

STAFFORD WATER POLLUTION CONTROL AUTHORITY

Special Meeting
Veteran's Meeting Room
Monday, November 21, 2011

Members Present:

Michael Waugh
Doug Fassett
Doug Minich
Paul Burns
James Tantillo
B. Allen Warren

Members Absent:

Earl Avery
Herman Perlot
Francis Finch

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

1. CALL TO ORDER

The meeting was called to order at 5:34 p.m. A quorum was established.

2. MINUTES OF OCTOBER 3, 2011

Mr. Minich made a motion to accept the minutes of October 3, 2011. Mr. Fassett seconded the motion. Motion carries unanimously.

3. SUPERINTENDENT'S REPORT

- **Staff Education and Training Update**

Superintendent Leslie stated that it was a big training month and listed as follows:

- Rick Hartenstein, Stephen Metsack - Confined Space
- Jeremy Vail - Deer Valley WW Treatment Plant Tour
- Jane LaMorte, Jeremy Vail – Sacramento WW Program I
- Jeremy Vail - Certified Lab Tech
- Jeremy Vail - Applied Math

The Treatment Plant ran on generator power for eight (8) days during the outage. The pump stations that did not have a generator were pumped out regularly by Syme Septic. All costs that were incurred by Storm Alfred were submitted with reference to storm, to be paid by FEMA.

Chairman Waugh commended Jeremy Vail and his efforts in training and especially becoming a certified laboratory technician so quickly after being hired.

The Authority is still aware that at this time there is no one to fill the Superintendent role upon Mr. Leslie's departure.

Mr. Fassett inquired if the WPCF had a list of all equipment located at the Facility along with its maintenance plan. There is an inventory list that is required by the Town auditors, but no complete master list. This list is still being developed.

4. 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. A phone call was made to each account holder to arrange an appointment to discuss their delinquent account. Three of these delinquent accounts came in for arrangements of payment, one of these accounts did not make a payment that was previously arranged; one account was paid in full; one building is unoccupied; and, two accounts did not make an appointment to discuss payment options.

The new and updated Warrants have been issued. There were approximately 60 new accounts that were issued a warrant. A list was distributed that all delinquent users and any payments that were received in the past month. A total of \$6,100 was received in delinquent fees for the month of October 2011. The Authority was commended on their efforts in enforcing and implementing the Collection Procedures.

Chairman Waugh thanked the Authority for the allowing him to write an additional letter that gave each of the seven property owners one last chance to establish a payment plan prior to being in the Attorney's hands with foreclosure being imminent.

It was suggested that a letter be written to Attorney Muska stating the accounts that did not make an arrangement for payment or had not made a payment to proceed with necessary action to collect the delinquent amounts.

It was suggested that the abandoned property be withheld from this list in order to try a different approach for collection. Since there is no one in the building it would be best that no new bills accumulate, therefore a disconnect may be necessary. Also, this account may be placed on a Suspense list so no new interest is accumulated so that any prospective buyers/renters would not be discouraged. The Building Inspector would be contacted for opinion and possible action.

- 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. There is no As-Built for this project only a map with a proposed sewer line. A map must be developed and the easement deeds drawn up from this map.

- Water/Sewer Backup Coverage

A letter was sent by Mr. Muska to Warren Corporation regarding the damages incurred on July 25, 2011, as a result of a sewer blockage and backup. The matter was reviewed with the insurance carrier and it was found that the WPCA was not responsible for these damages.

The Authority requested that insurance representatives be present at the next meeting to discuss this denial of claim.

5. COLLECTOR OF REVENUE REPORT

Ms. LaMorte distributed spreadsheets pertaining to collections, revenue, and expenditures. Superintendent Leslie pointed out some accounts that were used for past projects; but, now just had small amounts and could be combined with the sewer fund. These accounts would be requested to be closed by the Chief Financial Officer.

A preliminary budget would be developed and presented to the Authority at the next meeting on January 9, 2012. Once the budget is complete, the 5-Year Plan and rate structure would be looked at.

6. REVIEW OF DEPARTMENT EXPENDITURES

- **Purchase Order System**

The WPCF has established eight blanket PO's, in a pre-determined amount to use throughout the year. The blanket accounts would be distributed at the next meeting.

7. 5 YEAR CAPITAL IMPROVEMENT PLAN

This item will come off the agenda and will become part of the annual budget.

8. OLD BUSINESS

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

The Upgrade project will be final within the next month. Once the project is complete, Ellington will be billed their portion of the cost related to the project.

- **Route 190 Force Main Repair**

The Town Meeting to request \$690,000 is set for Tuesday, November 22, 2011, at 7:00 p.m.

- **As-Builts for Service District Projects**

Derek, from Weston and Samson, is working on as-builts for Prospect Street and High Street.

9. NEW BUSINESS

No new business.

10. ADJOURNMENT

Mr. Burns made a motion to adjourn at 6:45 p.m. Mr. Minich seconded the motion. Motion carries unanimously.

Respectfully Submitted,

Jane LaMorte
Office Manager WPCA