

**TOWN OF WINDSOR LOCKS  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING MINUTES  
TUESDAY, JANUARY 13, 2026**

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

**MEMBERS ABSENT:** Jacob LaValley

**ALSO PRESENT:** Tom Arnone (WPCA Superintendent), Peter Juszczynski (CCMC, CCMO Tax Collector)

**CALL TO ORDER:** Jon Savino called the meeting to order at 5:30 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:** Robert E. Crochetiere made a motion “to approve the minutes from the Tuesday, December 9, 2025, Regular Meeting”. Motion was seconded by Mark Whitten. Without further discussion the motion passed with 7 votes in favor and 0 opposed.

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

Tom Arnone shared a flyer on hypoxia in Long Island Sound. Clarification was asked about the plants that were not upgraded to handle flows in CT versus MA. It was noted that NY and RI have the same standards as CT. It was noted that at one point, Windsor Locks had an overflow into the CT River, but it has since closed off years ago.

It was updated that for the airport project, WPCA paid for an engineering report through ARPA funds. This is still in process.

Tom Arnone shared pictures and updated that the screw press project is under way, with it being installed as of the meeting. He commended the team of employees at the WPCA who have worked hard to have the project completed in-house, which in return has saved the town a good deal of money.

Tom Arnone noted that they have written a Standard Operating Procedure and a MOU with the town’s tax collector. The MOU will be finalized and voted upon at the February meeting. Clarifying questions were asked about the program used to develop the bills for the WPCA.

Tom Arnone introduced Glenda Dibiasa, who has been crucial to the WPCA’s operations.

**FINANCIAL REPORTS:**

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

Robert E. Crochetiere noted that the budget looks good in his opinion. He shared that the checking accounts noted some reinvestments, but nothing noticeable. It was noted by Tom Arnone that they are currently working on going back to in-house billing rather than the finance department completing billing so that records are more accurate in the future.

Robert E. Crochetiere noted that there is an estimate of over \$50,000 in investment income in the year. He noted that there are bonds that need to be reinvested soon, where he is estimating higher interest rates. Robert E. Crochetiere noted that after 2026 there will be fixed bonds for years to come, which are at good interest rates.

Peggy Sayers made a motion **“to approve financial reports A through E as of November 2025”**. Motion was seconded by Brenda Frawley-Wojtas. Without further discussion, the motion passed with 7 votes in favor and 0 opposed.

**DISCUSSION ON NEW MEMORANDUM OF UNDERSTANDING BETWEEN TAX DEPARTMENT AND THE WPCA:** Peter Juszczynski CCMC, CCMO Tax Collector shared information about the MOU between the Windsor Locks Tax Department and the WPCA. Peter Juszczynski shared that there has been great communication between himself and Tom Arnone since the changeover in WPCA Superintendent. Clarification questions were asked about if other towns work together in this way, which it was clarified there are towns that transact together.

Peter Juszczynski shared information about the collections of delinquent WPCA accounts. He noted that there are 7 accounts for WPCA and a few houses as well. Through the tax-sales, \$160,000 was collected in back fees and interest through for the WPCA.

Peter Juszczynski shared that it has worked out well having WPCA bills done within the tax department as it allows for discussion on outstanding WPCA bills. There is a 90% collection rate for sewer fees.

**CORRESPONDENCE:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**a. Approval of WPCA Purchase Policy:** Tom Arnone shared that two readings have been

Jim Cannon made a motion **“to approve the WPCA Purchase Policy”**. Motion was seconded by Daniel Flanagan. Without further discussion, the motion passed with 7 votes in favor and 0 opposed.

**BOARD MEMBER COMMENTS/QUESTIONS:** Robert E. Crochetiere commented that he would like to see the connection fees increase within the next year. Previous minutes were reviewed to determine past discussions on the issues. Tom Arnone shared that he will have a presentation given in the future about the connection fees and upgrades.

Discussion occurred on adding WPCA as a sign off for future Planning and Zoning projects. Peggy Sayers said that she will work on creating a check and balance for future projects.

Mark Whitten made a motion **“to increase connection fees from \$4,500 to \$6,000”**. Motion was seconded by Daniel Flanagan. Discussion occurred on whether to add it to the agenda during the meeting or create a notice first. Motion was rescinded by Mark Whitten and Daniel Flanagan.

Peggy Sayers made a motion **“to add to the February 2026 meeting agenda, Connection Fees”**. Motion was seconded by Jim Cannon. Without further discussion, the motion passed with 7 votes in favor and 0 opposed.

**ADJOURNMENT:** Daniel Flanagan made a motion “to adjourn”. Motion was seconded by Mark Whitten. The meeting adjourned at 6:29 PM.

Respectfully submitted,  
Emily Kalenauskas  
Recording Secretary

## **Windsor Locks Superintendents report for December 2025**

Monthly Operating Report.

December 2025

Monthly average flow 1.15.

BOD 98% removal.

Suspended solids removal 98%.

Nitrogen removal 62 lbs. max 66 lbs. Average for the year 54 lbs. 16 lbs. under our permit, fourth year in a row under our permitted limit.

Quarterly Aquatic Toxicity Report.

Water Flea (*Daphnia pulex*) 100% survival rate.

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

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

### **ARPA funded project updates:**

Airport pumping station is in engineering and design.

### **WPCA funded Project Updates:**

Screw Press and Scum Concentrator installation through the roof has been delayed by weather. We have rescheduled for the 13<sup>th</sup> of January 6, 2026.

Inflow and Infiltration study; Barton & Loguidice have delineated the potential meter basins. Waiting on the draft from B&L

WPCA Purchase Policy it is recommended that the authority adopt its own purchase policy. Voting on final version at our January 13<sup>th</sup> meeting.

Tighe & Bond Windsor Locks WPCA Flows and Loads Evaluation. An account has been established and work will soon begin.

New: MOU between the Tax Department and the WPCA to define the roles and responsibilities of each department for the purpose of sewer utility billing.

We are working with Quality Data Services to update our software to red flag any possible hi water usage reading. This will help prevent/lower yearly appeals.