



Town of Groton - Public Works

134 Groton Long Point Rd
Groton, CT 06340-4394
Public Works Administration
(860) 448-4083

Meeting Agenda

Water Pollution Control Authority

Chairman David Williams, Laura Baller and John Wirzbicki

Tuesday, February 2, 2016

6:30 PM

Town Hall Annex - Community Room 3

1. **ROLL CALL**

2. **CITIZEN PETITIONS**

3. **APPROVAL OF MINUTES**

November 9, 2015 WPCA Special Meeting Minutes

4. **COMMUNICATIONS & BILLS**

Letter dated November 10, 2015 to Wakim Realty regarding their sewer use bills for property at 694 Meridian Street Extension.

Letter dated November 10, 2015 to Mr. and Mrs. Brown of 8 Bradley Lane for removal of retroactive sewer use fees.

5. **REPORTS**

A) **Consultant Reports**

B) **Changes to Sewer Use List (Informational only)**

C) **Attorney's Report**

D) **Public Works Director's Report**

E) **WPCA Chairman's Report**

F) **Water Pollution Control Facility Report**

6. **WPCF UPGRADE**

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**

FYE 17 Proposed Budget and Sewer User Rates

9. **OTHER BUSINESS**

10. **ADJOURNMENT**



Town of Groton - Public Works

Meeting Minutes - Draft

Water Pollution Control Authority

134 Groton Long Point Rd
Groton, CT 06340-4394
Public Works
Administration
(860) 448-4083

Chairman David Williams, Laura Baller and John Wirzbicki

Monday, November 9, 2015

6:30 PM

Town Hall Annex - Community Room 3

Special Meeting

1. ROLL CALL

Members Present: David Williams, Laura Baller and John Wirzbicki

Staff Present: Chris Lund and Brandon Gonzalez

Meeting called to order at 6:30pm

2. APPROVAL OF MINUTES

Mr. Wirzbick moved to approve the June 22, 2015 meeting minutes. Mrs. Baller seconded the motion. Minutes were approved unanimously.

3. DISCUSSION OF IMPACTS OF REFERENDUM RESULTS

Chris Lund informed the Authority that the Bond Referendum had passed.

4. REIMBURSEMENT OF OVERCHARGES

Mr. Lund addressed the Authority regarding the Charter Oak leased property which the structure was removed in 1995 and has still been receiving a sewer bill since. Statute of limitations for reimbursed sewer use billing is two years. No WPCA action is required. He also informed the Authority of property at 8 Bradley Lane that will receive a sewer use refund for the last two years.

5. CT WARN PARTICIPATION PROPOSAL

Mr. Lund proposed to the Authority that the Water Pollution Control Division join the CT WARN Collaborative Agency Response System. A Water and Sewer Mutual Assistance Collaborative. Membership requires a small administrative fee per year of \$150.

Mr. Wirzbicki moved to join the CT WARN Collaborative Agency Response System. Laura seconded the motion. Motion to join the CT WARN Collaborative Agency Response System was passed unanimously.

6. PLANT UPDATES

7. OTHER BUSINESS

Application process for the vacant WPCF Operations Supervisor position has been opened back up.

The Authority reviewed the proposed 2016 regular meeting calendar.

Mr. Wirzbicki motioned to change January's regular meeting date from the 6th to the 12th because he would be unavailable. Laura seconded the motion. Motion was passed unanimously.

Mr. Wirzbicki also motioned to move July's regular meeting date from the 5th to the 12th. Chairman Williams seconded the motion. Motion was passed unanimously.

Laura moved to accept the 2016 regular meeting calendar pending the above approved changes.

John seconded the motion. Motion was passed unanimously.

