

**SEWER AUTHORITY  
WATER POLLUTION  
CONTROL  
AUTHORITY**



**TOWN HALL  
238 Danbury Road  
Wilton, CT 06897**

**203-563-0100**

**WATER POLLUTION CONTROL AUTHORITY  
HELD ELECTRONICALLY  
WEDNESDAY, July 12, 2023**

**PRESENT:** Lynne Vanderslice, Diane Martucci, Joshua Cole, Lori Bufano, Basam Nabulsi, Kathy Dhanda

**OTHERS:** Christine Kurtz-Wright Pierce, Frank Smeriglio, Dawn Norton

**PUBLIC HEARING**

**Call to Order**

Ms. Vanderslice called the meeting to order at 5:40 pm.

**Sewer Capital Assessment – 77 Danbury Road (ASML)**

Mr. Smeriglio began the review of the Sewer Capital Assessment for 77 Danbury Road (ASML). ASML was notified of the assessment and was unable to review and attend the hearing and asked that it remain open until the August meeting. All members support for keeping the hearing open.

Ms. Vanderslice indicated the Public Hearing would be remain open.

**REGULAR MEETING**

**Call to Order**

Ms. Vanderslice called the meeting to order at 5:45 pm.

**Approve Meeting Minutes of June 14, 2023**

Ms. Vanderslice asked for a motion to approve the June 14, 2023 meeting minutes. Motion to approve the June 14, 2023 minutes moved by Ms. Bufano, seconded by Ms. Dhanda and carried 5-1 with Ms. Martucci abstaining as she was not present for the meeting.

**Sewer Benefit Analysis & Capital Assessment – 77 Danbury Rd (ASML)**

Item Tabled.

**Establish User Charges and Budget for FY24**

Ms. Vanderslice noted open questions from the prior month's review of the budget: What were the reasons for the large increase in the charge from Norwalk? Should this level of increases be expected in the future? Are their sufficient reserves to allow the 20% required increase in user fees to be phased in over two years? Ms. Vanderslice, Ms. Norton and Mr. Smeriglio provided responses, including reserves were sufficient to allow the required increase to be phased in at 10% in FY2024 and 10% in FY2025. Motion moved by Ms. Nabulsi, to establish a user fee of \$268 per unit based on the presented budget. Motion revised to read establish a proposed user

fee of \$268 per unit for FY2024 based on the presented budget. Motion seconded by Ms. Bufano and carried 5-0.

Motion to hold a public hearing on the proposed user charges and budget for FY2024 on August 9, 2023 at 5:30pm. Motion moved by Mr. Cole, seconded by Ms. Bufano and carried 5-0.

Ms. Dhanda left meeting at 6:12 pm. and rejoined at 6:20pm

**Update – Request to Norwalk to Increase Sewer Capacity and Possible WPCA Regulation Changes**

Ms. Vanderslice reviewed the Update – Request to Norwalk to Increase Sewer Capacity and the Possible WPCA Regulation Change/s as a combined agenda item. She noted actual flow had generally been at +/- 80% of the cap in the current agreement with Norwalk. In anticipation of upcoming development, the WPCA had taken steps: I&I study, funding for work expected to be recommended in the I&I study and Ms. Vanderslice, on behalf of the WPCA, holding conversations with staff, P&Z Chair and attorney Gelderman. As an outcome of those meetings, Mr. Smeriglio presented recommended regulation changes, with input from Christine Kurtz of Wright Pierce. Discussion amongst the board.

**Public Comment**

None

Before adjourning meeting, Ms. Vanderslice noted positions with a current term ending date.

**Adjournment**

There being no further business, motion to adjourn made by Mr. Nabulsi, seconded by Ms. Dhanda, and unanimously carried. Meeting adjourned at 6:40 p.m.

