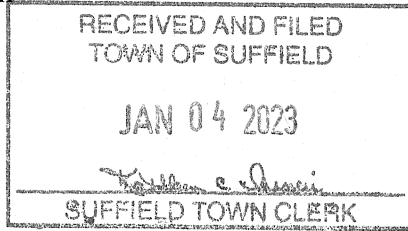


Minutes of the Regular Monthly Meeting of the
Suffield Water Pollution Control Authority & Treatment Facility
December 13, 2022

MEMBERS PRESENT:

Janet Davis, Chairman
Frank Bauchiero
Jeff Davis
Dan Holmes
Roger Ives
John Murphy
Chris Rago 7:02pm

MEMBERS ABSENT:



ALSO PRESENT:

Jamie Kreller, Superintendent
Julie Nigro, Business Administrator
Mike Headd, Woodard & Curran

1. **CALL TO ORDER:** Janet Davis called the Regular Monthly Meeting for December 13, 2022 to order at 7:01 p.m.

2. **CITIZEN INPUT:** None

3. **APPROVAL OF MINUTES:**

- November 8, 2022 Regular Meeting Minutes Review & Approval
 - Roger Ives motioned to approve the Regular Meeting Minutes of November 8, 2022.
 - Jeff Davis seconded the motion; the motion passed with Frank Bauchiero & John Murphy abstaining due to absence.

4. **CHANGES TO THE AGENDA:**

- Janet Davis requested a motion to add "Executive Session – Personnel" to the agenda (9D)
- Jamie Kreller requested a motion to add "Woodard & Curran Contract Extension" (9B)
- Jamie Kreller requested "Planning Application for 140 South Main" (9C)
 - Jeff Davis motioned to add the above changes to the agenda
 - John Murphy seconded the motion; the motion passed unanimously

5. **CHAIRMAN'S UPDATE:**

- Janet Davis announced Jamie Kreller has been notified he will receive an award from the EPA. Jamie Kreller explained the award by the EPA as the Region 1 Wastewater Treatment Plant Operator Award. The Connecticut DEEP nominates an Operator/Superintendent from the state (not necessarily every year). The award is presented at the annual conference by NEWEA in January. The commission congratulated Jamie for this high achievement in the industry.
- Janet reported that several WPCA members were present at the November 14, 2022 Board of Finance meeting to submit our request for changes to WPCA funds handling (check authorizations/transfers of funds). As a result, Derek Donnelly was to discuss this with Andrew Lord regarding the legality of this. Jamie Kreller stated they are scheduled to discuss this next week.

6. **TREASURER'S REPORT:**

- Administration (O&M) Bills 2022/2023: \$90,659.93
- RCM Bills 2022/2023: \$2,572.00
- Administration fund distribution: \$71,621.10 (November's payroll)
 - Frank Bauchiero motioned to accept the Treasurer's report.
 - John Murphy seconded the motion; the motion passed unanimously

7. **STAFF REPORTS:**

a. **Superintendent's Report-(attached)**

Minutes of the Regular Monthly Meeting of the
Suffield Water Pollution Control Authority & Treatment Facility
December 13, 2022

- Jamie Kreller reported our nitrogen was starting to go up - which is normal for this time of year. By changing the process for January and February, Nitrogen levels will be ok.
 - Training – Jamie Kreller completed WEF’s class “Operate with Excellence: Leadership and Management Skills”. Additionally, Anthony and Tyler attended 2 classes to help with upcoming tests.
 - Complaint – tire marks left at Bramble Ridge (off of Bridge Street) were left as a result of jetting lines with the vactor. We already had plans to repair the ruts the following day-however, the complaint came in the day of jetting.
 - Maintenance – 1.2 miles of sewer pipe were cleaned, including the entire Hood line. Operators cleaning the Hood line in-house save approximately \$5k to \$6k per year.
 - 12 manhole inspections were completed.
 - Annual safety equipment inspections were completed.
 - Cleaned the easement on Boston Neck Road in preparation for the boring tests for the Stony Brook interceptor.
 - Biennial Infrared tests were performed on 303 pieces of equipment. 9 issues were found, of which 2 were more than minor (2018 Infrared test found 25). The 2 issues have been fixed, and the remainder will be fixed next month.
 - Jamie Kreller explained the increase in scheduled overtime in November was due to the 3 Holidays, as well as an additional 14 hours of overtime for the annual cleaning of the grit chamber, and the necessary bypass. This was done at 4am, as flows are half of the usual flow. Some additional hours have been due to issues with the belt filter press and our roll-off truck.
 - Jamie Kreller described the layout of office panels to be installed in the administrative office.
- b. **Business Administrator’s Report-**
- Julie Nigro reported on the October, 2022 financials (attached)
 - Delinquent accounts were discussed
 - A year-by-year comparison of collection rates will be included hereafter

8. OLD BUSINESS:

- a. **Kent Farm Study** – Mike Headd reported this project has been approved for loan only funding (2% for 20 years).
- b. **Stony Brook Study** – Mike Headd reported this was also approved for loan only funding at 2% for 20 years. Surveying is being done this week and next. Borings are being done the 19th and 20th, and we’re on schedule.
- c. **Morton Building Progress** - Mike Headd reported the drillers will be on-site January 2, and that information will be forwarded to the Morton Building company.

9. NEW BUSINESS:

- a. **2023 WPCA Meeting Schedule**
 - Frank Bauchiero motioned to approve the 2023 WPCA meeting schedule as depicted in the meeting packet.
 - John Murphy seconded the motion; the motion passed unanimously.
- b. **Woodard & Curran Contract Extension** – Jamie Kreller stated our 2-year contract is up January 10th. Janet Davis asked if the rate increased. Mike Headd stated the rates will be going up, but they’ve held the rates over the last 5 years. The commission tabled the extension in order to review the rates.
- c. **Planning Application for 140 South Main Street** – Jamie Kreller stated LRC group submitted a Planning Application to convert this property into a total of 12 residential units (1,512 gallons/day).

Minutes of the Regular Monthly Meeting of the
Suffield Water Pollution Control Authority & Treatment Facility
December 13, 2022

Currently, there's a 6-inch line, but the multi-unit status will require either a 10- or 12-inch line. The item was tabled to verify sewer modeling.

d. EXECUTIVE SESSION – PERSONNEL

- Frank Bauchiero motioned to enter into Executive Session at 8:06 pm to discuss personnel. Present were the Commission, Superintendent, and Business Administrator.
- Chris Rago seconded the motion; the motion passed unanimously.

- Frank Bauchiero motioned to exit Executive Session, entering back into the meeting at 8:47 pm.
- Chris Rago seconded the motion; the motion passed unanimously.

ADJOURNMENT:

- Jeff Davis motioned to adjourn the Regular Meeting of December 13, 2022 at 8:47 pm.
- Frank Bauchiero seconded the motion; the motion passed unanimously.

Respectfully submitted,



Julie M. Nigro
Business Administrator

Superintendent Report – November 2022

Plant Operations

- Plant average flow for the month was 1.32 MGD. This was 65% of plant design.
- Hood's average flow for the month was 54,000 gallons. This was 4% of plant flow.
- Prison flow for the month was 267,502 gallons. This was 20% of plant flow.
- BOD and TSS removal for the month was 99%. Our permit limit is a minimal 85% removal.
- Nitrogen average for the month was 24 pounds. Our permit limit is less than 45 pounds.

Inspections

- Lateral inspection was completed at 5 Addison Circle.
- Lateral Inspection was completed at 25 Lise Circle.
- Lateral repair inspection was completed at 128-140 Mountain Road.

Call-Before-You-Dig

- 38 call-before-you dig-tickets were completed.

After Hour Call-in's

- 11/9/22 – PS #5 (Fair Hill Lane) Float high water alarm. New high-water float was installed

Training

- Jamie completed WEF's class "Operate with Excellence: Leadership and Management Skills".
- Anthony and Tyler attended a class from NEIWPCC on "Math Made Manageable".
- Tyler and Anthony attended a class from NEIWPCC on "Principles of Process Control Instrumentation".

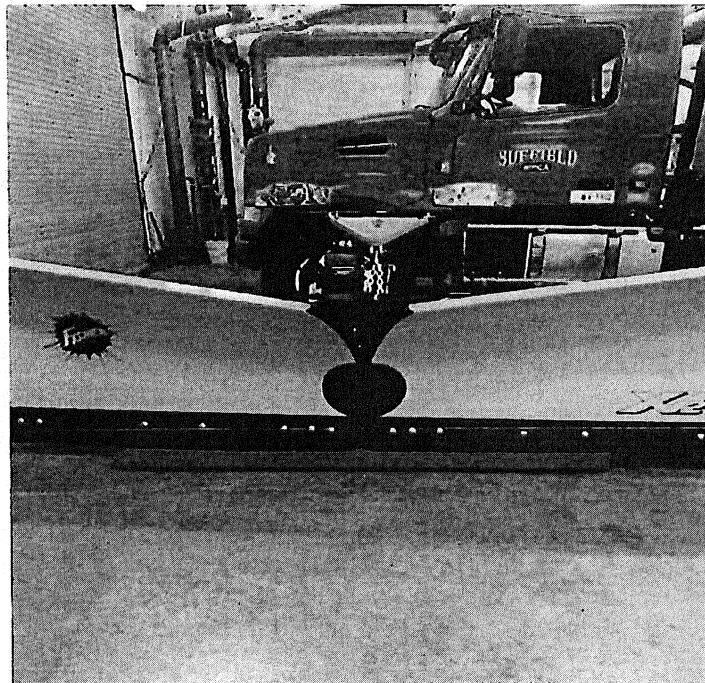
Complaint

- Tire marks left at Bramble Ridge off of Bridge Street from our Vactor jetting lines. It was already on our list to fix the day after the complaint.

