

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 9, 2025**

MEMBERS PRESENT: Jon Savino, Jim Cannon, Robert E. Crochetiere, Daniel Flanagan, Peggy Sayers, Mark Whitten, Brenda Frawley-Wojtas, Jacob LaValley

MEMBERS ABSENT: None

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

CALL TO ORDER: Robert E. Crochetiere called the meeting to order at 5:32 PM at Windsor Locks Town Hall in the Central Conference Room.

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

PUBLIC INPUT: None

MINUTES: Brenda Frawley-Wojtas made a motion “**to approve the minutes from the Tuesday, October 14, 2025, Regular Meeting as amended**”. Motion was seconded by Jacob LaValley. Without further discussion the motion passed with 6 votes in favor, 2 abstention and 0 opposed.

ELECTION OF OFFICERS: Mark Whitten made a motion “**to appoint Jon Savino as the WPCA President**”. Motion was seconded by Daniel Flanagan. Without further discussion the motion passed with 8 votes in favor, 0 opposed.

Jon Savino made a motion “**to appoint Robert E. Crochetiere to the position of WPCA Vice Chair**”. Motion was seconded by Mark Whitten. Without further discussion the motion passed with 8 votes in favor and 0 opposed.

Daniel Flanagan made a motion “**to appoint Brenda Frawley-Wojtas to the position of WPCA Secretary**”. Motion was seconded by Jim Cannon. Without further discussion the motion passed with 8 votes in favor and 0 opposed.

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

Clarifying questions were asked about the pump house project and scum concentrator. It was noted that all projects came in on budget, using both ARPA funds and monies from the WPCA budget to be completed.

Clarifying questions were asked about the Inflow and Infiltration study, specifically about where the flow meters are going to be placed to find where there are leakages or issues with flow. It was also asked about the study completed when All Sports Village was investigated and it was discussed that the study did not provide enough information.

FINANCIAL REPORTS:

- a. **Expenditure Summaries and Revenue Summary for September & October 2025:** The statements were presented.
- b. **Operating STIF and Capital STIF for September & October 2025:** The statements were presented.
- c. **Webster Operating and Webster Capital Checking for September & October 2025:** The statements were presented.

- d. **Multibank Securities – CD Investments for September & October 2025:** The statements were presented.
- e. **Maturities of Investments:** The statements were presented.

Robert E. Crochetiere noted that the budget is in good shape. He noted that he reviewed the bonds and one is expiring soon. He's hoping that the bond will renew over 3.6% to 3.8%. Robert E. Crochetiere shared that there are 4 bonds that there is low interest which are maturing in July 2026, November 2026, December 2026. He believes that the revenue from bond interest will increase in the next few years.

Jon Savino made a motion **“to approve financial reports A through E as of September & October”**. Motion was seconded by Daniel Flanagan. Without further discussion, the motion passed with 8 votes in favor and 0 opposed.

- f. **Final Transfer & Final Expense Report:** Tom Arnone shared that there is a \$50 transfer.

DISCUSSION ABOUT AIRPORT PUMPING STATION: Jason Lathrop shared that the project list and how they will be funded within the next few years. He noted that the funding for the airport pumping station that was estimated in 2017 at \$1.3 million, is going to cost more than budgeted. Tom Arnone shared the history of the sewer plant and our legal rights. It is believed that there is a Public Act from 1947 that allows the town of Windsor Locks to use the airport sewers. It is also believed that there is no MOU with CAA that was supposedly signed in 2017. It was noted by Tom Arnone that he would have the CAA present their case to the commission.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Second Reading – Reading WPCA Purchase Policy:** The WPCA Purchase Policy was shared with commissioners to be voted upon at the next meeting.

NEW BUSINESS:

- a. **Proposal for Engineering Services WPCF Flows & Loads Evaluation:** Tom Arnone shared a proposal from Tighe & Bond.
- b. **Refunds:** Robert E. Crochetiere explained that there were 3 current year refunds totaling \$3,887.90 that needed to be approved by the commission. Clarifying questions were asked about the Town of Windsor Locks refund, due to a deduct meter reporting error in 2024.

Robert E. Crochetiere made a motion **“to approve 3 current year refunds totaling \$3,887.90.”** Motion was seconded by Jim Cannon. Without further discussion, the motion passed with 8 votes in favor and 0 opposed.

BOARD MEMBER COMMENTS/QUESTIONS: Robert E. Crochetiere asked for clarification on the lien collections on past due WPCA collections. Tom Arnone will share at the next meeting with Peter Juszczynski.

ADJOURNMENT: Robert E. Crochetiere made a motion **“to adjourn”**. Motion was seconded by Brenda Frawley-Wojtas. The meeting adjourned at 6:28 PM.

Respectfully submitted,
Emily Kalenauskas
Recording Secretary

Windsor Locks Superintendents report for October 2025 – November 2025

Monthly Operating Report.

October 2025

Monthly average flow .95.

BOD 99% removal.

Suspended solids removal 99%.

Nitrogen removal 44 lbs. max 66 lbs.

November 2025

Monthly average flow 1.05.

BOD 98% removal.

Suspended solids removal 98%.

Nitrogen removal 56 lbs. max 66 lbs.

ARPA funded project updates:

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

Scum Concentrator was delivered November 19 ARPA funds complete. Installation by staff will be done at a later date.

Airport pumping station is in engineering and design. The board will need to consider alternatives.

WPCA funded Project Updates:

Screw Press Delivered on November 25th we are scheduling a crane for Dec. 23rd with a roofing contractor to lower the press, scum concentrator and screw conveyor in through the roof. The roofing contractor is needed to remove the skylight which is the access hole in the roof. Staff will begin installation.

Screw Conveyor to be delivered this week.

Inflow and Infiltration study; Barton & Loguidice have delineated the potential meter basins. We should see a draft by the end of November and start the placement of flow meters throughout town in the spring.

WPCA Purchase Policy 2nd 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.

New: Tighe&Bond Windsor Locks WPCA Flows and Loads Evaluation. Tighe&Bond's history with the WPCA dates to the 1950's. They have designed many of the town's sewer systems and pumping stations. In 1984 they designed our new secondary treatment plant, and over the years they have designed many process improvements. As provided by the purchase policy under Professional Services, Exceptions Tighe&Bond has the required advanced knowledge to perform the evaluation Phase 1 \$30,000 with no effect to the budget.
Tom Arnone Superintendent WPCF