


**Town of Stafford**  
**Water Pollution Control Authority**  
Special Meeting  
Stafford Senior Center  
Monday, July 20, 2020  
5:30 p.m.

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TOWN CLERK

**ZOOM Meeting ID 852 8119 1681**

Members Present: Chairman Scott Bonett; Paul Burns; Richard Dobson Jr; 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 June 15, 2020
3. Chairman's Comments – Board Members Comments
4. Old Business – Rt 190 Pump Station; Mixers – Update; Filter Effluent Valve Actuator Update; Meadow Lane Pump Station Update; RT 140 Manhole Raising/H2S Problem - Update
5. Staff Reports (Superintendent) – Old Inventory Equipment
6. Collector of Revenue Report – Transfer of Funds; Review of Department Finances
7. Executive Session – Personnel Discussion
8. New Business – Superintendent's Position
9. Adjournment

**1. Call To Order**

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

**2. Minutes of June 15, 2020**

*Mr. Walsh moved to accept the minutes of June 15, 2020. Ms. Fisher seconded the motion. Motion carried with a 6-0-1 vote, with Chairman Bonett abstaining.*

**3. Chairman's Comments**

- Board Member Comments

Mr. Warren commented on the wonderful appearance of the Route 190 pump station and the optimum shed location. He also inquired about a past request from Ms. Fisher regarding education materials being sent, distributed and/or emailed to users.

**4. Old Business**

- Rt 190 Pump Station

Superintendent Hartenstein stated the project was 99% complete. Some painting and the installation of guardrails, to keep vehicles off the grass, are to be finalized. Project has come in under budget by approximately \$100,000.

- Mixers – Update

The balance of the mixers has been delivered. Staff is still waiting for one control panel to arrive. Next Friday, one tank will be drained, cleaned and mixers installed to completion.

- Filter Effluent Valve Actuator Update

Project is complete and valves have been flawless.

- Meadow Lane Pump Station Update

The control panel is expected to be delivered toward the end of summer. Project will commence then.

- RT 140 Manhole Raising/H2S Problems - Update

Superintendent Hartenstein pointed out the expense of \$103,000 to fix the badly deteriorated manholes from hydrogen sulfide gas coming from the Town of Ellington. He met with the Town of Ellington to go over the intermunicipal contract and found that it stated “upon completion of the installation of these facilities, the Town of Stafford shall retain full ownership and responsibility for its operation and maintenance”. Ellington verbally agreed to pay \$6,000 for the repair of 3 manholes, numbered 07033, 07034 and 07035.

In review of the contract, it also states that nothing can be discharged into the system that would be harmful. A gas meter has been installed to monitor the hydrogen sulfide gas coming from the Ellington side to the sewer system. A neutralizing agent, or Bioxide, may be a solution to diminish these harmful gasses.

***Mr. Burns made a motion to bill the Ellington WPCA, in the amount of \$6,000 for the repair of 3 manholes. Mr. Dobson seconded the motion. Motion carried with a 6-0-1 vote, with Chairman Bonett abstaining.***

**5. Staff Reports (Superintendent)**

- Old Inventory Equipment

Superintendent Hartenstein stated there is old equipment that is of no use to the Stafford WPCF and would like to place it for sale. Items consist of:

1. 6” portable diesel sewer/water pump
2. 5 HP Barnes submersible pump
3. 15 HP Barnes submersible pump

***Mr. Walsh made a motion to send the listed items to auction, to be sold ‘as is’, Ms. Fisher seconded the motion. Motion carried with a 6-0-1 vote, with Chairman Bonett abstaining.***

**6. Collector of Revenue Report**

- Transfer of Funds

***Mr. Walsh made a motion to transfer the following funds within the FY 2019-2020 Sewer Fund:***

<u>From</u>	<u>To</u>	<u>Amount</u>
<b>SEWER FUND</b>	<b>SEWER FUND</b>	
25-340-4103	25-340-3325	\$ 2,000
(Utilities: Heat)	(Repair & Maint: WPCF)	

