

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
TUESDAY, JUNE 10, 2025**

MEMBERS PRESENT: Scott Storms, Jon Savino, Jim Cannon, Brian Pham, Jacob LaValley, Brenda Frawley-Wojtas

MEMBERS ABSENT: Robert E. Crochetiere, Daniel Flanagan

ALSO PRESENT: Jason Lathrop (Interim Finance Director), Tom Arnone (WPCA Superintendent)

CALL TO ORDER: Scott Storms called the meeting to order at 5:30 PM at Windsor Locks Town Hall in the Central Conference Room. The meeting was streamed via Zoom.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by those in attendance.

PUBLIC INPUT: None

MINUTES: Jon Savino made a motion **"to approve the minutes from the Tuesday, May 13, 2025, Regular Meeting"**. Motion was seconded by Brenda Frawley-Wojtas. Without further discussion the motion passed with 5 votes in favor, 1 abstention and 0 opposed.

SUPERINTENDENT'S REPORT: Scott Storms shared that after an interview process, Tom Arnone has been offered and accepted the position as WPCA Superintendent. Tom Arnone shared the operating report with commissioners.

He noted that the monthly average flow was 1.69 million gallons processed each day due to the increase in rain. The plant is at 2.1 million gallon a day plant. Scott Storms asked Tom Arnone to provide the cost per day for processing at the next meeting so that the infrastructure and inflow and infiltration (INI) can be monitored. He noted that the Bacterial on Demand (BOD) is at 99% removal rate, plant runs at between 97% & 99%. He shared that the nitrogen removal is limited to 66 lbs. per year month by the state, however the WPCA has for three straight years been below limit which allows for credits being sold back in the amount of \$1,349. He shared that staff are involved in two major projects over and above the daily tasks. They are in the process of disassembling the screw press that the shaft has snapped on. There is currently only one working press that is 40 years old. They are also replacing a waste pump that is 41 years old with a submersible pump.

Jon Savino made a motion **"to recess to Public Hearing"**. Motion was seconded by Brian Pham. Without further discussion, the motion passed with 6 votes in favor and 0 opposed. The meeting recessed at 5:46 PM.

The meeting returned from recess at 5:58 PM.

Tom Arnone continued noting that the rate for MDC disposal fees has increased by \$50 per ton, resulting in an increase of \$16,500 for year. It is predicted that with the new equipment the fees will go down due to efficiency. He also shared that the ARPA project updates are under the way, with the pump station at Halfway House anticipated to be completed by August within budget. In addition, the scum concentration system is being completed in-house. He noted that the Airport Pump Station consumption is being reviewed. The emergency generator project will break ground in a few weeks. It is important as it will run the entire plant on generator power during any power outages. He noted that they are working with quality data to get the bills out. It was noted by Scott Storms that in addition to his work, Tom Arnone is working on many other projects around town. Gratitude was expressed for his extra work.

NEW BUSINESS:

- a. **Update Capital Projects Budget:** Jason Lathrop noted that after reviewing the pump station for Ella Grasso budget, there was no cost estimate developed. It was noted that the Ella Grasso Pump Station Main (Airport Pump Station) amount of the Capital Projects Budget will go up in 2027.
- b. **Screw Press Analysis – Karen W. Clark, Barton & Loguidice:** Karen W. Clark from Barton & Loguidice introduced herself to shared that she met with Tom Arnone and Phil Sissick previously. She noted that they looked at historical data for sludge operations then investigated 7 different vendors for a screw press. The report was shared with commissioners. From an operational standpoint, it was recommended that the WPCA go with the PW Tech Screw Press. While it comes at a higher cost, the recommended press will be able to be built quickest and allow the plant to operate on a 2, 6-hour day schedule which means less impact on staffing. Tom Arnone shared that the PW Tech Screw Press will allow for many advantages for the plant and staff which will free them up to complete other in-house tasks. It was recommended by Barton & Loguidice to move forward with the PW Tech ES-352.

Brenda Frawley-Wojtas made a motion **“to purchase the PW Tech ES-352 Screw Press”**. Motion was seconded by Jacob LaValley. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

- c. **Bid Waiver – PWC:** It was noted that a Bid Waiver be requested for a volute dewatering press from Process Wastewater Technologies.

Jon Savino made a motion **“The WPCA Department requests a bid waiver not to exceed \$490,000 for a volute dewatering press from Process Wastewater Technologies LLC under section 8.7 Sole Source. While several vendors offer screw presses as evidenced in the study conducted by Barton & Loguidice, this is the only press that meets our specifications to get the equipment into the building without removing our roof”**. Motion was seconded by Jacob LaValley. Discussion occurred at the upfront 90% payment being required. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

Tom Arnone thanked the commission on behalf of the staff at WPCA for investing in the plant and themselves.

