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

MEMBERS PRESENT:	**Jon Savino, Peggy Sayers, Jim Cannon, Robert E. Crochetiere, Jacob LaValley, Brenda Frawley-Wojtas, Mark Whitten**
MEMBERS ABSENT:	**Jay Farrelly**
ALSO PRESENT:	**Dennis Bertrand (Interim Superintendent, WPCA), Peter Juszczynski (Tax Collector), Fred Mueller (Tighe & Bond)**

CALL TO ORDER: Jon Savino called the meeting to order at 5:30 PM at Windsor Locks Town Hall in the Central Conference Room. The meeting was also streamed via Zoom.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by those in attendance.

MINUTES: Robert E. Crochetiere made a motion **"to approve the minutes from September 8, 2026"**. Motion was seconded by Jim Cannon. Without further discussion the motion passed with 7 votes in favor and 0 opposed.

SUPERINTENDENT'S REPORT: Dennis Bertrand shared the Superintendent's Report. It is attached.

Dennis Bertrand shared that the pump station on South Main had power loss, and the station handled the outage normally. He noted that Eversource came and found a deteriorated wire. He noted that they will continue to work with Eversource to replace the underground feeders in a conduit. He noted that they are looking to do some pump rebuilding to keep the stations up and running.

He noted that back-up batteries have been placed at the pump stations.

Clarification was asked if there were funds allocated to repair the Grit Chamber. Dennis Bertrand shared that while there is a budget for routine maintenance, this is something that would be determined after receiving the quotes.

FINANCIAL REPORTS:

a. **Expenditure Summaries and Revenue Summary for September 2026:** The statements were presented.

b. **Operating STIF and Capital STIF for September 2026:** The statements were presented.

c. **Webster Operating and Webster Capital Checking for September 2026:** The statements were presented.

d. **Multibank Securities – CD Investments for September 2026:** The statements were presented.

e. **Maturities of Investments:** The statements were presented.

Robert E. Crochetiere noted that information is still missing from the reports, which makes it difficult to review and approve. He noted that bond and maturities reports were not received yet by the WPCF. He spoke about the reports with Dennis Bertrand, and he noted that the budget was just updated by the finance department, and he plans to meet with the Finance Director to sort out the reports.

Peggy Sayers left the meeting at 5:45 PM.

Robert E. Crochetiere made a motion **"to table financial reports A through E as of September 2026".** Motion was seconded by Brenda Frawley-Wojtas. Mark Whitten noted that this is the second or third month where the financial reports are not fully informative and accurate. Dennis Bertrand noted that this has been brought up previously; the financial software is still being worked on. Mark Whitten requested that a meeting happen with Yanna to finalize the reports for the next meeting. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

CORRESPONDENCE: None

OLD BUSINESS:

a. **Alternatives to QDS Billing:** Dennis Bertrand and Peter Jusczynski shared a MOU between the Town of Windsor Locks Tax Department and the Windsor Locks Water Pollution Control Authority. The MOU is in the amount of $59,000 at a rate of 2% annually for their services to the WPCA. It was noted that a cost analysis was completed, and this proves to be a more fiscally responsible position. Commissioners commented on the benefit to taxpayers by continuing to have one location to pay their bills. It was noted by Peter Juszczynski that in addition to the $59,000, the fees for mailing, software support, etc. are included. Questions were asked about the amount of $59,000 and the breakdown of where that goes. It was noted that Jon Savino will work with Yanna to create a line-item budget for the MOU position.

   It was discussed to table to vote till the next meeting for the MOU between the Town of Windsor Locks Tax Department and the Windsor Locks Water Pollution Control Authority.

Jim Cannon made a motion **"to table the vote till the next meeting for the MOU between the Town of Windsor Locks Tax Department and the Windsor Locks Water Pollution Control Authority"**. Motion was seconded by Brenda Frawley-Wojtas. Without further discussion the motion passed with 6 votes in favor and 0 opposed.

b. **Finance Manager WPCA:** Tabled until an HR person, then Superintendent can be hired.

c. **Appeals:** First, 202 Spring Street was discussed. Brenda Frawley-Wojtas noted that she had looked back at past practice and it had not come up. Peter Juszczynski shared that per state statute 7-258, they are still responsible for paying the bill, despite not receiving it. The statute notes that it is their responsibility as of the property closing.

