



# Water Pollution Control Authority

## SPECIAL MEETING

April 12, 2023

## MINUTES

**Members Present:** Dan Parisi-Chairman, Shawn Koehler, Paul Gilbert

**Members Absent:** Aaron Foster

**Others Present:** Ken Radziwon-WPCA Admin, Phil Kidney-WPCA Crew Chief, Marshall Gaston-Fuss & O'Neill, Kevin Flood-Fuss & O'Neill, Rick Hartenstein-Stafford WPCA, Brain Greenleaf-BOE, Ryan McAvoy-SLR, David Dickson-SLR, Greg Smolley-DRA

### 1. Call to Order

Chairman Dan Parisi called the meeting to order at 6:35 PM.

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

None

### 3. Approval of the March 15, 2023, Meeting Minutes

**MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNIMOUSLY TO APPROVE THE MINUTES OF THE MARCH 15, 2023, MEETING MINUTES AS WRITTEN.**

### 4. 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 have been no issues for some time now. He will continue to monitor. This item will be removed from the agenda and readdressed should any items in the future need attention.

## **3. Lining Manholes on Stafford Road**

Ken provided an update that he and Marshall Gaston (F&O) have been working on obtaining a start date for this project. Green Mountain has not committed to a date at this point. Shawn and Paul asked if we should be looking into other companies to perform this work.

## **4. Windsorville Road manhole invert elevations**

Discussion was had at the March meeting on the flow in this area. The Board agreed that there is no further discussion on this topic at this point. This item will be removed from the agenda.

## **5. I&I Study**

Ken provided an update that we are still waiting on Green Mountain to schedule this work.

## **6. 140 Ellington Avenue Sewer Connection**

F&O provided an update that the surveying is complete, and the design is progressing. The next step is to contact CBYD and get test pits completed in the project area. This should occur within the next 2 weeks.

## **7. 2023-2024 Budget Discussion**

A third draft of the 2023-2024 Budget was presented to the Board Members. Further adjustments were requested. This item will stay on the agenda for the next meeting.

## **8. 125 Maple Street/80 Meadowbrook service expansion request**

F&O provided Task Authorization Request 5A for the sewer expansion in this area. A brief discussion was had regarding the area of the expansion and if perhaps the expansion should include other areas. The task authorization will be reviewed and discussed further in next month's meeting.

## **9. Windermere School Upgrades**

During the March 15 regular meeting, the board requested that SLR join the April meeting to discuss the proposed changes to the sanitary sewer system at Windermere School. Brain Greenleaf (BOE), Ryan McAvoy (SLR), David Dickson (SLR) and Greg Smolley (DRA) were all present to discuss the project. Ryan presented the plans to the Board. There will not be any substantial changes to the system and no work will need to be done within the roadway. There will be a new connection required due to the existing connection being demolished as part of the proposed plans. The proposed connection will be located in the new wing.

There is currently a grease trap in the kitchen of the school. The grease trap is reported to be in poor condition. The plans propose a new exterior 1,000-gallon grease trap be installed.

The greatest concern with this upgrade is the student population growth and the possibility of having to allocate more flow to the school. There are currently 650 students, and the population is expected to grow to 740 students. SLR determined that approximately 6 gallons of water is used per day per student. The additional population will only increase the daily totals by roughly 500-990 gallons/day. The board decided that this is not a large enough change in usage to have to allocate more flow.

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED  
UNIMOUSLY TO ACCEPT THE WINDEMERE SCHOOL  
SANITARY SEWER UPGRADES.**

## **10. Route 140 Manhole Rehab**

This is a duplicate item discussed under Lining of manholes on Stafford line. Going forward this will be kept on the agenda as “Route 140 Manhole Linings” for project updates.

## **1. New Business**

### **1. Use of Truck for Emergency On Call Services**

Phillip stated that Town Policy states that specific employees who are on-call for emergencies are assigned Town vehicles such as the Director of Public Works, Fire Marshal, Foreman and Assistant Foreman. The Town policy does not include WPCA employees as on-call personnel, though the department is on-call for emergency service 24 hours a day, 7 days a week. Phillip is requesting the Board’s permission to use the WPCA truck for on-call emergency services. All Board members present agree that the use of the vehicle will be allowed if the individual taking the vehicle

home has a proper and safe place to park it when not in use. New WPCA employees must complete their probationary period prior to taking the WPCA truck home for on-call services.

