

STAFFORD WATER POLLUTION CONTROL AUTHORITY

Special Meeting
Veteran's Meeting Room
Monday, April 11, 2011

Members Present:

Michael Waugh
Doug Fassett
Paul Burns
Doug Minich
Herman Perlot

Members Absent:

Earl Avery
James Tantillo
B. Allen Warren

Also present were Superintendent Kevin Leslie; Paul Gilbert and Ted Wajda and associate of Near the Lake Cafe.

1. CALL TO ORDER

The meeting was called to order by Chairman Waugh at 5:45 P.M. A quorum was established.

Mr. Burns made a motion to move to Item 6. SEWER CONNECTIONS, Mr. Minich seconded the motion. Motion carries unanimously.

6. SEWER CONNECTIONS

- **Levinthal Run**

Nothing new to report. Final inspection has not been requested.

- **328 East Street – Near the Lake Café**

Mr. Wajda opened discussion by stating he was the owner of Near the Lake Café for the past 5 years and at this point he has 2 grease interceptors, 1 on the dishwasher and 1 on the 3-bay sink. These interceptors are cleaned every 6 months. The establishment is a Class II restaurant right now, which means that only sandwiches are served and an occasional hotdog. The new menu contains hamburgers and French fries which will classify the restaurant as a Class III.

The DEP has a Fats Oils and Grease program that will be enforced beginning July 11, 2011 that states that all Class III restaurants must have the proper mechanical recovery unit for the establishment. The required unit costs approximately \$5-6,000.

Mr. Wajda stated that his volume is real low for food consumption and feels that the 2 existing interceptors would suffice. He requested that the WPCA not require him to upgrade his units.

Superintendent Leslie stated that all new/relocated restaurants have been required to put in the proper unit for a Class III license.

Then WPCA members felt that there was no lee-way in the regulations. Chairman Waugh stated he would check with the Assessor's Office to see if there is a Manufacturer's Rebate for the upgraded device and let Mr. Wadja know.

It was suggested that the WPCF inspect the school systems for proper interceptors.

Mr. Minich made a motion to back to the scheduled agenda at Item 2. Mr. Burns seconded the motion.

2. FACILITY PLAN UPGRADE – MONTHLY PROGRESS MEETING

Mr. Gilbert stated that the project is now 98% complete. CHN's portion of the project will be complete on May 6, 2011. The IFAS system startup and testing will go through June. The roofing on the control building has been finished, all blower requirements have been met so the grant in the amount of \$352,000 should be released.

Chairman Waugh requested that the as-builts for the project be placed on disk. Mr. Gilbert said he would look into this

3. MINUTES OF MARCH 7, 2011

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

4. MINUTES OF MARCH 28, 2011

Mr. Perlot made a motion to accept the minutes of March 28, 2011. Chairman Waugh seconded the motion. Motion carries with 1 abstention.

5. SUPERINTENDENT'S REPORT

Superintendent Leslie submitted weekly reports for review.

7. REVIEW OF DEPARTMENT EXPENDITURES

A detailed sheet was distributed to all members.

8. BUDGET FISCAL YEAR 2011-2012

A proposed budget sheet was included in mailing, to be submitted to the Board of Finance.

Mr. Minich made a motion to send the proposed WPCF Budget 2011-2012 to the Board of Finance as presented, with a total of \$995,030 in maintenance and operation and \$20,700 in uncollected fees, for a Total amount of expenditures \$1,015,730. Mr. Burns seconded the motion. Motion carries unanimously.

- **Discussion of Revenues**

Chairman Waugh stated there is a loss of revenue in Industrial User Charges and also approximately \$5,000 from buildings being demolished on Main Street. The rate structure will be looked into for actual usage of water and possible revisions.

9. 5 YEAR CAPITAL IMPROVEMENT PLAN

- **Orcuttville Road Pump Station**

To be discussed at next meeting.

- **Roofing**

The roofing project for the control building is complete. Other roofing projects at the plant will be discussed at a later date.

10. OLD BUSINESS

- **Collection Procedures – Warrants Update**

Attorney Muska supplied the members with a draft letter to be sent to those users who have not responded to any collection procedures. This letter would be the final step prior to foreclosure. A list of delinquent sewer users that were unresponsive was distributed to all members.

Mr. Minich made a motion to accept the letter prepared by Attorney Muska to be sent out to the delinquent sewer user. Mr. Burns seconded the motion. Motion carries unanimously.

Discussion continued with setting a policy of who will get this letter in the first round of foreclosure proceedings.

Chairman Waugh made a motion to set a policy to send out letter to those delinquent users that are in arrears 6 or more years. This policy may be amended at any time. Mr. Perlot seconded the motion. Motion carries unanimously.

- **Staff Education and Training Update**

New training bulletins were just received so will be looking into classes to take.

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

Nothing new to report.

- **262 Orcuttville Road – Sewer Issue**

A letter was sent that Superintendent Leslie would be visiting the property this week. He would offer to supply the materials to the homeowner and then homeowner is responsible for installation.

- **Route 190 Force Main Break**

It was discussed that Weston & Sampson be contacted to review proposal and discuss best options again. The whole line may more than likely need to be replaced and that course of action needs to be discussed.

11. NEW BUSINESS

No new business.

12. ADJOURNMENT

Mr. Minich made a motion to adjourn at 7:00 P.M. Mr. Burns seconded the motion. Meeting adjourned.

Respectfully Submitted:

Jane LaMorte
Office Manager WPCA