- Foreclosures

Two (2) payments in full were received from the list to go to foreclosure this month.

### 9. Adjournment

*Mr. Walsh moved to adjourn the meeting at 6:59 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