Jacqueline Rochester  
Recording Secretary  
(taken from video)

City of Norwalk, CT  
Comptroller's Office  
Review Wilton Sewer Charge

YEAR	Actual 2019-20	Actual 2020-21	Budget 2021-22	Actual 2021-22	Budget 2022-23	\$ Increase	% Increase	Budget 2023-24	\$ Increase	% Increase
Annual Expenses										
Personnel / Benefits	323,759	545,911	744,982	562,482	770,693	208,211	37.02%	831,469	60,776	7.89%
Other Professional Services	6,096,449	8,151,376	8,722,480	8,851,304	10,973,920	2,122,616	23.98%	10,430,000	(543,920)	-4.96%
Salary Reimbursement to the General fund	543,744	586,669	638,410	638,410	669,688	31,278	4.90%	692,807	23,119	3.45%
Cost of supplies, materials & consumables used in operatic	1,267,626	1,241,023	1,484,762	1,489,631	1,500,000	10,369	0.70%	1,553,000	53,000	3.53%
Other Contractual Services	349,163	720,227	250,000	281,794	260,638	(21,157)	-7.51%	250,000	(10,638)	-4.08%
Legal Services	185,263	299,727	150,000	193,436	250,000	56,564	29.24%	250,000	-	0.00%
Administration (Business exp. Telephone, IT hardware)	50,812	48,248	94,000	11,569	94,000	82,431	712.52%	94,000	-	0.00%
Membership & Dues	9,885	7,680	10,000	7,980	10,000	2,020	25.31%	10,000	-	0.00%
Seminar & Conference Fees	7,365	1,498	10,000	2,884	10,000	7,116	246.74%	20,000	10,000	100.00%
Insurance Costs		103,844	84,848	84,848	115,372	30,524	35.97%	140,086	24,714	21.42%
Estimated Annual Expenses	8,834,066	11,706,203	12,189,482	12,124,338	14,654,311	2,529,973	20.87%	14,271,362	(382,949)	-2.61%
Nitrogen Credits		(355,683)	(525,000)	(108,831)	(100,000)	8,831	-8.11%	(50,000)	50,000	-50.00%
Expense Reimbursement 220462-489F			(115,860)	(115,860)	(143,560)	(27,700)	23.91%	(136,163)	7,397	-5.15%
FY 2022/2023 MRR - Collection System	(379,675)	(250,000)	(255,750)	(255,750)	(269,560)	(13,810)	5.40%	(269,560)	-	0.00%
Total Estimated Annual Expense	(379,675)	(605,683)	(896,610)	(480,441)	(513,120)	(32,679)	6.80%	(455,723)	57,397	-11.19%
Debt Service - 2024										
Clean Water Loan (Plant)										
DSTP- Principal	2,165,845	1,332,084	1,084,860	1,084,860	1,081,588	(3,272)	-0.30%	1,103,420	21,831	2.02%
DSTP- Interest	305,327	275,415	250,804	250,804	229,364	(21,440)	-8.55%	207,533	(21,831)	-9.52%
	2,471,172	1,607,499	1,335,664	1,335,664	1,310,952	(24,712)	-1.85%	1,310,952	0	0.00%
Bonds (Non-Plant) Debt Service Treatment Plant										
DSTP- Principal	-	559,000	702,000	702,000	2,172,000	1,470,000	209.40%	2,105,000	(67,000)	-3.08%
DSTP- Interest	-	160,385	1,241,866	1,241,866	872,534	(369,332)	-29.74%	803,951	(68,583)	-7.86%
	-	719,385	1,943,866	1,943,866	3,044,534	1,100,668	56.62%	2,908,951	(135,583)	-4.45%
Non-Plant Services - Debt Service Norwalk Interceptor										
DSNI- Principal	109,290	80,498	102,080	102,080	187,153	85,073	83.34%	179,477	(7,676)	-4.10%
DSNI- Interest	38,052	42,386	21,024	21,024						
	147,342	122,884	123,104	123,104	187,153	85,073	69.11%	179,477	(7,676)	-4.10%
Total Collection System Debt Service				3,402,634	4,542,639	1,161,029	34.12%	4,399,380	(143,259)	-3.15%
Total Norwalk Expenses				15,046,531	18,683,830	2,716,102	18.05%	18,215,019	(217,935)	-1.17%
Wilton Flow - 6 year average	1,001,009,000	972,467,200	972,467,200	983,616,800	983,616,800	-	0.00%	983,616,800	-	0.00%
Total Flow - 6 year average	22,890,700,000	22,416,500,000	22,416,500,000	22,407,400,000	22,407,400,000	-	0.00%	22,407,400,000	-	0.00%
Wilton's % of Total	4.373%	4.338%	4.338%	4.390%	4.390%			4.390%		0.00%
Invoice Summary										
Annual Expense * Wilton's %	369,710	481,560	489,905	511,132	620,755	109,624	21.45%	606,465	(14,291)	-2.30%
Debt Service- DSTP- Clean Water Loans * Wilton's %	108,064	69,736	57,943	58,632	57,547	(1,085)	-1.85%	57,547	-	0.00%
Debt Service- DSTP- Bonds * Wilton's %	-	31,208	84,328	85,330	133,646	48,316	56.62%	127,694	(5,952)	-4.45%
Debt Service- DSNI- Non-Plant Services * (Wilton's %)*2	12,887	10,662	10,681	10,808	16,431	5,623	52.03%	15,757	(674)	-4.10%
Other Agreed Charges	8,250	12,220	5,750	8,250	8,250	-	0.00%	8,250	8,250	100.00%
Total Invoice Summary	498,911	605,386	648,607	674,151	836,629	162,478	24.10%	815,713	(12,666)	-1.51%
Increase/(Decrease) Actual vs. Budget	(107,062)	(89,083)		25,543.53						

