



Water Pollution Control Authority

REGULAR MEETING February 15, 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, Kurt Mailman-Fuss & O'Neill, Kevin Flood-Fuss & O'Neill, Walter Dylag-Fuss & O'Neill, John Sobanik-Fuss & O'Neill, Phillip Kidney-WPCA Crew Chief, Rob Grasis-Vernon WPCA, Andrew Coleman-Skips Wastewater Services
- Zoom Attendees:** Mike Fortuna-TLBA, Allen Pigeon-Fuss & O'Neil, Jen Thurber-Fuss & O'Neill, Jason LeDoux-Fuss & O'Neill

Call to Order

Chairman Dan Parisi called the meeting to order at 6:32 PM.

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

Andrew Coleman of Skips Wastewater Services was present to discuss the septic system at 298 Somers Rd.

MOVED(KOEHLER) SECONDED (DESCHENEAX) AND PASSED UNANIMOUSLY TO ADD 298 SOMERS ROAD SEPTIC ADJUSTMENT TO #5 NEW BUSINESS.

2. Approval of the January 18, 2023, Meeting Minutes

MOVED (GILBERT) SECONDED (KOEHLER AND PASSED UNIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 18, 2023, MEETING AS WRITTEN.

1. Old Business

1. Deduct Meters Update

Ken Radziwon (WPCA Admin) stated that there are no new updates at this time. 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 provided an update that the contract has been executed and the project is moving along.

4. Windsorville Road manhole invert elevations

At the December 21, 2022, meeting, Fuss & O'Neill (F&O) stated they obtained the invert elevations on Penfield. Paul stated he would like a copy of the revisions made. F&O to forward.

5. I&I Study

Ken provided an update that the contract has been executed and the project is moving along.

6. Meter at 420 Somers Road

As discussed in the January 18, 2023, meeting, Phillip visited 420 Somers Road to obtain a meter reading to be able to have data to start a baseline of gallons used. Upon his visit he found that the meter was not installed properly. Pictures of the meter were presented showing a bypass valve open making the data collected in the reading null and void. It was determined that the meter will need to be installed correctly for the WPCA to be able to implement any billing changes for this property. Until the meter is installed properly 420 Somers Road will continue to be billed based on the assessment.

7. 140 Ellington Avenue Sewer Connection

Surveying has been completed and F&O has the technical plans complete. Ken to work with finance to get the necessary items together to put the project out to bid.

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY APPROVED TO PROCEED WITH THE WORK OUTLINE IN TASK 2A FOR A TOTAL OF \$26,400.00

8. Agway Greenhouse

No new updates.

9. Vernon Sewer Use bill – Late fee

Ken attended the January 26, 2023, Vernon WPCA meeting in which he presented the reasoning for the late payment in hopes of forgiveness of the fees. The Vernon WPCA Board members voted against forgiving the late fee.

10. 2023-2024 Budget Discussion

A draft of the 2023-2024 Budget was presented to the Board Members. Board to review. This item will stay on the agenda for the next meeting.

2. New Business

1. Maintainer 1 Job Description

Ken informed the Board Members that the WPCA Technician/Maintainer I job description was approved at the February 13, 2023, Board of Selectmen meeting. It was reiterated that it is thought that the change of the position from a Maintainer II to a Maintainer I would open opportunity to more candidates.

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY APPROVED TO PROCEED WITH POSTING THE WPCA TECHNICIAN/MAINTAINER I POSITION AS WRITTEN.

2. 125 Maple Street

Discussion was had to see what it would take to expand the sewer district to the area of 125 Maple Street. The Board Members and F&O confirmed there were some preliminary designs to expand to this area, due to

Oakridge Dairy inquiring some time ago. The design on expanding to this area has since stopped.

The Board would like Ken to get further information on this item, but all agreed the first place to start, is looking into getting approval for the expansion. DEEP needs to be contacted and it needs to be proven that there is a need to expand.

MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO PROCEED WITH THE MEETING OUT OF ORDER FROM THE AGENDA

4. Letter received Stafford Municipal Sewage Agreement

A letter from Attorney Edward Muska on behalf of the Town of Stafford, regarding the Intermunicipal Sewage Agreement the town of Ellington has with Stafford was presented. The letter informs that per the Agreement Ellington WPCA is responsible for 4% or \$38,116.00 of Stafford's upcoming computer and cybersecurity project. Estimated completion of the project is January of 2024. There is no action to be taken on this item, as it is only informative of upcoming expenses/budgetary items.

