



Water Pollution Control Authority

REGULAR MEETING January 18, 2023 MINUTES

- Members Present:** Dan Parisi-Chairman, Shawn Koehler, Paul Gilbert, Leonard Descheneaux
- Members Absent:** Aaron Foster
- Others Present:** Ken Radziwon-WPCA Admin, Marshall Gaston-Fuss & O'Neill (Zoom), Phillip Kidney-WPCA Crew Chief, Rob Grasis-Vernon WPCA, Rick Hartenstein- Stafford WPCA

1. Call to Order

Chairman Dan Parisi called the meeting to order at 6:31 PM.

2. Citizen's Forum (non-agenda items)

None

3. Approval of the November 16, 2022, Meeting Minutes

MOVED (GILBERT) SECONDED (DUCHENEAUX) AND PASSED TO APPROVE THE MINUTES OF THE DECEMBER 21, 2022, MEETING AS WRITTEN.

1. Old Business

1. **Deduct Meters Update**

Ken Radziwon (WPCA Admin) stated that there is not much to report on at this time. He has received pricing for the meters and the next step is to work with the appropriate Town departments to put a program together. This item will stay on the agenda.

2. **County Pure foods Bioxide System**

Phillip Kidney (WPCA Crew Chief) reported that there are no current issues with the Bioxide system.

3. Lining Manholes on Stafford Road

Ken Radziwon provided an update that he is still working with the Town Attorney with the contracts for the CCTV and Lining of manholes. The contracts have been in review with the Town Attorney. Several items in the contract language were discussed and amended to be in-favor of the Town. This item will continue to be worked on until agreeable contract terms are reached. This item will remain on the agenda.

4. Windsorville Road manhole invert elevations

At the December 21, 2022, meeting, Fuss & O'Neill (F&O) obtained the invert elevations on Penfield and will pass along for the board to review. Paul Gilbert stated that the Board is waiting for a revised memo based on the elevations. F&O to provide before the next meeting. This will remain on the agenda for discussion at the next meeting.

5. I&I Study

Ken Radziwon provided an update that he is still working with the Town Attorney on the contracts for the I&I Study. The contracts have been in review with the Town Attorney. Several items in the contract language were discussed and amended to be in-favor of the Town. This item will continue to be worked on until agreeable contract terms are reached. This item will remain on the agenda.

6. Meter at 420 Somers Road

In May of 2022, Mr. Virkler (of 420 Somers Road) had requested a discount on his sewer use invoice for the period of October 1, 2021-March 31, 2021. However, due to not having their certificate of occupancy for the first two (2) months of this billing cycle, no records were kept. At the May 18, 2022, meeting the Board agreed to a 50% reduction for this billing cycle. It was discussed that Mr. Virkler would like to install a usage meter to be able to be billed based on gallons used rather than SF of property. He was told that he would have to purchase the meter and work with the tax department to obtain and document the readings.

Mr. Virkler had the meter installed on June 9, 2022, and provided a photo of usage on November 29, 2022

It was discussed in this January 18, 2023, meeting, whether to honor the past approved 50% reduction the Board Members allowed for the above-mentioned billing cycle for 420 Somers Road. Due to the fact we did not receive any time stamped readings, it was determined that the past

agreement was a one (1) billing cycle agreement and the current bill of \$3,960.00 needs to be paid in full.

Going forward, Shawn Koehler suggested that Phil Kidney is to go take a reading of the meter to start to establish a baseline of gallons used for this property.

420 Somers Road to be billed based on units (SF of property) through this billing cycle. Mr. Virkler will need to provide a timestamped reading as of 4/1/2023 through 9/30/2023 and at this point we can start billing based on gallons used.

7. 140 Ellington Avenue Sewer Connection

F&O to revise Task 2A. Survey costs came in at 3x the anticipated amount. F&O to reach out to other Surveyors for cost and schedule. It was recommended by the board for F&O to reach out to the Town's engineer J.R. Russo and Rachel Dearborn of Landmark Surveys LLC. This item will stay on the agenda.

8. Agway Greenhouse

F&O reported no updates on this item. Ken Radziwon was contacted by Gardner Peterson to discuss the Boards decision for a manhole near the existing sewer line within Route 83 and that Ellington Agway will need a schedule for cleaning as a condition of the approval. Ken Radziwon confirmed the plans include the requested amendment of the above-mentioned manhole. Ellington Agway is now in the process of moving through the appropriate channels of permitting.

9. Maintainer II Job Description

The Maintainer II Job description was posted resulting in only two (2) applicants, one (1) of which declined an interview. It was decided to cancel the interviews and repost the position. Ken Radziwon explained that they would like to change the position to WPCA Maintainer I Tech, which will hopefully make the position more attractable. The Team is in the process of revising the Job description and will present to the Board upon completion.

