



Water Pollution Control Authority

REGULAR MEETING MARCH 20, 2024 MINUTES

Members Present: Dan Parisi (Chair), Paul Gilbert, Shawn Koehler, Tom Walker, Aaron Foster (Zoom)

Members Absent: None

Others Present: Tom Modzelewski (WPCA Admin), Phil Kidney, (WPCA Crew Chief), Marshall Gaston (Fuss & O'Neill), Kevin Flood (Fuss & O'Neil) Via Zoom, Guy Hesketh (F.A. Hesketh & Associates, Inc.), Tiffany Pignataro (Finance Officer/Treasurer), Rob Grasis (Director Vernon WPCA)

1. Call to Order

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

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

Guy A. Hesketh of F.A. Hesketh & Associates, Inc attended the meeting to present preliminary plans for the proposed development of the 50 (Fifty) West Road, LLC parcel on West Road. The proposed development is for the construction of the industrial portion of the parcel and will consist of 38 units of contractor incubator spaces, each, with a small office, single bathroom and storage. The anticipated number of employees is 76 with an estimated use of 20 gallons per person per day for a total flow of 1,520 gallons per day. This parcel has an allocation of 7,150 gallons per day leaving a balance of 5,630 for future development.

MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO APPROVE THE FLOW ALLOCATION OF 1,520 GALLONS PER DAY FOR THE PARCEL KNOWN AS 50 (FIFTY) WEST RD., LLC FOR THE INDUSTRIAL PORTION (PHASE 1) OF DEVELOPMENT, LEAVING 5,630 GALLONS PER DAY FOR FUTURE DEVELOPMENT.

3. Approval of the February 21, 2024, Regular Meeting Minutes

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE, FEBRUARY 21, 2024, REGULAR MEETING AS WRITTEN.

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO CONTINUE WITH THE AGENDA OUT OF ORDER MOVING AGENDA ITEM #6, SUB-SECTION 3i BUDGET UNDER AGENDA ITEM 3 TO BE LABELED 3a.

3a. Other Administrative Topics

i. Budget

- User Fee Hockanum
- User Fee Crystal Lake

Tiffany Pignataro (Finance Officer/Treasurer) attended the meeting to present how the WPCA CIP budget works. A statement of revenue and list of capital assets and depreciation schedules were presented for both the Hockanum and Crystal Lake sewer districts.

Tom M. (WPCA Admin) presented the 2024-2025 budget as well as the calculated sewer user fees for each district. Conversation was had on the depreciation line item of the budget, and it all ties back to the report presented earlier from Tiffany Pignataro (Finance Officer/Treasurer). There was also discussion on how to approach the user fee increase in the Crystal Lake district. Aaron Foster (Member) asked if we could take a tiered approach to the increase, increasing a bit each year. Tom M. (WPCA Admin) stated the Board may do what they like, however, everything he presented was computed per WPCA code.

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE THE 2024-2025 FISCAL YEAR BUDGET AS PRESENTED HOCKUNUM SEWER DISTRICT \$2,831,752.79 CRYSTAL LAKE SEWER DISTRICT \$405,767.00

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE THE PRESENTED 2024-2025 FISCAL YEAR HOCKANUM SEWER USER FEES, STARTING ON THE OCTOBER 1ST 2024 BILLING AS: ANNUAL FIXED FEES (ALL USERS) \$250.00, ANNUAL VARIABLE FEES (WELL USERS) \$420.00 PRICE PER 1,000 GALLONS (CT WATER USERS) \$8.4092

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED [YES: GILBERT, KOEHLER, WALKER NO: FOSTER] TO APPROVE THE PRESENTED 2024-2025 FISCAL YEAR CRYSTAL LAKE SEWER USER FEES, STARTING ON THE OCTOBER 1ST 2024 BILLING AS: ANNUAL FIXED FEES (ALL USERS) \$280.00, ANNUAL VARIABLE FEES (FULL YEAR USERS) \$810.00 (SEASONAL USERS) \$540.00.

MOVED (FOSTER) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO SET JUNE 12, 2024 AS THE PUBLIC HEARING DATE FOR THE SEWER USER FEE INCREASE FOR HOCKANUM AND CRYSTAL LAKE SEWER DISTRICTS.

4. Old Business

a. I&I Study

- i. Tom M. (WPCA Admin) provided an update that he is still working with Savy & Sons for some quotes on repairs. Savy & Sons recommended robotic chemical injection of the offset joints, as it may be less expensive than full linings and we may be able to get more areas fixed if this is the route we decide to take. Savy & Sons is working on getting us day rates for this work.

Rob Grasis (Director Vernon WPCA) he has received bids from Insituform for full and half lining that he will share with us.

b. Ellington Raquet, Lower Butcher Road

No updates at this time.