Maintenance

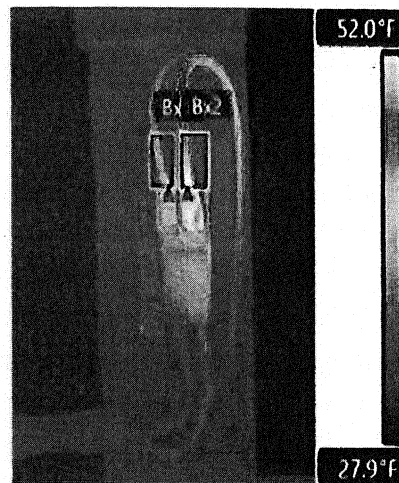
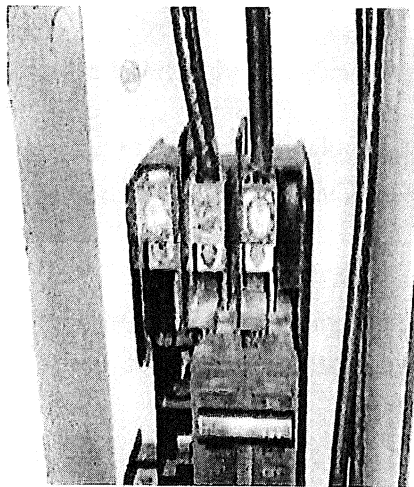
- 1.2 miles of sewer pipe were cleaned including all of the HOOD line.
- 12 manhole Inspections were completed.
- Completed annual testing and inspections on all five backflow preventors.
- Completed annual inspections on all hoists and cranes.
- All hoists and cranes deficiencies were corrected by WPCA operators.
- Annual inspection was completed on the Vactor.

- Fall clean-up at the plant and PS's were completed.
- Annual inspection and maintenance of the fork lift were completed. All deficiencies from the inspection have been fixed, including the tilt cylinder and seals.
- Annual plant safety sign replacements were completed.
- Easement on Boston Neck Road to our Stony Brook Interceptor was cleaned for boring tests to be completed in the next month.
- Quarterly restaurant grease inspections were completed.
- Hydraulic fluid was changed by WPCA operators on plows.
- PS #4 (Deep Brook Harbor) new block heater was installed on generator. Additionally, the hose that was leaking fuel has been replaced.
- Bi-monthly vault water pumping was completed.
- Annual plant battery inspections were completed.
- All plow bases were painted and a plow for our new dump truck was purchased.



- Infrared testing on 303 pieces of equipment at the plant and at our nineteen pumpstations were completed. Infrared testing was completed on all electrical and mechanical equipment. Infrared inspections **find hot spots caused by defects in connections and components**. Increased resistance and heat are the primary reasons most electrical components have failures.

The following pages show a couple of examples of issues found during our infrared inspections in 2022.



Pump Station #7 Main Disconnect Breaker

Analysis: This scan shows a single-phase main breaker with a MINOR level heating issue at the L2 lineside wire/lug connection. A closer look shows corrosion and wire strains outside of the mechanical lug. This corrosion may also affect the breaker internally and its designed function.

Recommended Action: Have an electrician inspect the breaker and wire/lug connections. If cleaning and maintenance correct this issue, consider applying an anti-corrosion product to all wire/lug connections.



Pump Station #4 Lighting Panel Board

Analysis: This scan shows a green ground wire connecting the outlets below this panel to the

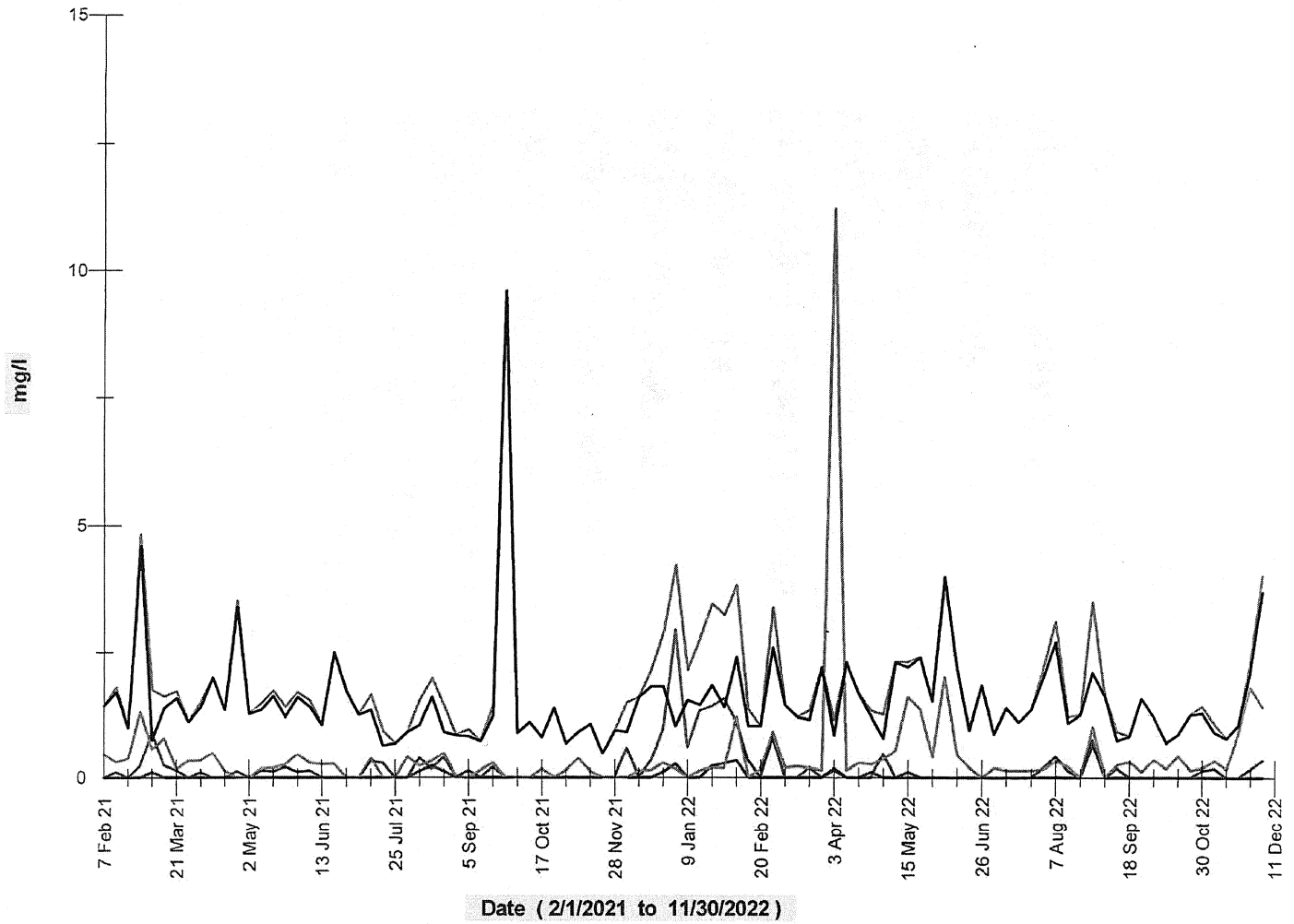
panels ground strip. This ground wire was metered and showed 20 amps of load. Nothing was plugged into the outlet. The electrician did some troubleshooting and found a bonding issue.

Recommended Action: Have an electrician inspect this panel and repair as needed. Consider inspecting other pump stations with this same wiring configuration to prevent this life safety issue or equipment damage.

- Two branch box flares from the plant A/C units were leaking refrigerant. The leaks have been repaired and the units have been pressure tested.

