



WATERFORD UTILITY COMMISSION

DATE: May 14, 2024

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Tom Dembek, Rodney Pinkham and Ray Valentini

ALSO PRESENT: Town Attorney Nick Kepple

Staff: James A. Bartelli, Director of Utilities
Jill Stevens, Assistant Director of Utilities

MEMBERS ABSENT: Steve Negri

Chairman Ken Kirkman called the meeting to order at 6:00 p.m.

TREASURER'S PRESENTATION

MOTION Made by Mr. Dembek to move the Treasurer's presentation up on the agenda, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

Mr. Abbas Danesh, the Town Treasurer, gave a presentation on how he invests the money from the Wastewater Enterprise Fund and Sewer Development and Maintenance Fund. He provided information on the history of investments made through the STIF investment account. The Utility Commission funds have made around \$270,000 in interest as of the end of the third quarter and are anticipated to make about \$345,000 by the end of the fiscal year dependent upon market conditions. Mr. Danesh informed the Commission members that they can access the reports through the Town Website for monthly updated reports.

CITIZEN SESSION-

None

SECRETARY'S REPORT

MOTION Made by Mr. Dembek to approve the Minutes of the April 9th meeting, Mr. Valentini seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

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

EXPENDITURES

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

VOTE The motion passed unanimously.

OLD BUSINESS

- Director's Report
Mr. Bartelli reviewed his report that provides updated information on all Utility Commission Capital 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.
- Collection's Report
The report was reviewed by the Commission.
- Ad-Hoc Water Committee
Chairman Valentini had nothing new to report.
- Connecticut College Municipal Sewer Connection
Mr. Bartelli reported that they are still working on calculating the sewer connection fee. Ms. Stevens explained that she has sent a request to the college for additional information regarding number of beds per room but hasn't gotten a response yet.
- Utility Commission Policies 3005, 3011 & 3014 Drafts
Ms. Stevens explained that there was some terminology changes made to policies to better align with policy changes made in 2023 and recent legislation resulting in regulation changes for Accessory Dwelling Units. Staff is also proposing the removal of the \$22 fee for private well water meter customers who do not submit a well card on time. These customers are currently charged a flat rate based on the average use for private well-metered customers if they do not report their usage, which is typically higher than what they would pay if their usage was reported in addition to the \$22 non-reporting fee. Ms. Stevens informed the Commission that the revisions to Policy 3011 were not included in this month's meeting package but will be in the following months meeting materials. The changes to Policy 3011 add a requirement for private water meters to be replaced every 15 years.

MOTION Made by Mr. Pinkham to approve and adopt the revise version of Policy #3005 and 3014, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

NEW BUSINESS

- 2025 Wastewater Enterprise Operating Fund & Fleet Plan
Mr. Bartelli and Ms. Stevens presented two versions of the FY25 Operating Fund to the members of the Commission. One version of the budget has a 7.9% increase and using the Sewer Development and Maintenance Fund to kick start our Fleet Plan. The other version has a 15.50% and does not use funds from the Sewer Development and Maintenance fund. The Commission will vote on the FY25 Operating Fund and Fleet Plan at the next meeting in June.
- Asset Management Software
Ms. Stevens reviewed the benefits of Beehive Software and gave updates on prep work that has been done before getting the software. She reported that the 1st year for cost of software and implantation is \$25,682 and the reoccurring cost for each year afterwards would be \$17,904.

MOTION Made by Mr. Valentini to approve the purchase of the software and implementation for \$25,682 and approve a bid waiver for this purchase, seconded by Mr. Dembek.

VOTE The motion passed unanimously.

- AMTRAK License
Ms. Stevens reported that the department found out while researching permit requirements for the Contract 1 clearing easement project that there were two AMTRAK licenses that needed to be renewed within the Town. This license agreement is to allow our infrastructure to be on AMTRAK property.

MOTION Made by Mr. Dembek to approve the license for AMTRAK for the Pleasure Beach area for a total of \$2,605.00 to be paid on an annual basis, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

MOTION Made by Mr. Dembek to approve the license for AMTRAK for the Millstone Nuclear Access Road for a total of \$3,170.00 to be paid on an annual basis, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

- Chemical Odor Control Bid Opening
Mr. Bartelli reported that there was only one company that bid for this Request for Proposals which was Evoqua Water Technologies LLC. Their price for services for the year is \$163,230.00

MOTION Made by Mr. Dembek to accept and award the bid to Evoqua Water Technologies LLC in the amount of \$163,230.00, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

WATER

City of New London/Veolia Report.

The report was reviewed by the Commission.

Chairman Kirkman directed Mr. Bartelli to write a letter to the City of New London requesting a tour of the wastewater treatment plant. The Waterford Utility Commission would like to see the repairs that Waterford capital funds were invested in. Chairman Kirkman went on to say that the Commission should have been provided notice of the repairs before the work was done per the Tri-Town Agreement.

