

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 14, 2025**

MEMBERS PRESENT: Scott Storms, Brenda Frawley-Wojtas, Jim Cannon, Robert E. Crochetiere, Daniel Flanagan, Jacob LaValley

MEMBERS ABSENT: Brian Pham, Jon Savino

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

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: Corrections were noted to the minutes. Under Board Member Comments/Questions the word “their” as misspelled. In addition, a sentence was rewritten to state “The new DPW Director will be starting employment with the Town of Windsor Locks as of July 21st, 2025.”

Robert E. Crochetiere made a motion “**to approve the minutes from the Tuesday, July 8, 2025, Regular Meeting as amended**”. Motion was seconded by Jacob LaValley. Without further discussion the motion passed with 5 votes in favor, 1 abstention and 0 opposed.

SUPERINTENDENT’S REPORT: Tom Arnone shared the Superintendent’s Report. It is attached.

Tom Arnone shared pictures of the work that had been completed recently with commissioners and expressed his as well as his staff’s gratitude to the commission for helping to make these projects happen.

FINANCIAL REPORTS:

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

Jason Lathrop noted that at least two months of revenue has not been posted. The vendor that the WPCA and Town uses for billing has posed issues with billing.

Tom Arnone shared that there are encumbrances for different categories, that will help save time and effort for purchasing different items. Clarification was asked by commissioners on the overages on the accounts. Tom Arnone explained that this will allow for better predictions for next year’s budget preparation. Jason Lathrop clarified the line items that are already predicted to be over budget and what the purchases entailed.

Jason Lathrop shared that some maturity on investments came to terms, and they were rolled into new accounts that are low-risk and short term.

Robert E. Crochetiere made a motion “**to approve financial reports A through E as of June, July & August 2025**”. Motion was seconded by Jim Cannon. Without further discussion, the motion passed with _ votes in favor and 0 opposed.

- f. **Transfers:** Jason Lathrop reviewed the transfers with commissioners. He also discussed that there was \$233,558 in the and \$75,156 in expense bringing them in the under budget.

Brenda Frawley-Wojtas made a motion “**to approve transfer request 25-01 in the amount of \$102,437 from various accounts to close the account.**”. Motion was seconded by Jacob LaValley. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

CORRESPONDENCE: None

OLD BUSINESS: None

NEW BUSINESS:

- a. **Bid Waivers:** Jason Lathrop explained the bid waiver process for the WPCA under the purchasing policy. The bid-waiver process would typically begin in May for the following year.
 - a. **Chemicals: Sodium Hypochlorite:** Tom Arnone shared what the products are and the benefits to the plant.

Brenda Frawley-Wojtas made a motion “**to request a bid waiver not to exceed \$20,000 for a Hypochlorite from Univor under section 10 for the best interest of the town.**”. Motion was seconded by Jacob LaValley. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

- b. **Chemicals: Sodium Permanganate:** Tom Arnone shared what the products are and the benefits to the plant.

Jacob LaValley made a motion “**The WPCA Department requests a bid waiver not to exceed \$40,000 for a Sodium Permanganate from Water Solutions Unlimited under section 10 for the best interest of the town.**”. Motion was seconded by Jacob LaValley. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

- c. **Chemicals: Glycerin Based Products:** Tom Arnone shared what the products are and the benefits to the plant.

Brenda Frawley-Wojtas made a motion “**The WPCA Department requests a bid waiver not to exceed \$36,000 for Glycerin Based product from Surpress Chemical under section 10 for the best interest of the town.**”. Motion was seconded by Dan Flanagan. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

- d. **9” Screw Conveyor:** Tom Arnone shared what conveyor is and the benefits to the plant.

Jacob LaValley made a motion “**The WPCA Department requests a bid waiver not to exceed \$20,000 for 9” Screw Conveyor from Screw Conveyor Parts Unlimited under section 10 for the best interest of the town.**” Motion was seconded by Brenda Frawley-Wojtas. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

- e. **By-Pass Pumping Halfway Huse Road Pumping Station:** Jason Lathrop shared that under ARPA a pump station was purchased but the backup pump was not considered. Tom Arnone shared that 7 days of two pumps replacing the pump station cost \$11,241.20.

