

STAFFORD WATER POLLUTION CONTROL AUTHORITY

Special Meeting
Veteran's Meeting Room
Wednesday, July 6, 2011

Members Present:

Michael Waugh
Doug Fassett
Paul Burns
Francis Finch
B. Allen Warren

Members Absent:

Earl Avery
Francis Finch
Herman Perlot
Douglas Minich

Also present were Superintendent Kevin Leslie; Ed Muska, WPCA Attorney; and Pete Williams, Town of Ellington.

1. CALL TO ORDER

The meeting was called to order by Chairman Waugh at 5:46 P.M. A quorum was established.

2. LEGAL – STATUS OF COLLECTIONS

- **Conflict of Interest**

Attorney Muska opened discussion by stating that letters went out to six of the seven accounts that were turned over to him. He stated that there was one account that was a conflict of interest and that he could turn this account over to another attorney.

Mr. Burns made a motion to turn the account that Attorney Muska has a conflict with over to Attorney Avery, or another lawyer who has no conflict with this homeowner for further action. Mr. Fassett seconded the motion. Motion carries unanimously.

Since there was no response from any delinquent account if was suggested that the letters go out again, only certified this time.

Mr. Burns made a motion to resend delinquent accounts collection letter certified and that Attorney Avery send his letter out certified also. Mr. Tantillo seconded the motion. Motion carries unanimously.

3. MINUTES OF JUNE 8, 2011

Mr. Fassett made a motion to accept the minutes of June 8, 2011. Mr. Warren seconded the motion. Motion carries unanimously.

4. MINUTES OF JUNE 29, 2011

Mr. Fassett made a motion to accept the minutes of June 29, 2011. Mr. Tantillo seconded the motion. Motion carries unanimously.

5. SUPERINTENDENT'S REPORT

- **Staff Education and Training Update**

Nothing new to report on training.

The NPDES Permit Renewal is due by August 4, 2011.

The South end property at the treatment plant, where the Police Department stores its vehicles, was discussed. The Police shall have their own lock and be responsible their vehicles in the lot. It was recommended that the WPCA write the Police Dept. a letter regarding maintenance of the lot.

The VacCon lease purchase is being set up and should be in soon.

The sewer bills have been sent out for July 1, 2011 for collection.

6. SEWER CONNECTIONS

- **Levinthal Run – Modular Classrooms**

Chairman Waugh opened discussion by stating that there would be considerable savings if the Town were to connect the modular classrooms to the Stafford Library's septic tank. The savings would be approximately \$4,000 and the holding tank is adequate size to hold the effluent from the classrooms.

The Authority felt that the classrooms had a difficult time getting through Planning and Zoning and another wedge may not be receptive. The Authority felt as a group that it would be best to connect to the Town sanitary sewer as originally planned.

7. REVIEW OF DEPARTMENT EXPENDITURES

A detailed sheet will be distributed at the next Regular Meeting.

8. 5 YEAR CAPITAL IMPROVEMENT PLAN

Superintendent Leslie distributed a template for editing projects for the 5-year plan. He stated that the user fee structure, budgeting process and industrial charges were all related. Within the template is a list of items to set in place prior to the budget year so it is funded properly.

The ultimate goal is to stabilize the sewer user charge and update the 5-year plan every year.

9. OLD BUSINESS

- **Stafford-Ellington Inter-Municipal Agreement Update**

An invite to the Dedication Ceremony on August 1st was given to Mr. Peter Williams.

- **Route 190 Force Main Break**

The design should be complete by July 15th. Richard Hartenstein has been looking into how to limit the overtime.

10. NEW BUSINESS

No new business.

11. ADJOURNMENT

Mr. Fassett made a motion to adjourn at 6:25 P.M. Mr. Burns seconded the motion. Meeting adjourned.

Respectfully Submitted:

Jane LaMorte
Office Manager WPCA