Weekly Average of Total Nitrogen VS Forms of Nitrogen

/ Nitrite / Nitrate / Total Nitrogen / Ammonia / Total Kjeldahl

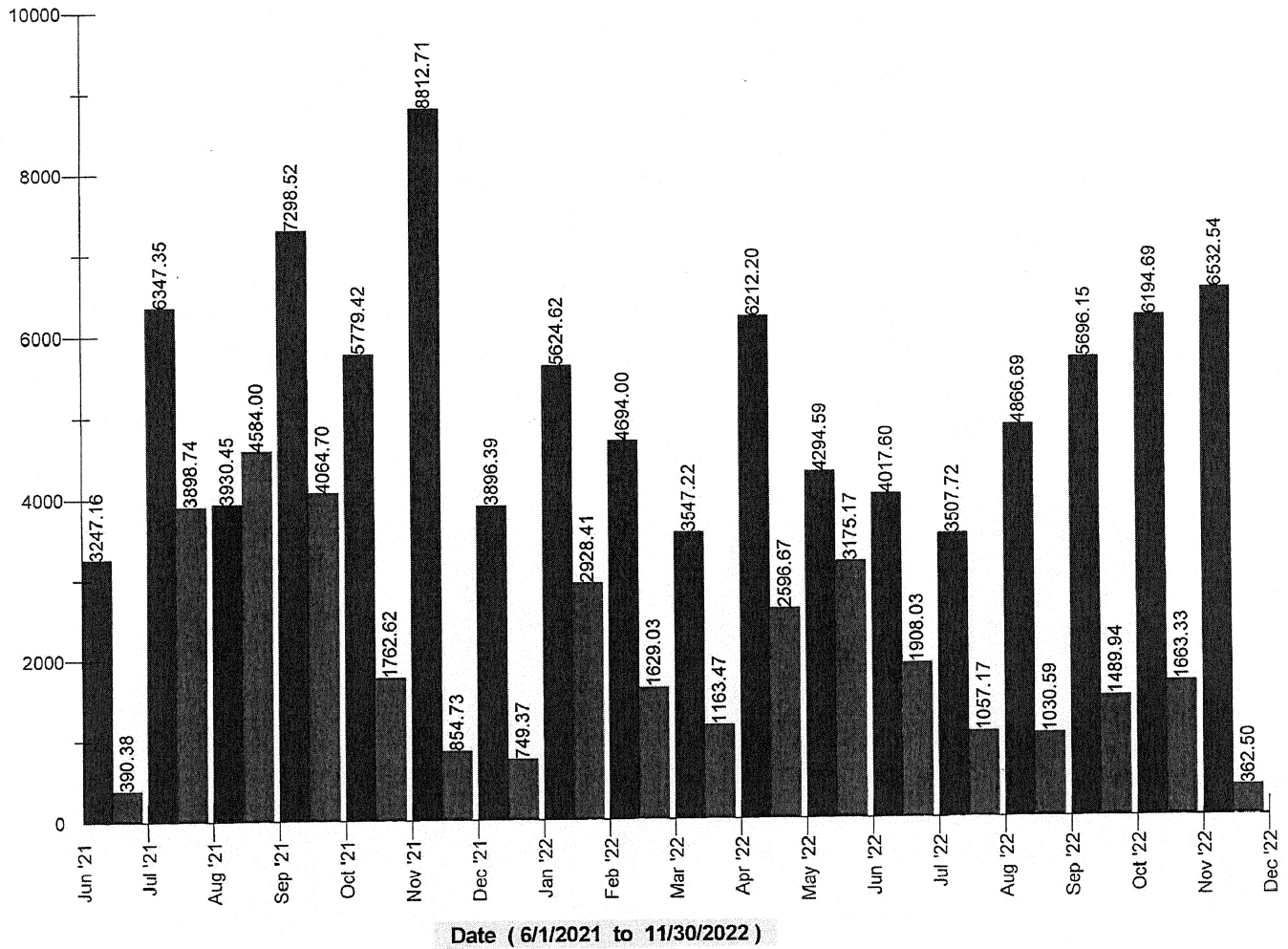


Weekly Average of Total Nitrogen

Monthly Overtime Costs in Dollars

Scheduled vs Unscheduled Overtime Costs

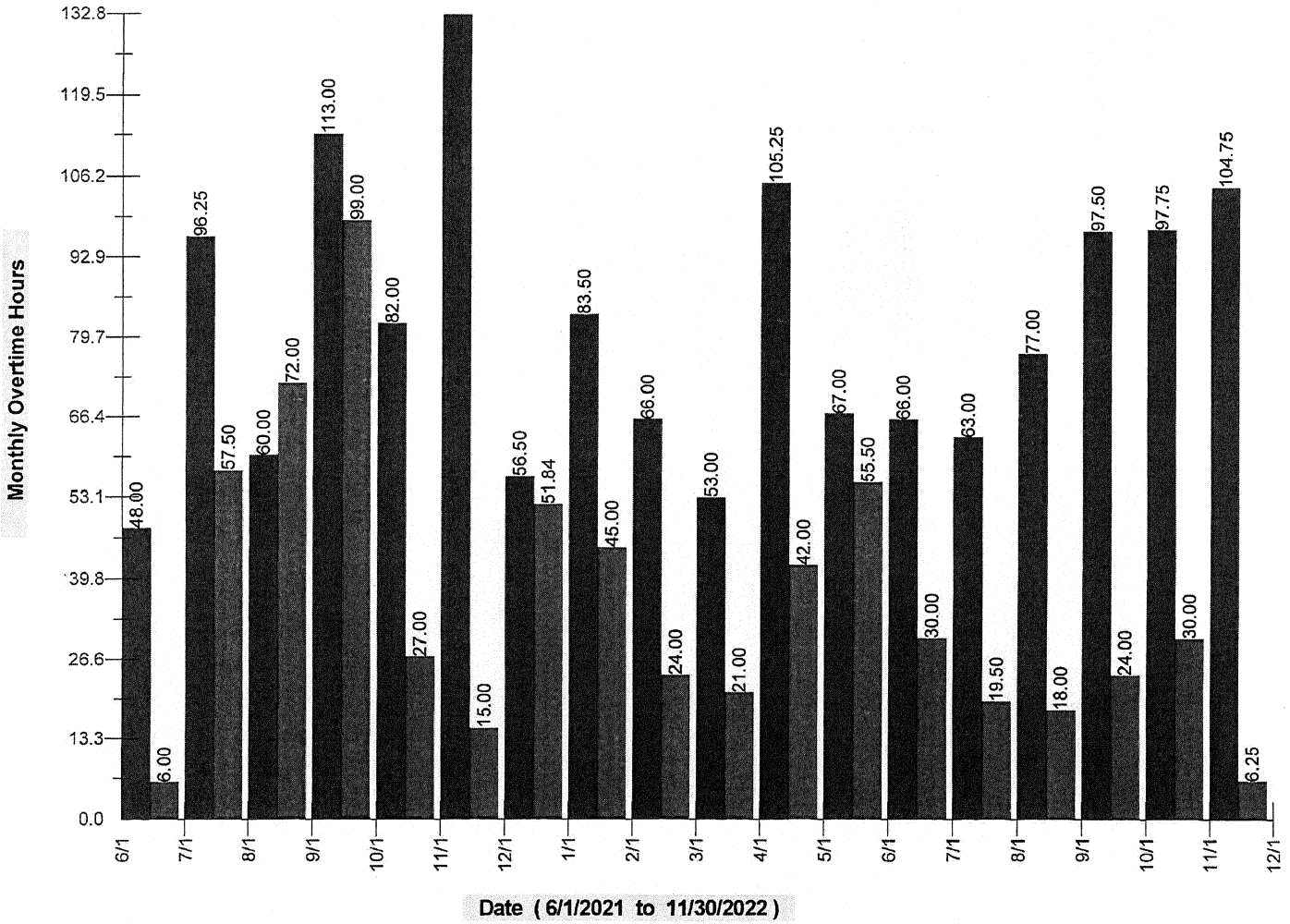
■ Scheduled OT Costs ■ Unscheduled OT Costs



