



WATERFORD UTILITY COMMISSION

DATE: January 14, 2025

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Tom Dembek, Ray Valentini, Rodney Pinkham and Jerry Porter

ALSO PRESENT: Attorney Nicholas Kepple, Town Counsel

Staff: Jill Stevens, Director of Utilities
Shawn Matthews, Assistant Director of Utilities

Chairman Kirkman called the meeting to order at 6:00 pm

CITIZEN SESSION-

None

SECRETARY'S REPORT

MOTION Made by Mr. Valentini to approve the Minutes of December 10th, 2024, Mr. Dembek seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

The Commission reviewed the December adjustments. The adjustment report will be kept in the office for review.

EXPENDITURES

MOTION Made by Mr. Pinkham to approve the December 2024 bill list, Mr. Dembek seconded.

VOTE The motion passed unanimously.

OLD BUSINESS

- **Director's Report**

Ms. Stevens reviewed her report that provides updated information on all Utility Commission Capital and Operational projects that are currently funded and the status of each project. A copy of the Director's Report will be attached to the minutes when posted.

January 14, 2025

- Collection's Report

Attorney Kepple reported that collection continues to go well. He did explain that the number of files with large amounts of money to be collected are starting to go down because they have been collected. That is why the summary of Fiscal Year totals are starting to decline. This is a great step in the right direction.

- Financial Report

The financials for November were reviewed.

- Ad-Hoc Water Committee

Mr. Valentini reported that they have not met but will be setting another date shortly.

NEW BUSINESS

None

WATER

City of New London/Veolia Report.

The report was reviewed by the Commission.

CORRESPONDENCE

E-mail from resident regarding his late Sewer Deduct Meter reading. This is tabled until next month meeting.

PLANS REVIEW –

None

PERSONNEL

- Sewer Tech I

The position was re-posted at the beginning of January

- Compliance Enforcement Tech Posting

Edward Machinski will be starting on January 21st.

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:01 p.m.

MOTION Made by Mr. Pinkham to adjourn, Mr. Valentini seconded.

VOTE The motion passed unanimously.

Respectfully submitted,

Amy Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

January 9, 2025

This report summarizes the Commission's ongoing projects and operational activities as of 1/9/25

Current Capital and Capital Non-Recurring Funded Projects

1. Inflow and Infiltration Mitigation and Control

FY 19 Capital & Non-Recurring Expenditure Fund L.I. #20531-57685

Original Appropriation: \$388,303.00 Available Balance: \$237,214.39

This is an ongoing project. To identify sources of Inflow and Infiltration within the Richards Grove Sewer Basin. A draft report was emailed on October 30, 2024 for review and comment, staff reviewed and issued comments back to Wright Pierce to address within the report. As of 1/9/2025 Wright Pierce continues to work on responses to our comments, a meeting to discuss flow meter relocation is tentatively scheduled for Thursday this week.

Field data and video review and QA/QC will be completed by Friday, September 13, 2024 with a target date of September 27th for the draft report. No major manhole defects were noted. All field testing is completed (manhole inspections, smoke testing). Wright Pierce is reviewing the field-testing results and working a Technical Memorandum with the results. Manhole inspections were conducted on July 15 followed by Smoke testing of the sewer mains on July 16th. The Richards Grove Road Wastewater Basin I&I evaluation being conducted by Wright-Pierce Engineers for the amount of \$27,500.00 This project consist of conducting inflow and infiltration I&I evaluations and Sewer System Evaluation Study (SSES) . This drainage area has been identified as one of the larger contributors of I&I to our Collection System. This area possesses approximately 5 miles of 8-inch diameter gravity sewer piping and serves primarily residential users. The current flows received and conveyed by the Richards Grove Pump Station are greater than the current capacity of the pump station, triggering the potential need for a capacity upgrade if the I & I sources cannot be identified and mitigated. The I&I mitigation and control program is an ongoing project. Our staff routinely conducts pipeline and manhole assessments with the use of our CCTV and Jet Rodding apparatus. Deficiencies are located, graded and catalogued based upon severity. Corrective repairs are typically conducted during springtime utilizing robotic trenchless technology.