FINANCIAL REPORTS:

- a. **Expenditure Summaries and Revenue Summary for April 2025:** The statements were presented.
- b. **Operating STIF and Capital STIF for April 2025:** The statements were presented.
- c. **Webster Operating and Webster Capital Checking for April 2025:** The statements were presented.
- d. **Multibank Securities – CD Investments for April 2025:** The statements were presented.
- e. **Maturities of Investments:** The statements were presented.

Scott Storms shared that while Robert E. Crochetiere was not in attendance he was in favor of the budget and the proposed rate sheets.

Jacob LaValley made a motion **“to approve financial reports A through E as of April 2025”**. Motion was seconded by Jon Savino. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

CORRESPONDENCE: None

OLD BUSINESS: It was noted that the budget was proposed at the last meeting. Tom Arnone thanked Jason Lathrop for his assistance with developing and reviewing the budget.

Jon Savino made a motion **“to approve the 2025-2026 budget as presented”**. Motion was seconded by Brenda Frawley-Wojtas. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

NEW BUSINESS CONTINUED:

- a. **Rate Sheet Adoption:** Scott Storms noted that adjustments were made so that there was not a rise in rates for residential customers. Commissioners were reminded that at the 2024-2025 rate sheet adoption there was a discussion of raising commercial connection fees from \$4,500 to \$6,000 in 2025-2026. Discussion occurred on whether to increase the rate. Clarification discussed the hotel connection rates lines. Decision made to not increase for this year and look at commercial connection fees next year. Tom Arnone shared that if the commissioners would like, staff can do a review of where Windsor Locks is in comparison to other plants in the area. Commissioners asked that this be done for future discussions.

Jon Savino made a motion **“to adopt the submittal of the WPCA Sewer Usage Charges for Fiscal Year 2025-2026”**. Motion was seconded by Briam Pham. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

BOARD MEMBER COMMENTS/QUESTIONS: Commissioners congratulated and thanked Tom Arnone for his hard work and detailed report. Tom Arnone proposed that WPCA staff come to future meetings to meet the WPCA Commissioners.

ADJOURNMENT: Brian Pham made a motion **“to adjourn”**. Motion was seconded by Jacob LaValley. The meeting adjourned at 6:52 PM.

Respectfully submitted,
Emily Kalenauskas
Recording Secretary

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
SEWER USER CHARGES FOR FISCAL YEAR 2025-2026**

RATES BASED ON WATER USAGE

Residential Rate:	\$ 6.80	Per 1000 gallons of water consumed
		Total user fee based on annual water consumption
Public Rate:	\$ 8.50	Per 1000 gallons of water consumed
Commercial Rate:	\$ 8.50	Per 1000 gallons of water consumed
Industrial Rate:	\$ 8.50	Per 1000 gallons of water consumed

WPCA reserves the right to meter individual Commercial and Industrial properties for actual usage at their discretion.

Residential Well Users: The average of the residential users

MINIMUM CHARGES

Residential:	\$ 204.00	30,000 gallons per year
Public Rate:	\$ 425.00	50,000 gallons per year
Commercial Rate A:	\$ 425.00	50,000 gallons per year
Commercial Rate B:	\$ 325.00	3,000 gallons per year or less
Industrial Rate:	\$ 637.50	75,000 gallons per year
Commercial Wells:	\$ 425.00	

Charges reflect the consumption period between March 1, 2024, and February 28, 2025, and are due and payable on July 1, 2025. Interest will be charged on delinquent accounts at the rate of 1 1/2% per month, with a minimum charge of \$2.00, as provided by statute. Appeals for such charges must be filed within 30 days after the mailing of the bills. NOTE: Sewer Fees are the responsibility of the property owner.

SEWER CONNECTION FEES

Sewer Connection: \$4,500.00 per each separately saleable, rentable and/or transferable unit**

This charge is applicable to each residential, commercial, industrial or public unit and is applicable to new construction and renovation work on a unit basis, with the exception of hotels, inns and motels as set forth below.

AS TO HOTELS, MOTELS, AND INNS, the following formula shall apply for purposes of calculating the connection/entrance fee:

\$3500.00 per individual unit plus \$4500.00**

Note: This formula shall not apply to any other multi-dwelling structure.

Inspection Fees: \$500.00 for any new construction, renovation or repair work.
Disposal Fees: \$25.00 to dump sewage from recreational vehicles.

** Plus a \$500.00 inspection fee for any new construction, renovation or repair work.