

Delinquent accounts total has decreased from about \$9500 in January to about \$3800. About \$2500 of this was recently paid on a single property/sewer user with delinquent bills, liens, and interest dating back to 2001. Delinquent accounts remain for 11 of the 221 properties connected to the public sewer line, with the oldest accounts at two years.

**7. Annual report to Torrington – number of dwelling units connected to public sewer.**

Draft report letter is reviewed. Clerk Neal is to send letter to Ray Drew: 221 units in Harwinton connected and 3 units in Torrington connected to Harwinton system to be credited.

**8. WPCA Budget: proposed Budget for FY11-12, Treasurer's Report of Accounts.**

The following reports from the WPCA Treasurer Eleanor Woike were provided to members by Clerk Neal at the meeting: "Sewer Authority Combined Accounts" for the last 3 fiscal years and for the current fiscal year through today, current "Sewer Expenditures", current "Sewer Revenue", and a budget worksheet listing proposed and actual budget for last fiscal year and proposed and year to date for the current fiscal year. WPCA Collector Mrs. Tierney's report "Grand Rate Book Balance Sheet Report for Grand List Year 2009" was also distributed. **Motion** Mr. Rinaldi, second Mr. Roberts to table finalizing of the budget to a special meeting set to June 21, 2011, 6:00 pm, passing unanimously.

**9. Sewer User Fee/Charge for 2011.**

**Motion** Mr. Bonola, second Mr. Rinaldi that the fee remain at the current rate of \$200 per year, passing unanimously. Chairman Criss is to draft an informational letter to be included in the sewer use bills to educate users on the costs associated with operation and maintenance of the system and the additional costs of treating water not meant to be treated, i.e. storm water from roof leaders and sump pumps. Clerk Neal is to find out when current bonding to Torrington matures.

**10. Sewer Use Rules and Regulations – Atty. Rybak's comments, Materials Section, Fee Schedule, Application for Permit, set date for public hearing.**

Members refer to latest draft of the Rules & Regulations, Atty. Rybak's latest comments, and the current Application for Sewer Connection Permit. Decisions on wording were decided upon for Section 5.03A Materials and Section 8.03 Damages for Violations and the Application for Sewer Connection Permit. Fee Schedule and Application for Sewer Connection Permit are to be added to the appendix. References to the Hayden/Wegman report are to be eliminated. Copies of State Statutes, Town Ordinances, and the like will be referenced, but not included as part of the appendix. Chairman Criss will be speaking with Zoning Chairman Sherlock regarding Zoning Regulations possibly including stipulation that applicants in the Sewer Service Area come before WPCA when applying for special permit for an accessory apartment as recommended by Atty. Rybak. Setting of public hearing date is tabled.

**11. Discussion: April 29<sup>th</sup> Workshop, Cromwell.**

Chairman Criss and Clerk Neal having attended the workshop, Mr. Criss provides comments on the portion of the workshop regarding collecting of delinquent taxes.

**12. Correspondence.** Reviewed and distributed correspondence including flow reports and minutes from an April 20th meeting of the Selectmen and Chairmen of Land Use Commissions.

**13. Adjourn.** **Motion** Mr. Bonola, second Mr. Souchuns at 9:21 p.m. to adjourn, passing unanimously.

Respectfully submitted,  
Christine Neal, WPCA Clerk

**HARWINTON WPCA MEETING**

**Tuesday, May 19, 2011, Town Hall, 7:00 p.m.**

*Thursday,*

Present: Chairman Michael Criss, John Souchuns, Salvatore Bonola, Joe Rinaldi, Gilbert Roberts.

Absent: Chris Janco, Bob McCuin.

**1. Open meeting – establish quorum.**

Chairman Criss opens the meeting at 7:14 p.m.

All regular members present are seated and alternate Gil Roberts, with a quorum established.

**2. Election of officers and appointments to WPCA.**

**Motion** Mr. Bonola, second Mr. Rinaldi to re-elect **Michael Criss Chairman WPCA.**

**Motion** Mr. Souchuns, second Mr. Criss to re-appoint **Salvatore Bonola Vice Chairman WPCA.**

**Motion** Mr. Rinaldi, second Mr. Bonola to re-appoint **Chris Janco Secretary WPCA.**

**Motion** Mr. Criss, second Mr. Bonola to re-appoint **Christine Neal WPCA Clerk.**

**Motion** Mr. Criss, second Mr. Rinaldi to re-appoint **Town Attorney Michael Rybak WPCA Attorney.**

**Motion** Mr. Rinaldi, second Mr. Bonola to re-appoint **Town Tax Collector (Mary Jane Tierney) Collector of Connection and Use Charges.**

**Motion** Mr. Rinaldi, second Mr. Bonola to re-appoint **Town Treasurer (Eleanor Woike) WPCA Treasurer.**

**Motion** Mr. Rinaldi, second Mr. Bonola to re-appoint **Town Auditor WPCA Auditor.**

**Motion** Mr. Criss, second Mr. Rinaldi to re-appoint **Gil Roberts WPCA Sewer Inspector.**

All above motions for appointments and elections to WPCA passed unanimously.

**3. Approve minutes of previous meeting: 3/8/11.**

**Motion** Mr. Souchuns, second Mr. Bonola to approve the March 8, 2011, meeting minutes as submitted, passing unanimously.

**4. Bills.**

**Motion** Mr. Bonola, second Mr. Rinaldi to approve the following bills for payment, passing unanimously.

Dave Wilson: \$630 each for March and April.

CL&P – about \$14 each for March and April.

Christine Neal, WPCA Clerk: 57.25 hours total for months of March and April, 2011.

**5. Contract FY11-12 for Dave Wilson, PE.**

**Motion** Mr. Bonola, second Mr. Souchuns to table to the next meeting, passing unanimously.

Chairman Criss is speaking with other WPCA's about their metering and trough cleaning procedures and costs. Mr. Wilson will be invited to attend the next meeting to discuss options.

**6. Delinquent Accounts – Collector's Report.**

Report of delinquent accounts is reviewed. Chairman Criss indicates he spoke with WPCA Collector Mary Jane Tierney about collection procedures. Members discuss options in collecting delinquent fees, including use of a marshall. The consensus of the members is to continue with current procedures regarding the timing of demand letters and liens, followed by this additional step as necessary: The WPCA Collector is to inform the WPCA whenever there is a lack of response from a demand letter and the WPCA will send a letter inviting the sewer user to come to a WPCA meeting to resolve the matter. Failure to respond to a demand letter followed by failure to respond to an invitation to appear before the WPCA could result in the involvement of a marshall to collect all fees due, which would then include significant marshall fees.