2. Old Norwich Road Wastewater Pump Station Rehabilitation

There are two CNR designations totaling \$1,299,369 in L.I. # 20531-57816.

Available CNR Balance: \$160,595.91

In addition, available ARPA funds in the amount of \$1,020,041.

The new roof was installed in June. Stored materials have been relocated from the Holzner warehouse to a storage container box located at the pump station.

Contractor submittals ongoing (approximately 85% complete with submittals). Contractor completion date remains November of 2025 currently.

The updated construction schedule is as follows:

- Install new doors & trim: The doors and trim work is nearly complete, a few minor punch list items remain, and the mismatched ridge cap has been replaced.
- Power wash building & fencing at fuel tank – will be completed when doors are installed
- Gas line install to building – Eversource installed the line on Thursday 9/19.
- Gas line run from regulator/ meter to building entrance – Holzner/ mechanical contractor ran underground gas line from regulator to north side.
- Switchgear is showing delivery late spring – once received, bulk of work will commence
- Bypass install / contractor mobilization – early May
- Electrical installation – commence once bypass system in place
- Mechanical installation - commence once bypass system in place
- Final site work – commence after bypass system removal

Competitive bid results for this project were received on August 10, 2023. The lowest bid received was from Holzner Construction in the amount of \$2,113,850.00 The Notice to Proceed for Holzner was executed on January 16, 2024. A Contract Administration proposal from Wright- Pierce was executed 1/19/2024 in the amount of \$55,800.00 an anticipated completion date is expected about November 2025.

3. Control Panel Retrofit

FY22 Capital Improvement Fund L.I. # 33122-55894

Original Appropriation: \$30,000.00 Available Balance: \$0 – line closed

All ordered parts have arrived, we anticipate beginning this project in the next 3-4 weeks once Ridgewood Ave is complete. This project entails replacing the existing pump control panels, which are obsolete and unsupported with current control technology. This work will ensue upon completion of upgrades currently being conducted at 10 of the lift stations, which are identified within this report and are being funded with ARPA funds.

4. Pump Station Exterior Improvements

FY22&23 Capital Improvement Fund L.I. # 33123-55895

Original Appropriations: \$ 100,000.00 (50K ea. L.I.) Available Balance: \$15,412.84

The East Neck Station driveway was replaced and the roof at Evergreen Avenue was replaced.

To date under these two L.I.#s, roof replacements have occurred at Shore Road, Dock Road, Bolles Ct, Waterford Village, Sea Side, Niantic River Rd, Mago Pt and Evergreen Ave stations. The exterior siding was replaced at the Waterford Village and Bolles Ct stations. Siding repairs were conducted at Stoney Brook Station. A new asphalt driveway was installed at the East Neck pump station. This program will reconvene in the spring of 2025 with a driveway replacement at Cross Road Station.

5. Gorman-Rupp Pump Station Controls

This is an ARPA allocation project in the amount of \$163,750.00. L.I. # 23531-55013

To date Shore Road, Dock Road, Richards Grove Road, Old Barry Road, Quaker Hill Center, Oil Mill, Oswegatchie Rd and Niantic River Road stations are complete; Ridgewood Ave station, is the last station for this project and is at approximately 50% complete, we anticipate the remaining work will take 2-3 weeks. Utility Commission staff is performing the installation of equipment, conduits and wiring. A scope of services change order was executed that directs the contractor to supply 18 cellular amplifiers and associated equipment in lieu of providing broadband to 5 stations. Utility Commission staff will be installing the amplifiers during the process of the controls upgrades. This project is ongoing.