Scheduled vs Unscheduled Overtime Costs

Scheduled vs Unscheduled Overtime Hours

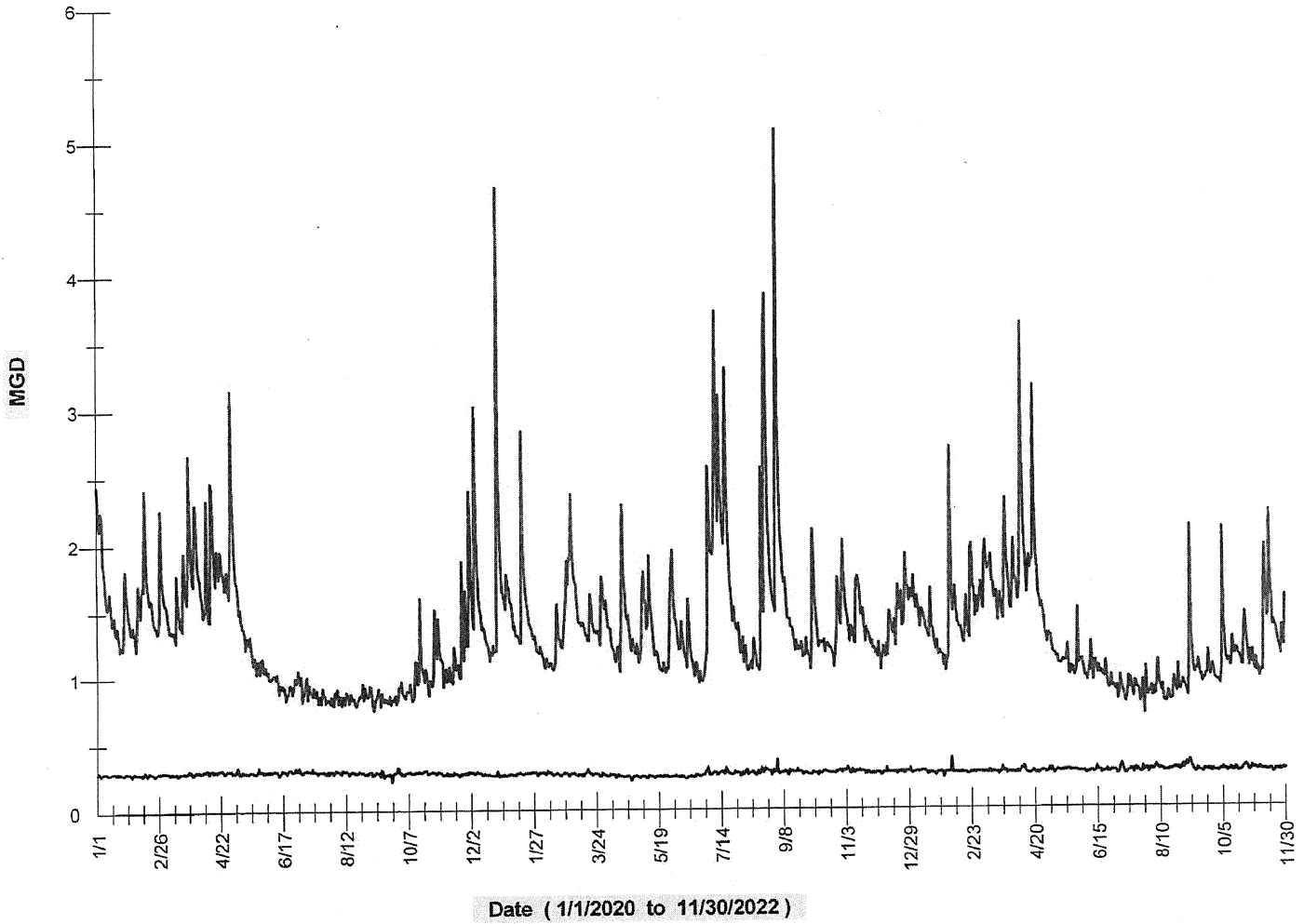
■ Scheduled Hours ■ Unscheduled Hours



Scheduled vs Unscheduled Hours

Prison Flow VS Plant Flow

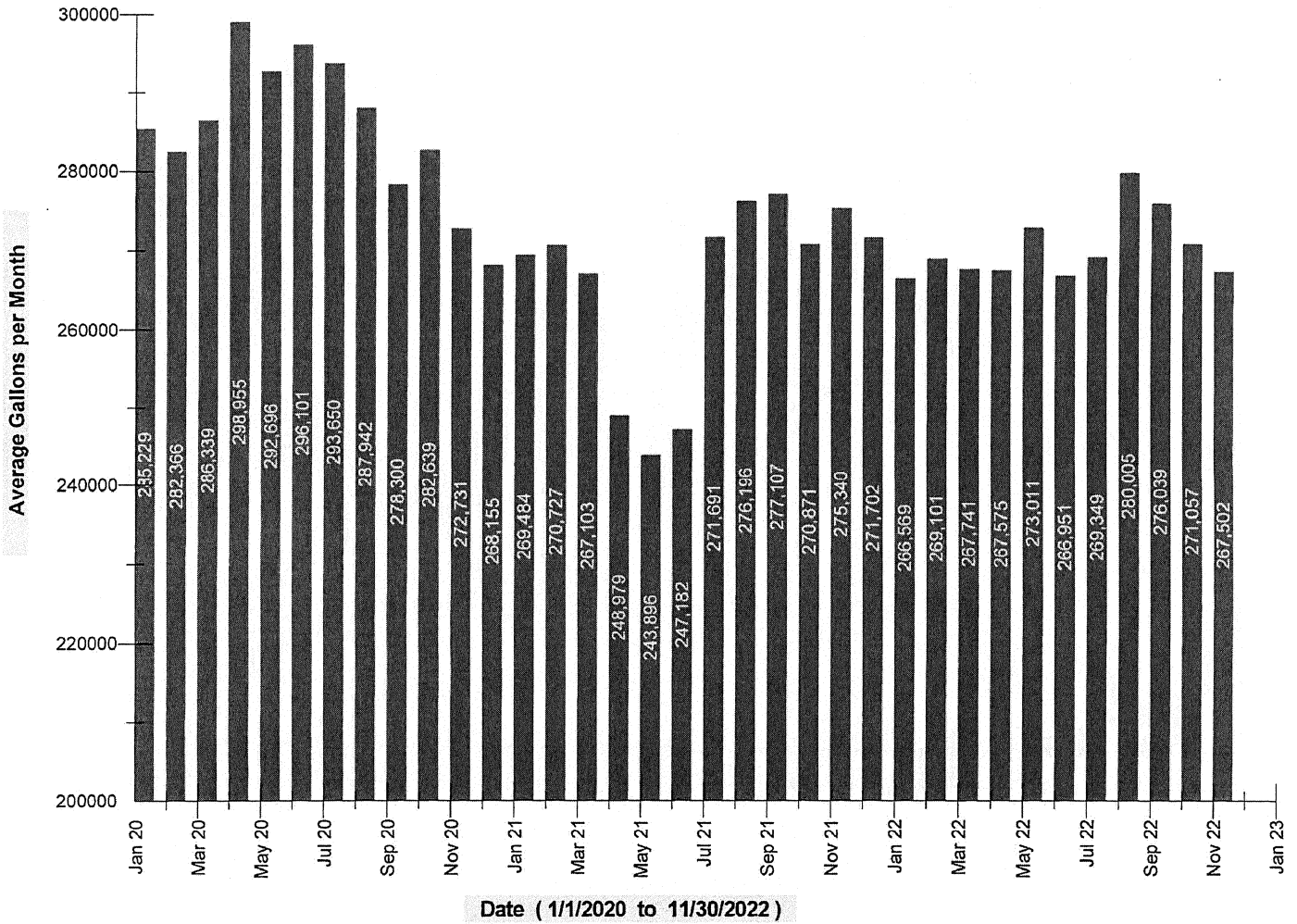
/ PRISON DAILY FLOW / PLANT-TOTAL EFFLUENT FLOW



Prison Flow VS Plant Flow

Prison Flow - Average Gallons Per Month

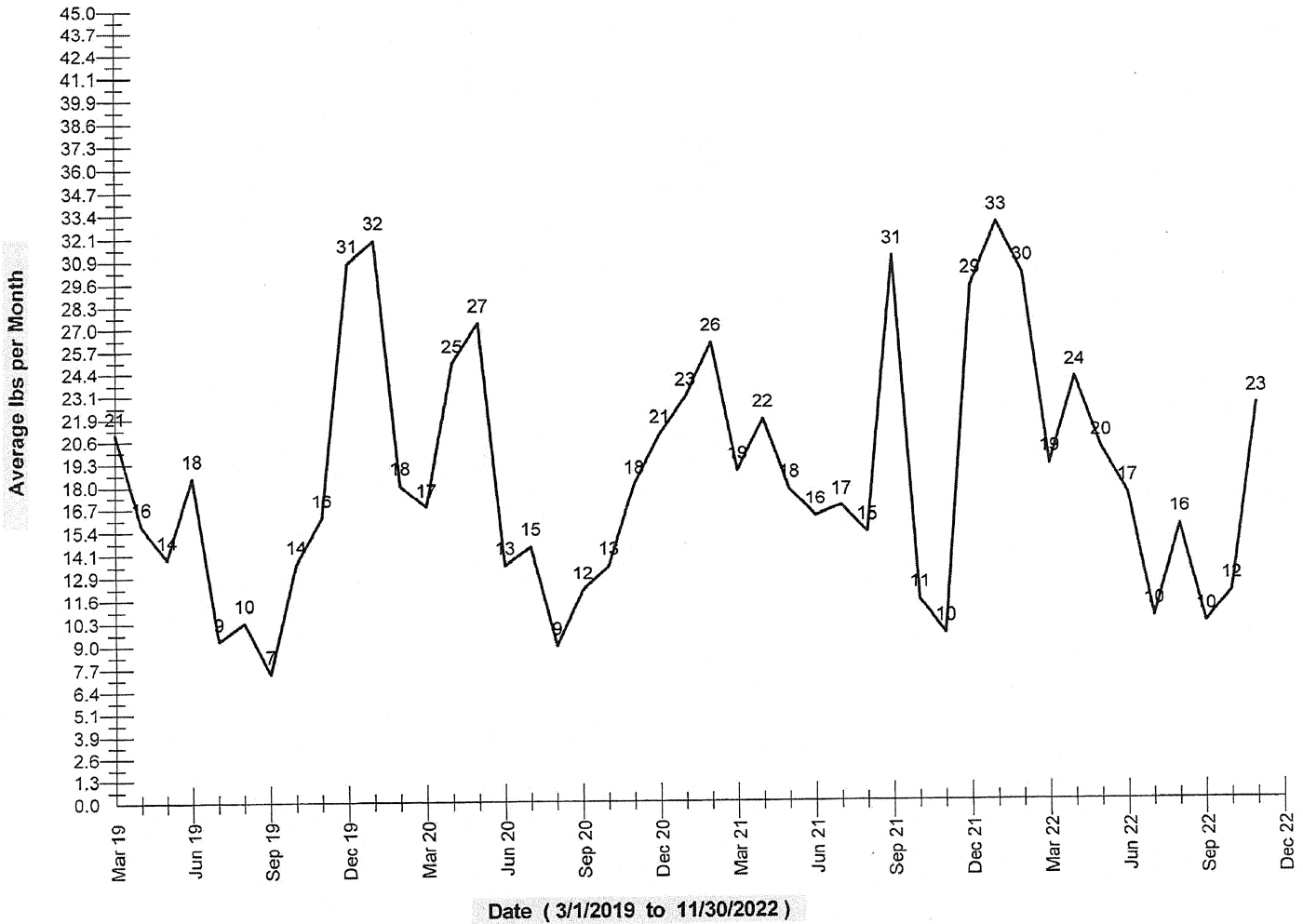
■ CALCULATED PRISON FLOW (Mo Avg)



Prison Flow - Average Gallons Per Day

Monthly Average of Effluent Nitrogen lbs/Suffield WPCA Monthly Limit 45 lbs

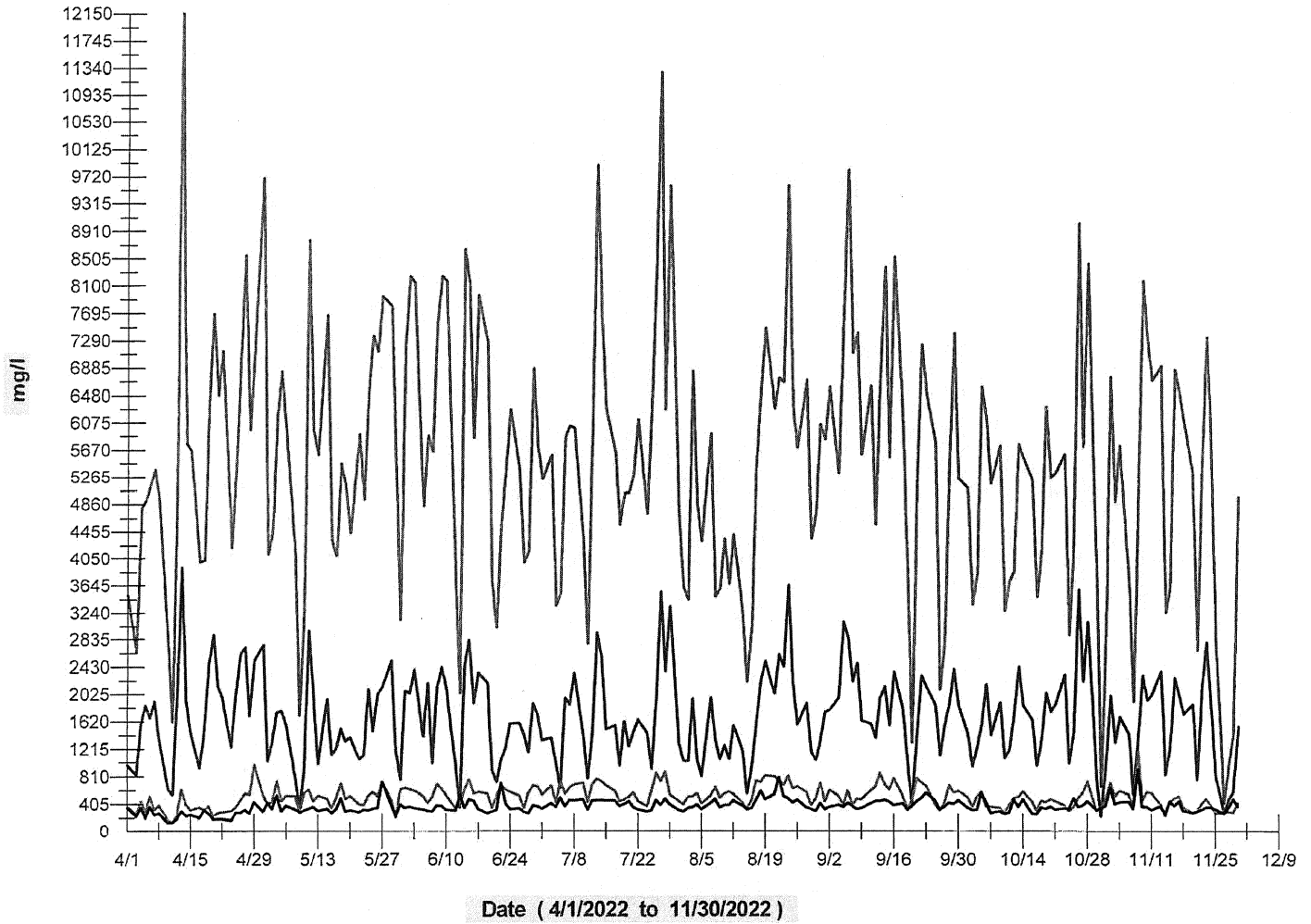
/ Total Nitrogen lbs/day (Eff.) (Mo Avg)



