

**TOWN OF EAST WINDSOR  
WATER POLLUTION CONTROL AUTHORITY**

**Minutes of Budget Workshop held on January 15, 2019**

**Members Present:** Paul Anderson and John Mazza

**Members Absent:** Dave Tyler and Kirk Montstream

**Others Present:** WPCA Superintendent E. Arthur Enderle III, WPCA Chief Operator Edward Alibozek and Recording Secretary Laura Michael

**Time and Place**

The budget workshop began at 4:00 p.m. at the WPCA Admin Building, 192 South Water St, East Windsor, CT

**I. Budget Discussion**

Mr. Enderle explained that the presentation was similar to last years with new numbers and data. Things are done differently at the WPCA; the focus is on today, tomorrow and long term. We can't afford to have breakdowns; we are a public health agency. Mr. Enderle believes in full transparency. Mr. Mazza asked if the budget information is given to the public. Mr. Enderle replied that an information sheet is included with the bills. Mr. Mazza asked if a mailer could be sent out explaining the reasons for an increase.

The sewer user charge system is designed to make the facility self-sufficient. This is based on the DEEP guide, which follows State Statutes. Mr. Enderle explained this budget is based on operations, maintenance, repair and replacement. The sewer use charge is necessary to ensure sufficient revenue to operate the facility. Mr. Enderle explained that he relies on the Finance Director and the Finance Department to manage the money by WPCA directive.

Mr. Enderle reviewed the sources of revenue, which includes the annual sewer use charge, the facility connection charge and the operating fund balance. The operating fund balance includes previous year's revenue and collection of delinquent accounts. This is rate payer's money and can be used to stabilize the rate. The WPCA has three active accounts, the Fund Balance, The Sewer Assessment Fund and the WPCA CIP Fund.

The allowable use of WPCA Funds was reviewed. The Fund Balance, which is prior year's earning, has no real limits of use. The FCC/Assessment Fund can be used for capital projects and major equipment expenses. The WPCA CIP can be split into possible sub-accounts for designated usage.

CIP Planning and Upgrades were discussed. It is necessary to have a plan and goals. Good long term planning takes care of short term decision making.

Mr. Enderle explained the WPCA is getting a good return on their investment. They invest in the employees and believe that the employees are an asset. The staff has completed \$2 million in upgrades without taking on debt.

Mr. Alibozek explained the Control Panel Upgrade. He explained the flow monitoring when the plant went 30 days with no automation. Steve Bednarz would grab the flow data. Konrad Karolczuk would look at the sludge layers, return and wasting and was able to run the plant without being automated. Mr. Enderle reported that DEEP holds this facility as a model to others.

Some of the major highlights were reviewed. 2018-19 highlights included the ACP Upgrades, the Chlorine Contact Tank which was sandblasted, patched and recoated, the new doors on the Old Admin Building, the new backup float system for the wet well. 2017-18 achievements included the Scout Hall generator, Scout Hall controls and alarm upgrades, ACP #2 and the

oxidation ditch. 2016-17 upgrades included the RAW sewage pump, GBT roof replacement, Industrial Park pump station upgrade, ACP #1, Mill Pond and Newberry Rd pump station upgrades and pinch valves. All pump stations have been revamped. The 2015-16 major achievements included ACP #4, Old Pump House concrete work, communication upgrades at Route 5, Industrial Park and Scout Hall pump stations, Mr. Alibozek secured grant money for these upgrades, SCADA computer upgrade, solids blower, VFD upgrades and Route 5 pump station upgrade. The 2014-15 upgrades included the Industrial Park pump station SCADA and communication upgrade, the digester building brick repair, Corrosion Probe assessment of 5 pump stations, Old Pump House roof replacement, hypo pumps and piping rebuilds, Route 5 pump station valve installation, aerator VFD and all phone/alarm system upgraded to cellular at pump stations. The 2013-14 projects included the clarifiers, the heating system in the prelim building, the heating and AC in the Admin Building among others.

#### DIY vs Debt

Mr. Enderle stated that the staff has successfully completed major projects. Former Town Treasure, Kim Lord, stated that they have saved rate payers large sums of money, keeping the facility maintained and allowing our facility to remain available for growth. Amy O'Toole, the new Town Treasurer, stated that the Town operates on a 17% limit on reserve funds; she feels a 20% limit is safer and better. She stated that Capital Purchases can be funded through FCC/Sewer Assessment money. The Towns Policy for Capital Purchases is \$7,000 for equipment, \$20,000 for improvements and \$100,000 for infrastructure. Ms. O'Toole explained using one time money to cover operational costs is not a good practice. Having no debt is a great thing.

Mr. Enderle discussed the revenue and rate evaluation that was done by Woodard & Curran. Their user rate prediction for 2019-20 was \$476 - \$531 per unit, with an increase of \$30 per year over the next 10 years.

Mr. Enderle explained the facility status. There is available capacity, the pump stations have been upgraded, the plant has had many upgrades and they are maintaining and building a knowledgeable staff.

Mr. Enderle handed out his draft budget and narration for 2019-20. The next budget workshop will be held on Tuesday, January 22<sup>nd</sup> at 4:00 p.m. Mr. Enderle explained the goal for the end of the second workshop is for everyone to be fairly comfortable with the budget. The budget can be adopted at the January 30<sup>th</sup> meeting but the rate can't be set yet.

#### **II. Adjournment**

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Laura Michael  
Recording Secretary