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Minutes of the Regular Monthly Meeting of the  
Suffield Water Pollution Control Authority & Treatment Facility  
April 8, 2025

REC'D BY:



**MEMBERS PRESENT:**

Daniel Holmes, Chairman  
Roger Ives, Vice  
Chairman, Treasurer  
Frank Bauchiero  
Janet Davis  
Todd Mervosh  
Travis Watroba

**MEMBERS ABSENT:**

John Murphy

**ALSO, PRESENT:**

Jamie Kreller, Superintendent  
Julie Nigro, Business Administrator  
Mike Headd, WPCA Engineer (Woodard & Curran)

1. **CALL TO ORDER:** Daniel Holmes called the Regular Monthly Meeting for April 8, 2025 to order at 7:00 pm.
2. **CITIZEN INPUT:** None
3. **APPROVAL OF MINUTES:**
  - March 11, 2025 Regular Monthly Meeting Minutes Review & Approval –
    - Frank Bauchiero motioned to approve the Regular Monthly Meeting Minutes of March 11, 2025
    - Janet Davis seconded the motion; motion passed unanimously
4. **CHANGES TO THE AGENDA:** None
5. **CHAIRMAN'S UPDATE:**
  - a. Daniel Holmes stated the WPCA received approval from MDC for 600 dry tons of sludge at \$475/dry ton for the contractual year of May 1, 2025 – April 30, 2026.
6. **TREASURER'S REPORT:**
  - Administration (O&M) Bills 2024/2025: \$90,486.32
  - RCM Bills 2024/2025: \$27,695.00
  - Administration fund distribution (March's payroll): \$80,430.79
    - Frank Bauchiero motioned to accept the Treasurer's report.
    - Todd Mervosh seconded the motion; motion passed unanimously.

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**7. STAFF REPORTS:**

- a. Superintendent's Report** - Jamie Kreller reviewed his report and highlighted the following:
- The WPCA currently has disposed of 505 dry tons of our 600 dry ton allotment under our MDC agreement.
  - The Morton Building construction has begun and should be finished by next month's meeting.
  - WPCA operators installed a new exterior door in the basement of the digester building.
  - Installation of force main bypass valve at PS #3 (Mountain Rd) was completed.
  - Kevin Bertrand has been promoted to Operator 2 after successfully completing the required CEUs.
- b. Business Administrator's Report** - Julie Nigro reported the following:
- The budget variance report through the end of February for 24/25 fiscal year is 42% unexpended vs 33%.
  - The WPCA collected 17.63% (\$8,506.75) of the major delinquent list in March.
  - Three previous delinquent accounts have paid in full.
  - The overall delinquent amount is \$99,446.03 with \$63,306.84 being the 2024 sewer usage bill.
  - The current March 2025 collection rate is 96.82%. The 2024 March collection rate was 95.39%.

**8. OLD BUSINESS:**

- a. Stony Brook Design** – Mike Headd stated the following:
- Army Corps of Engineers approved permit with minimal conditions.
  - Waiting on Department of Energy & Environmental Protection (DEEP) input within the next two weeks.
  - The next step is to await the Clean Water Fund list to determine if funding is approved and to begin the application for Congressional spending.
- b. Phase 2 Pipeline Rehabilitation – Cassotta Lane/Thompsonville Road Areas** – Mike Headd stated the following:
- J.L. Raymakers went out to begin the repair on Cross Street, between First Street and Second Street. They discovered a water service crossing the trench at the exact location where digging needs to take place. CT Water came out to assist in resolving the issue, and the required work will continue to finish the project.
- c. PS #1 and PS #3 pump replacement** – Jamie Kreller stated the following:
- Pump Station PS#1 (Thompsonville Rd) and PS#3 (Mountain Rd) require pump replacements. Three pumps will be installed at each location. Three quotes were obtained for the purchase price and installation cost of the replacement pump(s) at each station. The selected contractor was Corrosion Products who provided the lowest project cost.
  - The quotes are as follows for one pump:

Company	Pumps	Price	Installation Cost
Corrosion Products	ABBA	\$102,984.00	\$40,020.00

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Mechanical Solutions	Homa	\$89,937.00	\$139,657.00
Aqua Solutions	Flowserve	\$115,932.00	\$40,020.00

**d. Draft 2025/2026 Budget -**

- A draft of the budget for the 2025/2026 fiscal year was presented by Julie Nigro. The residential sewer cost will increase from \$390 to \$400; the commercial rate will rise from \$9.33 to \$9.57, and the Kent Farms charge will go up from \$450 to \$460. The administrative expenses for the 2024/2025 fiscal year totaled \$5,228,000, while the projected administrative expenses for 2025/2026 will be \$4,326,000, which include Fund Balance money. The \$2,400,000 allocated for capital projects includes several projects that are being carried over from the current fiscal year into 2025/2026.
  - Janet Davis asked if rates could remain the same for the 2025/2026 fiscal year. Julie and Jamie indicated raising rates is to help offset the lesser assessment fees that the WPCA collected in the last few. A summary of sewer rates for surrounding towns was provided and it showed Suffield Rates being below the average rate.
  - Frank Bauchiero motioned to hold a Public Hearing on May 13, 2025 to approve the Budget and set the rates.
  - Travis Watroba seconded the motion; motion passed unanimously

**9. NEW BUSINESS:**

**a. Capacity Letter for 1425 Mapleton Avenue (2 Lots)**

- Travis Watroba motioned to approve the Capacity Letter for 2 lots at 1425 Mapleton Avenue.
- Frank Bauchiero seconded the motion; motion passed unanimously

**b. Administrative Staff Pay Increase –**

- The budgeted increase for administrative staff salaries is 3%, with the Assistant Business Administrator's hourly rate rising from \$29.87 to \$34 to make the rate competitive with similar job classifications.

**ADJOURNMENT:**

- Frank Bauchiero motioned to adjourn the Regular Meeting of April 8, 2025 at 8:04 pm.
- Todd Mervosh seconded the motion; the motion passed unanimously.

Respectfully submitted,

*Anna Clark*

Assistant Business Administrator

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**For paper or electronic copy of the entire meeting packet  
please contact the WPCA**