**Wilton Water Pollution Control Authority  
FY 2024 Budget & User Rate**

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
<b>Expenses:</b>	\$812,434	\$841,830	\$844,318	\$917,692	\$879,000	\$879,000	\$986,495	\$1,125,581	\$1,261,937
<b>Revenues:</b>									
Interest on Investments	\$1,000	\$1,500	\$2,500	\$3,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
Connection Fees	\$1,000	\$1,000	\$500	\$500	\$600	\$1,200	\$1,200	\$5,000	\$4,000
FOG Fees	\$27,250	\$27,250	\$27,250	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000	\$35,000
Penalty Interest	\$2,500	\$3,500	\$3,600	\$3,300	\$4,000	\$4,500	\$4,500	\$7,500	\$7,500
Capital Assessment Fund *	\$167,301	\$173,000	\$173,764	\$220,000	\$165,000	\$190,006	\$195,000	\$321,000	\$359,000
User Charges	\$622,633	\$635,580	\$636,704	\$664,392	\$678,900	\$678,900	\$755,295	\$761,581	\$852,843
	\$821,684	\$841,830	\$844,318	\$917,692	\$879,000	\$905,106	\$986,495	\$1,125,581	\$1,262,843

Calculation to determine User Charge per unit:

Expenses	\$821,684	\$841,830	\$844,318	\$917,692	\$879,000	\$905,106	\$986,495	\$1,125,581	\$1,261,937
Less Revenues other than User Charge	\$199,051	\$206,250	\$207,614	\$253,300	\$200,120	\$226,206	\$231,200	\$364,000	\$410,000
Revenue needed from users	\$622,633	\$635,580	\$636,704	\$664,392	\$678,900	\$678,900	\$755,295	\$761,581	\$851,937
Number of Units	2,910	2,970	2,975	3,034	3,100	3,100	3,100	3,124	3,182
User Fee per Unit (rounded)	\$214	\$214	\$214	\$219	\$219	\$219	\$244	\$244	\$268

Note

\* Total Undesignated Fund to be spent as needed as of June 30, 2022 - \$10,049,378