6. Contract #1 Sewer Easement Access Project.

Capital Improvement Fund L.I. # 33123-55019

Original Appropriation: \$250,000.00 Available Balance \$174,800.00

A quick kick off call to begin the final design package (drawing and specs) to be used for contractor bid solicitation and construction for Phase One of the restoration project occurred on December 17, however more discussions are needed; a follow up meeting is tentatively set for next week. Phase one will encompass the southern section of the interceptor beginning at the intersection of Great Neck Road and Rope Ferry Road to the end of the Interceptor at Evergreen Pump Station. Phase two which encompasses the northern section of the interceptor from Boston Post Road to Great Neck Road requires the acquisition of additional easements to gain access to the interceptor during restoration and for the Utility Commission staff in the future. Splitting the project into two Phases allows restoration work to begin while easements are procured, so that once Phase one is complete easements will be in place and Phase two can begin shortly thereafter.

Contract One Restoration Preliminary Design: W-P and WUC to have Teams meeting (tentative for Tuesday July 16) to discuss scope for the final design and construction. Also discuss the approach for 2 new easements that may be required for interceptor access. Based on the meeting, W-P will provide a fee proposal for the final design package (drawing and specs) to be used for contractor bid solicitation and construction.

The request for a Special Appropriation of funds in the amount of \$500,000 was approved by the Board of Selectmen on 1/10/23. On 1/11/23 the Board of Finance acted to reduce the original request appropriation to \$250,000. On 2/6/23 the RTM approved the \$250,000.00 Special appropriation. On August 8, 2023 the Utility Commission accepted Wright–Pierce Engineers (W/P) task order proposal in the amount of \$75,200.00. Survey of the C-1 easement started October 2, 2023 and is now complete. Wright-Pierce (W/P) submitted the Preliminary drawings on February 6, 2024. A plan review session was conducted on February 14, 2024 at which time we identified various access alternatives.

7. Plastic Water Service Line Replacement Program

CNR Appropriation L.I. # 20531-57881

Original Appropriations: \$550,000.00+\$181,300.00 = \$731,300.00

Available Balance: \$426,391.18

An additional 100K was designated FY24, a request to move from an appropriation to a designation will take place when the currently appropriated funds are expended.

The Maintenance crew has completed work on Quarry Road, Goshen Road, Leary Drive and Country Club Drive, a total of 65 services were investigated, of which 41 were identified as plastic service lines and replaced, this amounted to 972 LF of service line replacement on these streets. The replacement of services previously scheduled for Old Norwich Rd is now pushed off until the spring of next year; this work will likely be put out to bid to allow the Maintenance staff to focus on smaller roads and also to keep up with their other system maintenance tasks.

Work commenced on the Plastic Water Service Replacement Project on May 22, 2023. In Fiscal Year 2024 the City of New London's contract service provider, Veolia replaced 21 plastic services on Shore Road; Waterford Utility Commission Maintenance Staff investigated a total of 425 services of which 105 were identified as plastic services and replaced on Shore Road, Niantic River Road, Tiffany Ave, East Brook Drive, Savi Ave, Cherry Street, Willow Street, Cedar Street, Mackenzie Road, Lark Street, Thrush Street, Robin Street, Quail Street, Kingfisher Way, Kestrel Lane, Woodlawn Ave and Woodlawn Court; a total of 2,584 LF of service lines were replaced. A request for an additional \$181,300.00 to replace plastic water services on Old Norwich Rd was approved by the Board of Selectman, Board of Finance and subsequently by the RTM on August 7, 2023.

8. Wiemes & Marilyn Road Ejector Pump Replacement
CNR Designation L.I. # 20531-57890 \$19,800.00

On January 7th, the Board of Selectmen approved our request to appropriate the designated funds, and forward the request to the Board of Finance meeting scheduled for January 15th. Pending Board of Finance approval, the request should be on the February 2nd RTM agenda for final approval and funds will be available 15 days thereafter, as which time the task order will be signed and the Engineering Study can begin.