8. ADJOURNMENT

Meeting adjourned at 7:07pm



TOWN OF GROTON

PUBLIC WORKS DEPARTMENT

GARY J. SCHNEIDER
DIRECTOR
PWORKS@GROTON-CT.GOV

134 GROTON LONG POINT ROAD, GROTON, CONNECTICUT 06340
TELEPHONE (860) 448-4083 FAX (860) 448-4094
WWW.GROTON-CT.GOV

November 10, 2015

Dr. John Wakim
Wakim Realty, LLC
743 Long Hill Road
Groton, CT 06340

Subject: Sewer Use Bills 694 Meridian Street Extension; Account 725930-694

Dear Dr. Wakim:

In response to your inquiries regarding the ongoing billing of sewer user fees for the subject property, my staff conducted an investigation into the status of the sewer connection. As you are aware, the property is leased by Charter Oak FCU for use as a parking lot. Previously, this property was the site of a single family home that was demolished in 1995. My staff searched Building Department records and located the original demolition permit and the building inspector's certification of the sewer lateral's removal.

I have requested the Town of Groton Tax Collector's office reimburse your account for payments made during Fiscal Years 2014, 2015 and 2016. You should receive a reimbursement from them shortly. I have also requested the Tax Collector's office remove 694 Meridian Street Extension from its list of active sewer accounts. You should not receive further sewer user bills for this property. If you have questions about payment and billing processes, please contact their office. If you have other questions about sewer user fees, please contact Chris Lund at 860-441-6736 or at his e-mail address: clund@groton-ct.gov.

Sincerely,

Gary J. Schneider
Director of Public Works

Copy: C. Lund, Assistant Director of Public Works
C. Small, Tax Collector
Ms. Patricia Michaud
Charter Oak Federal Credit Union
1055 Hartford Turnpike
Waterford, CT 06385

GROTON

PUBLIC WORKS

MEMORANDUM

TO: Cindy Small, Tax Collector

FROM: Gary Schneider, Director of Public Works



DATE: November 10, 2015

SUBJECT: Modification of Sewer Usage Bill – 694 Meridian Street Ext

Account #: 725930-694

Wakim Realty, LLC
743 Long Hill Road
Groton, CT 06340

The property at 694 Meridian Street Extension was disconnected from the sewer system when the previous structure was demolished in 1995. A search of the Town's building records located the approved demolition permit and the inspector's report certifying the lateral was properly capped. The property owner has been continuously paying sewer user fees since the demolition.

The WPCD was notified of this concern in July 2015. Please reimburse the subject account for sewer user fee payments for the two previous fiscal years, Fiscal Years 2014 and 2015, and for any payments made in 2016.

Please deactivate this sewer account to prevent future charges.

If you have any questions, please contact Chris Lund at the WPCF at ext. 6736.

Copy: Chris Lund, Assistant Director of Public Works



TOWN OF GROTON

PUBLIC WORKS DEPARTMENT

GARY J. SCHNEIDER
DIRECTOR
PWORKS@GROTON-CT.GOV

134 GROTON LONG POINT ROAD, GROTON, CONNECTICUT 06340
TELEPHONE (860) 448-4083 FAX (860) 448-4094
WWW.GROTON-CT.GOV

November 10, 2015

Kenneth and Laura Brown
8 Bradley Lane
Mystic, CT 06355

Subject: Removal of Retroactive Sewer User Fees – 8 Bradley Lane

Dear Mr. and Ms. Brown:

During a recent property audit, my staff determined your property was connected to the sewer system, but a sewer account had not been established. You were assessed two year's retroactive charges due to the absence of a sewer connection permit. At your request, my staff reviewed the building and permit files associate with your property. Although the sewer permit is missing, the other documentation available provides sufficient evidence to conclude the permit was most likely properly filed but subsequently misplaced.

I have requested the Town of Groton Tax Collector's office remove the retroactive sewer user charges totaling \$672 from your account. Upon completion, you should receive confirmation from the Tax Collector's office. If you have questions about payment and billing processes, please contact their office. If you have other questions about sewer user fees, please contact Chris Lund at 860-441-6736 or at his e-mail address: clund@groton-ct.gov.