25-340-5101 (Lab: Supplies & Materials)	25-340-3825 (Test: Heavy Metals & Toxicity)	\$ 200
25-340-3200 (Legal Services)	25-340-7241 (Cap: Line Maint)	\$ 2,000
25-340-3208 (Engineering Consultant)	25-340-7241 (Cap: Line Maint)	\$ 1,000
25-340-3320 (Repair & Maint: Vehicles)	25-340-7241 (Cap: Line Maint)	\$ 3,000
25-340-6500 (Pump Stations)	25-340-7241 (Cap: Line Maint)	\$ 22,000
25-340-7025 (State Insp/Permit Fees)	25-340-7241 (Cap: Line Maint)	\$ 9,000
25-340-5102 (Process Chemicals)	25-340-1181 (Sal: Office Personnel)	\$ 2,550

*Mr. Thomas seconded the motion. Motion carried with a 6-0-1 vote, with Mr. Bonett abstaining.*

*Mr. Burns made a motion to transfer the following items from the FY 2019-2020 Sewer Fund to the Sewer Reserve for Capital Expenses Passbook:*

<u>From</u>	<u>To</u>	<u>Amount</u>
<b>SEWER FUND</b>	<b>SEWER FUND</b>	
25-340-7240 (Cap – Pump Stations)	SEWER RESERVE CAP. EXP. PASSBOOK	\$ 5,000

25-340-7242	SEWER RESERVE	\$ 54,900
(Cap – Equipment)	CAP. EXP. PASSBOOK	
25-340-7245	SEWER RESERVE	\$ 8,400
(Vehicle Repair/Replacement)	CAP. EXP. PASSBOOK	
25-340-7241	SEWER RESERVE	\$ 33,000
(Major Sewer Line R/Rt)	CAP. EXP. PASSBOOK	
25-340-7235	SEWER RESERVE	\$10,000
(Special Revenue Compensation)	CAP. EXP. PASSBOOK	

**TOTAL TO SEWER RESERVE PASSBOOK \$111,300**

*Mr. Thomas seconded the motion. Motion carried with a 6-0-1 vote, with Chairman Bonett abstaining.*

- Review of Department Finances  
Collections have been going well. The SASE enclosure has been well received by the users.

**7. Executive Session**

- Personnel Discussion

*Mr. Burns made a motion to enter into executive session at 6:20 p.m. Motion was seconded by Mr. Walsh. Motion carried with a 6-0-1 vote, with Chairman Bonett abstaining.*

Mr. Hartenstein and Ms. LaMorte were excused from the room.

*Mr. Walsh made a motion to exit executive session at 7:00 p.m. Motion was seconded by Mr. Burns. Motions carried with a 6-0-1 vote with Chairman Bonett abstaining.*

**8. New Business**

- Superintendent's Position

Superintendent Hartenstein affirmed his impending retirement. The Board thanked Superintendent Hartenstein for his time, dedication and outstanding service to the Stafford WPCF for the last thirty years.

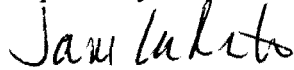
Chairman Bonett stated there was discussion regarding an interim superintendent, while the WPCA is able to find a permanent replacement hire. There are 3 qualified individuals employed at the plant and their position was to appoint the individual with the most seniority. Ms. LaMorte accepted the position of interim Superintendent. A hiring committee was established to consist of Chairman Bonett, Mr. Walsh and Mr. Burns. The aforementioned hiring committee will proceed with development of a position description in the near term, followed by

an advertisement. All members of the Board will be given an opportunity to review submitted qualifications, and subsequently interview selected candidates.

**9. Adjournment**

***Mr. Walsh moved to adjourn the meeting at 7:08 p.m. and Mr. Burns seconded the motion. Motion carried with a 6-0-1 vote, with Chairman Bonett abstaining.***

Respectfully Submitted,



Jane LaMorte  
Recording Secretary

***This meeting was held via ZOOM and open to the public for listening. The meeting was recorded and will be available on the Town website.***