Monthly Average of Effluent Nitrogen Pounds

H.P. HOOD LOADING VS PLANT LOADING

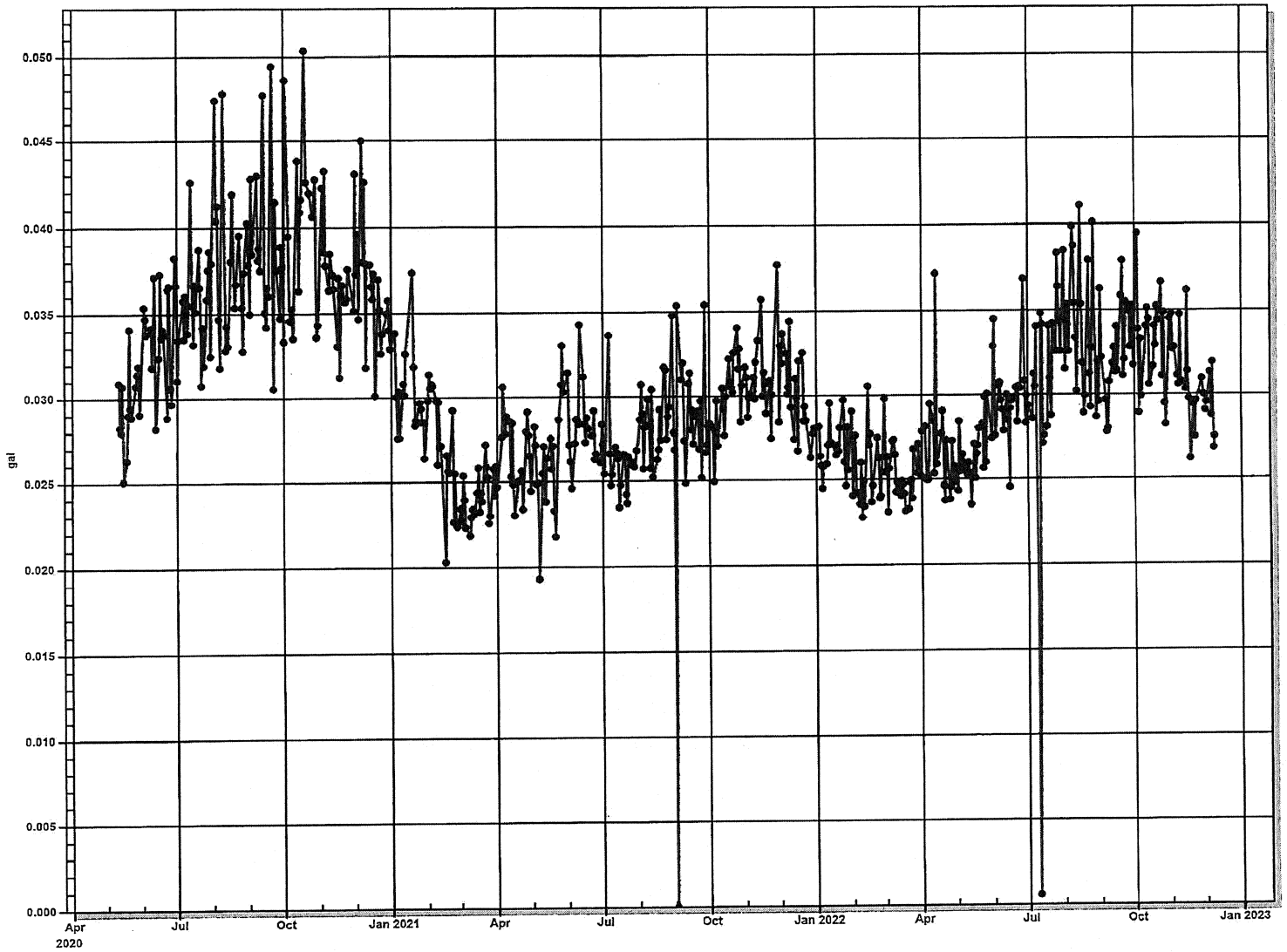
/ Hood TSS / Hood BOD / Inf. Plant BOD / Inf. Plant TSS



H.P. HOOD LOADING VS PLANT LOADING

8012 - Gallons to be Wasted

5/11/2020 - 12/9/2022



Development Projects

[illegible]

WPCA Reserve Capacity Maintenance Fund - 2022/2023

October 2022

Cash Balance @ 7/01/2022

FNB# 27650
CADRE\$ 74,255.60
\$ 218,513.54

\$ 292,769.14

RECEIPTS:	BUDGET	MONTH	YTD	VARIANCE
Interest Income	\$ -	\$ 36.87	\$ 241.28	\$ (241.28)
From Clerk of the Works	\$ -		\$ -	\$ -
Due From Other Funds	\$ -		\$ -	\$ -
Transfer In	\$ -		\$ -	\$ -
Miscellaneous Income	\$ -		\$ -	\$ -
Transfer from Assessment	\$ 910,000		\$ -	\$ 910,000.00
Transfer from O&M Line Item	\$ 179,000		\$ -	\$ 179,000.00
Grant Income	\$ -		\$ -	\$ -
Transfer From Fund Balance	\$ 574,000		\$ -	\$ 574,000.00
TOTAL RECEIPTS	\$ 1,663,000	\$ 36.87	\$ 241.28	\$ 1,662,758.72

DISBURSEMENTS:	BUDGET	MONTH	YTD	VARIANCE
Plant Upgrades	\$ 1,663,000	\$ 17,399.75	\$ 81,553.87	\$ 1,581,446.13
Emergency Repairs	\$ -	\$ -	\$ -	\$ -
Accounts Payable 2021 2022	\$ -	\$ 73,762.15	\$ 189,231.00	\$ (189,231.00)
Misc Repairs	\$ -	\$ -	\$ -	\$ -
Transfer Out to ADMIN	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ -	\$ -
Sewer Development	\$ -	\$ -	\$ -	\$ -
	\$ 1,663,000	\$ 91,161.90	\$ 270,784.87	\$ 1,392,215.13

CASH POSITION SUMMARY:

Cash Balance @ 7/01/2022	\$ 292,769.14	\$ 13,470.73	First National Bank
YTD Receipts:	\$ 241.28	\$ 8,754.82	CADRE
YTD Disbursements:	\$ 270,784.87		
Cash Balance @ 10/31/2022	\$ 22,225.55	\$ 22,225.55	\$ -

WPCA Administration Fund - 2022/2023

October

2022

Cash Balance 7/1/2022

FNB# 6475

\$43,435.35

Scanned Account

\$16,807.97

AMBAC Admin

\$2,067,659.74

AMBAC Reserve

\$456,211.20

INVOICE CLOUD

\$3,594.51

07-Dec-22

\$ 2,587,708.77

RECEIPTS

BUDGET

MONTH

YTD

VARIANCE

User Fees 22 23	\$ 1,511,000	\$ 10,333.44	\$ 1,430,592.33	\$ 80,407.92
Prison	\$ 859,000	\$ -	\$ -	\$ 859,000.00
Prison 2021/2022	\$ -	\$ -	\$ 210,937.16	\$ (210,937.16)
Kent Farms	\$ 16,000	\$ -	\$ 15,174.82	\$ 825.18
Delinquent Payments	\$ 45,000	\$ 2,525.45	\$ 26,004.18	\$ 18,995.82
H.P. Hood	\$ 587,000	\$ -	\$ -	\$ 587,000.00
H.P. Hood 2021/2022	\$ -	\$ 219,361.04	\$ 219,361.04	\$ (219,361.04)
Interest & Fees	\$ 28,000	\$ 1,476.63	\$ 15,627.71	\$ 12,372.29
Permits & Septic	\$ 64,000	\$ 3,750.00	\$ 14,398.76	\$ 49,601.24
Misc Income	\$ -	\$ 8,014.30	\$ 8,014.30	\$ (8,014.30)
- Scrap metal	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ -	\$ 60,000.00	\$ 60,000.00	\$ (60,000.00)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -
Invest Income O&M	\$ 3,000	\$ 3,674.72	\$ 9,721.18	\$ (6,721.18)
Invest Income Reserve	\$ -	\$ 584.52	\$ 1,715.34	\$ (1,715.34)
Grant \$ Received	\$ -	\$ -	\$ -	\$ -
Transfer from Fund Balance	\$ 574,000	\$ -	\$ -	\$ 574,000.00
TOTAL RECEIPTS	\$ 3,687,000	\$ 309,720.10	\$2,011,546.82	\$1,675,453.43