## **6. Administrative**

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

#### **i. VPS Addendum 2**

Addendum 2 was presented in the March 15 meeting at a cost of \$22,115. The Board had asked F&O to review some items and check the pricing. F&O sent a revised Addendum 2 in the amount of \$17,485.00. Ken provided an update that Addendum 2 has been executed at the agreed upon cost of \$17,485.00.

#### **ii. VPS Bid Package**

Paul requested F&O to clarify and add some items into specification section 01 20 50 payment items. These items pertain to start-up testing, making sure to state that there will be no partial substantial completion allowed for this project, including specification references and contractors responsibilities with owner supplied stored items. Paul would like language added about contractors' responsibility and liability with owner supplied items as they will be removed from storage, transporting, installing, and starting up.

Shawn would like to see language added about the contractor's schedule to clarify that if the contractor falls behind schedule that is their responsibility and not the Town's.

Cut sheets for the outdoor electrical enclosure were provided. All agreed that the proposed enclosure looks good.

Ken requested F&O to put a cohesive bid package together so it can be sent to the Town Attorney for review.

#### **iii. Task Authorization Request No. 3C**

Kevin Flood (F&O) presented task authorization 3C for the CA/RPR services they will be providing. Paul asked for clarification on the statement that "billing rates will be modified time to time" Kevin stated that the modification is due to their annual rate increase.

Paul inquired about O&M Manuals and Kevin confirmed F&O will be collecting them and forwarding them to us.

Paul questioned what happens if we go over the allotted hours/budget for the CA/RPR services. Kevin stated that if we get close to going over, he will notify and negotiate the cost going forward. Kevin also stated that if we do not use all the allotted hours, said hours will not be charged.

Ken had some questions on the work breakdown structure for this task in regard to the number of hours and people dedicated to certain tasks e.g. submittals. Kevin clarified that the submittals are filtered through the PM and reviewed by discipline.

Ken asked F&O to clarify if the monthly progress meetings will be in person or virtual. F&O confirmed that they are in person meetings.

Ken asked F&O to further describe the items listed under construction administration services as there seem to be some overlapping items. F&O to edit descriptions to clarify what is included in each section.

Ken requested F&O to provide resumes of all F&O employees listed on the work breakdown structure.

F&O to revise Task Authorization 3C and present at the next meeting.

#### **iv. Long Lead Item Purchasing**

Ken has been working with finance on a plan to procure long lead time items. Ken has requested that the WPCA funds allocated to this project be used to procure these items rather than the ARPA funds. Using WPCA funds will make the process of ordering these items quicker by following the Town's procurement process rather than having to abide by both Town and ARPA requirements.

**MOVED (KOELHER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO ALLOW WPCA ADMINISTRATOR, KEN RADZIOW TO USE WPCA FUNDS FOR PURCHASEING LONG LEAD TIME ITEMS.**

**v. VPS Bid Schedule**

All agree on the presented timeline in the bid schedule.

**Billing:**

**MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM FEBRUARY 26, 2023, THROUGH APRIL 1, 2023, FOR TASK 2A FOR A TOTAL OF \$1,252.50**

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM FEBRUARY 26, 2023, THROUGH APRIL 1, 2023, FOR TASK 3B FOR A TOTAL OF \$20,777.50**

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM FEBRUARY 26, 2023, THROUGH APRIL 1, 2023, FOR TASK 4B FOR A TOTAL OF \$195.00**

**MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM FEBRUARY 26, 2023, THROUGH APRIL 1, 2023, FOR TASK 10 FOR A TOTAL OF \$438.75**

**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.

**ii. Center Pump Station Panel Upgrade**

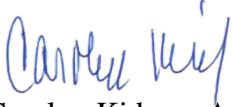
Phillip provided an update that Control Systems of CT are awaiting receipt of the enclosures, once received the work on the panel upgrade can commence.

**7. Misc. Communications – None**

Adjournment

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:10 PM.**

Respectfully submitted:



Carolyn Kidney, Administrative Assistant II, DPW