5. 298 Somers Road Septic Adjustment

Andrew Coleman of Skips Wastewater Services attended the meeting on behalf of Resident Keith Ballasy to discuss the septic system on the property. The property is in the process of being sold and it has come to the attention of the owners that a property line runs through part of the system. Andrew is seeking permission to adjust/relocate the septic system within property lines under a repair permit rather than tying it into the sewer system. The property is in the sewer district, and sewer is available, however the process would be lengthy, and the house is in the process of being sold.

MOVED (KOEHLER) SECONDED (DESCHENEAX) AND PASSED UNANIMOUSLY TO ALLOW THE ADJUSTMENT OF THE SEPTIC SYSTEM AT 298 SOMERS ROAD UNDER A REPAIR PERMIT.

3. Review 90% Documents for Vernon Pump Station

90% Documents for the design of the Vernon Pump Station were received and reviewed. F&O was present both in person and via zoom to present and answer questions. Below is an overview of the presentation:

1. Task amendment for the cabinet canopy

Q: Paul - Should the cabinet canopy be enclosed to prevent snow/rain interference? Paul would like at least a rain screen for added protection from the elements. Shawn believes the canopy is enough.

A: F&O -This could change the code for electrical as a 4' clearance is needed. A rain screen may be achievable. Possible need for extending the corrugated roof. The board decided that they would like to move forward with the rain screens if it can be done reasonably without much change to cost or code. F&O to confirm and amend task.

2. Task Amendment for 1 Widened door

Q: Shawn - will the door be wide enough for all the equipment?

A: F&O stated that it will be. It is being widened to a 4' opening.

3. AA-802 Detail 2

Q: Paul has concerns on settlement where the slab abuts the foundation.

A: F&O states they can add a dowel to prevent settling.

4. Architectural Improvements

Mike (TLBA) stated that there is a line item missing on F&O's document under Architectural Improvements. Should list #16 repointing of all brick.

5. Structural – Channel Monster

Q: Phillip - The access hatch to the channel monster is not set in place, it just sits on the floor, is there something that can be done to secure the hatch?

A: A hinge system could possibly be added. Jason (F&O) to visit the site and confirm.

6. PA-201 New Tankless Water Heater

Q: Shawn - Is the new tankless water heater just for a hand sink? Is it small enough? Shawn suggested a small 4-gallon point of use water heater as it may be smaller and less expensive. Asked the brand of the tankless water heater.

A: Jen (F&O) - the proposed tankless water heater is very small and replaces what is currently in use. Eemax is the current brand.

7: Electrical Classification

Q: Paul- What is the electrical classification. Can the details of the classifications be added to the print?

A: Allen (F&O) – Wet well side classification = 1
Dry side=unclassified. F&O to add classification to drawings.

Canopy area electrical will be in a NEMA 3R cabinet (transfer switch) and NEMA 4 cabinet (power panels and lighting controls) see note on bottom left of drawing EA-502

Q: Paul – Can you describe a NEMA 4 cabinet?

A: Allen (F&O) presented a picture.

8. Electrical conduit in slab

Q: Paul- Why PVC not RMC

A: Allen (F&O)- PVC is more cost effective and will not corrode over time like RMC.

Q: Paul- is there a conduit penetration detail?

A: Allen (F&O) presented a photo of what it will look like. F&O to coordinate and detail to follow.

9. Flygt Control Panel

Q: Paul - Will the control panel be located inside? NEMA 12 enclosure?

A: F&O – Yes, inside in a temperature-controlled space.

Q: Paul – Will the indicator lights be the same as they are now?

A: F&O – Yes, green is good running status red indicates a problem.

10. UPS Back Up

Q. Paul – what is the UPS back up on the Flygt panel.

A: John (F&O) – It allows for a better transfer of power to the generator and back with less false alarms.

Specification Section 200000

Item 2.06 Backup UPS System – Paul would like this omitted from specifications if it does not apply.

11: Flygt Package

Q: Paul - Does the Flygt package require F&O to do factory testing before shipment?

A: F&O – The package is forthcoming, F&O to check if this is included in the package.

F&O to draft a submittal from Flygt.

12. Pumps

Q: Paul – Page 11 states 2 pumps?

A: F&O – This has been since updated to reflect 3 pumps.

13. Sensor

Q. Paul- will there be a sensor for phase and imbalance?

A: John (F&O) – only for phase, but it detects for both phase and imbalance and flip the transfer switch either way. F&O to add to specifications.

14. VFD's

Q: Phillip – can we ensure the VFD's don't trip during power transfer to generator?

A: John (F&O) – Will have to look at specific VFD's to answer. Allen(F&O) stated they are on a time delay F&O to investigate the VFD reboot.

15. Transducer Failure

John (F&O) recommends 1 wet well float and 2 dry well floats to create a back-up.