EXPENDITURES

Payroll Payable (2021/2022)	\$ -	\$ -	\$ -	\$ -
Payroll (with SS)	\$ 1,089,000	\$ 70,794.88	\$ 285,527.64	\$ 803,472.36
Other Expenditures	\$ 2,024,000	\$ 105,095.65	\$ 457,427.27	\$ 1,566,572.73
Due To/Due From	\$ -	\$ 23,376.00	\$ (6,610.85)	\$ 6,610.85
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ 8,743.23	\$ 165,847.28	\$ (165,847.28)
Transfer to RCM	\$ 574,000	\$ -	\$ -	\$ 574,000.00
TOTAL DISBURSEMENTS	\$ 3,687,000	\$ 208,009.76	\$ 902,191.34	\$2,784,808.66

Cash Reconciliation 10/31/2022

XFERS TO OTHER ACCOUNT

FNB# 6475

\$ 150,881.28

Scanned Account

\$ 233,359.87

Invoice Cloud

\$ 6,947.54

AMBAC Admin

\$ 2,847,949.02

AMBAC Reserve

\$ 457,926.54

\$ 3,697,064.25 \$ 3,697,064.25 \$

WPCA Administration Fund - 2022/2023

October 2022

Prior/Current Year Comparison

RECEIPTS	2021/2022 Month	2022/2023 Month	Variance	2021/2022 Year To Date	2022/2023 Year To Date	Variance
User Fees current Year	\$ 21,225.43	\$ 10,333.44	\$ (10,891.99)	\$ 1,414,368.26	\$ 1,430,592.33	\$ 16,224.07
Prison	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prison Last Fiscal year	\$ -	\$ -	\$ -	\$ 187,869.81	\$ 210,937.16	\$ 23,067.35
Kent Farms	\$ -	\$ -	\$ -	\$ 15,480.00	\$ 15,174.82	\$ (305.18)
Delinquent Payments	\$ 10,048.54	\$ 2,525.45	\$ (7,523.09)	\$ 32,534.08	\$ 26,004.18	\$ (6,529.90)
H.P. Hood	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H.P. Hood Last Fiscal year	\$ 190,150.09	\$ 219,361.04	\$ 29,210.95	\$ 190,150.09	\$ 219,361.04	\$ 29,210.95
Interest & Fees	\$ 3,529.31	\$ 1,476.63	\$ (2,052.68)	\$ 18,324.48	\$ 15,627.71	\$ (2,696.77)
Permits & Septic	\$ 6,512.50	\$ 3,750.00	\$ (2,762.50)	\$ 15,980.64	\$ 14,398.76	\$ (1,581.88)
Misc Income	\$ 420.05	\$ 8,014.30	\$ 7,594.25	\$ 420.05	\$ 8,014.30	\$ 7,594.25
- Scrap metal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ -	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 60,000.00
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Invest Income O&M	\$ 222.69	\$ 3,674.72	\$ 3,452.03	\$ 933.60	\$ 9,721.18	\$ 8,787.58
Invest Income Reserve	\$ 38.70	\$ 584.52	\$ 545.82	\$ 192.24	\$ 1,715.34	\$ 1,523.10
Grant \$ Received	\$ -	\$ -	\$ -	\$ 2,549.32	\$ -	\$ (2,549.32)
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ 232,147.31	\$ 309,720.10	\$ 77,572.79	\$ 1,878,802.57	\$ 2,011,546.82	\$ 132,744.25
EXPENDITURES						
Payroll Payable (Last Fiscal yr)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll (with SS)	\$ 73,714.10	\$ 70,794.88	\$ (2,919.22)	\$ 292,317.29	\$ 285,527.64	\$ (6,789.65)
Other Expenditures	\$ 130,640.47	\$ 105,095.65	\$ (25,544.82)	\$ 472,106.39	\$ 457,427.27	\$ (14,679.12)
Due To/Due From	\$ 18,004.55	\$ 23,376.00	\$ 5,371.45	\$ (1,613.48)	\$ (6,610.85)	\$ (4,997.37)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ 8,743.23	\$ 8,743.23	\$ 167,994.05	\$ 165,847.28	\$ (2,146.77)
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ 222,359.12	\$ 208,009.76	\$ (14,349.36)	\$ 930,804.25	\$ 902,191.34	\$ (28,612.91)

WPCA Assessment Fund

2022/2023

October 2022

Cash Balance 7/1/2022

FNB

\$174,640.96

CADRE

\$635,375.52

08-Dec-22

08:12 AM

\$810,016.48

RECEIPTS

BUDGET

MONTH

YTD

VARIANCE

Developer's Agreements	\$ 106,000	\$ 43,625.64	\$ 64,110.64	\$ 41,889.36
Current Assessments	\$ 24,500	\$ 6,415.88	\$ 29,955.56	\$ (5,456.00)
Assessments-Prior Years	\$ 1,000	\$ -	\$ 4,168.15	\$ (3,168.15)
Penalty Interest & Fees	\$ 1,000	\$ 194.97	\$ 1,017.76	\$ (17.76)
Advance Collection	\$ 2,000	\$ -	\$ 1,456.23	\$ 543.77
Due To Others	\$ -	\$ 23,376.00	\$ (6,610.85)	\$ 6,610.85
Investment Interest	\$ 500	\$ 838.27	\$ 2,413.19	\$ (1,913.19)
Transfer from Assessment Fund Bal	\$ 775,000	\$ -	\$ -	\$ 775,000.00
TOTAL REVENUE	\$ 910,000	\$ 74,450.76	\$ 96,510.68	\$ 813,488.88

DISBURSEMENTS

Service Charge	\$ -	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -	\$ -
Transfer to RCM	\$ 910,000	\$ -	\$ -	\$ 910,000.00
	\$ 910,000	\$ -	\$ -	\$ 910,000.00

Cash Balance @ 10/31/2022

FNB

\$ 238,751.60

CADRE

\$ 667,775.56

\$ 906,527.16

\$906,527.16

\$ -

WPCA Assessment Fund - 2022/2023

October 2022

Prior/Current Year Comparison

08-Dec-22
08:14 AM

RECEIPTS	Prior Year Month	Current Year Month	Variance	Prior Year Year To Date	Current Year Year To Date	Variance
Developer's Agreements	\$ 20,000.00	\$ 43,625.64	\$ 23,625.64	\$ 84,000.00	\$ 64,110.64	\$ (19,889.36)
Current Assessments	\$ 4,046.67	\$ 6,415.88	\$ 2,369.21	\$ 16,736.55	\$ 29,955.56	\$ 13,219.01
Assessments-Prior Years	\$ -	\$ -	\$ -	\$ -	\$ 4,168.15	\$ 4,168.15
Penalty Interest & Fees	\$ 102.31	\$ 194.97	\$ 92.66	\$ 132.31	\$ 1,017.76	\$ 885.45
Advance Collection	\$ -	\$ -	\$ -	\$ 28,473.40	\$ 1,456.23	\$ (27,017.17)
Due To Others	\$ 18,004.55	\$ 23,376.00	\$ 5,371.45	\$ (4,148.98)	\$ (6,610.85)	\$ (2,461.87)
Investment Interest	\$ 51.28	\$ 838.27	\$ 786.99	\$ 244.41	\$ 2,413.19	\$ 2,168.78
Transfer from Assessment Fund Bal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ 42,204.81	\$ 74,450.76	\$ 32,245.95	\$ 125,437.69	\$ 96,510.68	\$ (28,927.01)
EXPENDITURES						
Service Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Town of Suffield Water Pollution Control Authority
2022/2023 Operation and Maintenance Budget**