Sincerely,

Gary J. Schneider
Director of Public Works

Copy: C. Lund, Assistant Director of Public Works
C. Small, Tax Collector

GROTON

PUBLIC WORKS

M E M O R A N D U M

TO: Cindy Small, Tax Collector

FROM: Gary J. Schneider, Director of Public Works



DATE: November 10, 2015

SUBJECT: Removal of Retroactive Sewer Fees – 8 Bradley Lane

MBL #: 261809168935
Bill No: 2015-06-0751456

Kenneth and Laura Brown
8 Bradley Lane
Mystic, CT 06355

The property at 8 Bradley Lane recently was found to be connected to the sewer system, a sewer account was established and the property was assessed for two year's retroactive charges. At the property owner's request, a further review of the permit file was conducted. Although a sewer permit application was not found, sufficient evidence exists to conclude a permit was submitted properly and subsequently lost by the town.

Please remove the retroactive sewer charges totaling \$672 from this account.

If you have any questions, please contact Chris Lund at the WPCF at ext. 6736.

Copy: Chris Lund, Assistant Director of Public Works



GENERAL DATA SEWER USE AS OF 11/10/2015

BILL NO: 2015-06-0751456 NAME: BROWN LAURA A & KENNETH A
MEL: 261809168935 CO NAME:
LIEN VOL/PAGE: BANK ADDRESS:
DISTRICT: RES CITY ST ZIP:
SEWER CODE: PROP LOC.: 8 BRADLEY LA
QUANTITY: 1.00 METER #: BANK

Table with columns: TYPE, INST 1, INST 2, INST 3, INST 4, TOTAL, PAID. Rows include SEWER, ADJUST, and TOTAL amounts.

*** LAST BILLED ***
Date: 7/1/2015
Principal: \$1,020.00
Arrears: \$0.00
Credit: \$0.00
Interest: \$0.00
Lien: \$0.00
Fee: \$0.00

Table with columns: TYPE, CYCLE, DATE, TERM/BATCH, SEQ, INST, AMOUNT, INTEREST, BINT, LIENS, FEES, TOTALS DEF, OVR. Row 1: Pmt 1, 07/23/2015, 70/487, 31, INST, 348.00, 0.00, 0.00, 0.00, 0.00, 348.00.

Table with columns: TYPE, PRINC DUE, INT DUE, LIEN DUE, FEE DUE, TOTAL, BALANCE. Rows include SEWER and TOTAL amounts.

TOTAL BALANCE DUE AS OF 11/10/2015

Gonzalez, Brandon

From: Lund, Christian
Sent: Friday, January 22, 2016 8:53 AM
To: Gonzalez, Brandon
Cc: Leitch, Stacey
Subject: WPCA Agenda

Hi Brandon.

Can you put together and distribute the agenda for the WPCA meeting on February 2? Run it by Gary first for approval.

Topics include budget (see below), pending WPCD engineering and construction projects, and division update (plant, personnel, process status "stuff")

Main topic is FYE 2017 proposed budget and sewer user rates. Stacey and Gary are meeting with Mark on Monday to discuss the budget, so please check with them to see if they have anything they want attached to the agenda for distribution.

I'll be out Mon-Wed, but will have access to my email and cell phone if you need anything.

Thank you.

Chris

Chris Lund, PE
*Town of Groton
Assistant Director of Public Works
Water Pollution Control Facility
170 Gary Court
Groton, CT 06340
Desk: 860-441-6736
Cell: 860-460-9055*

**IMPACTS TO SEWER OPERATING FUND BALANCE
VARIOUS PROPOSED SEWER USE RATE INCREASES**

\$4/mo increase = 13.7931% increase
 \$3.50/mo increase = 12.0690% increase
 \$3.00/mo increase = 10.3448% increase
 \$2.50/mo increase = 8.6207% increase
 \$2.00/mo increase = 6.8966% increase
 \$1.50/mo increase = 5.1724% increase
 \$1.00/mo increase = 3.4483% increase

