

**TOWN OF WINDSOR LOCKS
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 10, 2026**

MEMBERS PRESENT: Jon Savino, Jim Cannon, Daniel Flanagan, Peggy Sayers, Jacob LaValley, Robert E. Crochetiere

MEMBERS ABSENT: Mark Whitten, Brenda Frawley-Wojtas

ALSO PRESENT: Tom Arnone (WPCA Superintendent)

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: *Michael Ciarcia, 15 Meg Way* – Noted that he’s been attending the last meeting and noticed that the town provides the WPCA. He raised concern regarding a revised agreement between the town’s finance department and the WPCA. He encouraged commissioners to discuss this throughout the consideration.

Joe Calsetta, 121 Orchard Hill Drive – Noted concerns with increasing the fees to \$6,000 and recommended to leave it at \$4,500 as it would create a huge jump for current projects.

MINUTES: Robert E. Crochetiere made a motion “**to approve the minutes from the Tuesday, January 13, 2026, Regular Meeting**”. Motion was seconded by Peggy Sayers. 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 noted that the plant remains above all state standards and requirements.

He noted that the ARPA funded projects, including the sewer disconnect, are still in progress. He shared photos of the installation of the new screw press at the plant. The conveyer system being installed will be completed in-house, with a welder and electrician coming in to make some modifications. It is expected that the project will move along quickly as soon as it is possible to begin. One advantage will be a new ventilation system which will benefit the employees.

Tom Arnone reported that the infiltration study is still being completed.

Tom Arnone recommended that if the commissioners decide to increase the sewer connection fees, it needs to also be increased on the hotels/motels as they have the same connection fees as the rental residential properties. It was noted that the former Alstrom property on Elm Street will be converted to 50 housing units. Concerns were raised about the sewer connection and sewer connection fees. Tom Arnone recommended future sewer connection fees go towards updating the plant, not to the general budget. Concerns were raised regarding the Trinity property being built. Tom Arnone shared that he will be meeting with Trinity soon to further discuss with them the results of the flow study.

Tom Arnone noted that the WPCA is now on the planning and zoning list, so that the WPCA is more aware of new town projects.

Tom Arnone noted that there has been icing at the plant that has caused calls at the middle of the night. Tom Arnone praised staff for coming in on extremely cold evenings to de-ice the equipment.

FINANCIAL REPORTS:

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

Robert E. Crochetiere noted that the expenditure report has not been provided to the commission. Tom Arnone noted that the MUNICE system has proposed some challenges, but they are working through it.

Robert E. Crochetiere noted a bond that was approximately 1% has been sold and reinvested at 3.9%. There are four more coming up in the next 10 months that are paying approximately 1%. He noted that the outlook for increases in bond percentage will increase drastically. This will provide more money to invest in the plant in the future.

Robert E. Crochetiere noted that the WPCA is doing a good job of operating on budget. Tom Arnone noted that they are projecting to stay on budget.

Robert E. Crochetiere made a motion **“to approve financial reports A through E as of December 2025”**. Motion was seconded by Peggy Sayers. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Approval of a new MOU between the Tax Department and WPCA:** It was recommended by Tom Arnone to table the vote so that a MOU can be drafted between the town’s Finance Department and the WPCA. Jon Savino noted that a new Finance Director will begin soon, so a conversation will occur.

Jacob LaValley made a motion **“to table the vote on the MOU between the Tax Department and WPCA”**. Motion was seconded by Daniel Flanagan. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

NEW BUSINESS:

- a. **Sewer Connection Fees:** It was discussed that the Sewer Connection fees for the hotels and motels should be increased to \$4,500 if the Sewer Connection rates are increased to align with the residential, commercial, industrial or public unit fees. Clarification questions were asked by Peggy Sayers when the discussion occurred previously was the money earmarked for sewer upgrades. It was shared that at the time, there was no earmark discussed. Discussion occurred amongst commissioners and Tom Arnone about having the sewer fees be in a capital account for sewer plant upgrades. A large upgrade project was discussed amongst commissioners and Tom Arnone to which the funds from Sewer Connection Fees could offset costs of the upgrade.

Jim Cannon made a motion **“to increase the sewer connection fee for each separately saleable, rentable and/or transferable from \$4,500 to \$6,000”**. Motion was seconded by Jacob LaValley. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

Peggy Sayers made a motion **“to increase the sewer connection fee for hotels/motels from \$4,500 to**

\$6,000". Motion was seconded by Robert E. Crochetiere. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

Daniel Flanagan left at 6:28 PM.

Jim Cannon made a motion "**to create a line item for connection fees to a separate capital line item**". Motion was seconded by Robert E. Crochetiere. Without further discussion, the motion passed with 5 votes in favor and 0 opposed.

- b. Refunds:** Jon Savino noted that there are two current year refunds totaling \$2,610.13. There are no prior refunds.

Jim Cannon made a motion "**to approve Current Year Refunds totaling \$2,610.13.**" Motion was seconded by Peggy Sayers. Without further discussion, the motion passed with 5 votes in favor and 0 opposed.

BOARD MEMBER COMMENTS/QUESTIONS: Commissioners commended Tom Arnone on the work that he has done as Superintendent

ADJOURNMENT: Jacob LaValley made a motion "**to adjourn**". Motion was seconded by Peggy Sayers. The meeting adjourned at 6:34 PM.

Respectfully submitted,
Emily Kalenauskas
Recording Secretary

Windsor Locks Superintendents report for February 2026

Monthly Operating Report.

February 2026

Monthly average flow 1.16.

BOD 98% removal.

Suspended solids removal 98%.

Nitrogen removal 56 lbs. max 66 lbs.

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: We are soliciting prices for the electrical hook up of the screw press screw conveyor and scum concentrator.

Screw Conveyor was delivered on December 23rd two days before the snowstorm hit. Staff worked feverously to disassemble and hoist the forty-five-foot screw conveyor to the second floor.

Inflow and Infiltration study. Nothing to report.

Tighe&Bond Windsor Locks WPCA Flows and Loads Evaluation. Nothing to report

MOU between the Tax Department and the WPCA we ask the board to accept the agreement tonight.

Recommend sewer connection fee increase to both general connection fees and Hotels Motels and Inns.

Quality Data Services Nothing to report.

Subzero temperatures, it has been a challenge to keep outside equipment from freezing. Our secondary skimmers have frozen at night on several occasions. Our primary skimmers also froze on the 8th. Staff have responded to thawing out the equipment, at times in temperatures below zero.