5. New Business

MOVED (KOEHLER) SECONDED (FOSTER) AND PASSED UNANIMOUSLY TO ADD WINDERMERE SCHOOL SEWER AND FOG PERMITS TO NEW BUSINESS #1

1. Windermere School Permits

Phil K. (WPCA Crew Chief) was contacted by a contractor working on the Windemere School project. The contractor had a technical question which led to a discussion on permits. Phil was asked if the Town would waive the sewer and FOG permit fees as it is a Town project.

MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO WAIVE THE SEWER AND FOG PERMIT FEES ONLY, FOR THE WINDEMERE SCHOOL PROJECT.

6. Administrative

1. Fuss & O'Neill Project Updates

i. Vernon Pump Station

- **Pay Requisition # 4**– Kevin Flood (F&O) reviewed the items completed in this application for payment.

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE THE PAYMENT FOR THE VENON PUMP STATION UPGRADE TO THE ASSOCIATED CONSTRUCTION COMPANY FOR APPLICATION #4 WORK COMPLETED THROUGH FEBRUARY 29, 2024, IN THE AMOUNT OF \$35,184.31

- **Schedule** – Kevin (F&O) provided an update that The Associated Construction Company will be starting work in May, there are hopes they may have some electrical work related to the dog pound done in April.

Tom M. (WPCA Admin) asked Rob Grasis (Director Vernon WPCA) when their final paving will be completed as we are trying not to affect Venon's project. Rob stated it would be complete in April. Tom asked Rob if a saw cut in the final paving would be acceptable Rob stated that it is.

- **3/12/2024 Progress Meeting** – Kevin (F&O) reviewed the minutes from the progress meeting with the Board. He shared that the contractor believes they can cut the bypass pumping timeline down approximately 3 weeks, F&O awaiting the receipt of

the pumping plan. Kevin also noted submittals were received for the coatings & painting. Kevin mentioned color will need to be chosen. Tom M. (WPCA Admin) requested a color chart so we can have it for the next meeting. Some HVAC and plumbing submittals were also received. As well as the quote for a change order request for a larger transformer, the quote is \$6,029.85.

ii. Task 2C Ellington Ave. Sewer extension

Marshall Gaston (F&O) provided an update of the bids that were received. There were some discrepancies, and many contractors were missing information. Tom M. (WPCA Admin) to draft a letter to the contractors to notify them that there will be a delay in awarding the contract so we can have the Town Attorney review some items. Once complete a Special Meeting may be needed to award and keep the project moving along.

iii. Task 4D Hockanum I&I

Marshall (F&O) presented a draft report for review that graphs out the flow, average daily flow, delta peak vs. daily flow and the percent increase of flow through the 6 Hockanum pump stations. F&O and Phil K. (WPCA Crew Chief) will be performing draw down tests on these stations as well in the very near future. All this data will help decide where to focus next on the I&I study.

2. Fuss & O'Neill Billing

Marshall reviewed the work performed in the month of February:

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM, JANUARY 27, 2024, THROUGH FEBRUARY 23, 2024, FOR TASK 2C FOR A TOTAL OF \$3,669.75

MOVED (GILBERT) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM, JANUARY 27, 2024, THROUGH FEBRUARY 23, 2024, FOR TASK 3C FOR A TOTAL OF \$14,061.68

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM, JANUARY 27, 2024, THROUGH FEBRUARY 23, 2024, FOR TASK 4B FOR A TOTAL OF \$6,834.40

Paul Gilbert (Member) requested F&O to show the sub tasks of the tasks on the billing summary sheets as there is a lot going on with the Task 4's and he wants to try to eliminate any confusion.

MOVED (KOEHLER) SECONDED (FOSTER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM, JANUARY 27, 2024, THROUGH FEBRUARY 23, 2024, FOR TASK 4D FOR A TOTAL OF \$6,695.25

MOVED (KOEHLER) SECONDED (FOSTER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE FOR WORK FROM, JANUARY 27, 2024, THROUGH FEBRUARY 23, 2024, FOR TASK 11 FOR A TOTAL OF \$470.50

3. Other Administrative Topics

This item was discussed earlier, see section 3a.

i. Budget

- User Fee Hockanum
- User Fee Crystal Lake

ii. Moser Clay Main Project Updates

- Additional Bonding Expense

Tom M. (WPCA Admin) updated the Board that the wrong proposal was presented for this project. It was missing the bond cost. The correct amount of the quote is \$161,028.00, which is an increase of \$4,691.00.