Sewer Operating Fund Balance \$ 538,124
 CIP Fund Balance \$ 818,618

Rate Increase	Current year revenue estimate	Rate Increase %	Impact of Rate Incr	Estimated sewer use revenue for FYE16	Estimated interest income for FYE16	Budget Request	Est Amt from Fund Balances	Commercial Rate
\$4.00	\$5,802,904	13.7931%	\$800,401	\$6,603,305	\$1,000	\$6,881,201	\$276,896	\$0.0526
\$3.50	\$5,802,904	12.0690%	\$700,350	\$6,503,254	\$1,000	\$6,881,201	\$376,947	\$0.0518
\$3.00	\$5,802,904	10.3448%	\$600,300	\$6,403,204	\$1,000	\$6,881,201	\$476,997	\$0.0510
\$2.50	\$5,802,904	8.6207%	\$500,250	\$6,303,154	\$1,000	\$6,881,201	\$577,047	\$0.0502
\$2.00	\$5,802,904	6.8966%	\$400,200	\$6,203,104	\$1,000	\$6,881,201	\$677,097	\$0.0494
\$1.50	\$5,802,904	5.1724%	\$300,150	\$6,103,054	\$1,000	\$6,881,201	\$777,147	\$0.0486
\$1.00	\$5,802,904	3.4483%	\$200,100	\$6,003,004	\$1,000	\$6,881,201	\$877,197	\$0.0478

NOTE: Mathematically, for every \$0.25/mo increase, we realize approximately \$53,000 in revenue.

Fiscal Year	Residential Rate*	Commercial Rate*
1975	\$3.00	\$0.0053
1976	\$3.00	\$0.0053
1977	\$5.00	\$0.0070
1978	\$5.00	\$0.0070
1979	\$5.00	\$0.0070
1980	\$6.00	\$0.0084
1981	\$6.00	\$0.0084
1982	\$6.50	\$0.0100
1983	\$6.50	\$0.0100
1984	\$6.50	\$0.0100
1985	\$7.50	\$0.0115
1986	\$7.50	\$0.0115
1987	\$8.50	\$0.0130
1988	\$9.50	\$0.0145
1989	\$9.75	\$0.0150
1990	\$10.00	\$0.0155
1991	\$10.00	\$0.0155
1992	\$11.00	\$0.0171
1993	\$11.00	\$0.0171
1994	\$12.00	\$0.0185
1995	\$13.00	\$0.0200
1996	\$13.00	\$0.0200
1997	\$13.00	\$0.0200
1998	\$13.00	\$0.0200
1999	\$15.75	\$0.0250
2000	\$15.75	\$0.0250
2001	\$17.00	\$0.0270
2002	\$18.50	\$0.0294
2003	\$20.00	\$0.0318
2004	\$20.00	\$0.0318
2005	\$21.00	\$0.0334
2006	\$22.00	\$0.0350
2007	\$22.00	\$0.0350
2008	\$24.00	\$0.0382
2009	\$26.00	\$0.0414
2010	\$26.00	\$0.0414
2011	\$26.00	\$0.0414
2012	\$26.00	\$0.0414
2013	\$26.00	\$0.0414
2014	\$28.00	\$0.0446
2015	\$28.00	\$0.0446
2016	\$29.00	\$0.0462

