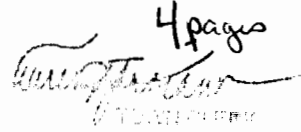


Town of Stafford
Water Pollution Control Authority
 Regular Meeting
 Stafford Senior Center
 Monday, February 13, 2023
 5:30 p.m.

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Members Present: Vice-Chairman Paul Burns; Richard Dobson Jr; Mandy Fisher; Roger Thomas; Dave Walsh; and Allen Warren

Members Absent: Scott Bonett

Also present: Superintendent Richard Hartenstein, Jr.; and Jane LaMorte, Business Manager WPCA

Index:

1. Call To Order
2. Minutes of January 9, 2023
3. Chairman's Comments – Board Members Comments
4. Old Business – Budget Fiscal Year 2023-2024; SCADA Project Upgrade Update; Industrial Discharge Upset to Plant Update
5. New Business – OSHA Inspection Report; WPCF Expansion discussion
6. Staff Reports (Superintendent) – Plant Update
7. Collector of Revenue Report – Review of Department Finances
8. Adjournment

1. Call To Order

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

2. Minutes of January 9, 2023

Mandy Fisher made a motion to accept the minutes of January 9, 2023. Roger Thomas seconded the motion. Motion carries with a 5-0-1 vote, with Vice-Chairman Paul Burns abstaining.

3. Chairman's Comments

- Board Member Comments

No Comments.

4. Old Business

- Budget Fiscal Year 2022-2023

The sewer rates were discussed regarding a comparison of at \$10 increase to the single residential unit, resulting in an increase of \$0.16 per thousand gallons; or, after looking at the average use of water per household to decrease the gallons usage per year from 65,000 to 62,000; resulting in an increase to the larger commercial and industrial accounts of \$0.28 (or \$5.97) per thousand gallons. The overall revenue to be collected is comparable.

Mandy Fisher made a motion to propose the following rate change for Fiscal Year 2023-2024:

1. Level 1	Residence, Per Single Unit (0 – 62,000 Gallons Per Year)	\$370.00
2. Level 2	0 - 62,000 Gallons Per Year	370.00
3. Level 3	62,001 - 124,000 Gallons Per Year	740.00
4. Level 4	124,001 - 186,000 Gallons Per Year	1,110.00
5. Level 5	186,001 - 248,000 Gallons Per Year	1,480.00
6. Level 6	248,001 - 310,000 Gallons Per Year	1,850.00
7. Level 7	310,001 - 372,000 Gallons Per Year	2,220.00
8. Level 8	372,001 - 434,000 Gallons Per Year	2,590.00
9. Level 9	434,001 - 496,000 Gallons Per Year	2,960.00
8. Level 8	Over 496,001 will be \$5.97 per 1,000 gallons or portions thereof	
9. Level 9	Septic Dumpings will be \$0.085 per gallon	

Rich Dobson Jr. seconded the motion. Motion carries with a 5-0-1 vote, with Vice-Chairman Paul Burns abstaining.

The fiscal year 2023-2024 budget was discussed.

Dave Walsh made a motion to propose the Water Pollution Control Facility budget in the amount of \$1,994,326, with the total operating expenses of \$1,899,358, and an adjustment for uncollected fees in the amount of \$94,968, (See attached) at a public hearing, along with the proposed rates, to be held on Monday, March 20, 2023, at 6:30 pm. Mandy Fisher seconded the motion. Motion carries with a 5-0-1 vote, with Vice-Chairman Paul Burns abstaining.

- SCADA Project Upgrade Update

Kickoff meeting is scheduled for Wednesday this week.

- Industrial Discharge Upset to Plant Update

TTM batch discharges discussions are ongoing. 3M is adding additional equipment and working hard to establish effluent that meets permit requirements.

Roger Thomas excused himself from the meeting.

5. New Business

- OSHA Inspection Report

A representative of CONN OSHA visited the plant for safety inspection. The railings at the plant were discussed regarding the standard height of 42 inches. The plant rails were designed under an old regulation of 37 inches in height. Some other small issues were found,

and most have been already addressed. An estimate was received to replace 1,500 linear feet of railing for \$470,000. The WPCA will wait for final report to discuss further.

