

# STAFFORD WATER POLLUTION CONTROL AUTHORITY

Regular Meeting  
Veteran's Meeting Room  
Monday, October 3, 2011

## Members Present:

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

## Members Absent:

Earl Avery  
Herman Perlot  
James Tantillo

Also present were Superintendent Kevin Leslie, Pete Williams, Town of Ellington and Paul Gilbert, CDM.

## 1. CALL TO ORDER

The meeting was called to order at 5:32 p.m. A quorum was established.

## 2. ELECTION OF CHAIRMAN

*Mr. Minich nominated Michael Waugh as Chairman for 2011-2012. Mr. Warren seconded the motion. Motion carries unanimously.*

## 3. CDM DISCUSSION OF INDICATOR LIGHTS

Mr. Gilbert stated that the American Automation Society has lights that mean, red-running and green-off. He stated that all the instrumentation in the Water Treatment Facility, along with the pump stations, adhere to this standard. All indicator lights at the treatment facility and pump stations are consistent and the employees did not have an issue with the coloring.

Mr. Fassett was concerned about these light indicators and the fact that it did not make sense because in America red means stop. He stated that the indicator lights and controls were not per NFPA code.

## 4. MINUTES OF AUGUST 10, 2011

Mr. Minich pointed out that in Item 4 Minutes of July 6, 2011, it states that Mr. Tantillo made the motion and seconded it. The motion should read as follows:

*Mr. Tantillo made a motion to accept the minutes of July 6, 2011. Mr. Fassett seconded the motion. Motion carries unanimously.*

*Mr. Minich made a motion to accept the minutes of August 10, 2011 at amended with change noted above. Mr. Finch seconded the motion. Motion carries unanimously.*

## 5. SUPERINTENDENT'S REPORT

- **Staff Education and Training Update**

The new class schedule for fall 2011 has come out and there were great responses in employees desire to attend a variety of the classes offered.

## 6. AS-BUILTS FOR SERVICE DISTRICT PROJECTS

Superintendent Leslie requested that Weston and Sampson supply the WPCF with As-Builts for the completed projects in the Service District. Chairman Waugh stated he would follow-up on this.

Milars were requested from CDM for the Upgrade. Mr. Gilbert would look into this.

## **7. LEGAL**

- Status of Collections

Ms. LaMorte stated that the seven (7) accounts there were listed on the foreclosure list were sent a certified letter from the Chairman, dated September 26, 2011, requesting one last chance for payment or to be put on a plan before foreclosure proceedings would commence. At the time of the meeting there was no response to the letter.

It was also stated that a new batch of warrants were to be submitted to the sheriff. There were approximately 60 new accounts that were issued a warrant. These users were those that owed just one year in back fees.

- Mountain Road Sewer Easement

Attorney Muska is looking into this. A sewer easement was never filed that depicts the WPCF now owning the sewer lines on Mountain Road. All sewer extensions would be looked into in order to file all easements accordingly.

## **8. COLLECTOR OF REVENUE REPORT**

Collector LaMorte distributed spreadsheets pertaining to collections, revenue, and expenditures. The breakdown of expenditures was not included in the packet and was requested for next month.

## **9. REVENUES**

- Housing Authority
- Rate Structure

*Mr. Minich made a motion to table these items until Special Meeting on Monday, October 17, 2011, Mr. Burns seconded the motion. Motion carries unanimously.*

## **10. SEWER CONNECTIONS**

- Levinthal Run – Modular Classrooms

The design for connection will be a holding tank that is then pumped out with a force main to the main line. HJ Houle and Son would be starting the work this week and should cost approximately \$12,500 without material.

## **11. REVIEW OF DEPARTMENT EXPENDITURES**

- Purchase Order System

The WPCF is adapting to the purchase order system in the Treasurer's Office. The WPCF will have blanket PO's for vendors that are used on a regular basis and it was suggested to the members that any purchase under \$200 made by the Facility would not require a purchase order.

*Mr. Burns made a motion that purchases under \$200 does not require a purchase order, providing the purchase is approved by Superintendent Leslie. Mr. Minich seconded the motion. Motion carries unanimously.*

## **12. 5 YEAR CAPITAL IMPROVEMENT PLAN**

Superintendent Leslie stated that the flow at the WWTF is high. The NPDES permit allows the plant to discharge 2MGD. If you are over this limit 90% of the time on a 180-day average the Town may be issued an Order.

There is known Inflow and Infiltration (I/I) in Stafford, especially in the Service District area. Previous smoke testing was done on Furnace Avenue and happenings were found. I/I can be very expensive and the amounts removed are low. Approximately 400,000 gallons of influent must be removed to remain within permit limits.

A good way to check how much I/I the WPCF may be receiving is to add up what the industries give us, plus the amount the households give us and see what is left coming into the plant. This influent would be I/I.

Another item that needs to be addressed in the near future is the pump stations.

## **13. OLD BUSINESS**

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

Nothing new to report.

- **Union Septage**

Not receiving a lot of union septage at this time. Item to be removed for next meeting.

- **Water Sewer Backup Coverage**

Warren Corp sent the Town a quote for repair work performed from the sewer backup. The quote seemed exorbitant. A previous bill of \$10,000 has been paid to ServPro for the initial cleanup.

A letter has been drafted by Chairman Waugh regarding the position of the Town and WPCA on the quote and is being reviewed by Attorney Muska.

- **Route 190 Force Main Repair**

There was one bid for the repair work and it came in at over \$600,000. The approval of funds necessary for this job was estimated at \$450,000 with contingency. The Town Meeting, to request this money, set for Wednesday, October 5, 2011, has been canceled.

## **12. NEW BUSINESS**

- **Sawmill Road**

The members inquired about the incident on Sawmill Road. Chairman Waugh explained that there were two (2) separate incidences. The first was confusion on what was being disposed of and was cleaned up right away once it was learned it was not grit. The second was wool that was

pulled out of the clarifier and was set there to dry. It was a small amount of wool and that too was removed right away once a nearby homeowner complained. The State issued the Town a Notice of Noncompliance. It was stated that this will never happen again and, under any circumstances is anything to be disposed of or left temporarily at the Sawmill Road town property.

## **12. ADJOURNMENT**

Mr. Burns made a motion to adjourn at 6:55 p.m. Mr. Finch seconded the motion. Motion carries unanimously.

Respectfully Submitted,

Jane LaMorte  
Office Manager WPCA