

Town of Stafford
Water Pollution Control Authority
 Special Meeting
 Stafford Senior Center
 Monday, November 22, 2021
 5:30 p.m.

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 TOWN CLERK

Members Present: Chairman Scott Bonett; Paul Burns; Richard Dobson Jr; Mandy Fisher; Roger Thomas

Members Absent: Dave Walsh and Al Warren

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager WPCA; and Dan Murphy, CDM Smith; and Robert Wutsch, 139 West Main Street

Index:

1. Call To Order
2. Minutes of October 25, 2021
3. Chairman's Comments – Board Members Comments
4. Old Business – ARPA Money – Cyber Security Update; Westford Ave – Sewer Lining Update; New Employee Hiring
5. New Business – REXA Actuator for Aeration System; 18 West Stafford Road – Sewer Connection; 139 West Main Street – Sewer User Fee Dispute
6. Staff Reports (Superintendent) – Plant Update
7. Collector of Revenue Report – Review of Department Finances
8. Executive Session – Employee Contract
9. Adjournment

1. Call To Order

The meeting was called to order at 5:30 p.m. A quorum was established.

2. Minutes of October 25, 2021

Mandy Fisher made a motion to accept the special meeting minutes of October 25, 2021. Roger Thomas seconded the motion. Motion carried with a 4-0-1 vote, with Chairman Scott Bonett abstaining.

3. Chairman's Comments

- Board Member Comments

There were no comments.

4. Old Business

- ARPA Money – Cyber Security Update

CDM Smith prepared a SCADA Master Plan Technical Memo to assess the condition of the existing SCADA equipment; identify necessary SCADA updates; and to recommend cyber security improvements. Dan Murphy, of CDM Smith, explained the purpose and made overall recommendations for upgrade to replace obsolete and unsupported hardware with current models; upgrade software to newest versions; and to improve the physical security and cybersecurity. The upgrade would include hardware, software, firewall, new control panels, blower panels and remote pump station upgrades. The planning level cost estimate for the proposed upgrades, including design and construction is \$975,000. This includes a 10% project

contingency and a 30% allowance for design and construction oversight. The programming is included in the cost.

There was some discussion on who would be responsible to pay for the project. The Board requested that Superintendent Rick Hartenstein ask to split the cost with the Town 50%/50%. This item is ongoing.

Paul Burns made a motion to move to Item New Business – 139 West Main Street – Sewer user fee Dispute. Mandy Fisher seconded the motion. Motion carried with a 4-0-1 vote, with Chairman Scott Bonett abstaining.

Ms. LaMorte stated that the property, located at 139 West Main Street, was being charged as a 4 unit occupancy. This data was obtained by the Assessor's card in 2016. In July 2021, the assessor's card was updated to 2 unit occupancy. The units in question are small garages that have no running water. Robert Wutsch requested that he be reimbursed for the 2 units that were charged in error since 2016, a total of five (5) fiscal years, totaling \$3,040.

Paul Burns made a motion to reimburse the property owner at 139 West Main Street, \$3,040, for the 2 units that were charged in error over the last five (5) fiscal years. Roger Thomas seconded the motion. Motion carries with a 4-0-1 vote, with Chairman Scott Bonett abstaining.

Paul Burns made a motion to return to Item 4 – Old Business. Roger Thomas seconded the motion. Motion carries with a 4-0-1 vote, Chairman Scott Bonett abstaining.

- Westford Ave – Sewer Lining Update

The sewer lines have been cleaned and will be ready for relining in January 2022.

5. New Business

- New Employee Hiring

There were no comments.

6. Staff Reports (Superintendent)

- Plant Update

Superintendent Rick Hartenstein stated that the NPDES permit for the plant would be expiring in September 2022. There is some laboratory tests to be completed along with new procedures being implemented in the new permit. The new permit submittal must be in no later than 180 days prior to expiration of existing permit.

7. Collector of Revenue Report

- Review of Department Finances

Total collections for the month of October were \$267,306 and the expenditures totaled \$67,584. The balance of the sewer reserve is \$894,370 and the balance of the sewer fund is \$1,623,586.

Approximately sixty (60) accounts were turned over to the State Marshall for collection as of November 1, 2021.

8. Executive Session

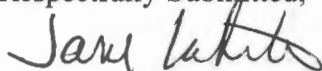
Roger Thomas made a motion to enter into executive session at 6:42 p.m. Paul Burns seconded the motion. Motion carries with a 4-0-1 vote, with Chairman Scott Bonett abstaining.

Roger Thomas made a motion to exit executive session at 7:08 p.m. Paul Burns seconded the motion. Motion carries with a 4-0-1 vote, with Chairman Scott Bonett abstaining.

9. Adjournment

Paul Burns made a motion to adjourn the meeting at 7:09 p.m. and Richard Dobson seconded the motion. Motion carried with a 4 -0-1 vote, with Chairman Scott Bonett abstaining.

Respectfully Submitted,



Jane LaMorte
Recording Secretary