MOVED (GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO INCREASE THE APPROVED \$156,337.00 PROPOSAL FROM SAVY & SONS FOR MAINLINE CCTV/JETTING AND CIPP INSTALLATION OF 737' OF CLAY SEWER MAIN AT THE INTERSECTION OF FARMSTEAD LANE THROUGH MANHOLE 4, \$4,691.00 FOR A TOTAL PRICE OF \$161,028.00

iii. Lateral Ownership Code Amendment

Tom M. (WPCA Admin) presented a draft of an update to code §143-6 Building sewers and connections. The language offered will make the policy on lateral ownership clearer. Paul Gilbert (Member) asked if the original language will remain, Tom M. answered yes, this is an addition to the current language. Dan Parisi (Chair) would like the Town Attorney to review before moving on the new language.

iv. Refund Approval

The Tax and Revenue Collector, had sent notice that there was an over payment on delinquent sewer fees for parcel ID #00124800 otherwise known as 38 North Park St. The amount due was \$1,652.09 and \$1,948.60 was remitted, resulting in an overpayment of \$296.51.

MOVED (KOEHLER) SECONDED (FOSTER) AND PASSED UNANIMOUSLY TO REFUND THE DELINQUENT SEWER TAX OVERPAYMENT FOR PARCEL ID#00124800, 38 NORTH PARK ST. FOR A TOTAL OF \$296.51

v. Stafford Proposed User Fee Increase

Tom M. (WPCA Admin) shared that he received notification of an increase in our user fees, and that the increase had been approved at the Stafford WPCA Board meeting. He does not know the exact amount at this time but was told it will be no more than \$30 equating to \$6.45/1,000 gallons. Currently the Town pays \$5.97/1,000 gallons. Tom also

informed the Board that this has already been factored into the FY24-25 budget presented earlier.

vi. Vernon Pump Station Rent Increase

Tom M. (WPCA Admin) notified the Board that we received our annual rent letter from Vernon for the Vernon Pump Station. The rent increases/decreases yearly based on the consumer price index/Northeast Urban area. The index is higher than last year resulting in an increase of 0.024%, Lease payment will be \$8,575.28.

vii. Congressionally Directed Spending Grant

Tom M. (WPCA Admin) was sent some information from Aaron Foster (Member) about the Congressionally Directed Spending Grant. This grant can be applied to for monies for collector/interceptor sewers. Tom M. would like to apply for funding for the following items:

- Ellington High School pump station generator replacement
- Ketchbrook pump station generator replacement
- Ellington High School inoperative main line valve replacement
- Ketchbrook pump station inoperative valve replacement
- Route 140 pump station inoperative valve replacement
- Ellington Center pump station inoperative valve replacement

MOVED (GILBERT) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE WPCA ADMIN TOM MODZELEWSKI TO APPLY FOR THE CONGRESSIONALLY DIRECTED SPENDING GRANT.

viii. Notice to Residents

- Deduction Program

Tom M. (WPCA Admin) presented a notice he would like to send to the Hockanum Sewer users with the April billing. This letter will provide notice that the 20% reduction that had previously been offered for water used not entering the sanitary sewer system e.g. irrigation systems, and filling pools is no longer offered. The Board agreed and the letter will be sent with the April bills.

ix. User Insurance

Tom M. (WPCA Admin) was asked in the last meeting to look into what the WPCA can do to offer a user insurance program similar to the CT linebacker program, to assist homeowners with sewer repair costs. Tom M. has made calls to 3 different firms, none have returned his calls at this point. Tom M. will continue researching this.

4. Design, Construction & Maintenance Reports

i. Pump Station Updates

Phil K. (Crew Chief) that he is looking into replacing the pumps at the Ketchbrook Pump Station. He would like to complete the draw down test on the station before ordering anything.

ii. Overtime Report

Phil Reported one call in. He received an alarm for the Vernon Pump Station with a high-water alert. Upon arrival everything was fine.

iii. Other

- Pump Station Generator Discussion
 - i. DPW Generator

Further discussion was had on transferring the WPCA mobile unit to the DPW and getting a smaller portable generator for use in the Crystal Lake areas, as the large unit is hard to maneuver in the tight areas.

Plans for the old Vernon Pump Station generator are to mount it to a trailer making it a mobile unit to service all the pump stations in case of failure of any of the in-place generators. Tom M. also noted that the High School Pump Station will not be able to use this generator as of now. The High School Pump Station currently runs on a delta power system and what needs to be done to transfer to the regular form of power will need to be investigated.

Tom M. mentioned that Huntington has been doing work with transfer switches and they have suggested all the Pump Station generators be outfitted with one. Doing so would add an extra level of protection in the event of an outage.

7. Misc. Communications

None

Adjournment

**MOVED (KOEHLER) SECONDED (GILBERT) AND PASSED UNANIMOUSLY TO
ADJOURN THE MEETING AT 9:00 PM.**

Respectfully submitted:



Carolyn Kidney, Administrative Assistant II, DPW