2022

OCTOBER

	22/23 Budget	22/23 Current Month	22/23 Year To Date	22/23 Variance	22/23 % Unexpended	
50160 · Payroll	\$ 1,011,000	\$ 68,627.49	\$ 263,118.17	\$ 747,881.83	74%	
50220 · Social security	\$ 78,000	\$ 4,973.91	\$ 19,071.64	\$ 58,928.36	76%	
50230 · Pension	\$ 106,000		\$ 106,046.00	\$ (46.00)	0%	
50232 - OPEB CONTRIBUTION	\$ 101,000		\$ -	\$ 101,000.00	100%	
50270 · Workers Comp	\$ 17,000		\$ 17,903.79	\$ (903.79)	-5%	
50290 - Safety Supplies	\$ 14,000	\$ 257.50	\$ 1,308.23	\$ 12,691.77	91%	
50341 · Legal/advice	\$ 55,000	\$ 3,581.64	\$ 4,184.11	\$ 50,815.89	92%	
50384 · Uniforms	\$ 7,000	\$ 228.85	\$ 2,374.15	\$ 4,625.85	66%	
50385 · Tests	\$ 29,000	\$ 1,924.28	\$ 8,090.65	\$ 20,909.35	72%	
50409 · Waste disposal	\$ 176,000	\$ 14,014.24	\$ 28,946.97	\$ 147,053.03	84%	
50433· Process Equip - R&M	\$ 115,000	\$ 9,429.67	\$ 19,950.99	\$ 95,049.01	83%	
50436 · R & M - Vehicles	\$ 16,000	\$ 374.18	\$ 3,538.67	\$ 12,461.33	78%	
50439 · Service Contracts	\$ 43,000	\$ 12,831.88	\$ 22,907.28	\$ 20,092.72	47%	
50445 · Plant Maint	\$ 60,000	\$ 2,219.32	\$ 12,328.01	\$ 47,671.99	79%	
50446 · Collection System	\$ 45,000		\$ -	\$ 45,000.00	100%	
50520 · Insurance	\$ 35,000		\$ 34,478.93	\$ 521.07	1%	
50521 · Employee Insur	\$ 453,000	\$ 23,232.90	\$ 93,108.03	\$ 359,891.97	79%	
50530 · Postage	\$ 4,000	\$ 457.12	\$ 526.65	\$ 3,473.35	87%	
50531 · Telephone	\$ 16,000	\$ 391.17	\$ 4,640.15	\$ 11,359.85	71%	
50540 · Advertising	\$ 4,000	\$ 344.71	\$ 1,477.99	\$ 2,522.01	63%	
50581 · Mileage	\$ 1,000		\$ 207.05	\$ 792.95	79%	
50612 · Office supplies	\$ 16,000	\$ 266.63	\$ 2,961.83	\$ 13,038.17	81%	
50622 · Electricity	\$ 175,000	\$ 14,739.08	\$ 14,831.90	\$ 160,168.10	92%	
50624 · Fuel oil - heat	\$ 7,000	\$ 576.55	\$ 576.55	\$ 6,423.45	92%	
50626 · Gas - automotive	\$ 18,000	\$ 2,024.62	\$ 6,563.10	\$ 11,436.90	64%	
50627 · Water	\$ 7,000	\$ 232.32	\$ 1,842.03	\$ 5,157.97	74%	
50750 - Cap Replace - Vehicles	\$ -		\$ -	\$ -	#DIV/0!	
50755 · Cap Improve	\$ -		\$ -	\$ -	#DIV/0!	
50760 · Tools & Equip	\$ 26,000	\$ 3,311.45	\$ 18,756.73	\$ 7,243.27	28%	
50802 - Administration Fees/REFUNDS	\$ -		\$ -	\$ -	#DIV/0!	
50810 · Dues & Subs	\$ 4,000		\$ 300.00	\$ 3,700.00	93%	
50812 · Training	\$ 20,000		\$ 1,633.71	\$ 18,366.29	92%	
50855 · Medical Exps	\$ 3,000	\$ 90.00	\$ 90.00	\$ 2,910.00	97%	
50899 · Reserve Cap Projects	\$ 179,000		\$ -	\$ 179,000.00	100%	
50911 - Transfer to RCM	\$ 574,000		\$ -	\$ 574,000.00	100%	
50920 - Contingency	\$ 91,000		\$ -	\$ 91,000.00	100%	
50940 - Engineering Services	\$ 12,000		\$ -	\$ 12,000.00	100%	
50955 · Interest Expense	\$ -		\$ -	\$ -	#DIV/0!	
50969 · Chemicals	\$ 27,000	\$ 4,577.00	\$ 7,100.04	\$ 19,899.96	74%	
#1 -Thompsonville Rd-63	\$ 18,000	\$ 1,548.45	\$ 2,988.86	\$ 15,011.14	83%	
#10 - Mapleton Estates-71	\$ 4,000	\$ 693.65	\$ 836.64	\$ 3,163.36	79%	
#11 - Mapleton Ave-72	\$ 9,000	\$ 734.74	\$ 2,148.19	\$ 6,851.81	76%	
#12 - Bridge St-73	\$ 9,000	\$ 143.31	\$ 1,773.74	\$ 7,226.26	80%	
#13 - Stony Brook-74	\$ 5,000	\$ 579.25	\$ 734.20	\$ 4,265.80	85%	
#2 - Southfield-62	\$ 4,000	\$ 569.98	\$ 706.15	\$ 3,293.85	82%	
#3 - Mountain Road-64	\$ 15,000	\$ 508.77	\$ 2,287.82	\$ 12,712.18	85%	
#4 - River Blvd-65	\$ 9,000	\$ 256.36	\$ 1,395.14	\$ 7,604.86	84%	
#5 - Fairhill Lane-66	\$ 12,000	\$ 294.34	\$ 1,472.52	\$ 10,527.48	88%	
#6 - Suffield Meadows-67	\$ 10,000	\$ 1,164.55	\$ 3,739.59	\$ 6,260.41	63%	
#7 - Poole Rd.-68	\$ 9,000	\$ 65.28	\$ 711.85	\$ 8,288.15	92%	
#8 - Plantation Dr-69	\$ 9,000	\$ 56.69	\$ 906.39	\$ 8,093.61	90%	
#9 - Eagles Watch-70	\$ 6,000	\$ 167.12	\$ 839.21	\$ 5,160.79	86%	
#16 Prospect Hill Estates	\$ 6,000	\$ 118.51	\$ 1,099.24	\$ 4,900.76	82%	
#17 Cedar Crest Drive	\$ 6,000	\$ 141.09	\$ 937.90	\$ 5,062.10	84%	
#18 Wisteria Lane	\$ 6,000	\$ 62.10	\$ 704.80	\$ 5,295.20	88%	
#19 Malec Farms	\$ 5,000	\$ 79.83	\$ 761.94	\$ 4,238.06	85%	
	\$ 3,687,000	\$ 175,890.53	\$ 722,907.53	\$ 2,964,092.47	80%	s/b 67%

Accruals

Town of Suffield Water Pollution Control Authority
2022/2023 Operation and Maintenance Budget

2022 October	22/23 Budget	22/23 Current Month	22/23 Year To Date	22/23 Variance	22/23 % Unexpended
50160 · Payroll	\$ 1,011,000	\$ 68,627.49	\$ 263,118.17	\$ 747,881.83	74%
50220 · Social security	\$ 78,000	\$ 4,973.91	\$ 19,071.64	\$ 58,928.36	76%
50230 · Pension	\$ 106,000	\$ 8,833.33	\$ 35,333.33	\$ 70,666.67	67%
50232 · OPEB CONTRIBUTION	\$ 101,000	\$ 8,416.67	\$ 33,666.67	\$ 67,333.33	67%
50270 · Workers Comp	\$ 17,000	\$ 1,416.67	\$ 5,666.67	\$ 11,333.33	67%
50290 · Safety Supplies	\$ 14,000	\$ 257.50	\$ 1,308.23	\$ 12,691.77	91%
50341 · Legal/advice	\$ 55,000	\$ 3,581.64	\$ 4,184.11	\$ 50,815.89	92%
50384 · Uniforms	\$ 7,000	\$ 228.85	\$ 2,374.15	\$ 4,625.85	66%
50385 · Tests	\$ 29,000	\$ 1,924.28	\$ 8,090.65	\$ 20,909.35	72%
50409 · Waste disposal	\$ 176,000	\$ 14,014.24	\$ 28,946.97	\$ 147,053.03	84%
50433 · Process Equip - R&M	\$ 115,000	\$ 9,429.67	\$ 19,950.99	\$ 95,049.01	83%
50436 · R & M - Vehicles	\$ 16,000	\$ 374.18	\$ 3,538.67	\$ 12,461.33	78%
50439 · Service Contracts	\$ 43,000	\$ 3,583.33	\$ 14,333.33	\$ 28,666.67	67%
50445 · Plant Maint	\$ 60,000	\$ 2,219.32	\$ 12,328.01	\$ 47,671.99	79%
50446 · Collection System	\$ 45,000	\$ -	\$ -	\$ 45,000.00	100%
50520 · Insurance	\$ 35,000	\$ 2,916.67	\$ 11,666.67	\$ 23,333.33	67%
50521 · Employee Insur	\$ 453,000	\$ 23,232.90	\$ 93,108.03	\$ 359,891.97	79%
50530 · Postage	\$ 4,000	\$ 457.12	\$ 526.65	\$ 3,473.35	87%
50531 · Telephone	\$ 16,000	\$ 391.17	\$ 4,640.15	\$ 11,359.85	71%
50540 · Advertising	\$ 4,000	\$ 344.71	\$ 1,477.99	\$ 2,522.01	63%
50581 · Mileage	\$ 1,000	\$ -	\$ 207.05	\$ 792.95	79%
50612 · Office supplies	\$ 16,000	\$ 266.63	\$ 2,961.83	\$ 13,038.17	81%
50622 · Electricity	\$ 175,000	\$ 14,739.08	\$ 14,831.90	\$ 160,168.10	92%
50624 · Fuel oil - heat	\$ 7,000	\$ 576.55	\$ 576.55	\$ 6,423.45	92%
50626 · Gas - automotive	\$ 18,000	\$ 2,024.62	\$ 6,563.10	\$ 11,436.90	64%
50627 · Water	\$ 7,000	\$ 232.32	\$ 1,842.03	\$ 5,157.97	74%
50750 · Cap Replace - Vehicles	\$ -	\$ -	\$ -	\$ -	#DIV/0!
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50760 · Tools & Equip	\$ 26,000	\$ 3,311.45	\$ 18,756.73	\$ 7,243.27	28%
50802 · Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50810 · Dues & Subs	\$ 4,000	\$ -	\$ 300.00	\$ 3,700.00	93%
50812 · Training	\$ 20,000	\$ -	\$ 1,633.71	\$ 18,366.29	92%
50855 · Medical Exps	\$ 3,000	\$ 90.00	\$ 90.00	\$ 2,910.00	0%
50899 · Reserve Cap Projects	\$ 179,000	\$ 14,916.67	\$ 59,666.67	\$ 119,333.33	67%
50911 · Transfer to RCM	\$ 574,000	\$ 47,833.33	\$ 191,333.33	\$ 382,666.67	67%
50920 · Contingency	\$ 91,000	\$ 7,583.33	\$ 30,333.33	\$ 60,666.67	67%
50940 · Engineering Services	\$ 12,000	\$ -	\$ -	\$ 12,000.00	0%
50955 · Interest Expense	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50969 · Chemicals	\$ 27,000	\$ 4,577.00	\$ 7,100.04	\$ 19,899.96	74%
#1 - Thompsonville Rd-63	\$ 18,000	\$ 1,548.45	\$ 2,988.86	\$ 15,011.14	83%
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#18 Wisteria Lane	\$ 6,000	\$ 62.10	\$ 704.80	\$ 5,295.20	88%
#19 Malec Farms	\$ 5,000	\$ 79.83	\$ 761.94	\$ 4,238.06	85%

