



WATERFORD UTILITY COMMISSION

DATE: April 9, 2024

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Tom Dembek and Ray Valentini

ALSO PRESENT: J. Robert Tuneski, Finance Liaison

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

MEMBERS ABSENT: Steve Negri and Rodney Pinkham

Chairman Ken Kirkman called the meeting to order at 6:04 p.m.

CITIZEN SESSION-

None

SECRETARY'S REPORT

MOTION Made by Mr. Dembek to approve the Minutes of the March 12th meeting, Chairman Ken Kirkman seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

The Commission reviewed the March adjustments. Ms. Stevens explained two of the higher dollar amount adjustments due to meter exchanges. The adjustment report will be kept in the office for review.

EXPENDITURES

MOTION Made by Mr. Dembek to approve the March 2024 bill list, Mr. Valentini 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.

Mr. Bartelli gave an update on the Fargo Water Tank Rehabilitation Project. Evaluations are currently being done.

- **Collection's Report**

The report was reviewed by the Commission.

- **Ad-Hoc Water Committee**

Mr. Bartelli reported a kickoff meeting will be scheduled soon.

- **Connecticut College Municipal Sewer Connection**

Mr. Bartelli reported that the sewer connect fee calculation is currently under review, it was only recently brought to the attention of staff that the building proposed to connect to the Waterford sewer system is sub-metered, therefore the water usage reported data from the College must be used to calculate the fee, not the water usage data provided by New London through the main meter.

NEW BUSINESS

- **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 and 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. The Commission will review the proposals and make a decision at next month's meeting.

- **Tri-Town Municipal Wastewater Flow Metering**

None

WATER

City of New London/Veolia Report.

The report was reviewed by the Commission.

CORRESPONDENCE

None

PLANS REVIEW – 7 West Street

Mr. Bartelli stated the plans to extend the sewer system to serve 7 West Street were previously proposed and approved through the C.G.S. 8-24g process as an Extension to the Municipal Sewer System. The contractor is proposing a modification to the approved plans which requires the Commission's approval. The Commission reviewed revisions to the plans.

MOTION Chairman Kirkman made motion to accept the changes, Mr. Valentini seconded.

VOTE The motion passed unanimously.

PERSONNEL

- Mr. Bartelli proposed the restructuring of the Maintenance Division. Mr. Bartelli would like to create 2 different job descriptions that allows work to be done effectively in-house. This is currently being reviewed by Human Resources.
- The Compliance Enforcement Technician Job, which replaced the Assistant Construction Inspector position, is currently posted and open to the public.

OTHER

None

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:27 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,

Jacquelyn Jackson
Recording Secretary



Waterford Utility Commission

Director's Report

April 9, 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: \$244,508.59

Temporary Sewer Flow meters were installed within the Richards Grove wastewater basin this week and will remain in place for a month. The data 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. Our On-Call Contractor is in the process of rehabilitating 11 sewer manhole frames and two cone sections.

2. Old Norwich Road Wastewater Pump Station Rehabilitation

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 electrical gear and that they have been reviewing submittals for valves, pumps, piping and HVAC components. We are now looking at a completion date of 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

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.

The tank is drained and the contractor has started working setting up the required containment system. Sand Blasting is scheduled for next week however the contractor has identified several

large size pits within the active operating range of the tank and is concerned that the sandblasting may blow through some of the pitting. As result of this finding our consulting inspector will evaluate the tank and prepare a report indicating potential cost to repair prior to blasting. I will provide the report once obtained.

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

W/P is scheduled to submit their report and drawings into a preliminary design package within two weeks. 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 division will start replacing 20 plastic water services on Brill Ave this week and investigate 7 additional services to determine the material type. The Crew will then proceed to Old Norwich Road to replace 24 services and investigate 25 services to determine material type.

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

W/P continues their work creating the LCRR Database. They have prepared a Water Service Line Material Survey to be mailed out to all of our customers and made accessible on line.

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. Bloomingdale Rd Low Pressure Evaluation

\$13,900.00 Wright-Pierce Engineers (W/P) L.I. # 21131-55303

W/P is currently reviewing previous engineering studies and obtaining information from the City and Town.

This evaluation entails the engineering services to reevaluate options to enhance residential and fire protection pressures on Bloomingdale 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 Bloomingdale 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 of :
 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.
 2. The replacement of the CCTV truck was approved by the AD-Hoc Fleet Management Committee.
- 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. Town Council will bring this item to the Planning and Zoning Commission.
- 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 Purchasing Agent for the acquisition of Tablet devices to be utilized with the aforementioned equipment.

- The Asset Management software project proposal will be presented at our May meeting.
- The Compliance Enforcement Technician Job Description, which replaces the Assistant Construction Inspector position, has been posted.
- A Seasonal/Part time Maintainer position has been posted, interviews will be conducted next week.
- 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 Bid documents were sent to the Purchasing Agent for processing and are currently being reviewed by Legal consul. Our current contract has expired.
- The Odor and Corrosion Control Bid was sent to the Purchasing Agent for processing. Our current contract has expired. A Pre Bid meeting is scheduled for 4/11/24. Bids close on 5/2/24
- On 4/8/24 the Underground fuel storage tank was removed from the Cross Rd Station and a new double walled tank was installed within the station.
- 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 are collectively in the process of soliciting flow metering services from an independent vendor.
- The City's Director has verbally mentioned that Capital work will be required at the Treatment Plant, which will include improvements to #3 Clarifier, SCADA Systems and Transformers. Funds will come from Waterford's Capital Account held by the City. I will provide the official notice once received.

Respectfully Submitted,

James A. Bartelli

Director of Utilities