Jacob LaValley made a motion **"to approve the appeal for 202 Spring Street"**. Motion was seconded by Mark Whitten. Without further discussion the motion failed with 6 votes opposed and 0 in favor.

Mark Whitten introduced discussion on a prior motion approved at the last meeting regarding Rachel Road. It was noted that the properties on Rachel Road are on a well. Mark Whitten recommended the option that a meter can be installed for their water usage, in addition to all well users across Windsor Locks, where they can report their water usage to the WPCA.

Mark Whitten made a motion **"to approve the allowance of individual meters installation, at residences with wells to report water usage effective July 1, 2027"**. Motion was seconded by Jacob LaValley. Without further discussion the motion failed with 6 votes opposed and 0 in favor.

NEW BUSINESS:

a. **Refunds:** Jon Savino noted that there is one prior year refund totaling $102.00 for overpayment. There are no current year refunds.

Brenda Frawley-Wojtas made a motion **"to approve the Prior Year Refund totaling $102.00."** Motion was seconded by Mark Whitten. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

b. **Tighe & Bond WPCF Capacity Evaluation:** Dennis Bertrand opened discussion on Tighe & Bond, introducing Fred Mueller from Tighe & Bond. Fred Mueller noted the importance of knowing what the capacity is, especially with upcoming projects and the information can be accurately reported to DEEP. It was asked whether the flows and loads ability is based on a generalization, or if major weather events are considered in that amount. It was also asked whether the plant can handle new developments on Main Street and if a cushion would be added for other future development projects in the town. It was noted that a technical memorandum will be developed based on the proposal and they will review the need for plant expansion.

   Discussion occurred on the ability to receive funds from CMDA and the necessity of the report to be completed for the ability to receive funding. Jon Savino noted that a grant has come up and that CMDA is interested in receiving the WPCA's application.

Mark Whitten made a motion **"to approve the bid waiver for Tighe & Bond."** Motion was seconded by Jim Cannon. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

c. **Time of Public Input:**

Mark Whitten made a motion **"to set a time limit on public input to three minutes per person."** Motion was seconded by Jim Cannon. Without further discussion, the motion passed with 6 votes in favor and 0 opposed.

Discussion occurred on the timing of public input during the meetings. It previously was at the beginning of the meeting but was moved to the end of the meeting at the last meeting. It was decided to keep it at the end of the meeting as voted upon at the last meeting.
Peggy Sayers returned at 6:43 PM.

PUBLIC INPUT: *Kurt Brace, Elm Street* - Thanked the board for their time and dedication to the town. Raised concerns on the potential for an increase in sewer bills. He raised concern with limiting public input. Asked what is creating the huge demand on the system and if the TIF District. Raised concerns with the well vote on if it was the honor system and that it be closely looked at.

Jeff Chamis, 70 Spring Street – Shared that the meters are installed by a licensed plumber and inspected by Mark Doody. He noted that a picture of the meter is sent in annually. He noted he agreed with the decision.

BOARD MEMBER COMMENTS/QUESTIONS: None

ADJOURNMENT: Jim Cannon made a motion **"to adjourn"**. Motion was seconded by Jacob LaValley. The meeting adjourned at 6:50 PM.

Respectfully submitted,
Emily Kalenauskas
Recording Secretary

Windsor Locks Superintendent's Report for October 2026

Monthly Operating Report:

September 2026
Monthly average flow 1.05MGD
BOD removal: 99%
Suspended solids removal: 99%
Nitrogen removal: 52lbs---Max 66 lbs.
E.coli geometric mean: 6.27 Most Probable Number/100ml---Limit 126 per 100ml

Quarterly ATMR: PASS
Daphnia Pulex: 100%
Pimephales Promelas: 98%

ARPA Funded Project Updates:
Airport pumping station: Working with Staff Engineer on design phase
Scum Concentrator: In Planning

WPCA Funded Projects:

- **Halfway House PS Update**
- **Headworks PM**
- **Grit Chamber Cleaning, Inspection, and Observances**
- **S.Main St. PS**
- **PS PLC Battery Backup Replacements**

Dennis Bertrand
Interim Superintendent- WPCF