- WPCF Expansion Discussion

The plant is designed to run at 2M gallons a day of flow. At 1.7M gallons of flow, there is stress on the process of the plant. Expansion discussions have been discussed in Town where the hospital would like to connect to sanitary sewer and economic development with new businesses being brought to Town who would want to connect to sewer. The additional flow's impact on the plant is unknown. A capacity analysis cost evaluation would be performed to meet the plant's 2MGD design flow.

Dave Walsh made a motion to sign the agreement with CDM Smith to provide what improvements should be made and cost evaluation to accommodate additional flows at the treatment facility for a sum not to exceed \$15,000. Rich Dobson Jr. seconded the motion. Motion carries with a 4-0-1 vote, with Vice-Chairman Paul Burns abstaining.

6. Staff Reports

- Plant Update

Nothing new to report.

7. Collector of Revenue Report

- Review of Department Finances

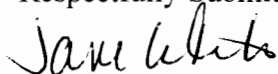
Total collections for the month of January were \$372,455 and the expenditures totaled \$112,492. The balance of the sewer reserve is \$896,883 and the balance of the sewer fund is \$1,746,690.

The utility program used for collections will no longer offer support as of June 30, 2024. Quality Data Service Inc services the majority of CT towns for utility software and tax collection. A quote of \$4,000 for yearly support was received and a one-time \$1,500 fee for conversion and startup. Staff will be scheduling a demo of the software soon. No commitment has been made at this time.

8. Adjournment

Dave Walsh made a motion to adjourn the meeting at 6:37 p.m. and Rich Dobson Jr seconded the motion. Motion carried with a 4-0-1 vote, with Vice-Chairman Paul Burns abstaining.

Respectfully Submitted,



Jane LaMorte
Recording Secretary

WPCF	Approved	Proposed
	2022-2023	2023-2024
Salaries: Operational Personnel	502,504	449,405
Salaries: Overtime-Weekends	14,000	14,500
Salaries: Overtime-Call-Ins	10,000	12,000
Salaries: Overtime-On-Call	6,225	6,225
Fees: Recording Secretary	1,200	1,200
Uniform Allowance	4,500	3,000
FICA/Medicare Emp.	36,000	34,400
Workers Comp Policy	23,000	27,000
Unemployment		
Group Health & Life	142,142	135,243
Employee Retirement	105,571	105,575
Professional Fees	0	0
General Liability Policy	42,000	48,000
Property Policy	0	0
Commercial Lines Fee	0	0
Excess Liability Policy	0	0
Auto Policy	0	0
Postage	2,500	2,500
Public notices-Liens	4,750	4,750
Legal Services	4,600	4,600
Engineering Consultation	10,000	10,000
Cont. Service/Agreements	25,000	35,000
Repair & Maintenance: Vehicles	15,000	15,000
Repair & Maint : Plant	100,000	100,000
Continuing Education	5,000	5,000
Test: Heavy Metals & Toxic	25,000	30,000
Drug & Alcohol tests/misc.	750	750
Utilities: Electricity	135,000	126,285
Utilities: Water	1,200	1,500
Utilities : Heat	23,000	23,000
Utilities: Diesel for Generators	2,000	2,000
Disposal of Sludge	126,000	84,000
Telephone	10,000	10,000
Insurance Bonding	200	200
Office Supplies	4,400	4,400
Laboratory, Supplies & Mat.	10,000	25,000
Process Chemicals	32,700	42,000
Equipment/Supplies	5,000	5,000
Vehicle Gas & Oil	12,000	13,500
Sewer Line System Maintenance	100,000	110,000
Pump Stations	1,000	1,000
State Inspection/Permit Fees	17,500	17,500
CAP - Spec. Rev. Comp. Fund	6,600	6,500
CAP - Pump Stations	5,000	5,000
CAP - Line Maint	69,000	80,000
CAP - Equipment	70,000	67,000
CAP - Vehicle Replacement	49,500	30,000
Inflow/Infiltration	100,000	100,000
Rental of Sewer Pipe: RR	2,250	2,265
BOND Payment	40,450	99,060
TOTAL	1,902,542	1,899,358
Adjustment for Uncollected Fees	95,127	94,968
TOTAL EXPENDITURES	1,997,669	1,994,326
REVENUES		
User Fees	1,829,722	1,889,526
Prior Collections	55,000	55,000
Septic	32,500	34,350
Interest Earned	950	950
Connection Fees	9,000	9,000
Elderly Housing	5,500	5,500
Other 3M Surcharge	65,000	0
Cash Balance	0	0
TOTAL	1,997,672	1,994,326