Town Attorney Kepple also advised that the City of New London be given two options:

1. The funds that Waterford provides for Capital improvements be invested better and earn more than the small amount of interest it has earned in comparison to similar amounts of money that Waterford's Treasurer manages. Or
2. Waterford manages the funds provided to New London for wastewater Capital Improvements and let our treasurer invest the money to be insured of a better return on the money.

PLANS REVIEW –

None

PERSONNEL

- Mr. Bartelli explained the need to reorganize the maintenance division. He proposed a new organizational chart that would allow the department to restructure the Maintenance Division by increasing the number of Maintenance Operators from 2 to 4 and realigning the number of Sewer Technicians 1 & 2 accordingly.

MOTION Made by Mr. Pinkham to accept the new organization chart for the maintenance division as presented, seconded by Mr. Dembek.

VOTE The motion passed unanimously.

- The Compliance Enforcement Technician Job, which replaces the Assistant Construction Inspector position is still posted. There have been 9 applicants but only two were interviewed. No decision has been made yet.

OTHER

The Commission and the staff would like to recognize the Public Work mechanical staff for their talent and hard work on doing the conversion work on the camera truck. Thank you!

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:20 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,

Amy Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

May 14, 2024

This report summarizes the Commission's ongoing projects and operational activities

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: \$244,508.29

This is an ongoing project. Temporary Sewer Flow meters were installed within the Richards Grove wastewater basin this past month. Data is being collected and will be compared to metered water provided to each household in order to determine the level of I&I. 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 additional inflow and infiltration I&I evaluation and Sewer System Evaluation Study (SSES) for the Richards Grove drainage area. 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.

This past month our On-Call Contractor has rehabilitated 14 sewer manhole cone sections within our Cross-Country easements. Initially we anticipated the replacement two cone sections., however the contractor was able to fully restore the cone sections without removing them and as result was able to rehabilitate two additional manholes.

2. Old Norwich Road Wastewater Pump Station Rehabilitation

This is Work in Progress There are two CNR designations totaling \$1,299,369 in LI # 20531-57816. In addition, available ARPA funds in the amount of \$1,020,041. Total available funds are \$2,319,410 .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 Our consulting engineer has represented that there is currently a 65 week lead time for some electrical components. The Control Cabinet, some mechanical piping and some of the Instrumentation equipment has been received. 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 Budget: \$30,000.00

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 Budget: \$44,790.34

We are currently seeking pricing for the replacement of the East Neck Station driveway and the roof replacement for Graniteville Station.

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 and Mago Pt, and the exterior siding was replaced at the Waterford Village and Bolles Ct stations. In addition, siding repairs were conducted at Stoney Brook Station. This program will reconvene in the spring of 2025

5. Fargo Water Tank Rehabilitation.

This is an ARPA allocation project in the amount of \$1,200,000.00.

Rehabilitation work is underway and progressing nicely. The pitting's within the interior of the tank identified last month were ultrasonically tested and evaluated. The pits were found to be within tolerance. A recommendation was made by our consulting engineer to apply an epoxy coating on the pitted areas in lieu of spot welding. A change order reduction is currently being prepared.

An on-site pre-bid meeting was conducted on May 17, 2023

Bids were received May 31, 2023 which ranged from \$999,900 to \$2,214,000.00 The Utility Commission accepted the recommendation from Haley Ward Engineering dated June 23, 2023 recommendation the Fargo Water Tank refurbishment project be awarded to Utility Service Company for the bid price of \$999,900.00 and forward to the Board of Selectman for award. The Board of Selectman acted to accept the recommendation on July 11, 2023. An award letter has been sent to the contractor. The tank contractor, USG Water, is now planning to start work spring of 2024. A Pre-Construction meeting was conducted on November 27th. The pinhole leak at the base of the fill pipe which recently presented itself was discussed. This issue was not present during the Tank Evaluation study nor was the standpipe interior evaluated during the study, as there are no means to inspect the interior of the standpipe. Alternatives to correct this deficiency were evaluated by our consulting engineer and USG Water, the contractor; a change order proposal in the amount of \$217,857.00 was submitted by USG. The Commission acted on 2/13/24 to award the change order to USG Water and to be funded by the Water Revenue Fund.

6. Gorman-Rupp Pump Station Controls

This is an ARPA allocation project in the amount of \$163,750.00.

To date Dock Road, Richards Grove Road, Old Barry Road, Quaker Hill Center, Oil Mill, Oswegatchie Rd and Niantic River Road stations are complete. Works is ongoing at Shore Rd, upon completion; the Ridgewood Ave station is next on the list.

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.

7. Contract #1 Sewer Easement Access Project

Capital Improvement Fund L.I. 33123-55019 \$250,000.00

Current Available Balance \$174,800.00

Today Wright/Pierce submitted the Preliminary Draft drawings. Staff will review the drawings next week. 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. March 28, 2024 is the target date to receive a preliminary design package.