16. Drawing MH-202

Q: Paul - The design criteria is not clearly laid out.

A: Jen (F&O) – Additional information will be added and included on the detail on the drawing.

Q: Paul - Are we air conditioning the dry space? Is it necessary?

A: Jen (F&O) – Yes, primarily to dehumidify the air.

Q: Dan – Does it alleviate the need for a dehumidifier?

A: Jen (F&O) – It is just one piece of equipment a dehumidifier can be added if needed.

17. Sluice Gate

Q: Dan – Where are we with the sluice gate?

A: F&O – At a holding point until an amendment is received. There are no measurements yet, once Waterman is given the OK measurements will be done and shop drawings will follow.

Q: Paul – will the sluice gate be a hand crank operation? Should we have the drill operation?

A: F&O – Hand crank, operation. There is no room for a drill.

F&O to get and provide warranty information on the hand crank sluice gate.

18. Specification addition:

Paul would like something added to the specifications that the contractor will be installed owner supplied equipment.

19. Ladder Detail

Q: Ken- Where is the ladder detail/specification?

A: F&O – We are using the existing just relocating.

20. Specifications

Q: Ken- Section 01 30 00 Administrative Requirements 3.02 A progress meetings, can this be changed from maximum bi-monthly intervals to minimum of bi-monthly intervals?

Q: Ken- Section 01 30 00 Administrative Requirements 3.03 A Construction Progress Schedule, should the schedule be for the first 60 days or entire project? No language is seen on frequency of schedules e.g., 2 week look ahead.

Q: Ken- Section 01 40 00 Quality requirements, who is keeping the contractor responsible for testing?

Q: Ken- Section 01 50 00 temporary utilities, can language be added that our Missions Control Systems need to be constantly operational throughout construction? Can contact information for coordination with utilities be added?

Q: Ken – Asphalt Paving, will the latest 818 supplements be added?

Q: Ken- Should the planting times be changed for Spring and Fall? March and August seem early for Spring and Fall plantings.

Q: Ken – DOT seed mix is typically used for grassy areas along the highway where people are driving at higher speeds. Should this be changed to a different mix?

Q: Ken- Is F&O Responsible for calendar days and a form of bid?

A: F&O to follow up on these items and make any changes needed to the specifications. F&O to put together a lump sum bid form

with line items for owner purchased equipment that will be installed by contractor.

23. Questions to the WPCA

Q: Are there any ARPA requirements in the funding package that F&O needs to address in the technical specifications?

A: Ken to research and answer.

Q: Will upfront bidding documents be provided by the Town? Will this be bid lump sum or by unit price?

A: Lump sum, Ken to follow up with finance on the upfront bidding documents.

Q: Thoughts on CA Services and level of RPR?

A: F&O to provide a scope for moderate services.

6. Administrative

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

i. Addendum 1- The Board asked Ken if he was comfortable with what was presented in Addendum 1. Ken stated that he was questioning the man hours proposed versus the scope of work, but after conversation with and questioning of F&O he is comfortable with the Amendment.

MOVED (GILBERT) SECONDED (DESCHENEAUX) AND PASSED UNANIMOUSLY TO APPROVE TASK AUTHORIZATION REQUEST No. 3B AMMENDMENT 1 FOR A TOTAL OF \$39,385.00

Billing:

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM JANUARY 1, 2023, THROUGH JANUARY 28, 2023, FOR TASK 3B FOR A TOTAL OF \$17,400.00

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM JANUARY 1, 2023, THROUGH JANUARY 28, 2023, FOR TASK 4B SUBTASK 1 FOR A TOTAL OF \$71.25

MOVED (GILBERT) SECONDED (DESCHENEAUX) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM

**JANUARY 1, 2023, THROUGH JANUARY 28, 2023, FOR TASK 10
SUBTASK 2 FOR A TOTAL OF \$1953.00**

2. Design, Construction & Maintenance Reports

i. Pump Station & Meter Updates

Phillip stated that there is not a lot to report on. Everything has been running well. Phillip questioned if we should be billing if there was an afterhours call in which he was needed to respond to turn off service to a home for work being done. The Board recommends residents set these appointments up during working hours, but in the case of an emergency repair after hours, WPCA should be billing.

ii. Center Pump Station Panel Upgrade

Phillip stated everything is ordered to move on with the panel upgrade in the 5 pump stations.

7. Misc. Communications – None

Adjournment

**MOVED (KOEHLER) SECONDED (DESCHENEAX) AND PASSED
UNANIMOUSLY TO ADJOURN THE MEETING AT 9:32 PM.**

Respectfully submitted:



Carolyn Kidney, Administrative Assistant II, DPW