



# Water Pollution Control Authority

## REGULAR MEETING JUNE 21, 2023 MINUTES

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

**Members Absent:** Aaron Foster

**Others Present:** Tom Modzelewski- Acting WPCA Admin, Phil Kidney- WPCA Crew Chief, Marshall Gaston-Fuss & O'Neill, Rick Hartenstein-Stafford WPCF, Jeff Luginbuhl-Resident

### 1. Call to Order

Chairman Dan Parisi called the meeting to order at 6:30 PM.

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

Resident Jeff Luginbuhl attended the meeting to ask for the Board for forgiveness on the benefit assessment in place on his 10.3-acre property on Somers Rd. The property is in the sanitary sewer district, but currently there is no economical way to tie into the system.

After discussion, the Board has asked Jeff Luginbuhl to submit a written request with a map of the property to the Board so they can discuss this matter with the Town Attorney and other appropriate Town departments.

### 3. Approval of the May 17, 2023, Meeting Minutes

Paul Gilbert (member) Had some questions but stated they will be answered in the meeting

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

#### **4. Old Business**

##### **1. Deduct Meters Update**

Tom Modzelewski (Acting WPCA Admin) presented a draft notice of the proposed deduct meter program. This notice would be what would be presented to Resident's once the program is up and running. It was decided to table the notice until we have more progress made on the program.

A proposal for meters was presented. Two different options were provided. One being a very manual read and report program and the other being an automated program where the meter will automatically transfer the data into a software program creating a spreadsheet. There is also an option to have the data integrated into billing software.

It was discussed that the dollar amount of the program fees that will need to be implemented needs to be investigated further. Many factors will have to be looked at such as the labor hours to read and report the readings of the meters.

Meter reading dates will need to be established to best correspond with the resident's water meter reading dates. Tom suggested that when the program is closer to being imitated that we implement a pre-enrollment procedure to then have an idea of how many Residents are interested in this program and get an idea of the location of the properties, as CT water reads part of Ellington's meters monthly and other parts of town quarterly. This idea was well received by the Board.

Tom, Phil (WPCA Crew Chief) and Carolyn (Administrative Assistant II) will schedule a meeting with the Tax and Finance Departments in the next week to work through the logistics of program fees and billing.

##### **2. Route 140 manhole Linings**

The lining of the manholes has been completed. Phil presented before and after pictures to the Board. It was mentioned that there was a strong lack of communication between the vendor, Green Mountain, and the Town when it came to scheduling. Due to this, the work was unable to be monitored as much as hoped for to ensure prep and work meets specification. There was also a report that there was no traffic control in place during evening operating hours. Traffic control is/was part of the contract. The state of CT encroachment permit was reviewed and the permit states that working hours are between 8:30 am and 4:30pm, Green Mountain was observed working outside these hours. It was mentioned that we will be discussing the invoice

for this project under Administration. Due to these issues Dan Parisi (Chairman), has asked that we place a maintenance bond for a term of 1 year.

### **3. I&I Study**

Phil stated that the water table is still very low. The Board agrees that waiting for Spring or a large rain event to schedule the I&I work. Phil also mentioned that he had done some CCTV work on Moser and Farmstead and stated the clay tile is in very good condition. He did see some roots. Paul asked if there was water coming in from the laterals, Phil stated he saw a slight trickle. Phil said he would like to CCTV again after a large rain event.

### **4. 140 Ellington Avenue Sewer Connection**

Fuss & O'Neil (F&O) had submitted the 100% documents for the Ellington Ave. sewer expansion project. When reviewing the Budgetary option of cost, Paul made mention that the WPCA's budget for this project is on the lower end of what F&O is proposing. Tom will be submitting the project documents to Finance and the Town Attorney for review to get the project out to bid, he is hopeful to keep the project going on the proposed timeline. This item will stay on the agenda under the Administrative section as Ellington Ave. Sewer Expansion Project.

## **1. New Business**

### **1. Dan Parisi, Chairman-Reimbursement for WPCA Expo/Conference**

Dan attended the CTWEA Spring Wastewater Forum & Expo on May 8, 2023. Dan paid the \$70 admission fee to attend. He is looking for reimbursement from the WPCA as he stated that this conference is something previous WPCA Administrator, Tim Webb, would take the Board Members to annually. Dan would like for Tom to Register with CTWEA and for him to continue asking the Board members to attend this conference annually.

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED  
UNANIMOUSLY TO APPROVE THE RE-IMBURSEMENT TO DAN  
PARISI, CHAIRMAN, THE ADMISSION FEE FOR THE CTWEA  
SPRING CONFERENCE IN THE AMOUNT OF \$70.00**

### **2. Tom Modzelewski, acting Director/WPCA Admin introduction and questions for the Board.**

Tom introduced himself as the Acting Director/WPCA Admin and presented a background of his experience. The Board inquired as to whether his position would be made permanent, Tom replied that he hopes to have answers after the next Board of Selectmen meeting on July 10th.

The Board was presented with two reports that are received from the Tax Department, one being a monthly sewer use report and the other being a bi-annual sewer assessment billing report. Tom asked if the Board would like these shared with them when he receives them. The Board would like to receive and review. All agreed that this will help with future budgeting and present a way to discuss the budget more frequently throughout the fiscal year.

**MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO ADD THE 1 VACANT POSITION OF THE WPCA BOARD TO NEW BUSINESS #3**

### **3. Board Vacancy**

The Board inquired as to if Tom had heard of any applicants for the vacant seat on the Board. No applicants had been received at this time. Tom, Dan and Paul mentioned they have had a few conversations with potential prospect, but no one has applied at this time.

## **6. Administrative**

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

#### **i. Task Request Authorization 2B**

Marshall Gaston (F&O) explained what is involved/included in Task Authorization 2B. This task covers the estimated fees for F&O's construction administration. Paul asked if F&O would be reviewing submittals, to which Marshall confirmed they would be. Marshall mentioned that Phil would be handling the inspection of the project, to which Phil agreed.

**MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE TASK AUTHORIZATION 2B FOR THE ELLINGTON AVENUE SEWER EXTENSION CONSTRUCTION ADMINISTRATION FOR A TOTAL AMOUNT OF \$9,790.00**

## **ii. Green Mountain Invoices**

The Green Mountain invoice for chemical grouting the 14 manholes and lining the 4 on Rte. 140 were reviewed with the Board. The chemical grouting invoice came in over the contracted price. The contract stated 28 vf and the invoice stated 34.40 vf. Phil will be pulling measurements to confirm. Due to this and the reasons stated under old business 140 manhole linings, the Board has decided to hold off on payment and review again at next month's meeting.

## **iii. Vernon Pump Station Updates, Bid, Sluice Gate and Generator**

F&O provided an update that the Vernon Pump Station Project went out for bid on May 10<sup>th</sup>, and they have been seeing a good amount of interest in the project. F&O also noted that since the bid documents have become available, environmental questions have been coming in and that the pump station is scheduled for PCB testing on Monday or Tuesday of the following week. Addendum 1 was issued answering some questions and pushing the bid date out to 7/20/2023. Marshall stated more and more questions are being asked and he expects more addendums will be issued.

Carolyn updated on the procurement of the sluice gate. It is still at a standstill, awaiting communication from Waterman. Carolyn and F&O to follow up again.

Tom provided an update on the generator, reminding the Board that the WPCA needs to follow the Town's Procurement procedure. Therefore, the generator will either need to go out to bid or the company we purchase from needs to be on a state contract/program that the Town is a member of. Tom located Huntington on Sourcewell, which Ellington is a member of and provided Huntington with the generator's specification. Tom had a meeting with a representative and was very happy with the Generac generator presented. A maintenance plan can be included but the Town is currently looking for a new company to maintain all townwide generators, and the Pump Stations are usually maintained alongside those as a package. Shawn made some suggestions of companies to look into for this.

Phil confirmed with Vernon that they have proper storage space to store the generator during construction if need be. Marshall asked Phil to visit the area to make sure it has the proper storage conditions.

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO PROCURE THE GENERAC GENERATOR FROM HUNTINGTON POWER FOR THE AMOUNT OF \$54,145.72**

Task 11 for FY2024 – On-Call Miscellaneous Engineering was distributed in the May meeting for review.

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO RETAIN FUSS & O'NEILL FOR FY2024 ON-CALL MISCELLANEOUS ENGINEERING SUPPORT IN THE AMOUNT OF \$11,460.00**

**Billing:**

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM APRIL 30, 2023, THROUGH MAY 27, 2023, FOR TASK 2A FOR A TOTAL OF \$20,096.76**

**MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM, APRIL 30, 2023, THROUGH MAY 27 2023 FOR TASK 3B FOR A TOTAL OF \$16,810.95**

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM APRIL 30, 2023, THROUGH MAY 27 2023, FOR TASK 4B FOR A TOTAL OF \$487.50**

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM APRIL 30, 2023, THROUGH MAY 27 2023, FOR TASK 6B FOR A TOTAL OF \$903.75**

**MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM APRIL 30, 2023, THROUGH MAY 27 2023, FOR TASK 10 FOR A TOTAL OF \$292.50**

**2. Design, Construction & Maintenance Reports**

**i. Pump Station & Meter Updates**

Phil stated since the last meeting he had an alarm at Center Pump Station for low water. He found the set point needed adjusting and it has been running well since. 140 Pump Station had a breaker that kept tripping, this has been repaired. He mentioned he did some CCTV work and is getting back into grinder pump maintenance now that he the staff to do so.

**ii. Center Pump Station Panel Upgrade**

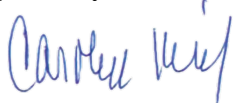
Phil provided an update that all 5 control panels have been installed. He presented pictures to the Board and stated it all went smoothly. He mentioned that it would be good to have some spare parts in inventory for an emergency. Phil plans to present a quote at the next meeting.

7. **Misc. Communications** – Dan presented the City of Cromwell’s private property inflow removal program, which brought up discussion on looking into Ellington’s program in the future. He provided a brief description of the program. This led to discussion of discharging water treatment systems into grinder pumps, which is not to code. Tom to draft a letter with the Town ordinances regarding discharging water treatment systems into the sanitary sewer system in the Crystal Lake District.

Adjournment

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED  
UNANIMOUSLY TO ADJOURN THE MEETING AT 8:29 PM.**

Respectfully submitted:



Carolyn Kidney, Administrative Assistant II, DPW