10. Vernon Sewer Use bill – Late fee

Ken Radziwon is on the agenda to attend the January 26, 2023, Vernon WPCA meeting in which he will explain the reasoning for the late payment in hopes of forgiveness of the fees. This item will stay on the agenda for discussion at the next meeting.

2. New Business

1. 2023-2024 Budget Discussion

Ken Radziwon presented a spreadsheet to the Board Members showing the current fiscal year approved budget and six (6) month actuals. The Board was asked how they would like to move forward, and recommended Ken Radziwon complete a draft to present. This item will stay on the agenda for review and discussion.

6. Administrative

1. F&O, Project Updates and Billing, Vernon Pump Station

F&O provided an update to the design of the pump station resulting in questions from the board:

- i. F&O have continued work on Task 3B and are looking for more information regarding the roof.
- ii. F&O stated they are working towards a 90% design completion for review by January 31st, 2023. Paul Gilbert is concerned with the budget of the project and the fact F&O is working towards 90% documents for the end of the month. Moreover, F&O has 85% billed for this task as of December 31st and anticipates working on the project through the month of January. This was concerning for the board.
 1. F&O has promised 90% Plans and Specs by January 31, 2023, leaving the Board with enough time to review before the February meeting.
- iii. F&O submitted Amendment 1 the morning of January 18, 2023, leaving little time for review before the meeting. This item will be discussed in detail at the February meeting, the following concerns were discussed.
 1. The \$39,275.00 cost of the amendment – it was clarified that amendment 1 costs vary between the construction budget of the project and the engineering budget and costs will be reduced in the construction phase. Ken Radziwon is reviewing amendment 1 thoroughly as the cost seems high for the added scope of work.
- iv. Discussion on the long lead time items.
 1. Paul Gilbert asked about the status of Flygt Pumps. Ken Radziwon confirmed a purchase order was issued and the pumps have been ordered.
 2. Shawn Koehler asked if the Generator was to be diesel or natural gas. The Board believes it will be natural gas, this will be confirmed in the specifications.
1. F&O recommended we choose three (3) items off the list of long lead items and move forward with purchase.
 - a. The purchase of the pumps has been initiated.

4. Paul Gilbert inquired about the re-routing of the overhead electrical wires. F&O stated it was not included in the original scope of work. Ken Radziwon confirmed it is included in addendum 1. Paul Gilbert asked if it would be acceptable to place the poles on the eastside of the property. Rob Grasis (Vernon WPCA) stated Vernon should not have a problem with that location as long as Eversource approves. F&O will be requesting further information from Rob Grasis. Paul Gilbert also inquired if the electrical engineer had classified the station yet. F&O stated this is being taken into consideration and the electrical engineers have been out on the site many times.
- v. Paul Gilbert inquired on the pump station controls. F&O stated they would forward the plans.

Billing:

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM NOVEMBER 26, 2022, THROUGH DECEMBER 31, 2022, FOR TASK 3B FOR A TOTAL OF \$59,160.00

MOVED (GILBERT) SECONDED (DESCHENEUX) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR TASK 10 SUBTASK 2 and 4 FOR NOVEMBER 26, 2022, THROUGH DECEMBER 31, 2022, FOR A TOTAL OF \$2,047.50

2. Design, Construction & Maintenance Reports

i. Pump Station & Meter Updates

Phillip Kidney stated that pump 3 in the Vernon pump station was running loudly. It is believed to be a bad bearing. The pump is currently being repaired under warranty at REM.

ii. Center Pump Station Spare Controller/ Panel Upgrade

Phillip Kidney presented a quote to the board for the cost upgrading the control panels in five (5) Pump Stations. Upgrading the five (5) pump stations in one project not only creates cost savings but also the benefit that all the pump stations would have the same control panel. Ken Radziwon mentioned that replacing the control panels would eliminate having to try to repair a system that is no longer manufactured. Paul Gilbert asked if the control panels are compatible with the new missions systems, to which Phil Kidney confirmed they are.

MOVED (KOEHLER) SECONDED (DESCHENEAX) AND PASSED UNANIMOUSLY TO APPROVE THE PURCHASE OF AND INSTALLATION OF NEW DUPLEX CSI PUMP CONTROLLERS FOR 5 PUMP STATIONS FROM CONTROL SYSTEMS OF CT INC. FOR A TOTAL OF \$36,000.00

7. **Misc. Communications** – Ken Radziwon brought to the Boards attention a call he received about 85 Meadow Brook Road. The property is transferring ownership and the property currently has a 20-year payment plan with the Town for the benefit assessment. It was asked if the new owners needed to pay the balance owed or if it was acceptable to remain on the installment plan. The Board agreed that the new owners could remain on the installment plan if they receive something in writing from the new owners of 85 Meadow Brook Road.

Adjournment

MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 7:41 PM.

Respectfully submitted:



Carolyn Kidney, Administrative Assistant II, DPW