8. Plastic Water Service Line Replacement Program

CNR Appropriation Li# 20531-57881 \$550,000.00+ \$181,300.00 = \$731,300.00

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.

Current Available Balance: \$496,904.58

The Maintenance crew will start work on Goshen Rd, Leary Drive, Spiniker Drive and Country Club Road next week.

The Maintenance division completed replacements of 20 plastic water services on Brill Ave this past month. The replacement of services previously scheduled for Old Norwich Rd was pushed off till the Fall.

Work commenced on the Plastic Water Service Replacement Project on May 22, 2023. The City of New London contract service provider, Veolia replaced 21 plastic services on Shore Road and Waterford Utility Commission Maintenance Staff replaced 16 services on Shore Rd. Waterford crews also replaced 35 services on Niantic River Road and 38 services within the Tiffany neighborhood and replaced 41 services within the Birdville neighborhood. To date a total of 2,488 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.

Water Revenue Funded Projects

9. The Lead and Copper Rule \$98,763.00 Wright-Pierce Engineers (W/P) L.I. # 21131-55302

The Water Service Line Material Survey will be mailed out to all of our customers and made accessible on line next week.

The Lead and Copper Rule (LCR), first promulgated in 1991, was enacted by the USEPA to protect public health and reduce exposure to lead and copper in drinking water. In January 2021 the USEPA published the Lead and Copper Rule Revisions (LCRR). The LCRR aims to better protect public and get the lead out of our nation's drinking water. One major regulatory change included in the LCRR is the requirement for water systems to develop a lead service line (LSL) material inventory and an LSL replacement (LSLR) plan if lead or lead goosenecks are found by October 16, 2024. The LSL inventory which is mandated by USEPA and the Connecticut Department of Public Health (CTDPH) requires that Waterford creates an inventory of the existing water service lines materials (plastic, copper, lead, galvanized, other) on public and private side in Waterford's water system and identify which service lines may be galvanized or contain lead.

10. Bloomington Rd Low Pressure Evaluation \$13,900.00 Wright-Pierce Engineers (W/P) L.I. # 21131-55303

This week W/P submitted their DRAFT report for review.

This evaluation entails the engineering services to reevaluate options to enhance residential and fire protection pressures on Bloomington Road, near the Gallows Lane tank. The Connecticut Department of Public Health (CT DPH) regulations require water systems to maintain a minimum pressure of 25 psi in their water distribution system and a minimum of 20 psi during a fire flow event. In 2004, the Waterford Utility Commission (WUC) received complaints of low pressure from residents on Bloomington Road, near the Gallows Lane tank. In a subsequent sanitary survey, CT DPH cited a violation for water pressures below 25 psi and 20 psi at services in this area. The proposed evaluation is to review recommendations from previous study, update construction cost estimates, and evaluate new alternatives. Work on this project continues.

Utility Commission Operational Project

- All wastewater collection system components and equipment are operational with exception to :
 1. The SCADA server #1 which is experiencing issues. We have requested our consulting engineers to submit a task order for preparation of bid documents for a new SCADA system.
- Caroline Ct land survey is complete and the monuments are set. A request has been sent to the First Selectman to initiate the CGS 8-24 process. The issue was reviewed by Town Departments and the Town Attorney. A meeting with the property owner was held on February 15, 2024 , at which such time the property owner suggested a slight

modification to the length of the taking which will not have an impact to our operation or maintenance of the sewer main. This item is scheduled to be on the next Board of Selectman Agenda.

- The GIS migration with Tighe & Bond has been completed by the Assistant Director. The Assistant Director has obtained prices for the procurement of a GPS based data collector, which will integrate with our GIS platform and allow us to collect location information on our assets and infrastructure. This equipment will also work with the Asset Management software that we are reviewing for purchase. The Assistant Director is also working with the Purchase Agent for the acquisition of Tablet devices to be utilized with the aforementioned equipment.
- The Asset Management software project proposal will be presented tonight.
- The Compliance Enforcement Technician Job Description, which replaces the Assistant Construction Inspector position remains open.
- A Seasonal/Part time Maintainer position has been filled. We are still seeking another part-time position.
- We have solicited a proposal for services necessary to update and revise our Water and Wastewater Standards/Specifications and Details ,the last update was 2006. A proposal in the amount of \$60,200 was received and is currently being evaluated by staff.
- The On-Call Contractor Bids are currently published. Bids close May 21, 2024
- The Odor and Corrosion Control Bid is closed, one bid was received.
- The Generator Service Contract Bid is currently published and closes on June 4, 2024
- Municipal Waterworks Meetings Update.
- Municipal Wastewater Flow Metering verification continues. The City has installed their own meters parallel to ours, the readings do not match up, as result we collectively are in the process of soliciting flow metering services from an independent vendor.
- The Board of Selectman has acted favorably to move DPWs Dump Truck (H39) to the Utility Commission for use.

Respectfully Submitted,

James A. Bartelli

Director of Utilities