*Residential Rate is per month / per residential unit

*Commercial Rate is per cubic foot of water consumed

Object Code	Category	FYE16		Notes
		Approved Budget	Initial FYE17 Request	
Personnel Services				
5101	Pay	\$ 1,243,812	\$ 1,262,448	
5104	Overtime	\$ 139,432	\$ 142,236	
5105	Longevity	\$ 7,913	\$ 8,455	
5109	Adjustments	\$ -	\$ -	
5111	Premium Pay/Out of Class	\$ 13,120	\$ 15,546	
5112	Sick Incentive	\$ 578	\$ 2,753	
5116	Wage Continuation	\$ -	\$ -	
5117	Allowances	\$ 2,030	\$ 2,200	
5151	SSI	\$ 108,449	\$ 97,224	
5152	Retirement	\$ 115,592	\$ 111,963	
5155	Worker's Comp	\$ 26,629	\$ 43,360	
5153	Health Insurance	\$ 360,228	\$ 329,083	
5158	Life Insurance	\$ 2,300	\$ 2,317	
5170	OPEB	\$ 95,898	\$ 98,640	
		\$ 2,115,981	\$ 2,116,225	
Operating Expenses				
5201	Postage/Printing	\$ 2,960	\$ 610	
5210	Professional Development/Training	\$ 22,546	\$ 17,966	
5220	Utilities and Fuel/Mileage	\$ 710,662	\$ 705,913	
5230	Payments/Contributions	\$ 554,511	\$ 563,217	
5260	Repairs & Maintenance -Facilit/Equip	\$ 248,142	\$ 180,662	
5261	Software Maintenance Fees	\$ 19,287	\$ 20,084	
5280	Insurance	\$ 59,792	\$ 64,000	
5281	Occupational Health and Safety	\$ 27,439	\$ 27,769	
5290	Professional/Technical Services	\$ 672,725	\$ 666,920	
5300	Materials and Supplies	\$ 299,530	\$ 330,208	
5315	Vehicle Replacement	\$ 40,608	\$ 37,172	
5316	Vehicle Maintenance	\$ 18,250	\$ 19,750	
5317	Vehicle Fuel	\$ 15,713	\$ 9,949	
5318	Computer Replacement Fee	\$ 1,309	\$ 1,433	
5400	Equipment/Machinery & Furniture	\$ 293,217	\$ 453,677	
5410	Computer Equipment	\$ 2,100	\$ 7,700	
5450	Debt Service	\$ 490,613	\$ 476,638	
5460	Reserve Fund/Equipment	\$ 1,319,000	\$ 1,151,000	
5499	Contingency	\$ 30,308	\$ 30,308	
		\$ 4,828,712	\$ 4,764,976	
	Total	\$ 6,944,693	\$ 6,881,201	

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2017 PROPOSED BUDGET

AREA OF SERVICE: OTHER FUNDS
DEPARTMENT: PUBLIC WORKS
FUNCTION: SEWER OPERATING 2020

25-Jan-2016

	ACTUAL FYE 2015	ADJUSTED FYE 2016	ESTIMATE FYE 2016	REQUEST FYE 2017	MANAGER FYE 2017
APPROPRIATION					
Personnel Services	2,097,577	2,115,981	2,094,709	2,117,799	0
Operating Expenses	3,496,217	4,828,712	4,793,941	4,764,976	0
Total Appropriation	\$5,593,794	\$6,944,693	\$6,888,650	\$6,882,775	\$0

COST CENTERS

20200 LEADERSHIP/GEN SUPPT	1,188,021	1,229,560	1,205,154	1,225,580	0
20202 RENEWAL & REPLACEMENT	410,781	1,582,705	1,582,705	1,407,635	0
20203 WASTE WATER TREATMENT	2,348,522	2,336,087	2,321,865	2,226,485	0
20204 WASTE WATER COLLECTI	1,156,232	1,305,728	1,288,313	1,546,437	0
20205 DEBT SERVICE	490,238	490,613	490,613	476,638	0
Total Cost Centers	\$5,593,794	\$6,944,693	\$6,888,650	\$6,882,775	\$0

FINANCING PLAN

INTEREST INCOME	1,267	1,125	1,240	1,200	0
SALE OF FIXED ASSETS	0	0	4,500	0	0
SEWER USE CHARGES	5,796,587	6,155,019	5,942,777	5,802,904	0
CIP FUND BALANCE APPLIED	0	650,000	650,000	0	0
FUND BALANCE APPLIED	0	138,549	290,133	1,078,671	0
Total Financing Plan	\$5,797,854	\$6,944,693	\$6,888,650	\$6,882,775	\$0