

STAFFORD WATER POLLUTION CONTROL AUTHORITY

Regular Meeting
Veteran's Meeting Room
Monday, March 7, 2011

Members Present:

Michael Waugh
Doug Fassett
Francis Finch
Doug Minich
Herman Perlot
James Tantillo

Members Absent:

Earl Avery
Paul Burns
B. Allen Warren

Also present were Superintendent Kevin Leslie; and Pete Williams, Town of Ellington.

1. CALL TO ORDER

The meeting was called to order by Chairman Waugh at 5:33 P.M. A quorum was established.

Mr. Fassett made a motion to move to Item 9. OLD BUSINESS, Mr. Perlot seconded the motion. Motion carries unanimously.

9. OLD BUSINESS

- Collection Procedures – Warrants Update

A spreadsheet was distributed that listed sewer accounts that had made no attempt to make payments after several attempts for collection, through the WPCA office and through sheriff. There are approximately 30 accounts, ranging from \$200 to more than \$8,000. Mr. Fassett stated that there were accounts that had payments of under \$5 and should be included on the list. Attorney Muska was asked for his opinion for collection of these delinquent accounts. He stated that in the past he sent out letters threatening foreclosure procedures and had a sample at the office that he could retrieve so the members could look it over. This would be discussed further upon Attorney Muska's return

- Staff Education and Training Update

Nothing new to report.

- 262 Orcuttville Road – Sewer Issue

There used to be a sewer line on this property that was dug up and broken by the property owner. The WPCF put a cap on this line. The property owner is not satisfied with this solution and feels that a check valve should be installed at the pump so nothing is backed up onto his property. Superintendent Leslie stated he would like to look the problem and the elevation of the property to make a proper assessment.

Mr. Minich made a motion to table this agenda item for 60 days, when proper weather conditions exist for an evaluation. Mr. Tantillo seconded the motion. Motion carries unanimously.

Mr. Finch made a motion to go back to Item 2 on the agenda. Mr. Perlot seconded the motion. Motion carries unanimously.

2. FACILITY PLAN UPGRADE – MONTHLY PROGRESS MEETING

Superintendent Leslie stated that there is one more month of solid construction left. There are minimal tasks that need to be completed once the weather breaks, including paving and landscaping. The IFAS equipment requires 120 days of test cycles.

Chairman Waugh stated that the project should be complete and closed by the time of its first installment payment on July 28, 2011.

Mr. Perlot made a motion to return to Item 9 OLD BUSINESS. Mr. Minich seconded the motion. Motion carries unanimously.

9. OLD BUSINESS

- **Collection Procedures – Warrants Update**

Attorney Muska distributed a sample letter for review.

Mr. Minich made a motion for Attorney Muska to draft a letter to all delinquent sewer users who have made no attempt to pay on their account. This letter will be reviewed at the next meeting prior to being sent out. Mr. Perlot seconded the motion. Motion carries unanimously.

- **Stafford-Ellington Inter-municipal Agreement Update**

The Ellington Board will be supplying Stafford with a response after their next meeting on the 17th of March 2011.

Meeting resumes regular agenda order.

3. MINUTES OF FEBRUARY 7, 2011

Mr. Fassett made a motion to accept the minutes of February 7, 2011. Mr. Perlot seconded the motion. Motion carries unanimously.

4. SUPERINTENDENT'S REPORT

Superintendent Leslie stated he was beginning to review the revenue portion of the budget.

Chairman Waugh stated that Ms. LaMorte will be transferred to the treatment plant but collections to remain in the Town Hall. The members questioned why the collection process would change when the Authority has been working diligently to separate Town and WPCA. A meeting with the First Selectman and Tax Collector will be held on Wednesday to discuss the pros and cons of the collection change.

5. SEWER CONNECTIONS

- **Levinthal Run – Modular Classrooms**

No inspection has been made at this time.

6. REVIEW OF DEPARTMENT EXPENDITURES

A detailed sheet was distributed to all members. The first propane bill has been received. It was suggested that a request for proposals be issued for how many gallons the treatment plant will need.

7. BUDGET FISCAL YEAR 2011-2012

A proposed budget sheet was included in mailing. The insurance and worker's compensation figures are tentative, using last year's numbers. The overall budget has gone up approximately \$7,000 and the revenues are expected to go down but are still under review.

Mr. Minich stated good job on the presentation of the budget.

Mr. Perlot made a motion to send the proposed WPCF Budget 2011-2012 to the Board of Finance as presented, with a total of \$993,260 in maintenance and operation and \$20,700 in uncollected fees, for a Total amount of expenditures \$1,013.960. This proposed budget will be reviewed again at another meeting. Mr. Finch seconded the motion. Motion carries unanimously.

8. 5 YEAR CAPITAL IMPROVEMENT PLAN

- **Orcuttville Road Pump Station**

To be discussed at next meeting.

- **Roofing**

The roofing project has not started at this time. The bid was for approximately \$70,000. There are insufficient funds within the balance of the project to completely pay for the replacement of the roof. There is more than \$53,000 in interest accrued on the borrowed \$6.5M in the Upgrade passbook. Legal counsel was contacted to verify use of these funds and it was stated that the interest may be used in the scope of the project as a capital cost.

Mr. Minich made a motion to transfer \$50,000 from the Sewer Upgrade Passbook to the Sewer Reserve for Capital and Non-Reoccurring Expenses Passbook. Mr. Perlot seconded the motion. Motion carries unanimously.

Mr. Minich made a motion to transfer \$50,000 from the Sewer Reserve for Capital and Non-Reoccurring Expenses Passbook to the Sewer Upgrade Project for roof replacement.

10. NEW BUSINESS

No new business.

10. ADJOURNMENT

Mr. Perlot made a motion to adjourn at 7:05 P.M. Mr. Tantillo seconded the motion. Meeting adjourned.

Respectfully Submitted:

Jane LaMorte
Office Manager WPCA