

**CITY OF DERBY  
WATER POLLUTION CONTROL AUTHORITY  
MARCH 9 2010  
SPECIAL MEETING  
MINUTES**

**Meeting called to order** 7:00 p.m.

**Pledge of Allegiance** all rose and pledged allegiance

**Roll Call**

**Present:** Leo DiSorbo, Carolyn Duhaime, Richard Bartholomew,  
and John Saccu.

**Excused:** Rich Stankye

**Also Present:** Lindsay King WPCA Superintendent.

**Public Portion**

No one from the public spoke. Public Portion closed.

**Review Draft Budget 2010-2011**

**Office Budget:**

Social Security Taxes - This figure is based on the plant wages, overtime and office salary multiplied by the 7.65%.

Office Wages - There is a 4% contractual increase. There was a wage freeze in the current fiscal year.

Part Time Salary - This is a vacant position in the W.P.C.A. The prior administration chose to vacate the position in conjunction with the move to the new City Hall. The arrangement was to have the W.P.C.A. assistant work in the Tax Office as well as the duties of the W.P.C.A. including the part time duties. The administration never came to the W.P.C.A. to investigate all the work that needs to be done. It is not a matter of just sending bills out and collecting payments. There is administrative work that is required, bookkeeping, reporting, mailings, etc.

The current administration has allowed the assistant position to relocate to another office in order to work solely on W.P.C.A. issues. The office is still falling short of collection rates, referrals and administrative tasks.

Office Instruction - This offers educational opportunities for the office.

Accounting - Annual audit. This also covers any additional guidance as required. The W.P.C.A. must use the same auditors as the City for the annual audit.

Computer Service - software updates and support service.

Legal - account referrals to attorneys that need to file court documents as needed.

Town Clerk - lien filing fees.

Attorney, Sheriff & Title Search - collection fees.

Medical, Life & Worker's Comp - this figure reflects a possible 20% increase on the health insurance.

Office Telephones - The finance director was able to reduce the number of naps used in the City, thereby recognizing a savings.

Insurance - Property and liability insurance. We will look into the cost of sewer back up insurance.

Postage - This is for mailing bills, delinquent notices, referral of delinquent accounts, roof leader letters, etc.

Birmingham Billing - consumption data for annual billing.

Meetings - W.P.C.A. meetings, public hearings, special meetings, etc.

Business Forms - accounts payable & payroll checks, envelopes, billing forms etc.

Office Supplies - copy paper, ink cartridges.

Bond Interest/Principal - the amount reflects the schedule in place since 1998. This was refinanced by the City Treasurer reducing the interest rate, and a new schedule needs to be implemented.

DEP Interest/Principal - this is a clean water loan for the plant rehabilitation work.

Ansonia Expense - Derby residents utilizing the Ansonia sewer system. The bills are calculated at the Ansonia rate, collected by Derby and paid to Ansonia.

Griffin Hospital - Some of the consumption from the hospital enters the Ansonia system (13% - as calculated by the engineer) and a contracted percentage is given to Ansonia.

**Plant Budget:**

Plant Wages - There is a 4% increase. There is a 20 hour mechanic/ 20 hour operator wage to increase the mechanic hours. This person would be promoted to a part time mechanic and part time operator. The janitor's wage amount needs to be corrected.

Plant Instruction - certification classes or shows.

Plant Computer Service - computer upgrades, monitor replacement etc.

Plant telephones - DSL, phone alarms. There is a savings from finance director changes.

Electric - U.I. for delivery. Direct Energy refunded \$12,000.00 in taxes charged this year.

Gas Heat - based on what was used.

Water - is up a little bit.

Chemicals - is the same amount.

Lab Supplies - storm water permit testing, new equipment for the lab is included in the amount.

Special Clothing - uniforms.

Plant Maintenance - the number is increased for this year. This covers anything that breaks down.

Pest Control - plant rodent control.

DEP Fees - annual permit fees.

Collection System Maintenance - Emergency repairs if a line collapses, frames, covers, Call before You Dig, I/I strategic plan, etc. Mr. King will change the figure to remain the same or close to it. I/I was in twice.

Vehicle Maintenance - previously was in Collection System Maintenance. It is now broken out.

Pump Station Maintenance - will remain the same.

Plant Supplies - cleaning supplies, office supplies, etc. Mr. DiSorbo stated the Mayor asked if the W.P.C.A. could put up shrubs or pines around the plant.

Grease, Rags, Grit - disposal of grit. There is an extra pick up in the amount.

Naugatuck Treatment - liquid sludge hauling.

BFI Sludge Disposal - solid waste disposal.

Engineer - Weston & Sampson fees. The figure reflects plant studies. The plant needs work for as low as 1-2 million and as high as 5-7 million. You need to look at getting the plant in shape for the next 20-30 years. Mr. King will have Weston & Sampson put a proposal together for the next meeting.

Working Balance - is the number which balances the expenses to the revenue.

Orange Impact Fee - expenses for the impact from the Orange project (ie: Two Mile Brook) etc.

Roof - Mr. Saccu is working on this.

Inflow/Infiltration - I/I strategic planning. This is to consolidate all the data currently present (T.V. inspection lines, smoke testing, Hawthorne sewer shed, flow data) and implementing improvements.

Mr. Saccu stated the capital plan line falls in line with the long term projection. Inflow/Infiltration should be in the capital plan line item.

Mr. DiSorbo questioned whether the Blower Replacement line item should be in Plant Maintenance. Mr. King stated there is a substantial rebate available from U.I.

Mr. Saccu would like Weston & Sampson to put a plan together on the plant, pump stations, the collection systems, etc.

The revenue numbers will be available in April. We will have a special meeting for that.

**MOTION** to adjourn at 8:18 p.m. by Ms. Duhaime, second by Mr. Bartholomew, all in favor, **motion carried.**

*Respectfully Submitted,*

*Denise Cesaroni  
Recording Secretary*

\*\*\*\*\*These minutes are subject to approval at the next W.P.C.A. meeting.