Brenda Frawley-Wojtas made a motion “**The WPCA Department requests a bid waiver not to exceed \$11,241.20 for a By-Pass Pumping Halfway House Rd PS from GA Fleet Associates under section 10 for the best interest of the town.**” Motion was seconded by Jacob LaValley. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

Dan Flanagan made a motion “**to add under New Business, Item 6, WESCOR 4” Model C Pump.**” Motion was seconded by Jacob LaValley. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

f. WESCOR 4” Model C Pump: Jason Lathrop and Tom Arnone shared information regarding the

Jacob LaValley made a motion “**The WPCA Department requests a bid waiver not to exceed \$34,985.00 for a WESCOR 4’ Model C Pump under section 3A from WESCOR Associates under section 3A for the best interest of the town.**” Motion was seconded by Brenda Frawley-Wojtas. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

- b. First Reading – WPCA Purchase Policy:** Scott Storms shared the Town Purchase Policy with commissioners to review so that the WPCA can develop their own policies. At the next meeting, a discussion will occur at the next meeting, and it will be approved by the WPCA.
- c. Refunds:** Scott Storms explained that there were 1 prior year refunds in the amount of \$723.74 and 3 current years refund totaling \$370.60 in a total amount of \$1094.34 that needed to be approved by the commission.

James Cannon made a motion “**to approve 1 prior year refunds in the amount of \$723.74 and 3 current years refund totaling of \$370.60 in a total amount of \$1094.34.**” Motion was seconded by Dan Flanagan. Robert E. Crochetiere asked for clarification on one of the refunds. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

- d. 2026 Calendar of Meetings:** The 2026 Calendar of Meetings was shared with commissioners. It was decided to continue with the second Tuesday of each month at 5:30 PM for the WPCA Meetings.

Jim Cannon made a motion “**to approve the 2026 Calendar of Meetings.**” Motion was seconded by Jacob LaValley. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

BOARD MEMBER COMMENTS/QUESTIONS: Scott Storms thanked the commissioners for their service to the town of Windsor Locks.

ADJOURNMENT: Jim Cannon made a motion “**to adjourn**”. Motion was seconded by Jacob LaValley. The meeting adjourned at 6:43 PM.

Respectfully submitted,
Emily Kalenauskas
Recording Secretary

Windsor Locks Superintendents report for August 2025 – September 2025

Monthly Operating Report.

July 2025

Monthly average flow 1.07.

BOD 99% removal.

Suspended solids removal 99%.

Nitrogen removal 56 lbs. max 66 lbs.

E-coli 49 most probable number 100ml Limit 410

August 2025

Monthly average flow 1.03.

BOD 99% removal.

Suspended solids removal 99%.

Nitrogen removal 44 lbs. max 66 lbs.

E-coli 16 most probable number 100ml Limit 410

September 2025

Monthly average flow .93

BOD 99% removal

Suspended solids (98% removal

Nitrogen removal 49lb max 66lbs

E-coli most probable number 9.0 100ml limit 410

Quarterly Aquatic Toxicity Report;

Water Flea (*Daphnia pulex*) 98% survival rate.

Flathead Minnow (*Pimephalespromelas*) (flathead minnow) 100% survival rate.

The facility continues to run at our highest standards and above state permit requirements.

Sewer Bills, due to an error from our vender, the billing quarters did not change from previous years. Our finance director was instrumental in setting up a meeting with our tax collector and our vender to voice our grievances.

Belt filter #1 is back up and running after the sheared drive roller was repaired.

The pad that formally held belt press #2 is being prepared for the new screw press. The concrete pillars that supported the belt press were saw cut to the floor. The back wall was also saw cut to accommodate the new press. Staff, Jack hammered and removed the large pieces of concrete from the second floor. Thanks to highway for loaning us their loader.

The pad for the new screw press has been poured. We utilized the same company that poured the generator pad. Both were poured on the same day with a bonus concrete walkway poured at no charge. No concrete pumping truck was required.

We also had the opportunity to work with the New Public Works Director. Our Jet crew worked on unblocking drains on Briarcliff Street for two days. We believe the work performed will stop any near future backups.

ARPA funded project updates:

Halfway house pumping station re-fit. Complete on September 26th

Scum Concentrator, Delivery Date October 20th.

New generator installation was completed on September 5th.

Airport pumping station is in engineering and design. We have received five years of flow data from Connecticut Airport Authority after months of delays from the authority.

Inflow and Infiltration study; Staff has prepared a list of information, mapping, prior reports, and video inspections and we have turned that information over to Barton and Loguidice.

NEW: WPCA Purchase Policy 1st reading. The WPCA operates as a financially independent entity from the Town of Windsor Locks as defined by Connecticut General Statutes Chapter 103 and Chapter 292 Article 292-5, 292-6, and 292-7 of the Town of Windsor Locks Code as further defined by the Town of Windsor Locks Sewer use Ordinance, Town Records Vol. 161 PP. 648-707. As an independent budgetary power it is recommended that the authority adopt its own purchase policy. This policy will follow the Town of Windsor Locks Purchase Guidelines Approved by Board of Selectmen June 20, 2023.

Tom Arnone
Superintendent WPCF