Wiemes Ct and Marilyn Rd pump stations were designed in 1981. These stations are known as Pneumatic Ejectors. The station itself is a steel cylinder 9' in diameter buried about 18 feet below ground and accessed via a manway. The station houses the pots, compressors and control panel. The stations have exceeded their design life and do not operate efficiently. An engineering study is warranted to fully evaluate the stations structural integrity and plan for the station's replacement. In addition, considerations for permanent stand by power should be evaluated, as portable generators have to be mobilized in the event of need. Wright-Pierce provided a fee proposal for \$19,800 to complete the needed engineering study, a formalized task order has been requested, with the understanding the funding must be appropriated prior to execution of the task order.

Sewer Development & Maintenance Fund Projects

9. SCADA System Upgrade Design/Build
L.I. # 24431-57766 \$147,600.00

The current SCADA (Supervisory Control and Data Acquisition) system has experienced multiple failures over the past several months, which has necessitated calling in the entire crew to canvas the pumps stations on at least one occasion while the system was brought back online; additionally two different software programs used to operate the system are no longer supported and the hardware has exceeded its useful life. The Commission has entered into a design-build contract with Wright Pierce, our on-call engineering firm, to replace the failing system. The new system platform will be Ignition, a software system found and piloted by one of our current Maintenance Operators and presented to the

Commission over the past few years. Additionally the communication between stations to the maintenance shop/Municipal Complex will be accomplished over a closed zero-tunnel cellular network with radio redundancy. The Commission approved the proposal from Wright-Pierce for this project in August of 2024, the cellular network work is outside of this proposal and is being handled by Utility Commission staff. As a result of discussions and investigations made over the last few months, an amendment to the scope of the project will be made. This amendment was discussed at the December meeting with a representative from Wright-Pierce and involved avoiding duplicative efforts in terms of IT infrastructure/resources that the Town could provide the Commission, including options for fiber connectivity, data storage, and virtualized hosts.

To date the following progress has been made on this project:

- 1) Project kickoff meeting held on site October 3rd. Wright-Pierce reviewed the current network architecture and programs/ hardware.
- 2) Preliminary network architecture drawings in progress, coordination meeting with Waterford IT on Dec 6^h.
- 3) Revised preliminary network drawings based on initial/follow up discussions.
- 4) Verizon design meeting to review cellular network needs
- 5) IT meeting to discuss virtual historian and data storage.
- 6) Commission meeting to review modified scope per above
- 7) A follow up IT meeting to solidify scope changes for forthcoming amendment.

Utility Commission Operational Projects

- All wastewater collection system components and equipment are operational with exception of:
 1. Pump number 1, the Ed Machinski, at Evergreen is offline a replacement pump installation is underway at Evergreen. Pump startup was attempted on January 8th, while start up went smoothly and the pump performs well, there was a concern around the level of vibration, which were barely within the Hydraulic Institute's specified limits. The contractor, pump manufacturer and our staff will be on site on Feb 4th to check for pipe strain which could be contributing to the elevated vibration levels.
- O'Neill Theater tie-in for The Barn and Production Cottage, the Utility Commission and Public Works have partnered on this project to connect the back half of the theater building (The Barn) and the Production Cottage to our system. This work was completed by our on-call contractors and WUC/DPW staff. The contractor's scope is complete; some site work / beautification will be completed by DPW staff in the spring, and an assessment surrounding the need for a vent for the station and its location by WUC staff.
- The Asset Management software project, Beehive, is underway and improvements to our GIS program continue. Initial training for Beehive is scheduled for January 21st.
- Municipal Waterworks Meetings: a meeting was held via Zoom on January 8th.
- Municipal Wastewater Flow Metering verification was performed by an independent vendor, the Utility Commission continues to work with New London to come to terms with meter types and locations to move forward and resolve the flow data discrepancies.

Respectfully Submitted,

Jill N. Stevens

Director of Utilities