\$ 3,687,000 \$ 258,558.65 \$ 923,571.53 \$ 2,763,428.47

75%

s/b

67%

8:36 AM

12/08/22

Accrual Basis

Town of Suffield WPCA Administration Fund

Trial Balance

As of October 31, 2022

	Oct 31, 22	
	Debit	Credit
10141 • Cash - FNB	90,881.28	
10142 • Transfer - FNB	0.00	
10143 • Cash - TD Bank	2,847,949.02	
10144 • WPCA Reserve Fund	457,926.54	
10145 • Petty Cash	0.00	
10146 • Lockbox	0.00	
10926 • INVOICE CLOUD	6,947.54	
10927 • Scanned Account - Town TDBank	233,359.87	
10203 • Accounts Receivable	186,207.47	
10207 • Septage Fees Receivable	6,434.62	
10209 • DEP Grant Receivable	0.00	
1140 • Prison Grant Receivable	0.00	
10920 • Inventory Asset	0.00	
10921 • Deposit clearing	0.00	
10922 • Prepaid Expense	0.00	
10923 • Uncategorized Income	0.00	
10924 • Undeposited Funds	0.00	
1200 • Grants receivable	0.00	
10800 • Capital Contributions (from RCM		1,268,427.28
10801 • Buildings	10,646,917.50	
10802 • Construction in Progress	0.32	
10803 • Land	16,038,335.00	
10804 • Land Improvement	0.00	
10805 • Vehicles	822,091.00	
10806 • Equipment	18,658,004.22	
10807 • Jet Truck	0.00	
10808 • Less accumulated depreciation		28,137,780.96
10809 • Infrastructure	1,466,484.43	
10925 • Deferred costs	0.00	
20201 • Accounts Payable		5,045.29
20204 • Payroll Payable	0.00	
20450 • Loans Payable To Town	0.00	
2050 • Accrued Payroll	0.00	
20601 • Lease Liability	0.00	
20205 • Clerk of the works	0.00	
20402 • Due to other funds		7,631.52
20403 • Due to Town (aka 20403)	40.70	
20404 • Due to Sewer Project (RCM)	0.10	
20451 • Accrued Expenses		11,567.43
20801 • Due to GF (aka 20860)		2,854.73
20602 • Capital Lease Liability - L/T		256,233.58
30350 • Retained Earnings		23,044,981.48
30910 • FUND BALANCE-UNRESERVED-contra	2,175,177.36	
3100 • Opening Bal Equity		0.10
40402 • Interest Income		11,436.52
40596 • User charges		1,580,054.19
40597 • Penalties and interest		8,438.98
40598 • Permits/septic		17,198.14
40803 • Miscellaneous Income		8,014.30
4500 • Transfer In	0.00	
50160 • Payroll	263,118.17	
50220 • Social security	19,071.64	
50230 • Pension	106,046.00	
50270 • Workers compensation	17,903.79	
50290 • Safety/Wellness	1,308.23	
50341 • Legal/advice	4,184.11	
50384 • Uniforms/cleaning	2,374.15	
50385 • Tests	8,371.53	
50409 • Waste disposal	28,946.97	
50433 • Process equip - repair/main	19,950.99	
50436 • R & M - vehicles	3,538.67	
50439 • Service maintenance contracts	22,907.28	
50445 • Plant maintenance	26,136.22	
50520 • Property/liability/umbrella ins	34,478.93	

8:36 AM
12/08/22
Accrual Basis

Town of Suffield WPCA Administration Fund
Trial Balance
As of October 31, 2022

	Oct 31, 22	
	Debit	Credit
50521 • Employee insurance	93,108.03	
50530 • Postage	526.65	
50531 • Telephone	4,640.15	
50540 • Advertising	1,477.99	
50581 • Mileage/car allowance	207.05	
50612 • Office supplies	2,961.83	
50622 • Electricity	24,016.63	
50624 • Fuel oil - heat	842.43	
50626 • Gas - automotive	6,583.10	
50627 • Water	1,880.70	
50760 • Tools and equipment	19,222.54	
50802 • Refunds	0.00	
50810 • Dues and Subscriptions	300.00	
50812 • Training	1,633.71	
50855 • Medical expenses	90.00	
50969 • Chemicals	7,100.04	
TOTAL	54,359,664.50	54,359,664.50

8:19 AM

Town of Suffield Sewer Project Fund

Trial Balance

12/08/22

As of October 31, 2022

Accrual Basis

	Oct 31, 22	
	Debit	Credit
10143 · Cash - CADRE	8,754.82	
10147 · Cash - WPCA RCA	13,470.73	
10148 · Cash - Reich & Tang	0.00	
10209 · - Grants Receivable		0.10
20801 · Due from general fund	0.00	
20201 · Accounts payable	0.00	
20501 · Deferred revenue	0.18	
20701 · Due to other agencies		0.02
2100 · Due to general fund	0.00	
30300 · Opening Bal Equity	0.00	
30301 · Fund balance		103,538.20
40402 · Interest		241.28
50786 · Plant Upgrades	81,553.87	
TOTAL	103,779.60	103,779.60

8:16 AM

Town of Suffield Sewer Assessment Fund

Trial Balance

12/08/22

Accrual Basis

As of October 31, 2022

	Oct 31, 22	
	Debit	Credit
10143 · Cash - CADRE	667,775.56	
10149 · Cash - WPCA Assessment	238,751.60	
10250 · Assessments	165,715.34	
10601 · Due From Other Accounts	0.00	
1150 · Deposit Clearing	0.00	
1200 · Due from general fund	0.00	
20201 · Accounts Payable		35.00
20400 · Due to general fund	0.00	
20402 · Due To Other Funds	6,610.85	
20501 · Deferred revenue		165,715.34
20501 · Deferred revenue:2210 · Assessments paid in advance	0.00	
30301 · Fund balance		809,981.48
40025 · Revenue - Assessments		34,123.71
40035 · Revenue - Liens, interest, fees		3,599.63
40040 · Developers Agreements		62,985.00
40402 · Revenue - Use of Money & Proper		2,413.19
TOTAL	<u>1,078,853.35</u>	<u>1,078,853.35</u>

8:25 AM

12/08/22

Accrual Basis

Kent Farms Reserve
Trial Balance
As of October 31, 2022

	Oct 31, 22	
	Debit	Credit
10111 - Cash	114,305.39	
20860 - DT/DF WPCA	0.00	
Opening Balance Equity		146,215.81
Retained Earnings	32,338.59	
40402 - Interest Income		428.17
TOTAL	146,643.98	146,643.98

TOWN OF SUFFIELD WPCA

844 East Street South, Suffield, CT 06078
www.suffieldct.gov



Julie Nigro
Business Administrator
jnigro@suffieldct.gov
860-668-3856

To: WPCA Commission

From: Julie Nigro, WPCA Business Administrator *JMN*

CC:

Date: December 13, 2022

Re: Delinquent Accounts

We collected \$1,348.33 in the month of November – 3.6% of the major delinquents.

Our overall delinquent balance is \$158,164.40, with \$118,318.82 being the 2022 Sewer Use, and a collection rate of 92.98% thru the end of November.

4 Accounts are making payments as agreed

5 Accounts Andrew is following-up

4 Accounts were sent reminder letters

3 Accounts in foreclosure with their mortgage company

2 Accounts made payments in early December (1 paid off) and will be reflected in next month's status

2 Accounts Andrew will initiate foreclosure

1 Account was re-negotiated to extend the term and decrease the payments

PAST DUE AS OF NOVEMBER 30, 2022

YEAR BILLED	BILLED	TOT Paid	Tax Due	INT Due	Lien Due	Fee Due	Total Due	Collection Rate to Date
YEAR 2016	1,222,560.34	1,222,560.34	0.00	0.00	0.00	0.00	0.00	100.00%
YEAR 2017	1,286,911.21	1,286,601.21	310.00	302.25	24.00	0.00	636.25	99.98%
YEAR 2018	1,339,846.52	1,338,934.12	912.40	451.87	24.00	50.00	1,438.27	99.93%
YEAR 2019	1,445,473.70	1,442,873.78	2,599.92	1,497.43	192.00	3,362.61	7,651.96	99.82%
YEAR 2020	1,465,371.73	1,459,241.70	6,130.03	2,194.80	312.00	860.00	9,496.83	99.58%
YEAR 2021	1,544,595.53	1,528,705.40	15,890.13	3,772.14	960.00	0.00	20,622.27	98.97%
YEAR 2022	1,572,073.13	1,461,746.70	110,326.43	7,992.39	0.00	0.00	118,318.82	92.98%
GRAND TOTAL			<u>136,168.91</u>	<u>16,210.88</u>	<u>1,512.00</u>	<u>4,272.61</u>	<u>158,164.40</u>	

TOWN OF SUFFIELD WPCA

844 East Street South, Suffield, CT 06078
www.suffieldct.gov



Julie Nigro
Business Administrator
jnigro@suffieldct.gov
860-668-3856

December 13, 2022

TO: WPCA
FROM: Julie Nigro *JN*
SUBJECT: WPCA Meeting Schedule

I would like to request that the WPCA approve the following meeting schedule for the calendar year 2023:

The Town of Suffield WPCA meets on the second Tuesday of each month at 7:00 pm at the following location:

Town of Suffield WPCA Treatment Plant
844 East St. South
Suffield, CT 06078

The Regular Monthly Meeting schedule for calendar year 2023 is as follows:

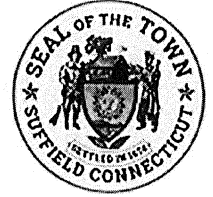
January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023

July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023
December 12, 2023

TOWN OF SUFFIELD

WPCA

844 East Street South, Suffield, CT 06078
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Suffield, CT 06078

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January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023

July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023
December 12, 2023